

GREAT AND LITTLE HAMPDEN PARISH COUNCIL BANK RECONCILIATION

Financial period ending 30 October 2023

Prepared by Nick Baxter, Clerk and Responsible Financial Officer

Date: 30 October 2023

	£	£	£
Balance per bank statements at 30 October 2023			
Bank (current account)		6,226.23	
Less: any un-presented chq's/payments at 30 October 2023		-100.00	
Bank (deposit account)		19,409.80	
Reserve funds held in deposit account	9,338.95		
Balance of CIL monies held in deposit account	10,070.85		
Petty cash float (if applicable)		0.00	
Add: an un-banked cash at 30 October 2023		0.00	
Net balances as at 30 October 2023			25,536.03

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK:		£	£
Opening Balance 1 April 2023		22,949.02	
Add: Receipts in the year		8,838.58	
Less: Payments in the year		-6,251.57	
Closing balance per cash book (receipts and payments book) as at 30 October 2023 (must equal net balances above)			25,536.03

Date	Payee	Cheque number	Cleared	Gross amount	VAT	Net amount	Gross invoice (check)	S137	Income /Payment	Category
11/04/2023	Deposit account interest		X	£12.22		£12.22	£12.22		Income	Bank interest
14/04/2023	Precept payment (Bucks Council)		X	£3,992.00		£3,992.00	£3,992.00		Income	Precept
14/04/2023	Brunel Engraving (memorial plaque)	Debit card	X	£113.46	£18.91	£94.55	£113.46		Payment	Other
28/04/2023	BT	DD	X	£45.02	£7.50	£37.52	£45.02		Payment	Telephone
09/05/2023	Deposit account interest		X	£10.99		£10.99	£10.99		Income	Bank interest
11/05/2023	Auditing Solutions Limited (internal audit)	Online	X	£270.00	£45.00	£225.00	£270.00		Payment	Audit fees
11/05/2023	BMKALC	Online	X	£53.15		£53.15	£53.15		Payment	Subscriptions
22/05/2023	SLCC	Online	X	£80.00		£80.00	£80.00		Payment	Subscriptions
30/05/2023	BT	DD	X	£45.02	£7.50	£37.52	£45.02		Payment	Telephone
06/06/2023	BHIB Public liability insurance	Online	X	£290.26		£290.26	£290.26		Payment	Insurance
09/06/2023	Deposit account interest		X	£12.32		£12.32	£12.32		Income	Bank interest
26/06/2023	N Baxter Apr, May & June 2023 salary	Online	X	£369.60		£369.60	£369.60		Payment	Clerk salary (net of PAYE payment)
26/06/2023	DCK Payroll Solutions (payroll processing)	Online	X	£45.60	£7.60	£38.00	£45.60		Payment	Admin costs
26/06/2023	HMRC N Baxter Apr, May & June 2023 tax	Online	X	£246.00		£246.00	£246.00		Payment	HMRC (Clerk's PAYE payment)
27/06/2023	BT	DD	X	£45.02	£7.50	£37.52	£45.02		Payment	Telephone
03/07/2023	Grassmats Limited	Online	X	£2,942.16	£490.36	£2,451.80	£2,942.16		Payment	Capital expenditure
09/07/2023	Deposit account interest		X	£13.14		£13.14	£13.14		Income	Bank interest
27/07/2023	BT	DD	X	£45.02	£7.50	£37.52	£45.02		Payment	Telephone
08/08/2023	DCK Payroll Solutions (year end)	Online	X	£36.00	£6.00	£30.00	£36.00		Payment	Admin costs
09/08/2023	N Higgins Cricket pitch cutting (x7 cuts)	Online	X	£525.00		£525.00	£525.00		Payment	Maintenance
09/08/2023	Deposit account interest		X	£14.32		£14.32	£14.32		Income	Bank interest
24/08/2023	The Chiltern Society (annual subscription)	DD	X	£30.00		£30.00	£30.00		Payment	Subscriptions
29/08/2023	BT	DD	X	£45.02	£7.50	£37.52	£45.02		Payment	Telephone
01/09/2023	Claire Page (refund of pond testing kit and analysis)	Online	X	£174.00	£29.00	£145.00	£174.00		Payment	Other
11/09/2023	Deposit account interest		X	£18.10		£18.10	£18.10		Income	Bank interest
20/09/2023	Precept payment (Bucks Council)		X	£3,992.00		£3,992.00	£3,992.00		Income	Precept
29/09/2023	BT	DD	X	£45.02	£7.50	£37.52	£45.02		Payment	Telephone
04/10/2023	N Baxter Jul, Aug & Sept 2023 salary	Online	X	£369.20		£369.20	£369.20		Payment	Clerk salary (net of PAYE payment)
04/10/2023	DCK Payroll Solutions (payroll processing)	Online	X	£45.60	£7.60	£38.00	£45.60		Payment	Admin costs
04/10/2023	HMRC N Baxter Jul, Aug & Sept 2023 salary tax	Online	X	£246.40		£246.40	£246.40		Payment	HMRC (Clerk's PAYE payment)
05/10/2023	HMRC VAT refund		X	£755.64		£755.64	£755.64		Income	VAT refund
09/10/2023	Deposit account interest		X	£17.85		£17.85	£17.85		Income	Bank interest
24/10/2023	Royal British Legion (3 wreaths) and donation		711	£100.00		£100.00	£100.00	Y	Payment	Donation made
30/10/2023	BT	DD	X	£45.02	£7.50	£37.52	£45.02		Payment	Telephone

Sum of Gross amount												
	Nov	Dec	2023 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Current account												
Extraordinary Income												
Community Infrastructure Levy												
Extraordinary Income Total												
Income												
Bank interest	£1.82	£4.10	£8.14	£9.70	£9.02	£12.22	£10.99	£12.32	£13.14	£14.32	£18.10	£17.85
Donation received												
Other												
Precept						£3,992.00					£3,992.00	
VAT refund					£527.04							£755.64
Income Total	£1.82	£4.10	£8.14	£9.70	£536.06	£4,004.22	£10.99	£12.32	£13.14	£14.32	£4,010.10	£773.49
Payments												
Admin costs			£45.60		£45.60			£45.60		£36.00		£45.60
Audit fees							£270.00					
Capital expenditure					£467.35				£2,942.16			
Clerk salary (net of PAYE payment)			£575.85		£369.60			£369.60				£369.20
Community Infrastructure Levy			£1,500.00									
Donation made												£100.00
Hall hire												
HMRC (Clerk's PAYE payment)			£143.80		£246.00			£246.00		£290.26		£246.40
Insurance												
Maintenance	£375.00	£400.00								£525.00		
Office supplies					£69.43							
Other					£98.00	£113.46						£174.00
Postage												
Regulatory fees				£35.00								
Subscriptions							£133.15			£30.00		
Telephone	£39.35	£39.35	£39.35	£39.35	£39.35	£45.02	£45.02	£45.02	£45.02	£45.02	£45.02	£45.02
Training												
Travel expenses												
Payments Total	£414.35	£439.35	£2,304.60	£74.35	£1,335.33	£158.48	£448.17	£996.48	£2,987.18	£636.02	£219.02	£806.22
Income less payments	-£412.53	-£435.25	-£2,296.46	-£64.65	-£799.27	£3,845.74	-£437.18	-£984.16	-£2,974.04	-£621.70	£3,791.08	-£32.73
Cash Summary												
Lloyds Bank Current Account												
Opening balance as per AGAR box 8												
Less previous year cleared cheques												
Opening balance	£26,957.18	£26,544.65	£26,109.40	£23,812.94	£23,748.29	£22,949.02	£26,794.76	£26,357.58	£25,373.42	£22,399.38	£21,777.68	£25,568.76
Income less payments	-£412.53	-£435.25	-£2,296.46	-£64.65	-£799.27	£3,845.74	-£437.18	-£984.16	-£2,974.04	-£621.70	£3,791.08	-£32.73
Closing balance	£26,544.65	£26,109.40	£23,812.94	£23,748.29	£22,949.02	£26,794.76	£26,357.58	£25,373.42	£22,399.38	£21,777.68	£25,568.76	£25,536.03

				Budget tracker	
Last 12 month total	Annual budget (based on 23/24 Precept)	Spent as % of annual budget	Variance £ Spent v budget	Variance reason	
£0.00				Not part of normal budgeting process - use of money strictly controlled by statute	
£0.00					
£131.73					
£0.00					
£0.00				HMRC refund of amount paid in error	
£7,984.00	£7,789.00	102.50%	£195.00		
£1,282.68					
£9,398.40					
£218.40	£500.00	43.68%	£281.60		
£270.00	£250.00	108.00%	£20.00		
£3,409.51	£400.00	852.38%	£3,009.51	Bench refurbishment costs higher than predicted and new bench	
£1,684.25	£2,100.00	80.20%	£415.75		
£1,500.00	£0.00			Ponds study & Little Hampden war memorial	
£100.00	£459.00	21.79%	£359.00		
£0.00	£225.00	0.00%	£225.00		
£882.20	£400.00	220.55%	£482.20		
£290.26	£300.00	96.75%	£9.74		
£1,300.00	£500.00	260.00%	£800.00		
£69.43	£500.00	13.89%	£430.57		
£385.46	£25.00	1541.84%	£360.46	Duke of Edinburgh memorial tree, HMRC error and jubilee funds	
£0.00	£40.00	0.00%	£40.00		
£35.00	£180.00	19.44%	£145.00		
£163.15	£360.00	45.32%	£196.85		
£511.89	£500.00	102.38%	£11.89		
£0.00	£50.00	0.00%	£50.00	It is recognised that additional training is required - this will continue in future years	
£0.00	£50.00	0.00%	£50.00		
£10,819.55	£6,839.00	158.20%	£3,980.55	Difference between rolloing 12 month budget and Precept claimed	
-£1,421.15	£1,000.00				
	£7,839.00				

Lloyds Bank Current Account												
Reconciliation date	17-Nov-22	31-Jan-23	01-Mar-23	31-Mar-23	30-Apr-23	30-May-23		31-Aug-23	30-Sep-23	30-Oct-23		
Current account balance	£9,654.10	£4,770.80	£4,973.49	£3,638.16	£7,471.68	£7,023.51		£2,403.83	£6,176.81	£6,226.23		
Deposit account balance	£17,029.90	£19,042.14	£19,301.84	£19,310.86	£19,323.08	£19,334.07		£19,373.85	£19,391.95	£19,409.80		
Plus non credited receipts	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00		
Less uncleared cheques	-£100.00	£0.00	£0.00	£0.00	£0.00	£0.00		£0.00	£0.00	-£100.00		
Available funds	£26,584.00	£23,812.94	£24,275.33	£22,949.02	£26,794.76	£26,357.58		£21,777.68	£25,568.76	£25,536.03		

-£1,421.15

Payments >£100 1 April 2022 to 31 March 2023

Payments >£100	Sum of Gross amount
14/04/2023	
Other	
Brunel Engraving (memorial plaque)	
Payment	£113.46
11/05/2023	
Audit fees	
Auditing Solutions Limited (internal audit)	
Payment	£270.00
06/06/2023	
Insurance	
BHIB Public liability insurance	
Payment	£290.26
26/06/2023	
Clerk salary (net of PAYE payment)	
N Baxter Apr, May & June 2023 salary	
Payment	£369.60
HMRC (Clerk's PAYE payment)	
HMRC N Baxter Apr, May & June 2023 tax	
Payment	£246.00
03/07/2023	
Capital expenditure	
Grassmats Limited	
Payment	£2,942.16
09/08/2023	
Maintenance	
N Higgins Cricket pitch cutting (x7 cuts)	
Payment	£525.00
01/09/2023	
Other	
Claire Page (refund of pond testing kit and analysis)	
Payment	£174.00
04/10/2023	
Clerk salary (net of PAYE payment)	
N Baxter Jul, Aug & Sept 2023 salary	
Payment	£369.20
HMRC (Clerk's PAYE payment)	
HMRC N Baxter Jul, Aug & Sept 2023 salary tax	
Payment	£246.40
Grand Total	£5,546.08

Unclaimed VAT since previous claim (30 September 2023)

Payments with VAT added	Sum of VAT
29/09/2023	
BT	
Payment	£7.50
04/10/2023	
DCK Payroll Solutions (payroll processing)	
Payment	£7.60
30/10/2023	
BT	
Payment	£7.50
Grand Total	£22.60

S137 Payments 1 April 2023 to 31 March 2024

S137 payments	Sum of Gross amount
24/10/2023	
Royal British Legion (3 wreaths) and donation	£100.00
Grand Total	£100.00

S137
(blank)
Y

Income /Payment
Payment
(blank)
Extraordinary Income
Income

Uncleared cheques at 31 August 2023

Uncleared cheques	Sum of Gross amount
24/10/2023	
711	
Royal British Legion (3 wreaths) and donation	
(blank)	£100.00
Grand Total	£100.00



Treasurers Account Statement

Printed: 06 November 2023

Parish Council Great & Little Hampden

Memorial hall
Memorial Road
Great Hampden
Great Missenden
Buckinghamshire
HP16 9RF

Sort code 30-94-28

Account number 00319868

BIC: LOYDGB21010

IBAN: GB04 LOYD 3094 2800 3198 68

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Date	Description	Type	In (£)	Out (£)	Balance (£)
30 Oct 23	BT GROUP PLC GP00693778-000037	DD		45.02	6226.23
05 Oct 23	HMRC VTR XEV126000107290	BGC	755.64		6271.25
04 Oct 23	HMRC - ACCOUNTS OF 500000001214782485 120PS020796872306 083210 10 04OCT23 17:59	FPO		246.40	5515.61
04 Oct 23	DCK PAYROLL SOLUTI 200000001210894007 P4502 602140 10 04OCT23 17:58	FPO		45.60	5762.01
04 Oct 23	N P BAXTER 600000001214478415 GANDLHPC JUL - SEP FPO 309428 10 04OCT23 16:28	FPO		369.20	5807.61
28 Sep 23	BT GROUP PLC GP00693778-000036	DD		45.02	6176.81
15 Sep 23	BUCKINGHAMSHIRE CO LA01 3401753414 K	BGC	3992.00		6221.83
01 Sep 23	CLAIRE PAGE 400000001200102693 GLHPC 779104 10 01SEP23 13:23	FPO		174.00	2229.83
29 Aug 23	BT GROUP PLC GP00693778-000035	DD		45.02	2403.83
24 Aug 23	CHILTERN SOCIETY BC6Q5QV	DD		30.00	2448.85
09 Aug 23	NICK HIGGINS FENCI 400000001186805495 1377 090129 10 09AUG23 11:56	FPO		525.00	2478.85
07 Aug 23	DCK PAYROLL SOLUTI 200000001177193940 P3955 602140 10 07AUG23 17:02	FPO		36.00	3003.85
27 Jul 23	BT GROUP PLC GP00693778-000034	DD		45.02	3039.85
03 Jul 23	GRASSMATS LIMITED 500000001160998064 S16434 774808 10 03JUL23 17:19	FPO		2942.16	3084.87
27 Jun 23	BT GROUP PLC GP00693778-000033	DD		45.02	6027.03
26 Jun 23	N P BAXTER 300000001159428773 GANDLHPC APR-JUN 309428 10 26JUN23 19:19	FPO		369.60	6072.05
26 Jun 23	HMRC - ACCOUNTS OF 300000001159428313 120PS020796872306 083210 10 26JUN23 19:18	FPO		246.00	6441.65
26 Jun 23	DCK PAYROLL SOLUTI 200000001152167786 P4220 602140 10 26JUN23 19:18	FPO		45.60	6687.65

Date	Description	Type	In (£)	Out (£)	Balance (£)
06 Jun 23	BHIB LTD 200000001141110748 LCO00528 560060 10 06JUN23 12:48	FPO		290.26	6733.25
30 May 23	BT GROUP PLC GP00693778-000032	DD		45.02	7023.51
22 May 23	SOCIETY OF LOCAL C 100000001132440877 MEM243312-FPO 1 608301 10 22MAY23 13:31			80.00	7068.53
11 May 23	BUCKS ASSOCIATION 100000001126698053 INV NO 4586 FPO 121750 10 11MAY23 13:57			53.15	7148.53
11 May 23	AUDITING SOLUTIONS 100000001126697639 INVOICE A7933 608301 10 11MAY23 13:56	FPO		270.00	7201.68
27 Apr 23	BT GROUP PLC GP00693778-000031	DD		45.02	7471.68
14 Apr 23	BRUNEL ENGRAVING E CD 9411	DEB		113.46	7516.70

Lloyds Bank plc Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Telephone: 0207 626 1500.

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Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk/.



BUS BANK INSTANT Statement

Printed: 06 November 2023

Parish Council Great & Little Hampden Sort code 30-94-28 Account number 73770460

 Memorial hall
 Memorial Road
 Great Hampden
 Great Missenden
 Buckinghamshire
 HP16 9RF

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Date	Description	Type	In (£)	Out (£)	Balance (£)
09 Oct 23	INTEREST (GROSS)		17.85		19409.80
11 Sep 23	INTEREST (GROSS)		18.10		19391.95
09 Aug 23	INTEREST (GROSS)		14.32		19373.85
10 Jul 23	INTEREST (GROSS)		13.14		19359.53
09 Jun 23	INTEREST (GROSS)		12.32		19346.39
09 May 23	INTEREST (GROSS)		10.99		19334.07
11 Apr 23	INTEREST (GROSS)		12.22		19323.08
09 Mar 23	INTEREST (GROSS)		9.02		19310.86
01 Mar 23	PARISH COUNCIL GRE 309428 00319868	TFR	250.00		19301.84
09 Feb 23	INTEREST (GROSS)		9.70		19051.84
09 Jan 23	INTEREST (GROSS)		8.14		19042.14
09 Dec 22	INTEREST (GROSS)		4.10		19034.00
01 Dec 22	PARISH COUNCIL GRE 309428 00319868	TFR	2000.00		19029.90
09 Nov 22	INTEREST (GROSS)		1.82		17029.90
10 Oct 22	INTEREST (GROSS)		0.72		17028.08
09 Sep 22	INTEREST (GROSS)		0.72		17027.36
09 Aug 22	INTEREST (GROSS)		0.56		17026.64
21 Jul 22	PARISH COUNCIL GRE 309428 00319868	TFR	771.00		17026.08
11 Jul 22	INTEREST (GROSS)		0.14		16255.08
09 Jun 22	INTEREST (GROSS)		0.14		16254.94
09 May 22	INTEREST (GROSS)		0.12		16254.80
11 Apr 22	INTEREST (GROSS)		0.16		16254.68
21 Mar 22	PARISH COUNCIL GRE 309428 00319868 19MAR22	TFR		4626.00	16254.52

Date	Description	Type	In (£)	Out (£)	Balance (£)
09 Mar 22	INTEREST (GROSS)		0.16		20880.52
09 Feb 22	INTEREST (GROSS)		0.17		20880.36

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Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk/.