

GREAT AND LITTLE HAMPDEN PARISH COUNCIL BANK RECONCILIATION

Financial period ending 30 September 2024

Prepared by Nick Baxter, Clerk and Responsible Financial Officer

Date: 31 August 2024

	£	£	£
Balance per bank statements at 30 September 2024			
Bank (current account)		5,346.12	
Less: any unpresented chq's/payments at 30 September 2024		-100.00	
Bank (deposit account)		21,142.15	
Net balances as at 30 September 2024			26,388.27

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

CASH BOOK:		£	£
Opening Balance 1 April 2024		21,917.76	
Add: Receipts in the year		8,714.20	
Less: Payments in the year		-4,243.69	
Closing balance per cash book (receipts and payments book) as at 30 September 2024 (must equal net balances above)			26,388.27

Breakdown of funds held	£	£	£
Bank (current account)		5,346.12	
Less: any unpresented chq's/payments at 30 September 2024		-100.00	
Bank (deposit account)		21,142.15	
Total funds held			26,388.27
Balance of CIL monies shown on CIL return	10,070.85		
Earmarked funds: replacement parish computer	1,000.00		
Earmarked funds: future election expenses	3,000.00		
Earmarked funds: GH speed calming measures	5,000.00		
Earmarked funds: LH defibrillator	2,500.00		
Balance of funds available	4,817.42		

Great 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 2024 to 31 March 2025 (rolling 12 month view)

Sum of Gross amount													
	Oct	Nov	Dec	2024			Apr	May	Jun	Jul	Aug	Sep	
Current account				Jan	Feb	Mar							
Extraordinary Income													
Community Infrastructure Levy													
Extraordinary Income Total													
Income													
Bank interest	£17.85	£21.43	£22.15	£20.09	£21.50	£21.52	£20.16	£20.87	£22.29	£22.81	£21.59	£17.94	
Donation received													
Other													
Precept							£4,129.50					£4,129.50	
VAT refund	£755.64								£329.54				
Income Total	£773.49	£21.43	£22.15	£20.09	£21.50	£21.52	£4,149.66	£20.87	£351.83	£22.81	£21.59	£4,147.44	
Payments													
Admin costs	£45.60		£45.60			£45.60	£36.00			£45.60		£45.60	
Audit fees							£282.00						
Capital expenditure						£677.07	£93.05						
Clerk salary (net of PAYE payment)	£369.20		£463.27			£400.42				£400.82		£400.42	
Community Infrastructure Levy													
Donation made	£100.00											£100.00	
Hall hire													
HMRC (Clerk's PAYE payment)	£246.40		£308.40			£267.20				£266.80		£267.20	
Insurance								£343.79					
Maintenance		£375.00	£200.00							£175.00		£640.00	
Office supplies													
Other			£550.00			£52.30	£384.00						
Postage						£35.00							
Regulatory fees						£80.00	£51.87					£30.00	
Subscriptions													
Telephone	£45.02	£45.02	£45.02	£45.02	£45.02	£45.02	£48.59	£48.59	£48.59	£48.59	£48.59	£48.59	
Training							£390.00						
Travel expenses													
Payments Total	£806.22	£420.02	£1,612.29	£45.02	£80.02	£1,567.61	£895.51	£782.38	£48.59	£936.81	£718.59	£861.81	
Income less payments	-£32.73	-£398.59	-£1,590.14	-£24.93	-£58.52	-£1,546.09	£3,254.15	-£761.51	£303.24	-£914.00	-£697.00	£3,285.63	
Cash Summary													
Lloyds Bank Current Account													
Opening balance as per AGAR box 8													
Less previous year cleared cheques													
Opening balance	£25,568.76	£25,536.03	£25,137.44	£23,547.30	£23,522.37	£23,463.85	£21,917.76	£25,171.91	£24,410.40	£24,713.64	£23,799.64	£23,102.64	
Income less payments	-£32.73	-£398.59	-£1,590.14	-£24.93	-£58.52	-£1,546.09	£3,254.15	-£761.51	£303.24	-£914.00	-£697.00	£3,285.63	
Closing balance	£25,536.03	£25,137.44	£23,547.30	£23,522.37	£23,463.85	£21,917.76	£25,171.91	£24,410.40	£24,713.64	£23,799.64	£23,102.64	£26,388.27	
Lloyds Bank Current Account													
Reconciliation date	30-Oct-23	30-Nov-23	31-Jan-24				31-Mar-24	30-Apr-24		30-Jun-24		31-Aug-24	30-Sep-24
Current account balance	£6,226.23	£5,706.21	£4,048.90				£2,401.27	£5,635.26		£2,633.83		£1,978.43	£5,346.12
Deposit account balance	£19,409.80	£19,431.23	£19,473.47				£19,516.49	£19,536.65		£22,079.81		£21,124.21	£21,142.15
Plus non credited receipts	£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	-£100.00
Available funds	£25,536.03	£25,137.44	£23,522.37				£21,917.76	£25,171.91		£24,713.64		£23,102.64	£26,388.27

				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					
£250.20					
£0.00					
£0.00				HMRC refund of amount paid in error	
£8,259.00	£7,789.00	106.03%	-£470.00		
£1,085.18					
£9,594.38					
£264.00	£500.00	52.80%	£236.00		
£282.00	£250.00	112.80%	-£32.00		
£770.12	£400.00	192.53%	-£370.12	Bench refurbishment costs higher than predicted and new bench	
£2,034.13	£2,100.00	96.86%	£65.87		
£0.00	£0.00			Ponds study & Little Hampden war memorial	
£200.00	£459.00	43.57%	£259.00		
£0.00	£225.00	0.00%	£225.00		
£1,356.00	£400.00	339.00%	-£956.00		
£343.79	£300.00	114.60%	-£43.79		
£1,390.00	£500.00	278.00%	-£890.00		
£0.00	£500.00	0.00%	£500.00		
£986.30	£25.00	3945.20%	-£961.30	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		
£161.87	£360.00	44.96%	£198.13		
£561.66	£500.00	112.33%	-£61.66		
£390.00	£50.00	780.00%	-£340.00	It is recognised that additional training is required - this will continue in future years	
£0.00	£50.00	0.00%	£50.00		
£8,774.87	£6,839.00	128.31%	-£1,935.87	Difference between rolling 12 month budget and Precept claimed	
£819.51	£1,000.00				
	£7,839.00				

£819.51

Date	Payee	Cheque number	Cleared	Gross amount	VAT	Net amount	Gross invoice (check)	S137	Income /Payment	Category
02/04/2024	DCK Payroll Solutions (annual returns and year end)	Online	X	£36.00	£6.00	£30.00	£36.00		Payment	Admin costs
02/04/2024	Mrs K Butler (reimbursement for car park signs)	Online	X	£93.05	£15.50	£77.55	£93.05		Payment	Capital expenditure
11/04/2024	Deposit account interest		X	£20.16		£20.16	£20.16		Income	Bank interest
12/04/2024	Precept payment (Bucks Council)	Online	X	£4,129.50		£3,992.00	£3,992.00		Income	Precept
16/04/2024	Parish Online (website and emails)	Online	X	£384.00	£64.00	£320.00	£384.00		Payment	Other
16/04/2024	Auditing Solutions (internal audit)	Online	X	£282.00	£47.00	£235.00	£282.00		Payment	Audit fees
16/04/2024	BMKALC (annual subscription)	Online	X	£51.87		£51.87	£51.87		Payment	Subscriptions
28/04/2024	BT	DD	X	£48.59	£8.10	£40.49	£48.59		Payment	Telephone
01/05/2024	Clear Councils (Council annual insurance)	Online	X	£343.79		£343.79	£343.79		Payment	Insurance
03/05/2024	BMKALC (Councillor training)	Online	X	£40.00		£40.00	£40.00		Payment	Training
09/05/2024	Deposit account interest		X	£20.87		£20.87	£20.87		Income	Bank interest
13/05/2024	BMKALC (Clerk CiLCA course)	Online	X	£350.00		£350.00	£350.00		Payment	Training
28/05/2024	BT	DD	X	£48.59	£8.10	£40.49	£48.59		Payment	Telephone
10/06/2024	Deposit account interest		X	£22.29		£22.29	£22.29		Income	Bank interest
27/06/2024	HMRC VAT refund	Online	X	£329.54		£329.54	£329.54		Income	VAT refund
28/06/2024	BT	DD	X	£48.59	£8.10	£40.49	£48.59		Payment	Telephone
02/07/2024	DCK Payroll Solutions (payroll processing)	Online	X	£45.60	£7.60	£38.00	£45.60		Payment	Admin costs
02/07/2024	HMRC N Baxter Apr, May & June 2024 salary PAYE	Online	X	£266.80		£266.80	£266.80		Payment	HMRC (Clerk's PAYE payment)
02/07/2024	N Baxter Apr, May & June 2024 net salary	Online	X	£400.82		£400.82	£400.82		Payment	Clerk salary (net of PAYE payment)
09/07/2024	Deposit account interest		X	£22.81		£22.81	£22.81		Income	Bank interest
29/07/2024	Alvin Evans-Woodward (LH noticeboard repairs)	Online	X	£175.00		£175.00	£175.00		Payment	Maintenance
28/07/2024	BT	DD	X	£48.59	£8.10	£40.49	£48.59		Payment	Telephone
02/08/2024	N Higgins cricket pitch cutting (x 8 cuts)	Online	X	£640.00		£640.00	£640.00		Payment	Maintenance
09/08/2024	Deposit account interest		X	£21.59		£21.59	£21.59		Income	Bank interest
27/08/2024	The Chiltern Society (annual subscription)	DD	X	£30.00		£30.00	£30.00		Payment	Subscriptions
28/08/2024	BT	DD	X	£48.59	£8.10	£40.49	£48.59		Payment	Telephone
09/09/2024	Deposit account interest		X	£17.94		£17.94	£17.94		Income	Bank interest
13/09/2024	Precept payment (Bucks Council)	Online	X	£4,129.50		£4,129.50	£4,129.50		Income	Precept
16/09/2024	Royal British Legion (3 wreaths) and donation		712	£100.00		£100.00	£100.00	Y	Payment	Donation made
24/09/2024	DCK Payroll Solutions (payroll processing)	Online	X	£45.60	£7.60	£38.00	£45.60		Payment	Admin costs
24/09/2024	HMRC N Baxter Jul, Aug & Sept 2024 salary PAYE	Online	X	£267.20		£267.20	£267.20		Payment	HMRC (Clerk's PAYE payment)
24/09/2024	N Baxter Jul, Aug & Sept 2024 net salary	Online	X	£400.42		£400.42	£400.42		Payment	Clerk salary (net of PAYE payment)
30/09/2024	BT	DD	X	£48.59	£8.10	£40.49	£48.59		Payment	Telephone

Payments >£100 1 April 2024 to 31 March 2025

Payments >£100	Sum of Gross amount
16/04/2024	
Audit fees	
Auditing Solutions (internal audit)	
Payment	£282.00
Other	
Parish Online (website and emails)	
Payment	£384.00
01/05/2024	
Insurance	
Clear Councils (Council annual insurance)	
Payment	£343.79
13/05/2024	
Training	
BMKALC (Clerk CILCA course)	
Payment	£350.00
02/07/2024	
Clerk salary (net of PAYE payment)	
N Baxter Apr, May & June 2024 net salary	
Payment	£400.82
HMRC (Clerk's PAYE payment)	
HMRC N Baxter Apr, May & June 2024 salary PAYE	
Payment	£266.80
29/07/2024	
Maintenance	
Alvin Evans-Woodward (LH noticeoard repairs)	
Payment	£175.00
02/08/2024	
Maintenance	
N Higgins cricket pitch cutting (x 8 cuts)	
Payment	£640.00
16/09/2024	
Donation made	
Royal British Legion (3 wreaths) and donation	
Payment	£100.00
24/09/2024	
Clerk salary (net of PAYE payment)	
N Baxter Jul, Aug & Sept 2024 net salary	
Payment	£400.42
HMRC (Clerk's PAYE payment)	
HMRC N Baxter Jul, Aug & Sept 2024 salary PAYE	
Payment	£267.20
Grand Total	£3,610.03

S137 Payments 1 April 2024 to 31 March 2025

S137 payments	Sum of Gross amount
16/09/2024	
Royal British Legion (3 wreaths) and donation	£100.00
Grand Total	£100.00

S137
(blank)
Y

Income /Payment
Payment
(blank)
Extraordinary Income
Income

Unclaimed VAT since previous claim (30 April 2024)

Payments with VAT added	Sum of VAT
28/05/2024	
BT	
Payment	£8.10
28/06/2024	
BT	
Payment	£8.10
02/07/2024	
DCK Payroll Solutions (payroll processing)	
Payment	£7.60
28/07/2024	
BT	
Payment	£8.10
28/08/2024	
BT	
Payment	£8.10
24/09/2024	
DCK Payroll Solutions (payroll processing)	
Payment	£7.60
30/09/2024	
BT	
Payment	£8.10
Grand Total	£55.70

Uncleared cheques 30 September 2024

Uncleared cheques	Sum of Gross amount
16/09/2024	
712	
Royal British Legion (3 wreaths) and donation (blank)	£100.00
Grand Total	£100.00