

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

<b>Community Account</b>	Balance b/f 01.04.2019	1,707.75
<i>Less prior year cheque</i>	<i>100821</i>	42.80
Less presented cheques		5,759.22
Plus Unpresented cheques		274.89
Add receipts		5,522.23
Add uncleared receipt		-
<b>Agreed to Bank Statement dated 28th October 2019</b>		<b>1,702.85</b>

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

<b>Business Premium Account</b>	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
	Shortfall from acct closure	- 1.36
<b>Agreed to Bank Statement dated 28th October 2019</b>		<b>24,195.60</b>

<b>Cash and Short Term Investments</b>	Barclays ***2793	1,702.85
	less unpresented cheque	274.89
	Barclays ***4123	-
	Barclays ***2785	24,195.60
	Santander Bond	85,000.00
<b>Total Cash and Short Term Investments as at 28th October 2019</b>		<b>110,623.56</b>

**Allocation of Cash and Investments**

CEP	-
Maintenance Reserve (Grass Cutting)	420.00
Capital Amenity Reserve	100,000.00
Asset Replacement Reserve	7,003.56
Election Reserve	200.00
General Reserve	3,000.00
<b>Allocation of Cash and Investments as at 28th October 2019</b>	<b>110,623.56</b>

**BUXHALL PARISH COUNCIL**

**Current Account Expenses and Income against Budget 2019/20**

**28th October 2019**

<b>PAYMENTS</b>	<b>Actual 2019/20</b>	<b>Budget 2019/20</b>	<b>Available 2019/20</b>	<b>Actual 2018/19</b>	<b>Actual 2017/18</b>
Administration expences ie stationery	£91.23	£125.00	£33.77	£108.09	£164.85
Allotment Water	£6.46	£100.00	£93.54	£171.48	£76.10
Allotments	£55.00	£0.00	-£55.00	£0.00	£0.00
Asset replacement	£665.83	£0.00	-£665.83	£0.00	£0.00
Audit	£109.45	£300.00	£190.55	£318.45	£100.00
Bin Emptying	£90.00	£105.00	£15.00	£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	£81.01	£43.20	-£37.81	£177.81	£0.00
Clerk Salary	£1,519.21	£2,538.29	£1,019.08	£2,379.53	£2,319.07
Election	£104.78	£175.00	£70.22	£0.00	£0.00
Footpaths	£363.52	£727.04	£363.52	£727.04	£0.00
Hire of Hall	£100.00	£152.50	£52.50	£162.50	£152.50
ICO Data Protection Fee	£40.00	£35.00	-£5.00	£40.00	£35.00
Insurance	£293.21	£348.16	£54.95	£348.16	£352.39
Miscellaneous	£1,153.31	£100.00	-£1,053.31	£42.80	£155.00
Playfield equipment	£0.00	£0.00	£0.00	£0.00	£53.75
Playfield Maintenance	£0.00	£50.00	£50.00	£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
SALC Subscription	£179.47	£182.64	£3.17	£179.08	£174.60
Training	£245.99	£300.00	£54.01	£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	£310.53	£0.00	-£310.53	£243.28	£196.60
<b>Total Payments</b>	<b>£ 5,759.22</b>	<b>£6,301.83</b>	<b>£ 542.61</b>	<b>£ 5,427.71</b>	<b>£ 5,015.60</b>

<b>RECIEPTS</b>	<b>Current 2019/20</b>	<b>Budget 2019/20</b>	<b>Available 2019/20</b>	<b>Actual 2018/19</b>	<b>Actual 2017/2018</b>
Allotment Rents	£305.00	£345.00	£40.00	£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	£10.02	£0.00	-£10.02	£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
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
<b>Total Receipts</b>	<b>£5,522.23</b>	<b>£6,301.83</b>	<b>£779.60</b>	<b>£4,756.67</b>	<b>£7,214.61</b>

BURNELL PARISH COUNCIL  
Year Ended 31.03.2020 Cash Book

Invoice/Receipt Date	Date cleared	Invoice No	Minute Ref	Cheque No	Power	Details	VAT Registration No	Total Receipt	Total Payment	Gross	VAT	Net	Receipts					Payments			
													Amount	Donations	Insurance Claim	Interest	MSDC Grant	Precept	Transparency Grant	VAT recovered	Water repayment
01.04.19	01.04.19	10041913	100824			Bankal Bankcard		202.84	202.84	-	-	202.84									
01.04.19	01.04.19	10041914	100825			Office Exp		12.50	12.50	-	-	12.50									
01.04.19	01.04.19	10041915	100826			Office Exp		81.42	81.42	-	-	81.42									
01.04.19	01.04.19					GRS Precept		2,059.81							2,059.81						
01.05.19	01.05.19					Bank		242.85													242.85
01.05.19	01.05.19					Bank		109.45	109.45	-	-	109.45									
01.05.19	01.05.19					Bank		36.89	36.89	-	-	36.89									
01.05.19	01.05.19					Bank		245.00	245.00	-	-	245.00									
01.05.19	01.05.19					Bank		12.50	12.50	-	-	12.50									
01.05.19	01.05.19					Bank		253.57	253.57	-	-	253.57									
01.05.19	01.05.19					Bank		18.10	18.10	-	-	18.10									
01.05.19	01.05.19					Bank		250.00	250.00	-	-	250.00									
01.06.19	01.06.19					Bank		218.57	218.57	-	-	218.57									
01.06.19	01.06.19					Bank		8.46	8.46	-	-	8.46									
01.06.19	01.06.19					Bank		12.50	12.50	-	-	12.50									
01.06.19	01.06.19					Bank		8.46	8.46	-	-	8.46									
01.06.19	01.06.19					Bank		183.83	183.83	-	-	183.83									
01.06.19	01.06.19					Bank		75.00	75.00	-	-	75.00									
01.06.19	01.06.19					Bank		48.22	48.22	-	-	48.22									
01.07.19	01.07.19					Bank		40.00	40.00	-	-	40.00									
01.07.19	01.07.19					Bank		12.50	12.50	-	-	12.50									
01.07.19	01.07.19					Bank		131.25	131.25	-	-	131.25									
01.07.19	01.07.19					Bank		1,098.88	1,098.88	-	-	1,098.88									
01.07.19	01.07.19					Bank		179.87	179.87	-	-	179.87									
01.09.19	01.09.19					Bank		2,059.80							2,059.80						
01.09.19	01.09.19					Bank		398.00	398.00	-	-	398.00									
01.09.19	01.09.19					Bank		37.50	37.50	-	-	37.50									
01.09.19	01.09.19					Bank		35.41	35.41	-	-	35.41									
01.09.19	01.09.19					Bank		106.78	106.78	-	-	106.78									
01.09.19	01.09.19					Bank		126.00	126.00	-	-	126.00									
01.09.19	01.09.19					Bank		438.22	438.22	-	-	438.22									
01.09.19	01.09.19					Bank		40.00	40.00	-	-	40.00									
01.09.19	01.09.19					Bank		20.00	20.00	-	-	20.00									
01.10.19	01.10.19					Bank		477.58	477.58	-	-	477.58									
01.10.19	01.10.19					Bank		68.00	68.00	-	-	68.00									
01.10.19	01.10.19					Bank		12.50	12.50	-	-	12.50									
01.10.19	01.10.19					Bank		18.10	18.10	-	-	18.10									
01.10.19	01.10.19					Bank		274.89	274.89	-	-	274.89									
01.10.19	01.10.19					Bank		36.13	36.13	-	-	36.13									
01.10.19	01.10.19					Bank		763.96	763.96	-	-	763.96									
01.10.19	01.10.19					Bank		503.04	503.04	-	-	503.04									
01.10.19	01.10.19					Bank		40.00	40.00	-	-	40.00									
01.10.19	01.10.19					Bank		60.00	60.00	-	-	60.00									
01.10.19	01.10.19					Bank		133.59	133.59	-	-	133.59									
01.10.19	01.10.19					Bank		45.00	45.00	-	-	45.00									
01.10.19	01.10.19					Bank		40.00	40.00	-	-	40.00									
01.10.19	01.10.19					Bank		60.00	60.00	-	-	60.00									
01.10.19	01.10.19					Bank		10.00	10.00	-	-	10.00									
01.10.19	01.10.19					Bank		156.48	156.48	-	-	156.48									
01.10.19	01.10.19					Bank		15.00	15.00	-	-	15.00									
TOTAL								5,022.23	5,759.22	5,759.22	492.81	5,266.41	305.00	133.33	636.39	19.00	75.00	4,119.21	243.28		91.28

Alignment Water	Alignment	Audit	Asset replace	Bin Emptying	Brushfall Broadcast	Car Park	Clerks Expenses	Clark Salary	Election	Footpath Maintenance	Fire of Mat	CO Data	Insurance	Miscellaneous	Playfield equipment	Playfield Maintenance	Playfield Electric	Playfield grass cutting	£117	ALC Subscription	Training	Website	VAT expenditure						
					0			131.2	321.31			12.2												TRUE					
																								TRUE					
															61.43									TRUE					
			102.45																					TRUE					
																								TRUE					
																								TRUE					
																								TRUE					
																								TRUE					
								7.02	246.55			12.50												TRUE					
															18.10									TRUE					
					250.00																			TRUE					
								21.33	167.24															TRUE					
																							9.00	0.41	TRUE				
6.46																								TRUE					
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			656.83					23.13	246.55				46.00											8.62	133.17	TRUE			
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								3.51	394.49														178.47		TRUE				
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6.46	55.00	165.45	666.83	60.00	250.00		81.01	1,619.21	164.76	361.52	100.00	46.00	281.21	1,163.31									100.22		178.47	245.99		116.61	TRUE

## BUXHALL PARISH COUNCIL

### Insurance Claim for VAS Reconciliation 28th October 2019

<b>Expenditure</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
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
	<b>912.31</b>	<b>168.15</b>	<b>1,080.46</b>
<b>Income</b>			
Claim for repair	503.04	-	503.04
Reimbursement for postage	133.35	-	133.35
	<b>636.39</b>	<b>-</b>	<b>636.39</b>
<b>Reconciliation</b>			
Insurance Excess	250.00		
VAT can reclaim	<b>168.15</b>		
Bank Charges	30.00		
Difference in exchange rate -	4.08		
	<b>1,080.46</b>		

**Buxhall Parish Council - Payments November 2019**

Expenditure	Cheque / BACS / SO/	Payee	Net	VAT	Total	Notes
Salary	Cheque	T Newell	£ 197.24	£ -		
Expenses	Cheque	T Newell	£ 19.83	£ -	£ 217.07	Clerks salary and expenses
Bin emptying increased charge	Cheque	MSDC	£ 15.00	£ 3.00	£ 18.00	invoice 2/90631
Hire of hall	Cheque	Buxhall Village hall	£ 12.50	£ -	£ 12.50	invoice 26 - hire date 14 10 19
Football Goals	Cheque	Pettitt Sports	£ 1,050.00	£ 210.00	£ 1,260.00	invoice 2368
Electricity for playingfield	Cheque	Eon	£ 30.95	£ 1.54	£ 32.49	H10439D85C
Allotment water April-October	cheque	Wave	£ 124.17	£ -	£ 124.17	Three invoices
Stationery	Cheque	Viking	£ 33.83	£ 5.30	£ 39.13	inv 323874
Hosting website	cHeque	CAS	£ 50.00	£ 10.00	£ 60.00	invoice to be issued after payment
			£ 1,533.52	£ 229.84	£ 1,763.36	

Bank balance	£	1,702.85
Less November expenses	£	1,763.36
<b>Predicted Balance</b>	<b>-£</b>	<b>60.51</b>
*Donation from Community Council	£	1,500.00
<b>Predicted Balance</b>	<b>£</b>	<b>1,439.49</b>

\* Donation was paid in 28.10.2019 as at 05.11.2019 is available.

**BUXHALL PARISH COUNCIL****Clerks hours****November 11th 2019**

		Hourly Rate:	2019 / 20	£	11.00
<b>Week Commencing</b>	<b>Details</b>				
14 10 19	Contracted hours		4		44.00
21 10 19	Contracted hours		4		44.00
28 10 19	Contracted hours		4		44.00
04 11 19	Contracted hours		4		44.00
	Holiday pay				<b>21.24</b>
	<b>Total Salary</b>				<b>197.24</b>

Date	Expense	Net	VAT	Total
06 11 2019	Agenda mileage	£ 3.51	£ -	£ 3.51
	Diary	£ 1.50	£ -	£ 1.50
	Stamps	£ 7.32	£ -	£ 7.32
	Electricity, heating for home office	£ 7.50	£ -	£ 7.50
	<b>Total</b>	£ 19.83	£ -	£ 19.83

**TOTAL CHEQUE PAYMENT****£ 217.07**

**BUXHALL PARISH COUNCIL**

**Asset Register Year Ending 31 03 2020**

**Position as at 30 September 2019**

<b>Ref</b>	<b>Description</b>	<b>Location</b>	<b>Date Acquired</b>
1	Purchase of 5 acre field	Mill Road	1978
2	Car Park Light	Mill Road	1994
3	Meter Box and Consumer Unit	Mill Road	1999
4	Hard Surface Play Area	Mill Road	2002
5	Northern Boundary Fence	Mill Road	2009
6	Car Park Resurfacing	Mill Road	
7	Level off Car Park	Mill Road	
8	Swing Seats	Mill Road	
9	Slide	Mill Road	1978
10	Climbing Frame	Mill Road	1980
11	Climbing Frame	Mill Road	1979
12	Swings	Mill Road	1994
13	Wooden Play Frame	Mill Road	2001
14	Double Bay swing unit	Mill Road	2011
15	2 acres allotment land	Mill/Brettenham Road	1898
16	Buxhall Village Sign	Junction of Brettentham Road	2001
17	Seat and Plaque	Playing field	1979
18	Seat	Playing field	2004
19	Seat	Edmunds Road	2003
20	Seat	Edmunds Road	2003
21	Buxhall Name sign	Verge nr Pie Hatch	1995
22	Noticeboard	Village Hall	2003
23	Litter Bin	Edmunds Road	2004
24	Litter Bin	Electricity pole	2007
25	Litter Bin	??	
26	Seat	St Marys Church	2015
	Defibrillator	Village Hall	13 09 2016
	Defibrillator Cabinet	Village Hall	13 09 2016
27	Radarlux VAS	Shared	18 06 16
28	Filing cabinet	Chairman	01 01 2000
29	Filing cabinet	Clerks office	01 05 2019
30	Laptop	Member of public	15 07 2016
31	Scanner	Clerks office	15 07 2016
32	MacBook	Clerks office	06 2019
	TOTALS		



Acquisition value 2018	Custodian	Disposal/Discharge	Additions in year	Insurance Value 2019/20
£ 2,500.00	PC			£ 1.00
£ 59.00	PC			
£ 375.00	PC			
£ 6,309.00	PC			
£ 1,805.00	PC			
£ 920.72	PC			
£ 300.00	PC			
£ 336.35	PC			£ 354.85
	PC			£ 1,000.00
£ 2,436.00	PC			£ 1,284.99
	PC			£ 1,284.99
£ 1,220.00	PC			£ 1,287.10
£ 22,982.00	PC			£ 24,246.01
£ 2,120.00	PC			£ 2,236.60
£ 1.00	PC			£ 1.00
£ 6,383.00	PC			£ 6,765.98
£ 464.00	PC			£ 500.00
£ 696.00	PC			£ 737.76
£ 696.00	PC			£ 737.76
£ 464.00	PC			£ 491.84
£ 232.00	PC			£ 245.92
£ 115.00	PC			£ 600.00
£ 67.00	PC			
£ 102.00	PC			
	PC			
£ 1.00	PC			£ 500.00
£ 400.00	Gifted to VHC	£ 400.00		£ -
£ 512.50	2017/250	£ 512.50		£ -
£ 1,193.79	Member of Public			£ 3,000.00
£ 129.00	Chairman			£ 150.00
£ -	Clerk			
£ 403.35	Member of Public			£ 450.00
£ 91.66	Clerk			£ 100.00
£ -	Clerk		£ 670.00	£ 670.00
<b>£ 53,314.37</b>		<b>£ 912.50</b>	<b>£ 670.00</b>	<b>£ 46,645.80</b>

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 Sampson	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 Sampson												
6	Miles & Gift Cove	Brettenham 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			
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			
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	£ 305.00		

Why was Mr Rolfe only invoiced for two