

BUXHALL PARISH COUNCIL**Bank Reconciliation Year Ended 31 03 2020**

| | | |
|---|-----------------------------|-----------------|
| Community Account | Balance b/f 01.04.2019 | 1,707.75 |
| <i>Less prior year cheque</i> | <i>100821</i> | <i>42.80</i> |
| Less presented cheques | | 7,522.58 |
| Plus Unpresented cheques | 100858 Buxhall Village hall | 12.50 |
| Add receipts | | 7,083.59 |
| Add uncleared receipt | | - |
| Agreed to Bank Statement dated 28th Noember 2019 | | 1,238.46 |

| | | |
|---|------------------------|------------|
| Active Saver Account | Balance b/f 01.04.2019 | 6,819.58 |
| | transferred | - 6,819.58 |
| Agreed to Bank Statement dated 28th Noember 2019 | | - |

| | | |
|--|--|------------------|
| Business Premium Account | Balance b/f 01.04.2018 | 16,928.98 |
| | Assumed interest | 429.85 |
| | Assumed interest | 8.53 |
| | transferred receipt from Active Saver | 6,819.58 |
| | Interest transferred from Active Saver | 10.02 |
| Barclays error. Received into Community Acct 6th Nov 2019 | | - 1.36 |
| Agreed to Bank Statement dated 28th Noember 2019 | | 24,195.60 |

| | | |
|---|-------------------------|-------------------|
| Cash and Short Term Investments | Barclays ***2793 | 1,238.46 |
| | less unpresented cheque | 12.50 |
| | Barclays ***4123 | - |
| | Barclays ***2785 | 24,195.60 |
| | Santander Bond | 85,000.00 |
| Total Cash and Short Term Investments as at 28th November 2019 | | 110,421.56 |

Allocation of Cash and Investments

| | |
|--|-------------------|
| CEP | - |
| Maintenance Reserve (Grass Cutting) | 420.00 |
| Capital Amenity Reserve | 100,000.00 |
| Asset Replacement Reserve | 6,801.56 |
| Election Reserve | 200.00 |
| General Reserve | 3,000.00 |
| Allocation of Cash and Investments as at 28th November 2019 | 110,421.56 |

BUXHALL PARISH COUNCIL

**Current Account Expenses and Income against Budget 2019/20
28th October 2019**

| PAYMENTS | Actual 2019/20 | Budget 2019/20 | Available 2019/20 | Actual 2018/19 | Actual 2017/18 |
|---------------------------------------|-------------------|-------------------|----------------------|-------------------|-------------------|
| Administration expenses ie stationery | £133.88 | £140.22 | £6.34 | £108.09 | £164.85 |
| Allotment Water | £130.63 | £130.63 | £0.00 | £171.48 | £76.10 |
| Allotments | £55.00 | £55.00 | £0.00 | £0.00 | £0.00 |
| Asset replacement | £1,715.83 | £0.00 | -£1,715.83 | £0.00 | £0.00 |
| Audit | £109.45 | £169.37 | £59.92 | £318.45 | £100.00 |
| Bin Emptying | £105.00 | £105.00 | £0.00 | £90.00 | £90.00 |
| Buxhall Broadcast | £250.00 | £250.00 | £0.00 | £0.00 | £250.00 |
| Car Park | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Clerks Expenses | £92.02 | £143.20 | £51.18 | £177.81 | £0.00 |
| Clerk Salary | £1,716.45 | £2,538.29 | £821.84 | £2,379.53 | £2,319.07 |
| Election | £104.78 | £104.78 | £0.00 | £0.00 | £0.00 |
| Footpaths | £363.52 | £722.04 | £358.52 | £727.04 | £0.00 |
| Hire of Hall | £112.50 | £152.50 | £40.00 | £162.50 | £152.50 |
| ICO Data Protection Fee | £40.00 | £40.00 | £0.00 | £40.00 | £35.00 |
| Insurance | £293.21 | £348.16 | £54.95 | £348.16 | £352.39 |
| Miscellaneous | £1,011.83 | £100.00 | -£911.83 | £42.80 | £155.00 |
| Playfield equipment | £30.95 | £50.00 | £19.05 | £0.00 | £53.75 |
| Playfield Maintenance | £0.00 | £0.00 | £0.00 | £108.89 | £47.53 |
| Playingfield Electric | £100.22 | £200.00 | £99.78 | £220.60 | £169.22 |
| Playingfield grass cutting | £0.00 | £420.00 | £420.00 | £0.00 | £400.00 |
| S137 | £0.00 | £100.00 | £100.00 | £0.00 | £0.00 |
| Subscriptions | £229.47 | £232.64 | £3.17 | £179.08 | £174.60 |
| Training | £245.99 | £250.00 | £4.01 | £60.00 | £228.99 |
| Transfer from reserves | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Website | £0.00 | £50.00 | £50.00 | £50.00 | £50.00 |
| VAT expenditure | £681.85 | £0.00 | -£681.85 | £243.28 | £196.60 |
| Total Payments | £ 7,522.58 | £6,301.83 | £ (1,220.75) | £ 5,427.71 | £ 5,015.60 |

| RECIEPTS | Current 2019/20 | Budget 2019/20 | Available 2019/20 | Actual 2018/19 | Actual 2017/2018 |
|------------------------|--------------------|-------------------|----------------------|-------------------|---------------------|
| Allotment Rents | £365.00 | £345.00 | -£20.00 | £355.00 | £355.00 |
| misc receipts | £133.33 | £0.00 | -£133.33 | £10.00 | £0.00 |
| Transfer from reserves | £0.00 | £1,737.63 | £1,737.63 | | |
| Insurance Claim | £636.39 | £0.00 | -£636.39 | £0.00 | £0.00 |
| Interest | £11.38 | £0.00 | -£11.38 | £0.00 | £768.75 |
| MSDC Grant | £75.00 | £0.00 | -£75.00 | £0.00 | £250.00 |
| Precept | £4,119.21 | £4,119.20 | -£0.01 | £4,023.50 | £4,002.00 |
| Transparency Grant | £0.00 | £0.00 | £0.00 | £0.00 | £473.25 |
| CC Grant | £1,500.00 | £0.00 | -£1,500.00 | £0.00 | £0.00 |
| VAT recovered | £243.28 | £0.00 | -£243.28 | £196.60 | £1,266.80 |
| Water recovered | £0.00 | £100.00 | £100.00 | £171.57 | £98.81 |
| Total Receipts | £7,083.59 | £6,301.83 | -£781.76 | £4,756.67 | £7,214.61 |

Buxhall Parish Council - Payments November 2019

| Expenditure | Cheque / BACS / SO/ | Payee | Net | VAT | Total | Notes |
|------------------------------|----------------------------|----------------------|------------|------------|-----------------|---|
| Salary | Cheque | T Newell | £ 209.57 | £ - | | |
| Expenses | Cheque | T Newell | £ 23.10 | £ - | £ 232.67 | Clerks salary and expenses |
| Hire of hall | Cheque | Buxhall Village hall | £ 25.00 | £ - | £ 25.00 | Invoice 31and 36 - hire dates 19 11 19 and 11 11 19 |
| Electricity for playingfield | Cheque | Eon | £ 14.62 | £ 0.73 | £ 15.35 | Invoice H10549FF90 6.10-22.10.19 |
| | | | £ 272.29 | £ 0.73 | £ 273.02 | |

BUXHALL PARISH COUNCIL
Forecast for year ended 31 03 2019

as at November 28th 2019

| | |
|---|----------------|
| Bank balance as at 28th November | £1,238.46 |
| less November unpresented cheque | £12.50 |
| Less committed December cheques | £273.02 |
| Predicted Balance at end of December | £952.94 |

Expenses due January - March

| | |
|----------------------------------|----------------|
| Clerk | £630.00 |
| Lighting | £60.00 |
| Stationery | £24.00 |
| Stamps | £30.48 |
| Salc | £187.00 |
| Predicted amount to spend | £931.48 |

Predicted Balance £21.46

Propose to transfer £1,000.00

Predicted balance at 13 03 2019 £1,021.46

BUXHALL PARISH COUNCIL**Clerks hours****December 9th 2019**

| | | | | | |
|------------------------|--|--------------|-----------|---|----------------------|
| | | Hourly Rate: | 2019 / 20 | £ | 11.00 |
| Week Commencing | Details | | | | |
| 11 11 19 | Contracted hours | | 4 | | 44.00 |
| 18 11 19 | Contracted hours | | 4 | | 44.00 |
| 19 11 19 | Community Speedwatch - additional time | | 1 | | 11.00 |
| 25 11 19 | Contracted hours | | 4 | | 44.00 |
| 02 12 19 | Contracted hours | | 4 | | 44.00 |
| | Holiday pay | | | | <u>22.57</u> |
| | Total Salary | | | | <u>209.57</u> |

| Date | Expense | Net | VAT | Total |
|------------|---|---------|-----|---------|
| 06 11 2019 | Agenda mileage | £ 3.51 | £ - | £ 3.51 |
| 19 11 19 | Refreshments for 19 11 19 and as stock held in Village Hall (a sreceipt attached) | £ 6.49 | £ - | £ 6.49 |
| 27 11 19 | Travel to SCC for CEP | £ 5.60 | £ - | £ 5.60 |
| Monthly | Electricity, heating for home office | £ 7.50 | £ - | £ 7.50 |
| | Total | £ 23.10 | £ - | £ 23.10 |

TOTAL CHEQUE PAYMENT**£ 232.67**

BUXHALL PARISH COUNCIL

Allotment Register October 2019

| Allotment number | Tenants Name | Contact Address | Agreement | £ | Details | New Contract | Contract End | 2019/20 | | | | | |
|------------------|---------------------------|--------------------------------------|------------|---------|------------|--------------|--------------|------------|--------------|------------|-------------|-----------|------------------|
| | | | | | | | | Invoice no | Invoice Date | Amount Due | Amount Paid | Date Paid | Cash/Cheque/trsf |
| 1 | Bernard Rolfe | Walnut Tree Cottage Brettenham Road | 05 05 2015 | £ 40.00 | no details | | | 19/002 | 10.08.2019 | £ 40.00 | £ 40.00 | 17 09 19 | trsf |
| 2 | Bernard Rolfe | | 05 05 2015 | | | | | | | | | | |
| 3 | Bernard Rolfe | | 05 05 2015 | | | | | | | | | | |
| 4 | Carl Sampsom | Sorrels, Brettenham Road | 25 04 2016 | £ 40.00 | no details | | | 19/009 | 10.08.2019 | £ 40.00 | £ 40.00 | 03 10 19 | trsf |
| 5 | Carl Sampsom | | | | | | | | | | | | |
| 6 | Miles & Gift Cove | Bretteham Road | 05 04 2013 | £ 40.00 | | | | 19/004 | 10.08.2019 | £ 40.00 | £ 40.00 | 29 09 19 | cheque 100039 |
| 7 | Miles & Gift Cove | | | | | | | | | | | | |
| 8 | Miles & Gift Cove | | | | | | | | | | | | |
| 9 | Mrs Chris Hart-Davies | Friars Rectory Road Buxhall IP14 3DJ | 14 06 2009 | £ 20.00 | 14 x 15m | | | 19/010 | 10.08.2019 | £ 60.00 | £ 60.00 | 07 10 19 | trsf |
| 10 | Mrs Chris Hart-Davies | | 04 05 2011 | £ 20.00 | 14 x 17m | | | | | | | | |
| 11 | Mrs Chris Hart-Davies | | 26 06 2015 | £ 20.00 | 14 x 17m | | | | | | | | |
| 12 | vacant | | | | | | | | | | | | |
| 13 | vacant | | | | | | | | | | | | |
| 14 | vacant | | | | | | | | | | | | |
| 15 | vacant | | | | | | | | | | | | |
| 16 | vacant | | | | | | | | | | | | |
| 17 | Cathy Collins | 8 Buzzard Rise Stowmarket IP14 5JE | 23 02 2016 | £ 20.00 | no details | | | 19/003 | 10.08.2019 | £ 20.00 | £ 20.00 | 24 09 19 | Trsf |
| 18 | Mr Gray | 1 Orchard Drive | 26 10 2009 | £ 20.00 | 13 x 11m | | | 19/006 | 10.08.2019 | £ 40.00 | £ 40.00 | 15 11 19 | cheque |
| 19 | Mr Gray | | 14 10 2008 | £ 20.00 | 13 x 20m | | | | | | | | |
| 20 | Mr Nelson | 2 Orchard Drive | 15 10 2010 | £ 20.00 | 13 x 22m | | | 19/008 | 10.08.2019 | £ 20.00 | £ 20.00 | 29 09 19 | cheque 100039 |
| 21 | John Hicks | 3 Orchard Drive | 09 10 2008 | £ 20.00 | 13 x 18m | | | 19/001 | 10.08.2019 | £ 20.00 | £ 20.00 | 15 10 19 | 100038 |
| 22 | Heather Peterson | 4 Orchard Drive | 13 06 2016 | £ 20.00 | none | | | 19/011 | 10.08.2019 | £ 20.00 | £ 20.00 | 13 11 19 | Trsf |
| 23 | Julie Barnard (nee Jones) | 5 Orchard Drive | 13 11 2010 | £ 20.00 | 13 x 18m | | | 19/007 | 10.08.2019 | £ 20.00 | £ 20.00 | 25 09 19 | Cheque 100038 |
| 24 | Mr H Friston | Fourwinds Mill Road Buxhall | 10 11 2008 | £ 45.00 | 30 x 45m | | | 19/005 | 10.08.2019 | £ 45.00 | £ 45.00 | 18 09 19 | Cheque 100037 |
| 25 | Mr H Friston | | | £ - | | | | | | £ - | | | |
| | | | | | | | | | | £ 365.00 | £ 365.00 | | |

Why was Mr Rolfe only invoiced for two

BUXHALL PARISH COUNCIL

Insurance Claim for VAS Reconciliation

28th October 2019

| Expenditure | Net | VAT | Gross |
|-------------------------------|---------------|---------------|-----------------|
| Postage to Germany | 133.35 | 26.67 | 160.02 |
| Repair | 748.96 | 141.48 | 890.44 |
| Bank transfer fee x 2 | 30.00 | - | 30.00 |
| | 912.31 | 168.15 | 1,080.46 |
| Income | | | |
| Claim for repair | 503.04 | - | 503.04 |
| Reimbursement for postage | 133.35 | - | 133.35 |
| | 636.39 | - | 636.39 |
| Reconciliation | | | |
| Insurance Excess | 250.00 | | |
| VAT can reclaim | 168.15 | | |
| Bank Charges | 30.00 | | |
| Difference in exchange rate - | 4.08 | | |
| | 1,080.46 | | |

BUXHALL PARISH COUNCIL

Asset Register Year Ending 31 03 2020

Position as at 30 September 2019

| Ref | Description | Location | Date Acquired | Acquisition value 2018 | Custodian | Disposal/Discharge | Additions in year | Insurance Value 2019/20 |
|-----|-----------------------------|------------------------------|---------------|------------------------|------------------|--------------------|-------------------|-------------------------|
| 1 | Purchase of 5 acre field | Mill Road | 1978 | £ 2,500.00 | PC | | | £ 1.00 |
| 2 | Car Park Light | Mill Road | 1994 | £ 59.00 | PC | | | |
| 3 | Meter Box and Consumer Unit | Mill Road | 1999 | £ 375.00 | PC | | | |
| 4 | Hard Surface Play Area | Mill Road | 2002 | £ 6,309.00 | PC | | | |
| 5 | Northern Boundary Fence | Mill Road | 2009 | £ 1,805.00 | PC | | | |
| 6 | Car Park Resurfacing | Mill Road | | £ 920.72 | PC | | | |
| 7 | Level off Car Park | Mill Road | | £ 300.00 | PC | | | |
| 8 | Swing Seats | Mill Road | | £ 336.35 | PC | | | £ 354.85 |
| 9 | Slide | Mill Road | 1978 | | PC | | | £ 1,000.00 |
| 10 | Climbing Frame | Mill Road | 1980 | £ 2,436.00 | PC | | | £ 1,284.99 |
| 11 | Climbing Frame | Mill Road | 1979 | | PC | | | £ 1,284.99 |
| 12 | Swings | Mill Road | 1994 | £ 1,220.00 | PC | | | £ 1,287.10 |
| 13 | Wooden Play Frame | Mill Road | 2001 | £ 22,982.00 | PC | | | £ 24,246.01 |
| 14 | Double Bay swing unit | Mill Road | 2011 | £ 2,120.00 | PC | | | £ 2,236.60 |
| 15 | 2 acres allotment land | Mill/Brettenham Road | 1898 | £ 1.00 | PC | | | £ 1.00 |
| 16 | Buxhall Village Sign | Junction of Brettentham Road | 2001 | £ 6,383.00 | PC | | | £ 6,765.98 |
| 17 | Seat and Plaque | Playing field | 1979 | £ 464.00 | PC | | | £ 500.00 |
| 18 | Seat | Playing field | 2004 | £ 696.00 | PC | | | £ 737.76 |
| 19 | Seat | Edmunds Road | 2003 | £ 696.00 | PC | | | £ 737.76 |
| 20 | Seat | Edmunds Road | 2003 | £ 464.00 | PC | | | £ 491.84 |
| 21 | Buxhall Name sign | Verge nr Pie Hatch | 1995 | £ 232.00 | PC | | | £ 245.92 |
| 22 | Noticeboard | Village Hall | 2003 | £ 115.00 | PC | | | £ 600.00 |
| 23 | Litter Bin | Edmunds Road | 2004 | £ 67.00 | PC | | | |
| 24 | Litter Bin | Electricity pole | 2007 | £ 102.00 | PC | | | |
| 25 | Litter Bin | ?? | | | PC | | | |
| 26 | Seat | St Marys Church | 2015 | £ 1.00 | PC | | | £ 500.00 |
| | Defibrillator | Village Hall | 13 09 2016 | £ 400.00 | Gifted to VHC | £ 400.00 | | £ - |
| | Defibrillator Cabinet | Village Hall | 13 09 2016 | £ 512.50 | 2017/250 | £ 512.50 | | £ - |
| 27 | Radarlux VAS | Shared | 18 06 16 | £ 1,193.79 | Member of Public | | | £ 3,000.00 |
| 28 | Filing cabinet | Chairman | 01 01 2000 | £ 129.00 | Chairman | | | £ 150.00 |
| 29 | Filing cabinet | Clerks office | 01 05 2019 | £ - | Clerk | | | |
| 30 | Laptop | Member of public | 15 07 2016 | £ 403.35 | Member of Public | | | £ 450.00 |
| 31 | Scanner | Clerks office | 15 07 2016 | £ 91.66 | Clerk | | | £ 100.00 |
| 32 | MacBook | Clerks office | 06 2019 | £ - | Clerk | | £ 670.00 | £ 670.00 |
| | TOTALS | | | £ 53,314.37 | | £ 912.50 | £ 670.00 | £ 46,645.80 |