

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			£9,425.34
Add receipts			£10,854.06
Add transfer receipt			£1,000.00
Agreed to Bank Statement dated 31 03 2020			£4,093.67

Active Saver Account	Balance b/f 01.04.2019		£6,819.58
transferred (minute ref 090919/27)			-£6,819.58
Account closed as at 27th September 2019			£0.00

Business Premium Account	Balance b/f 01.04.2019		£16,928.98
Interest Santander Business Bond			£429.85
Interest: June 2019		£8.53	
01-Sep-19		£8.66	
01-Dec-19		£11.21	
01-Mar-20		£8.33	£36.73
transferred receipt from Active Saver			£6,819.58
Transferred to Active Saver			-£1,000.00
Agreed to Bank Statement dated 31 03 2020			£23,215.14

Business Bond	£85,000.00
Community Account	£4,093.67
Business Premium Account	£23,215.14
Total of cash and short term investments as at 31 03 20	£112,308.81

BUXHALL PARISH COUNCIL Summary of Receipts & Payments at year ended 31 03 2020

Receipts	2019/20			2018/19	
Precept		£ 4,119.21		£	4,023.50
Other receipts					
Grants:					
Locality	£	3,725.00			
Community Council	£	1,500.00			
Allotments:					
Rent	£	365.00		£	355.00
Water	£	120.47		£	171.57
VAT	£	243.28		£	196.60
Insurance Claim	£	636.39			
Donation	£	133.33		£	10.00
Interest	£	11.38	£ 6,734.85	£	733.17
Barclays Current Interest	£	36.73		£	44.96
Santander	£	429.85	£ 466.58	£	514.87
Total Income Received			£ 11,320.64	£	5,271.54

Payments	2019/20			2018/19	
Clerk Salary	£	2,542.02	£ 2,542.02	£	2,379.53
Administration expenses	£	244.14		£	108.09
Allotment Water	£	130.63		£	171.48
Allotments	£	55.00		£	0.00
Asset replacement	£	1,715.83		£	0.00
Audit	£	109.45		£	318.45
Bin Emptying	£	105.00		£	90.00
Buxhall Broadcast	£	500.00		£	0.00
Car Park	£	-		£	0.00
Clerks Expenses	£	122.67		£	177.81
Election	£	104.78		£	0.00
Footpaths	£	363.52		£	727.04
Hire of Hall	£	187.50		£	162.50
ICO Data Protection Fee	£	40.00		£	40.00
Insurance	£	293.21		£	348.16
Miscellaneous	£	1,011.83		£	42.80
Playfield equipment	£	81.13		£	0.00
Playfield Maintenance	£	-		£	108.89
Playingfield Electric	£	128.82		£	220.60
Playingfield grass cutting	£	420.00		£	0.00
S137	£	-		£	0.00
Subscriptions	£	229.47		£	179.08
Training	£	245.99		£	60.00
Transfer from reserves	£	-		£	0.00
Website	£	-		£	50.00
VAT expenditure	£	794.35	£ 6,883.32	£	243.28
Total Payments			£ 9,425.34	£	5,427.71

Statement of Section 2 Accounting Statements AGAR

Balance b/f	110,413.51	£ 110,569.00
Receipts	£ 11,320.64	£ 5,271.54
Payments	£ 9,425.34	£ 5,427.71
Balance c/f	£ 112,308.81	£ 110,412.83

BUXHALL PARISH COUNCIL
Current Account Expenses and Income against Budget 2019/20 31 03 2020

PAYMENTS	Actual 2019/20	Budget 2019/20	Available 2019/20	Actual 2018/19	Actual 2017/18
Administration expenses ie stationery	£244.14	£273.02	£28.88	£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	£109.45	£0.00	£318.45	£100.00
Bin Emptying	£105.00	£105.00	£0.00	£90.00	£90.00
Buxhall Broadcast	£500.00	£250.00	-£250.00	£0.00	£250.00
Car Park	£0.00	£0.00	£0.00	£0.00	£0.00
Clerks Expenses	£122.67	£143.20	£20.53	£177.81	£0.00
Clerk Salary	£2,542.02	£2,572.13	£30.11	£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	£187.50	£212.50	£25.00	£162.50	£152.50
ICO Data Protection Fee	£40.00	£40.00	£0.00	£40.00	£35.00
Insurance	£293.21	£323.16	£29.95	£348.16	£352.39
Miscellaneous	£1,011.83	£100.00	-£911.83	£42.80	£155.00
Playfield equipment	£81.13	£81.13	£0.00	£0.00	£53.75
Playfield Maintenance	£0.00	£0.00	£0.00	£108.89	£47.53
Playingfield Electric	£128.82	£131.16	£2.34	£220.60	£169.22
Playingfield grass cutting	£420.00	£420.00	£0.00	£0.00	£400.00
S137	£0.00	£0.00	£0.00	£0.00	£0.00
Subscriptions	£229.47	£232.64	£3.17	£179.08	£174.60
Training	£245.99	£245.99	£0.00	£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	£794.35	£0.00	-£794.35	£243.28	£196.60
Total Payments	£ 9,425.34	£6,301.83	£ (3,123.51)	£ 5,427.71	£ 5,015.60

RECEIPTS	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
Receipts from Bacton Parish Council towards Training	£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 Asset Replacement	£3,725.00	£0.00	-£3,725.00	£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 Asset replacement	£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	£120.47	£100.00	-£20.47	£171.57	£98.81
Total Receipts	£10,854.06	£6,301.83	-£4,552.23	£4,756.67	£7,214.61

Buxhall Parish Council Reserves as at 31st March 2020

Reserves:-

	Opening balance	Receipts	Transfers	Other receipts	Payments	Transfers	Balance
Broadcast	250.00	-	-		250.00	-	-
CEP	-	75.00	-		-	-	75.00
Maintenance Reserve (Grass Cutting)	420.00	-	-		420.00	-	-
Capital Amenity Reserve	100,000.00	-	-		-	-	100,000.00
Asset Replacement Reserve	5,743.51	5,150.00	-		1,715.83	1,177.68	8,000.00
Election Reserve	1,000.00	-	-		104.78	-	895.22
General Reserve	3,000.00	5,629.06	1,177.68	466.58	6,934.73	-	3,338.59
							-
	110,413.51	10,854.06	1,177.68	466.58	9,425.34	1,177.68	112,308.81
						TRUE	112,308.81

81%

Represented by:-

	Opening balance	Income in year	Trsf	Expenses in year	Expenses not in year	Transfers	Unpresented	Balance
Bank Acct ****2793	1,707.75	10,854.06	1,000.00	9,425.34	-	-	-	4,136.47
Bank Acct ****2785	16,928.98	466.58	6,819.58	-	-	- 1,000.00	-	23,215.14
Bank Acct ****4123	6,819.58	-	-6,819.58	-	-	-	-	-
Bond	85,000.00	-	-	-	-		-	85,000.00
Unpresented cheque	- 42.80							
	110,413.51	11,320.64	1,000.00	9,425.34	-	- 1,000.00	-	112,308.81

Buxhall Parish Council - Payments April 16th 2020

Expenditure	Cheque / BACS /	Payee	Net	VAT	Total	Power	Notes
Salary			£ 220.00	£ -			
Expenses	Internet	Tina Newell	£ 32.50	£ -	£ 252.50	LGA 1972 S112 2	Clerks salary and expenses
MSDC Playingfield TPC	Cheque	Viridor	£2,500.00	£ -	£2,500.00		Payment as CTP cannot make payment by cheque. MSDC will re-imburse
			£2,752.50	£ -	£2,752.50		

Buxhall Parish Council Clerks Hours April 17th 2020

2019 / 20

Hourly Rate: 2020 / 21 £ 11.00

Week Commencing	Details		
09 03 20	Contracted hours	4	£ 44.00
16 03 20	Contracted hours	4	£ 44.00
23 03 20	Contracted hours	4	£ 44.00
30 03 20	Contracted hours	4	£ 44.00
06 04 20	Contracted hours	4	£ 44.00
	Total Salary		<u>£ 220.00</u>

Date	Expense	Net	VAT	Total
19 03 2020	Polstead Press, printed Coronavirus postcards	£ 25.00	£ -	£ 25.00
Monthly	Electricity, heating for home office	£ 7.50	£ -	£ 7.50
	Total	£ 7.50	£ -	£ 32.50

Total payment **£ 252.50**

BUXHALL PARISH COUNCIL

Allotment Register 2019/2020

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		20 12 19	19/002	10.08.2019	£ 40.00	£ 40.00	17 09 19	trsf
2	Bernard Rolfe		05 05 2015				20 12 19						
3	Bernard Rolfe		05 05 2015				20 12 19						
1	David Chamberlain	Walnut Tree Cottage Brettenham Road						previous tenant did not want a refund of fees. Parish Council agreed for the new tenant to not pay 09 12 19/27					
2	David Chamberlain	Walnut Tree Cottage Brettenham Road											
3	David Chamberlain	Walnut Tree Cottage Brettenham Road											
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	Brettneham 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		28 01 2020	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 Asset Register Year Ending 31 03 2020
Position as at 31st March 2020

Ref	Description	Location	Date Acquired	Acquisition value 2018	Custodian	Date Disposed	Disposal/Discharge	Additions in year	Insurance Value 31 03 2020
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 Brettenham 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 Mary's Church	2015	£ 1.00	PC				£ 500.00
	Defibrillator	Village Hall	13 09 2016	£ 400.00			£ 400.00		£ -
	Defibrillator Cabinet	Village Hall	13 09 2016	£ 512.50	Gifted to VHC 2017/250		£ 512.50		£ -
27	Radarlux VAS	Shared	18 06 16	£ 1,193.79	Councillor Basham				£ 3,000.00
28	Filing cabinet	Chairman	01 01 2000	£ 129.00	Chairman	*			£ -
29	Filing cabinet	Clerks office	01 05 2019	£ -	Clerk	31 03 2020	£ -		£ -
30	Laptop	Member of public	15 07 2016	£ 403.35	Clerk				£ 450.00
31	Scanner	Clerks office	15 07 2016	£ 91.66	Clerk	31 03 2020	£ -		£ -
32	MacBook	Clerks office	06 2019	£ -	Clerk			£ 670.00	£ 670.00
33	SID Westcotec	Clr Basham	02 2020	£ -	Councillor Basham			£ 2,900.00	£ 2,900.00
	TOTALS			£ 53,314.37			£ 912.50	£ 3,570.00	£ 49,295.80

* considered too low a value or a item not at risk

BUXHALL PARISH COUNCIL**VAT return from 01st April 2019 to 31st March 2020**

Addressed to:	Date of invoice	Brief description of supply	Suppliers VAT registration number	VAT expenditure
Buxhall Parish Council	13 05 19	Clerks CiLCA day	825 0232 65	40.00
Buxhall Parish Council	10 06 19	Books	825 0232 65	0.40
Buxhall Parish Council	30 05 19	Electricity	559 0978 89	2.34
Buxhall Parish Council	08 07 19	Stationery and stamps (recharged stamps 50% to BPC)	242 6026 35	6.05
Buxhall Parish Council	08 07 19	Salary and Expenses	232 4572 80	133.17
Buxhall Parish Council	11 09 19	14 05 - 22 07 19	559 0978 89	1.68
Buxhall Parish Council	13 09 19	3 x litter bins emptying 2/85811	104 1694 01	18.00
Buxhall Parish Council	14 09 19	footpath cutting 514	104 18 0812	72.70
Buxhall Parish Council	14 10 19	VAS postage to AG	172 6705 02	26.67
Buxhall Parish Council	14 10 19	Water leak	571 3056 57	11.00
Buxhall Parish Council	14 10 19	Electricity	559 0978 89	0.86
Buxhall Parish Council	18 10 19	VAS repair	DE 812478714 sn63301419	141.48
Buxhall Parish Council	11 11 19	Dog and litter bin emptying	104 1694 01	3.00
Buxhall Parish Council	11 11 19	Football goals	159 8789 29	210.00
Buxhall Parish Council	11 11 19	Electricity	559 0978 89	1.54
Buxhall Parish Council	11 11 19	Stationery	536 1533 57	5.30
Buxhall Parish Council	11 11 19	Website hosting	159 0584 87	10.00
Buxhall Parish Council	13 01 20	Clear the laptop of old data	711 4081 79	11.30
Buxhall Parish Council	13 01 20	Annual play inspection	104 1694 01	10.04
Buxhall Parish Council	09 03 20	Electricity	559 0978 89	1.55
Buxhall Parish Council	09 03 20	Grass Cutting	104 1694 01	84.00
Buxhall Parish Council	09 03 20	Stationery	242 6026 35	3.27
	TOTAL			794.35

BUXHALL PARISH COUNCIL

VAT Return 01.04.2018-31.03.2019

Date	Cheque No	Addressed to	Supplier	Details	Vat Registration	VAT
08 04 19	100823	Buxhall Parish Council	HP Instant Ink	Printer Ink	0	£0.00
08 04 19	100826	Buxhall Parish Council	SALC	Training	0	£0.00
15 04 19	receipt	Buxhall Parish Council	50% Precept	Footpath maintenance	#REF!	£0.00
13 05 19	100830	Buxhall Parish Council	Buxhall village hall	Bin emptying	0	£0.00
13 05 19	100833	Buxhall Parish Council	HP Instant Ink	Printer Ink	0	£0
14 10 19	100853	Buxhall Parish Council	Buxhall Village Hall	Electricity	5590978 89	£0.00
14 10 19	100855	Buxhall Parish Council	HP Instant Ink	Printer Ink	0	£1.33
#REF!	dd	Buxhall Parish Council	Eon	Electricity	5590978 89	#REF!
#REF!	#REF!	Buxhall Parish Council	HP Instant Ink	Printer Ink	0	£1.33
#REF!	#REF!	Buxhall Parish Council	HP Instant Ink	Printer Ink	0	#REF!
#REF!	100808	Buxhall Parish Council	#REF!	Annual website hosting	#REF!	£10.00
#REF!	100809	Buxhall Parish Council	#REF!	Audit	#REF!	£40.00
#REF!	100810	Buxhall Parish Council	D J Davison	Footpath maintenance	#REF!	£72.70
#REF!	100811	Buxhall Parish Council	HP Instant Ink	Printer Ink	0	#REF!
#REF!	#REF!	Buxhall Parish Council	Eon	Electricity	5590978 89	£2.85
#REF!	#REF!	Buxhall Parish Council	HP Instant Ink	Printer Ink	0	£1.33
#REF!	#REF!	Buxhall Parish Council	HP Instant Ink	Printer Ink	0	£1.33
#REF!	dd	Buxhall Parish Council	Eon	Electricity	5590978 89	#REF!
0	0	Buxhall Parish Council	C Sampson	Training	0	£5.00
						#REF!