

## GREAT AND LITTLE HAMPDEN PARISH COUNCIL BANK RECONCILIATION

Financial period ending 31 January 2024

Prepared by Nick Baxter, Clerk and Responsible Financial Officer

Date: 31 January 2024

Balance per bank statements at 31 January 2024	£	£	£
<b>Bank (current account)</b>		<b>4,048.90</b>	
Less: any un-presented chq's/payments at 30 November 2023		0.00	
<b>Bank (deposit account)</b>		<b>19,473.47</b>	
Reserve funds held in deposit account	9,402.62		
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 November 2023		0.00	
Net balances as at 30 November 2023			<b>23,522.37</b>

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		8,902.25	
Less: Payments in the year		-8,328.90	
Closing balance per cash book (receipts and payments book) as at 31 January 2024 (must equal net balances above)			<b>23,522.37</b>

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
07/11/2023	N Higgins cricket pitch cutting (x 5 cuts)	Online	X	£375.00		£375.00	£375.00		Payment	Maintenance
09/11/2023	Deposit account interest		X	£21.43		£21.43	£21.43		Income	Bank interest
28/11/2023	BT	DD	X	£45.02	£7.50	£37.52	£45.02		Payment	Telephone
11/12/2023	Deposit account interest		X	£22.15		£22.15	£22.15		Income	Bank interest
11/12/2023	N Baxter Oct, Nov & Dec 2023 salary	Online	X	£463.27		£463.27	£463.27		Payment	Clerk salary (net of PAYE payment)
11/12/2023	DCK Payroll Solutions (payroll processing)	Online	X	£45.60	£7.60	£38.00	£45.60		Payment	Admin costs
11/12/2023	HMRC N Baxter Oct, Nov & Dec 2023 3 salary tax	Online	X	£308.40		£308.40	£308.40		Payment	HMRC (Clerk's PAYE payment)
19/12/2023	Buckinghamshire Council (speed survey)	Online	X	£550.00	£91.67	£458.33	£550.00		Payment	Other
19/12/2023	Mr I Smith (bench refurbishment)	Online	X	£200.00		£200.00	£200.00		Payment	Maintenance
28/12/2023	BT	DD	X	£45.02	£7.50	£37.52	£45.02		Payment	Telephone
09/01/2024	Deposit account interest		X	£20.09		£20.09	£20.09		Income	Bank interest
29/01/2024	BT	DD	X	£45.02	£7.50	£37.52	£45.02		Payment	Telephone

ireat and Little Hampden Parish Council  
the year 1 April 2023 to 31 March 2024

Great and Little Hampden Parish Council  
Unaudited accounts for the year 1 April 2023 to 31 March 2024 (rolling 12 month view)

Sum of Gross amount	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2024 Jan
<b>Current account</b>												
<b>Extraordinary Income</b>												
Community Infrastructure Levy												
<b>Extraordinary Income Total</b>												
<b>Income</b>												
Bank interest	£9.70	£9.02	£12.22	£10.99	£12.32	£13.14	£14.32	£18.10	£17.85	£21.43	£22.15	£20.09
Donation received												
Other												
Precept			£3,992.00					£3,992.00				
VAT refund		£527.04							£755.64			
<b>Income Total</b>	<b>£9.70</b>	<b>£536.06</b>	<b>£4,004.22</b>	<b>£10.99</b>	<b>£12.32</b>	<b>£13.14</b>	<b>£14.32</b>	<b>£4,010.10</b>	<b>£773.49</b>	<b>£21.43</b>	<b>£22.15</b>	<b>£20.09</b>
<b>Payments</b>												
Admin costs		£45.60			£45.60		£36.00		£45.60		£45.60	
Audit fees				£270.00								
Capital expenditure		£467.35				£2,942.16						
Clerk salary (net of PAYE payment)		£369.60			£369.60				£369.20		£463.27	
Community Infrastructure Levy												
Donation made									£100.00			
Hall hire												
HMRC (Clerk's PAYE payment)		£246.00			£246.00				£246.40		£308.40	
Insurance					£290.26							
Maintenance							£525.00			£375.00	£200.00	
Office supplies		£69.43										
Other		£98.00	£113.46					£174.00			£550.00	
Postage												
Regulatory fees	£35.00											
Subscriptions				£133.15			£30.00					
Telephone	£39.35	£39.35	£45.02	£45.02	£45.02	£45.02	£45.02	£45.02	£45.02	£45.02	£45.02	£45.02
Training												
Travel expenses												
<b>Payments Total</b>	<b>£74.35</b>	<b>£1,335.33</b>	<b>£158.48</b>	<b>£448.17</b>	<b>£996.48</b>	<b>£2,987.18</b>	<b>£636.02</b>	<b>£219.02</b>	<b>£806.22</b>	<b>£420.02</b>	<b>£1,612.29</b>	<b>£45.02</b>
Income less payments	£64.65	£799.27	£3,845.74	£437.18	£984.16	£2,974.04	£621.70	£3,791.08	£32.73	£398.59	£1,590.14	£24.93

Cash Summary	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2024 Jan
<b>Lloyds Bank Current Account</b>												
Opening balance as per AGAR box 8												
Less previous year cleared cheques												
Opening balance	£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	£25,137.44	£23,547.30
Income less payments	£64.65	£799.27	£3,845.74	£437.18	£984.16	£2,974.04	£621.70	£3,791.08	£32.73	£398.59	£1,590.14	£24.93
<b>Closing balance</b>	<b>£23,748.29</b>	<b>£22,949.02</b>	<b>£26,794.76</b>	<b>£26,357.58</b>	<b>£25,373.42</b>	<b>£22,399.38</b>	<b>£21,777.68</b>	<b>£25,568.76</b>	<b>£25,536.03</b>	<b>£25,137.44</b>	<b>£23,547.30</b>	<b>£23,522.37</b>

Lloyds Bank Current Account	01-Mar-23	31-Mar-23	30-Apr-23	30-May-23	31-Aug-23	30-Sep-23	30-Oct-23	30-Nov-23	31-Jan-24
Reconciliation date									
Current account balance	£4,973.49	£3,638.16	£7,471.68	£7,023.51	£2,403.83	£6,176.81	£6,226.23	£5,706.21	£4,048.90
Deposit account balance	£19,301.84	£19,310.86	£19,323.08	£19,334.07	£19,373.85	£19,391.95	£19,409.80	£19,431.23	£19,473.47
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	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£100.00	£0.00	£0.00
<b>Available funds</b>	<b>£24,275.33</b>	<b>£22,949.02</b>	<b>£26,794.76</b>	<b>£26,357.58</b>	<b>£21,777.68</b>	<b>£25,568.76</b>	<b>£25,536.03</b>	<b>£25,137.44</b>	<b>£23,522.37</b>

Budget tracker				Variance reason
Last 12 month total	Annual budget (based on 23/24 Precept)	Spent as % of annual budget	Variance £ Spent v budget	
£0.00				Not part of normal budgeting process - use of money strictly controlled by statute
£0.00				
£181.33				
£0.00				
£0.00				HMRC refund of amount paid in error
£7,984.00	£7,789.00	102.50%	£195.00	
£1,282.68				
£9,448.01				
£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
£1,571.67	£2,100.00	74.84%	£528.33	
£0.00	£0.00			Ponds study & Little Hampden war memorial
£100.00	£459.00	21.79%	£359.00	
£0.00	£225.00	0.00%	£225.00	
£1,046.80	£400.00	261.70%	£646.80	
£390.26	£300.00	96.75%	£9.74	
£1,100.00	£500.00	220.00%	£600.00	
£69.43	£500.00	13.89%	£430.57	
£935.46	£25.00	3741.84%	£910.46	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	
£528.90	£500.00	105.78%	£28.90	
£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	
£9,738.58	£6,839.00	142.40%	£2,899.58	Difference between rolloing 12 month budget and Precept claimed
£290.57	£1,000.00			
	£7,839.00			

£290.57