

Great Chart with Singleton Parish Council

Founded in December 1894

Minutes of the Meeting of the Finance Committee held remotely starting at 5.30pm on Wednesday 20 January 2021

Present: Cllrs Darvill (Chair), Tate, McClintock, P Barker & Wiffen and Aniko Szocs (The Clerk)

Meeting started at 5.30 pm

1. Apologies

All present.

2. Declarations of Interest

2.1. Disclosable Pecuniary Interest – None

2.2. Other Significant Interests – None

2.3. Other Interests – None

3. Minutes of the Previous Meeting

The Minutes of the meeting held on 16 November 2020 were duly approved as a true record.

Proposed: Cllr Wiffen	Seconded: Cllr Tate	Vote for: 5
Vote against: 0	Vote abstain: 0	Motion: Carried

4. Expenditure and Income 2020-21

The Clerk explained the figures on the Expenditure and Income report, it was noted that some budget lines are overspent due to the way expenses are recorded. For example annual memberships and subscriptions are recorded for the whole year with overlap in the financial year. Cllr McClintock also identified some issues; a list will be circulated to the councillor to review.

5. Grant Application

5.1. Singleton Cubs Group

The committee agreed to recommend awarding the full amount.

Proposed: Cllr Wiffen	Seconded: Cllr Darvill	Vote for: 5
Vote against: 0	Vote abstain: 0	Motion: Carried

6. Date and Venue of next meeting

The next scheduled meeting of the Finance Meeting will be held remotely on **Wednesday, 17th February 2021** starting at 5.30 pm

The meeting closed at 18.35 pm

Signed by:

Chairman

Date:

LIST OF NOMINAL CODES

A/c Group & Description	A/C Number	Account Name	Linked to Centre	Account Type	Normal Balance	Annual Return Box
1 - SALES/INCOME	115	DNU VAT on Receipts	999	P&L	Credit	3
	1076	Precept	100	P&L	Credit	2
	1077	Council Tax Support Grant	100	P&L	Credit	3
	1080	Concurrent Grant	100	P&L	Credit	3
	1090	Interest Received	100	P&L	Credit	3
	1100	Grants & Donation Received	100	P&L	Credit	3
4 - INDIRECT/OVERHEAD EXPENDITURE	1900	Other Income	100	P&L	Credit	3
	515	DNU VAT on Payments	999	P&L	Debit	6
	4000	Staff Salary		P&L	Debit	4
	4010	PAYE & NI	110	P&L	Debit	4
	4030	Pension	110	P&L	Debit	4
	4070	Travel Expense	110	P&L	Debit	6
	4080	Training	110	P&L	Debit	6
	4090	Chairman's Allowance	110	P&L	Debit	6
	4100	Parish Allowance	110	P&L	Debit	6
	4110	Bank Charges	110	P&L	Debit	6
	4120	Audit Fees	110	P&L	Debit	6
	4130	Professional Fees	110	P&L	Debit	6
	4140	Subscriptions & Memberships	110	P&L	Debit	6
	4150	Insurance	110	P&L	Debit	6
	4160	Postage	110	P&L	Debit	6
	4170	Office Supplies & Admin	110	P&L	Debit	6
	4180	Telephone & Broadband	110	P&L	Debit	6
	4190	Office Rent	110	P&L	Debit	6
	4200	Photocopier & Printer	110	P&L	Debit	6
	4210	ICT Infrastructure	110	P&L	Debit	6
	4220	Venue Hire	110	P&L	Debit	6
	4230	Website	110	P&L	Debit	6
	4240	Parish Grants	110	P&L	Debit	6
	4250	Section 137 Expenditure	110	P&L	Debit	6
	4260	Newsletter	110	P&L	Debit	6
	4270	Elections	110	P&L	Debit	6
	4280	Event	110	P&L	Debit	6
	4400	Vehicle Maintenance	140	P&L	Debit	6
	4410	Vehicle Fuel	140	P&L	Debit	6
	4420	Equipment	140	P&L	Debit	6
	4500	Repairs/Maintenance	150	P&L	Debit	6
	4510	Yellow Land Maintenance	150	P&L	Debit	6
	4520	Cuckoo Park 10Yr Maint	150	P&L	Debit	6
	4530	Cuckoo Park 20Yr Fund	150	P&L	Debit	6
	4540	Yellow Land Play Equipment	150	P&L	Debit	6
	4550	PCC Churchyard Maint Grant	150	P&L	Debit	6
	4560	Defibrillator Kit Maintenance	150	P&L	Debit	6
	4570	Sign Maintenance	150	P&L	Debit	6
	4580	Ashford Green Gym	150	P&L	Debit	6
	4590	Parish Highways Issues	150	P&L	Debit	6
4600	CCTV	160	P&L	Debit	6	
4605	SVH Extention Loan Repayment	160	P&L	Debit	5	
4610	Play Park Refurbishment	160	P&L	Debit	6	
4615	Parish Office	160	P&L	Debit	6	
4620	GCVH Kitchen Improvements	160	P&L	Debit	6	
4625	Raised Flower Bed	160	P&L	Debit	6	
4630	Mobile Speed Limit Sign	160	P&L	Debit	6	
4635	Singleton Lake	160	P&L	Debit	6	
4640	Chilmington Green	160	P&L	Debit	6	
4645	Allotments	160	P&L	Debit	6	

LIST OF NOMINAL CODES

A/c Group & Description	A/C Number	Account Name	Linked to Centre	Account Type	Normal Balance	Annual Return Box
4 - INDIRECT/OVERHEAD EXPENDITURE	4650	Parish Projects	160	P&L	Debit	6
	4700	PFA Project	170	P&L	Debit	6
	4710	PFA Maintenance	170	P&L	Debit	6
	4750	Singleton Environment Centre	175	P&L	Debit	6
	4800	WW1 Maintenance	180	P&L	Debit	6
	4990	Capital purchase	160	P&L	Debit	6
10 - DEBTORS	105	VAT Control		Balance Sheet	Debit	
	110	Prepayments		Balance Sheet	Debit	
11 - CASH & BANK BALANCES	200	Metro Bank Current Account		Balance Sheet	Debit	
	210	Metro Bank Instant Access		Balance Sheet	Debit	
	230	Nationwide Business 1 Yr Fixed		Balance Sheet	Debit	
	240	Metro Bank Credit Card		Balance Sheet	Debit	
	250	NatWest Current Account		Balance Sheet	Debit	
	260	NatWest Reserve Account		Balance Sheet	Debit	
	300	Current Year Fund		Balance Sheet	Credit	
12 - CAPITAL & RESERVES	305	Contingency Reserves		Balance Sheet	Credit	
	310	General Reserves		Balance Sheet	Credit	
	320	EMR - Cuckoo Park		Balance Sheet	Credit	
	321	EMR - The Viewing Point		Balance Sheet	Credit	
	330	EMR-PFA Play Park		Balance Sheet	Credit	
	500	Creditors		Balance Sheet	Credit	
14 - CREDITORS	510	Accruals		Balance Sheet	Credit	
	6000	Transfer from EMR		P&L	Credit	
17 - TRANSFER FROM EMR	6001	Transfer to EMR		P&L	Debit	
18 - TRANSFER TO EMR						

With Income and Expenditure reporting for the AGAR as part of the Year End process you have to account as follows:

Creditors - Invoices received for goods for the year that you are closing that have not yet been paid

Accruals - Goods that have been received but no invoice received or a service that is for the year that is being closed e.g. Audit

Debtors - Monies owed to you for services that you have supplied for the year that you are closing

However with regards to Insurance, as long as there is one Insurance payment per year that is acceptable. In Private Sector we would do full Accruals accounting by proportioning the insurance across the years, but this would always have been done, so it wouldn't inflate one year. When going from R & P to I & E if you then start to proportion the first year you will get a double amount for the portion element.

A/c Code	105 VAT Control				Annual Budget	0
Centre	(none)					
	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	15,654.44	
	04/06/2020	25	Journal	Refund 2019 VAT		15,654.44
	04/06/2020	25	Journal	Refund 2019 VAT HMRC error		1,000.00
	14/08/2020	27	Journal	Supplementary claim	77.51	
	07/10/2020	OCT001	Cashbook	SEC extension management	117.50	
	07/10/2020	OCT001	Cashbook	A3 signs for playparks	13.00	
	14/10/2020	OCT002	Cashbook	antibac cloth wipe	3.16	
	14/10/2020	OCT003	Cashbook	anti bact spary & wipes	2.16	
	16/10/2020	OCT002	Cashbook	Envelopes	11.72	
	16/10/2020	OCT003	Cashbook	Budgeting Basics Webinar	6.00	
	16/10/2020	OCT004	Cashbook	Cloud Computing for the Modern	6.00	
	16/10/2020	OCT005	Cashbook	Monthly maintenance fee	6.50	
	16/10/2020	OCT008	Cashbook	Virtual national conference	5.00	
	16/10/2020	OCT017	Cashbook	Creating accessible word docs	6.00	
	21/10/2020	OCT004	Cashbook	three posts	8.25	
	21/10/2020	OCT010	Cashbook	Broadband & telephone	9.61	
	23/10/2020	OCT005	Cashbook	Postcrete and gloves	5.92	
	28/10/2020	OCT006	Cashbook	metric socket	1.99	
	30/10/2020	OCT016	Cashbook	Signs for play area	21.42	
	02/11/2020	NOV010	Cashbook	metal scourer	0.25	
	04/11/2020	26	Journal	Restate to I & E control 105	7,868.82	
	05/11/2020	NOV005	Cashbook	Archive boxes	11.99	
	06/11/2020	NOV001	Cashbook	SEC Ext project	117.50	
	11/11/2020	NOV006	Cashbook	12v Car DC power	1.59	
	13/11/2020	NOV002	Cashbook	Annual membership	11.00	
	13/11/2020	NOV005	Cashbook	External audit report	120.00	
	13/11/2020	NOV006	Cashbook	Maintenance contract fee	13.00	
	20/11/2020	NOV007	Cashbook	Fuel usage October	16.78	
	23/11/2020	NOV008	Cashbook	Telephone and broadband	9.96	
	27/11/2020	NOV008	Cashbook	replacement seat with fixings	25.60	
	30/11/2020	NOV009	Cashbook	latex assorted balloons	0.85	
	07/12/2020	DEC001	Cashbook	Post and rail	4.25	
	10/12/2020	DEC006	Cashbook	Fuel	14.68	
	14/12/2020	DEC003	Cashbook	fence paint	1.83	
	18/12/2020	DEC001	Cashbook	refill bags	35.99	
	18/12/2020	DEC003	Cashbook	Backpack blower	93.09	
	18/12/2020	DEC006	Cashbook	Fitting reverse camera	56.00	
	18/12/2020	DEC008	Cashbook	Income and Expenditure	70.00	
	18/12/2020	DEC010	Cashbook	Make your writing grab attenti	6.00	
	18/12/2020	DEC011	Cashbook	Maintenance fee	6.50	
	18/12/2020	DEC013	Cashbook	Printer	21.25	
	18/12/2020	DEC015	Cashbook	ILCA fees	19.80	
	18/12/2020	DEC018	Cashbook	Fabric paint	0.83	
	21/12/2020	DEC007	Cashbook	Telephone and broadband	10.21	
	23/12/2020	DEC008	Cashbook	disposable gloves	3.15	

A/c Code	210 Metro Bank Instant Access				Annual Budget	0
Centre	(none)					
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
	Refer to Cashbook For Details					
	Account	Metro Bank Instant Access			Account Totals	
	Centre				Refer to Cashbook	

A/c Code	230 Nationwide Business 1 Yr Fixed				Annual Budget	0
Centre	(none)					
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
	Refer to Cashbook For Details					
	Account	Nationwide Business 1 Yr Fixed			Account Totals	
	Centre				Refer to Cashbook	

A/c Code	240 Metro Bank Credit Card				Annual Budget	0
Centre	(none)					
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
	Refer to Cashbook For Details					
	Account	Metro Bank Credit Card			Account Totals	
	Centre				Refer to Cashbook	

A/c Code	250 NatWest Current Account				Annual Budget	0
Centre	(none)					
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
	Refer to Cashbook For Details					
	Account	NatWest Current Account			Account Totals	
	Centre				Refer to Cashbook	

A/c Code	260 NatWest Reserve Account				Annual Budget	0
Centre	(none)					
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
	Refer to Cashbook For Details					

A/c Code	260 NatWest Reserve Account	Centre	(none)	Date	Reference	Source	Transaction Detail	Debit	Credit
					Account	NatWest Reserve Account		Account Totals	
					Centre				
									Refer to Cashbook

A/c Code	300 Current Year Fund	Centre	(none)	Date	Reference	Source	Transaction Detail	Debit	Credit
								Annual Budget	0
								Opening Balance	0.00
					Account	Current Year Fund		Account Totals	0.00
					Centre				0.00
								Net Closing Balance	0.00

A/c Code	305 Contingency Reserves	Centre	(none)	Date	Reference	Source	Transaction Detail	Debit	Credit
								Annual Budget	0
								Opening Balance	30,000.00
					Account	Contingency Reserves		Account Totals	0.00
					Centre				30,000.00
								Net Closing Balance	30,000.00

A/c Code	310 General Reserves	Centre	(none)	Date	Reference	Source	Transaction Detail	Debit	Credit
								Annual Budget	0
								Opening Balance	66,554.71
					Account	General Reserves		Account Totals	0.00
					Centre				66,554.71
								Net Closing Balance	66,554.71

A/c Code	320 EMR - Cuckoo Park	Centre	(none)	Date	Reference	Source	Transaction Detail	Debit	Credit
								Annual Budget	0
								Opening Balance	194,060.00

A/c Code	320	EMR - Cuckoo Park					
Centre	(none)						
Date	Reference	Source	Transaction Detail	Debit	Credit		
	Account	EMR - Cuckoo Park		Account Totals	0.00	194,060.00	
	Centre			Net Closing Balance		194,060.00	

A/c Code	321	EMR - The Viewing Point				Annual Budget	0
Centre	(none)						
Date	Reference	Source	Transaction Detail	Debit	Credit		
				Opening Balance		33,877.00	
	Account	EMR - The Viewing Point		Account Totals	0.00	33,877.00	
	Centre			Net Closing Balance		33,877.00	

A/c Code	330	EMR-PFA Play Park				Annual Budget	0
Centre	(none)						
Date	Reference	Source	Transaction Detail	Debit	Credit		
				Opening Balance		0.00	
	Account	EMR-PFA Play Park		Account Totals	0.00	0.00	
	Centre			Net Closing Balance		0.00	

A/c Code	500	Creditors				Annual Budget	0
Centre	(none)						
Date	Reference	Source	Transaction Detail	Debit	Credit		
				Opening Balance		19,790.67	
01/04/2020	23	Journal	YE Creditors Reversal	19,790.67			
	Account	Creditors		Account Totals	19,790.67	19,790.67	
	Centre			Net Closing Balance		0.00	

A/c Code	510	Accruals				Annual Budget	0
Centre	(none)						
Date	Reference	Source	Transaction Detail	Debit	Credit		
				Opening Balance		486.85	
01/04/2020	24	Journal	Reverse YE Accruals	486.85			

A/c Code 510 Accruals

Centre (none)

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
Account Accruals			Account Totals	486.85	486.85
Centre			Net Closing Balance		0.00

A/c Code 515 DNU VAT on Payments

Annual Budget

0

Centre 999 VAT Data

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
Opening Balance				0.00	
01/04/2020	MAY007	Cashbook	Safety signs on footpath	30.30	
10/04/2020	CC002	Cashbook	bolt protectors	2.16	
13/04/2020	CC003	Cashbook	equipment	1.33	
15/04/2020	APR001	Cashbook	Fuel	8.40	
17/04/2020	CC005	Cashbook	Bumper protector	7.52	
20/04/2020	APR004	Cashbook	New pad for defib at GCVH	28.79	
24/04/2020	APR005	Cashbook	Container security	205.00	
24/04/2020	APR008	Cashbook	SUDS Risk assessment	18.00	
24/04/2020	APR009	Cashbook	Tree work at Great Chart Playi	298.00	
24/04/2020	APR010	Cashbook	dog glove refill	37.00	
24/04/2020	CC006	Cashbook	Postcrete	6.33	
27/04/2020	APR001	Cashbook	Broadband	10.70	
28/04/2020	CC007	Cashbook	surface cleaner	4.17	
29/04/2020	CC008	Cashbook	compost	2.50	
05/05/2020	MAY001	Cashbook	domain name renewal	9.00	
05/05/2020	MAY003	Cashbook	Driving training	46.00	
05/05/2020	MAY008	Cashbook	Stationary-lever arches	3.17	
06/05/2020	MAY002	Cashbook	Nylon line	8.33	
11/05/2020	MAY001	Cashbook	Sit on mower and push mower	1,720.00	
11/05/2020	MAY002	Cashbook	trailer for mower	571.00	
12/05/2020	MAY010	Cashbook	Pencil, temper resistant label	4.98	
13/05/2020	MAY004	Cashbook	Fuel-April	8.37	
13/05/2020	MAY011	Cashbook	4 way extension lead	0.99	
15/05/2020	MAY006	Cashbook	Webinar	6.00	
15/05/2020	MAY012	Cashbook	Birthday Card 100th	0.75	
22/05/2020	MAY004	Cashbook	SEC boiler conversion	381.00	
22/05/2020	MAY015	Cashbook	folder dividers	0.98	
28/05/2020	MAY002	Cashbook	Broadband telephone	10.42	
28/05/2020	MAY006	Cashbook	reg number for trailer	3.35	
01/06/2020	JUN001	Cashbook	Great Chart Play Park inspecti	50.00	
01/06/2020	JUNE003	Cashbook	final invoice-website	174.50	
01/06/2020	JUN004	Cashbook	Tree work Singleton Village Ha	380.00	
03/06/2020	JUN006	Cashbook	Wash pump	6.46	
05/06/2020	JUN015	Cashbook	hex bolt	0.91	
15/06/2020	JUN006	Cashbook	June fuel	11.88	

A/c Code 515 DNU VAT on Payments

Centre 999 VAT Data

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
15/06/2020	JUN001	Cashbook	Loctite plastic glue	1.33	
17/06/2020	JUN002	Cashbook	Power cable for cigarette hold	2.17	
18/06/2020	JUN003	Cashbook	ratchet strap	5.17	
18/06/2020	JUN010	Cashbook	A5 part subject divider	0.35	
18/06/2020	JUN011	Cashbook	Ring binder A5	1.45	
19/06/2020	JUN012	Cashbook	Tempered glass iPad screen pro	2.33	
19/06/2020	JUN013	Cashbook	Hand sanitisers liquid	1.67	
25/06/2020	JUN014	Cashbook	Crafters spray	1.75	
29/06/2020	JUN005	Cashbook	hozelock, WD40	1.71	
29/06/2020	JUN001	Cashbook	Broadband-June	10.02	
01/07/2020	JULY006	Cashbook	Hardwood plywood	11.33	
02/07/2020	JULY007	Cashbook	Black cable ties	0.95	
14/07/2020	JULY002	Cashbook	Fuel	11.95	
17/07/2020	JUL004	Cashbook	PDF Software Licnece	25.84	
17/07/2020	JUL005	Cashbook	security cable and lock	2.43	
17/07/2020	JUL008	Cashbook	dog glove refill	18.60	
17/07/2020	JUL009	Cashbook	Hand sanitiser	19.00	
17/07/2020	JUL010	Cashbook	annual maintenance licence	24.80	
17/07/2020	JUL011	Cashbook	Project management event	18.00	
17/07/2020	JUL012	Cashbook	photocopier charges	33.83	
17/07/2020	JUL014	Cashbook	winch mounting	63.00	
17/07/2020	JUL015	Cashbook	Risk assess. open spaces	70.00	
17/07/2020	JUL018	Cashbook	Repair van	117.73	
17/07/2020	JUL020	Cashbook	cooker, dishwasher for CC	290.49	
17/07/2020	JUL021	Cashbook	Annual membership	303.00	
17/07/2020	JUL023	Cashbook	balance ramp for container	615.00	
20/07/2020	JULY002	Cashbook	LED push light	2.33	
27/07/2020	JUL001	Cashbook	July broadband	10.04	
29/07/2020	JULY003	Cashbook	bag	0.42	
31/07/2020	JUL028	Cashbook	Reversing camera for van	34.17	
04/08/2020	AUG001	Cashbook	Fence installation	18.71	
05/08/2020	AUG004	Cashbook	mixed filler and pointing trow	3.27	
05/08/2020	AUG005	Cashbook	abrasive roll	7.21	
05/08/2020	AUG006	Cashbook	Danish Oil	14.96	
05/08/2020	AUG007	Cashbook	Ryobi Cordless sander	12.51	
05/08/2020	AUG008	Cashbook	brown paper bags	1.93	
05/08/2020	AUG009	Cashbook	souffle cups	1.66	
05/08/2020	AUG010	Cashbook	Pencils	1.99	
05/08/2020	AUG011	Cashbook	stationary string balls	0.99	
05/08/2020	AUG012	Cashbook	adhesive glue dots	1.34	
14/08/2020	VAT	Cashbook	VAT		77.51
15/08/2020	AUG013	Cashbook	black and white checkered flag	2.20	
15/08/2020	AUG014	Cashbook	spray bottles	1.33	
18/08/2020	AUG001	Cashbook	July fuel	29.20	
18/08/2020	AUG016	Cashbook	Bird seed	2.66	

A/c Code 515 DNU VAT on Payments

Centre 999 VAT Data

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
21/08/2020	AUG003	Cashbook	Stationary	11.67	
21/08/2020	AUG004	Cashbook	Photocopier	24.30	
21/08/2020	AUG007	Cashbook	economy dog glove	35.99	
21/08/2020	AUG008	Cashbook	COVID play area risk assessmen	70.00	
21/08/2020	AUG009	Cashbook	Boiler at SEC	889.00	
21/08/2020	AUG012	Cashbook	square line and jerry can	13.84	
21/08/2020	AUG013	Cashbook	Rigths of Way Webinar	6.00	
21/08/2020	AUG017	Cashbook	PDF licence	21.76	
21/08/2020	AUG018	Cashbook	SEC ext	507.50	
21/08/2020	AUG002	Cashbook	Wood filler	1.83	
27/08/2020	AUG001	Cashbook	Broadband and internet	10.60	
31/08/2020	AUG020	Cashbook	bamboo skewers	1.00	
04/09/2020	SEP001	Cashbook	Removal Wasps Nest Cuckoo Park	25.00	
04/09/2020	SEP002	Cashbook	Postcrete and posts	5.42	
15/09/2020	SEP003	Cashbook	Plastering trowel and concrete	7.02	
18/09/2020	SEP001	Cashbook	Maintenance contract	13.00	
18/09/2020	SEP002	Cashbook	SEC project management	117.50	
18/09/2020	SEP004	Cashbook	Clerks Conference	10.00	
18/09/2020	SEP007	Cashbook	Dog gloves	35.99	
18/09/2020	SEP008	Cashbook	budgeting and conference	11.00	
18/09/2020	SEP010	Cashbook	work Bradbridge Green	250.00	
21/09/2020	SEP004	Cashbook	Amber beacon LED light	2.16	
25/09/2020	SEP005	Cashbook	Postcrete	3.17	
25/09/2020	SEP006	Cashbook	Multipurpose mortar	3.75	
28/09/2020	SEP001	Cashbook	Phone and broadband	9.72	
04/11/2020	26	Journal	Restate to I & E control 105		7,868.82
06/11/2020	NOV001	Cashbook	VAT overpayment	1,000.00	
Account DNU VAT on Payments			Account Totals	8,946.33	7,946.33
Centre VAT Data			Net Closing Balance	1,000.00	

A/c Code 1076 Precept

Annual Budget

260,239

Centre 100 Income

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
			Opening Balance		0.00
30/04/2020	Precept	Cashbook	Precept- first half		133,311.50
30/09/2020	Precept	Cashbook	Precept		133,311.50
23/12/2020	35	Journal	Incorrect coding	3,614.00	
23/12/2020	36	Journal	Incorrect coding	2,770.00	
Account Precept			Account Totals	6,384.00	266,623.00
Centre Income			Net Closing Balance		260,239.00

A/c Code	1077 Council Tax Support Grant				Annual Budget	3,614
Centre	100 Income					
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
					Opening Balance	0.00
	23/12/2020	35	Journal	Incorrect coding		3,614.00
		Account	Council Tax Support Grant		Account Totals	0.00
		Centre	Income		Net Closing Balance	3,614.00

A/c Code	1080 Concurrent Grant				Annual Budget	2,770
Centre	100 Income					
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
					Opening Balance	0.00
	23/12/2020	36	Journal	Incorrect coding		2,770.00
		Account	Concurrent Grant		Account Totals	0.00
		Centre	Income		Net Closing Balance	2,770.00

A/c Code	1090 Interest Received				Annual Budget	0
Centre	100 Income					
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
					Opening Balance	0.00
	30/04/2020	Apr001	Cashbook	Interest		8.49
	30/04/2020	Interest	Cashbook	Bank interest		10.89
	29/05/2020	Interest	Cashbook	bank interest		8.48
	29/05/2020	Interest	Cashbook	bank interest		22.10
	30/06/2020	Interest	Cashbook	Bank interest		3.22
	30/06/2020	June	Cashbook	Interest		1.05
	31/07/2020	Interest	Cashbook	Interest		3.33
	31/07/2020	Interest	Cashbook	interest		1.02
	11/08/2020	Interest	Cashbook	Bank Interest		1.10
	31/08/2020	Interest	Cashbook	Bank interest		3.06
	30/09/2020	Interest	Cashbook	interest		3.86
	30/09/2020	Interest	Cashbook	interest		0.74
	30/10/2020	Oct002	Cashbook	interest received		2.61
	30/10/2020	Oct001	Cashbook	Interest received		1.97
	30/11/2020	Bank inter	Cashbook	interst received		2.00
	30/11/2020	Nov003	Cashbook	bank interest		3.02
	31/12/2020	Interest	Cashbook	interest		1.42
	31/12/2020	Income	Cashbook	interest received		5.28
		Account	Interest Received		Account Totals	0.00
		Centre	Income		Net Closing Balance	83.64

A/c Code	1100 Grants & Donation Received			Annual Budget	0	
Centre	100 Income					
	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance		0.00
	15/04/2020	ABC Grant	Cashbook	Grant for Covid volunteers		500.00
	11/08/2020	SEC	Cashbook	SEC Ext Project		43,826.50
	11/08/2020	SEC	Cashbook	S106 SEC extn project		587.50
	21/08/2020	AUG019	Cashbook	Sec Extension building	38,146.68	
	31/08/2020	SEC	Cashbook	S106 SEC extension project		36.00
	18/09/2020	SEP002	Cashbook	SEC project management	587.50	
	18/09/2020	SEP003	Cashbook	SEC extension project	10,899.92	
	22/09/2020	S106	Cashbook	S106 SEC extension		35,500.00
	30/09/2020	21	Journal	Funds moved to this code		2,537.50
	07/10/2020	OCT001	Cashbook	SEC extension management	587.50	
	16/10/2020	OCT002	Cashbook	SEC extension	10,136.88	
	06/11/2020	NOV001	Cashbook	SEC Ext project	587.50	
	17/11/2020	SEC EXT	Cashbook	S106 Fund SEC Ext		28,000.00
	18/12/2020	DEC001	Cashbook	SEC Ext	24,328.51	
	22/12/2020	DEC002	Cashbook	SEC ext	15,232.00	
	23/12/2020	30	Journal	Incorrcot coding	20.00	
	23/12/2020	31	Journal	Incorrect coding	36.00	
	23/12/2020	32	Journal	Incorrect coding	41.00	
	23/12/2020	33	Journal	Incorrect coding	19.00	
	23/12/2020	34	Journal	Incorrect coding	20.00	
	23/12/2020	37	Journal	Incorrect coding	2,537.50	
	23/12/2020	38	Journal	Incorrect coding	2,537.50	
		Account	Grants & Donation Received	Account Totals	105,717.49	110,987.50
		Centre	Income	Net Closing Balance		5,270.01

A/c Code	1900 Other Income			Annual Budget	0	
Centre	100 Income					
	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance		0.00
	22/10/2020	Oct001	Cashbook	Reimburse credit card		5.98
		Account	Other Income	Account Totals	0.00	5.98
		Centre	Income	Net Closing Balance		5.98

Received this sum from Peter W who accidentally paid for something using the PC credit card

A/c Code	4000 Staff Salary			Annual Budget	75,000	
Centre	110 Administration					
	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
	28/04/2020	APR012	Cashbook	salary	620.65	
	28/04/2020	APR013	Cashbook	salary	1,247.04	

A/c Code **4000 Staff Salary**

Centre 110 Administration

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
28/04/2020	APR014	Cashbook	salary	2,254.72	
28/04/2020	APR015	Cashbook	salary	411.66	
28/05/2020	MAY005	Cashbook	May Salary	411.66	
28/05/2020	MAY006	Cashbook	May salary	1,323.64	
28/05/2020	MAY007	Cashbook	May salary	2,254.72	
28/05/2020	MAY008	Cashbook	May salary	526.49	
26/06/2020	JUN007	Cashbook	June salary	411.66	
26/06/2020	JUN008	Cashbook	June salary	526.49	
26/06/2020	JUN009	Cashbook	June Salary	1,281.04	
26/06/2020	JUN010	Cashbook	June salary	2,254.52	
28/07/2020	JUL024	Cashbook	salary	411.66	
28/07/2020	JUL025	Cashbook	salary	526.49	
28/07/2020	JUL026	Cashbook	salary	1,400.04	
28/07/2020	JUL027	Cashbook	salary	2,254.72	
28/08/2020	AUG014	Cashbook	salary	2,254.52	
28/08/2020	AUG015	Cashbook	Salary	526.49	
28/08/2020	AUG016	Cashbook	Salary	1,378.74	
28/08/2020	AUG017	Cashbook	Salary	482.91	
28/09/2020	SEP011	Cashbook	Salary	526.49	
28/09/2020	SEP012	Cashbook	Salary	411.66	
28/09/2020	SEP013	Cashbook	salary	2,254.72	
28/09/2020	SEP015	Cashbook	Salary	1,408.40	
28/10/2020	OCT011	Cashbook	October Salary	519.11	
28/10/2020	OCT012	Cashbook	October salary	2,998.41	
28/10/2020	OCT013	Cashbook	october Salary	937.20	
28/10/2020	OCT014	Cashbook	October Salary	1,654.37	
27/11/2020	NOV009	Cashbook	salaries	854.66	
27/11/2020	NOV010	Cashbook	salaries	1,351.42	
27/11/2020	NOV011	Cashbook	salaries	425.10	
27/11/2020	NOV012	Cashbook	salaries	2,343.80	
29/12/2020	DEC019	Cashbook	December Salary	425.10	
29/12/2020	DEC020	Cashbook	Dec salary	2,343.48	
29/12/2020	DEC021	Cashbook	Dec salary	798.56	
29/12/2020	DEC022	Cashbook	Dec salary	1,351.62	

Account **Staff Salary**

Account Totals

43,363.96**0.00**Centre **Administration**

Net Closing Balance

43,363.96A/c Code **4010 PAYE & NI**

Annual Budget

22,000

Centre 110 Administration

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00
20/04/2020	APR002	Cashbook	April Contribution	1,362.61	

A/c Code **4010 PAYE & NI**

Centre 110 Administration

Date	Reference	Source	Transaction Detail	Debit	Credit
21/05/2020	MAY003	Cashbook	May contribution	1,414.03	
12/06/2020	JUN005	Cashbook	June contriution	1,385.71	
17/07/2020	JUL019	Cashbook	July contribution	1,465.66	
21/08/2020	AUG005	Cashbook	August contribution	1,451.60	
28/09/2020	SEP014	Cashbook	Sept contribution	1,329.27	
16/10/2020	OCT010	Cashbook	October contribution	2,080.59	
13/11/2020	NOV003	Cashbook	November contribution	1,410.38	
18/12/2020	DEC012	Cashbook	Dec contribution	1,410.38	

Account **PAYE & NI**

Account Totals

13,310.23**0.00**Centre **Administration**

Net Closing Balance

13,310.23A/c Code **4030 Pension**

Annual Budget

10,000

Centre 110 Administration

Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00
01/04/2020	24	Journal	March Pension Contribution		474.15
20/04/2020	APR001	Cashbook	March contribution	601.99	
01/06/2020	JUNE005	Cashbook	May contribution	692.28	
12/06/2020	JUN004	Cashbook	June contribution	692.28	
17/07/2020	JUL017	Cashbook	Jun contribution	692.28	
19/08/2020	AUG002	Cashbook	July contribution	692.28	
18/09/2020	SEP006	Cashbook	August Contribution	692.28	
16/10/2020	OCT009	Cashbook	September Contribution	958.37	
13/11/2020	NOV004	Cashbook	October contribution	725.55	
18/12/2020	DEC002	Cashbook	November contribution	909.40	

Account **Pension**

Account Totals

6,656.71**474.15**Centre **Administration**

Net Closing Balance

6,182.56A/c Code **4070 Travel Expense**

Annual Budget

600Centre **110 Administration**

Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00
05/02/2021	39	Journal	Incorrect Coding	15.75	

Account **Travel Expense**

Account Totals

15.75**0.00**Centre **Administration**

Net Closing Balance

15.75

A/c Code	4080 Training				Annual Budget	4,000	
Centre	110 Administration						
Date	Reference	Source	Transaction Detail		Debit	Credit	
Opening Balance					0.00		
01/04/2020	23	Journal	Good Councillors Guide			50.65	
01/04/2020	23	Journal	ROSPA play park inspection			635.00	
15/05/2020	MAY006	Cashbook	Webinar		30.00		
17/07/2020	JUL011	Cashbook	Project management event		90.00		
17/07/2020	KPC	Cashbook	Mower training			146.25	
21/08/2020	AUG010	Cashbook	Ride on mower training		585.00		
21/08/2020	AUG013	Cashbook	Rights of Way Webinar		30.00		
18/09/2020	SEP004	Cashbook	Clerks Conference		50.00		
18/09/2020	SEP008	Cashbook	budgeting and conference		55.00		
16/10/2020	OCT003	Cashbook	Budgeting Basics Webinar		30.00		
16/10/2020	OCT004	Cashbook	Cloud Computing for the Modern		30.00		
16/10/2020	OCT008	Cashbook	Virtual national conference		25.00		
16/10/2020	OCT017	Cashbook	Creating accessible word docs		30.00		
18/12/2020	DEC009	Cashbook	Deposit for CommGov		315.00		
18/12/2020	DEC010	Cashbook	Make your writing grab attenti		30.00		
18/12/2020	DEC015	Cashbook	ILCA fees		99.00		
Account Training					Account Totals	1,399.00	831.90
Centre Administration					Net Closing Balance	567.10	

A/c Code	4090 Chairman's Allowance				Annual Budget	500	
Centre	110 Administration						
Date	Reference	Source	Transaction Detail		Debit	Credit	
Opening Balance					0.00		
15/05/2020	MAY012	Cashbook	Birthday Card 100th		3.73		
14/08/2020	27	Journal	Ship Con Lock 21/9/19			5.83	
14/08/2020	27	Journal	Ship Con Chain 22/9/19			3.95	
05/02/2021	40	Journal	Incorrect coding		46.00		
Account Chairman's Allowance					Account Totals	49.73	9.78
Centre Administration					Net Closing Balance	39.95	

A/c Code	4110 Bank Charges				Annual Budget	300	
Centre	110 Administration						
Date	Reference	Source	Transaction Detail		Debit	Credit	
Opening Balance					0.00		
01/04/2020	24	Journal	Bank charges Metro Bank			10.00	
01/04/2020	24	Journal	Bank charges NatWest			2.70	
28/04/2020	APR004	Cashbook	bank charges		10.00		
30/04/2020	APR002	Cashbook	Bank charges		2.70		
28/05/2020	MAY009	Cashbook	bank charges		10.00		

A/c Code 4130 Professional Fees

Centre 110 Administration

Date	Reference	Source	Transaction Detail	Debit	Credit
17/07/2020	JUL015	Cashbook	Risk assess. open spaces	350.00	
21/08/2020	AUG008	Cashbook	COVID play area risk assessmen	350.00	
26/08/2020	AUG018	Cashbook	Land search - GC Church	6.00	
Account Professional Fees				Account Totals	
				796.00	0.00
Centre Administration				Net Closing Balance	
				796.00	

A/c Code 4140 Subscriptions & Memberships

Annual Budget

2,800

Centre 110 Administration

Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00
01/04/2020	22	Journal	Society of LC Clerk membership	300.00	
01/04/2020	22	Journal	Kent Ass of LC membership	1,300.00	
01/04/2020	22	Journal	Local Council Update subs	100.00	
01/04/2020	22	Journal	Rural Kent Membership	100.00	
01/04/2020	22	Journal	National Allot Ass Membersip	67.00	
01/04/2020	22	Journal	CPRE Membership	36.00	
01/04/2020	22	Journal	ICO	35.00	
24/04/2020	APR011	Cashbook	Annual Membership	36.00	
17/07/2020	JUL004	Cashbook	PDF Software Licenece	136.00	
17/07/2020	JUL007	Cashbook	Annual membership	100.00	
17/07/2020	JUL010	Cashbook	annual maintenance licence	124.00	
17/07/2020	JUL021	Cashbook	Annual membership	1,515.00	
14/08/2020	27	Journal	Nat Allot Soc 15/11/19		12.00
21/08/2020	AUG006	Cashbook	Annual membership	105.00	
21/08/2020	AUG017	Cashbook	PDF licence	136.00	
16/10/2020	OCT007	Cashbook	Membership renewal	336.00	
13/11/2020	NOV002	Cashbook	Annual membership	55.00	
17/11/2020	NOV002	Cashbook	Annual fee	35.00	
18/12/2020	DEC004	Cashbook	Assistant Clerk-membership	173.00	
Account Subscriptions & Memberships				Account Totals	
				4,689.00	12.00
Centre Administration				Net Closing Balance	
				4,677.00	

A/c Code 4150 Insurance

Annual Budget

3,800

Centre 110 Administration

Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00
01/04/2020	22	Journal	Insurance renewal	1,774.32	
01/04/2020	22	Journal	SEC Insurance	740.12	
01/04/2020	22	Journal	SEC Building Insurance	1,363.96	
01/04/2020	22	Journal	PC Insurance Adj	126.89	

A/c Code 4150 Insurance

Centre 110 Administration

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
17/07/2020	JUL022	Cashbook	Ins renewal and premium	2,544.57	
Account Insurance			Account Totals	6,549.86	0.00
Centre Administration			Net Closing Balance	6,549.86	

A/c Code 4160 Postage

Annual Budget

200

Centre 110 Administration

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
Opening Balance				0.00	
21/10/2020	OCT008	Cashbook	Annual report postage	9.80	
21/10/2020	OCT009	Cashbook	Annual report postage	14.00	
21/10/2020	OCT011	Cashbook	Annual Report postage	2.80	
Account Postage			Account Totals	26.60	0.00
Centre Administration			Net Closing Balance	26.60	

A/c Code 4170 Office Supplies & Admin

Annual Budget

2,200

Centre 110 Administration

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
Opening Balance				0.00	
27/04/2020	APR002	Cashbook	COVID-19 Helper	9.00	
27/04/2020	APR003	Cashbook	COVID-19 helper	46.10	
28/04/2020	CC007	Cashbook	surface cleaner	20.83	
29/04/2020	CC007-01	Cashbook	surface cleaner	0.50	
05/05/2020	MAY008	Cashbook	Stationary-lever arches	15.82	
12/05/2020	MAY010	Cashbook	Pencil, temper resistant label	41.48	
13/05/2020	MAY011	Cashbook	4 way extension lead	4.96	
18/05/2020	MAY013	Cashbook	magnets for noticeboard	35.96	
21/05/2020	MAY014	Cashbook	100 disposable gloves	16.50	
22/05/2020	MAY015	Cashbook	folder dividers	4.87	
27/05/2020	MAY016	Cashbook	disposable gloves L	13.99	
01/06/2020	JUN017	Cashbook	Refreshments for SEC mtg	14.12	
18/06/2020	JUN010	Cashbook	A5 part subject divider	1.72	
18/06/2020	JUN011	Cashbook	Ring binder A5	7.23	
19/06/2020	JUN012	Cashbook	Tempered glass iPad screen pro	11.65	
19/06/2020	JUN013	Cashbook	Hand sanitisers liquid	33.32	
25/06/2020	JUN014	Cashbook	Crafters spray	8.73	
14/08/2020	27	Journal	Stationery 18/7/19		7.79
21/08/2020	AUG003	Cashbook	Stationary	58.34	
21/08/2020	AUG011	Cashbook	Reimburse digital thermo	34.99	
18/09/2020	SEP005	Cashbook	Picnic event-food	101.25	
18/09/2020	SEP009	Cashbook	Stamps and picture frame	55.12	

A/c Code 4170 Office Supplies & Admin

Centre 110 Administration

Date	Reference	Source	Transaction Detail	Debit	Credit
14/10/2020	OCT003	Cashbook	anti bact spary & wipes	10.78	
16/10/2020	OCT002	Cashbook	Envelopes	58.62	
05/11/2020	NOV005	Cashbook	Archive boxes	59.97	
11/11/2020	NOV002	Cashbook	stationary	2.00	
30/11/2020	NOV009	Cashbook	latex assorted balloons	4.23	
18/12/2020	DEC018	Cashbook	Fabric paint	4.17	
05/02/2021	39	Journal	Incorrect Coding		15.75
05/02/2021	40	Journal	Incorrect coding		46.00

Account Office Supplies & Admin

Account Totals

676.25

69.54

Centre Administration

Net Closing Balance

606.71

A/c Code 4180 Telephone & Broadband

Annual Budget

1,000

Centre 110 Administration

Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance				0.00	
08/04/2020	CC001	Cashbook	Mobile broadband	25.00	
27/04/2020	APR001	Cashbook	Broadband	53.50	
07/05/2020	MAY009	Cashbook	mobile broadband	25.00	
28/05/2020	MAY002	Cashbook	Broadband telephone	52.10	
08/06/2020	JUN008	Cashbook	mobile broadband	25.00	
29/06/2020	JUN001	Cashbook	Broadband-June	50.09	
08/07/2020	JULY004	Cashbook	Mobile broadband	25.00	
27/07/2020	JUL001	Cashbook	July broadband	50.19	
27/08/2020	AUG001	Cashbook	Broadband and internet	52.99	
28/09/2020	SEP001	Cashbook	Phone and broadband	48.58	
21/10/2020	OCT010	Cashbook	Broadband & telephone	48.05	
23/11/2020	NOV008	Cashbook	Telephone and broadband	49.80	
18/12/2020	DEC007	Cashbook	Voipfone account	43.20	
21/12/2020	DEC007	Cashbook	Telephone and broadband	51.04	

Account Telephone & Broadband

Account Totals

599.54

0.00

Centre Administration

Net Closing Balance

599.54

A/c Code 4200 Photocopier & Printer

Annual Budget

1,000

Centre 110 Administration

Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance				0.00	
01/04/2020	23	Journal	KCS Photocopier charges		186.48
17/07/2020	JUL012	Cashbook	photocopier charges	169.16	
14/08/2020	27	Journal	Printer VAT 18/11/19		47.94
21/08/2020	AUG004	Cashbook	Photocopier	121.48	

A/c Code 4200 Photocopier & Printer

Centre 110 Administration

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
18/12/2020	DEC013	Cashbook	Printer	106.26	
Account Photocopier & Printer			Account Totals	396.90	234.42
Centre Administration			Net Closing Balance	162.48	

A/c Code 4210 ICT Infrastructure

Annual Budget

2,000

Centre 110 Administration

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
Opening Balance				0.00	
20/04/2020	APR003	Cashbook	Vision ICT	1,047.00	
05/05/2020	MAY001	Cashbook	domain name renewal	45.00	
01/06/2020	JUNE003	Cashbook	final invoice-website	872.50	
02/07/2020	JULY008	Cashbook	bluetooth mouse	16.88	
18/12/2020	DEC005	Cashbook	Microsoft Licence	324.72	
18/12/2020	DEC008	Cashbook	Income and Expenditure	350.00	
23/12/2020	28	Journal	Incorrect coding		1,047.00
23/12/2020	29	Journal	Incorrect coding		872.50
24/12/2020	DEC009	Cashbook	Montly payment	10.99	
Account ICT Infrastructure			Account Totals	2,667.09	1,919.50
Centre Administration			Net Closing Balance	747.59	

A/c Code 4230 Website

Annual Budget

2,000

Centre 110 Administration

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
Opening Balance				0.00	
23/12/2020	28	Journal	Incorrect coding	1,047.00	
23/12/2020	29	Journal	Incorrect coding	872.50	
Account Website			Account Totals	1,919.50	0.00
Centre Administration			Net Closing Balance	1,919.50	

A/c Code 4240 Parish Grants

Annual Budget

15,000

Centre 110 Administration

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
Opening Balance				0.00	
05/05/2020	MAY002	Cashbook	Grant for signs outside church	170.00	
15/05/2020	MAY005	Cashbook	Fuel reimbursement for volunte	20.00	
15/05/2020	MAY007	Cashbook	Fuel-volunteer	36.00	
10/06/2020	JUN001	Cashbook	Fuel- reimbursement	41.00	

A/c Code 4240 Parish Grants

Centre 110 Administration

Date	Reference	Source	Transaction Detail	Debit	Credit
12/06/2020	JUN002	Cashbook	fuel-reimburse	19.00	
12/06/2020	JUN003	Cashbook	Electricity bill-Grant	263.37	
17/07/2020	JUL006	Cashbook	fuel	20.00	
17/07/2020	JUL020	Cashbook	cooker, dishwasher for CC	1,452.46	
18/09/2020	SEP003	Cashbook	Electricity Bill	407.07	
13/11/2020	NOV007	Cashbook	Grant towards insurance	725.00	
18/12/2020	DEC014	Cashbook	Electricity bill	152.35	
18/12/2020	DEC016	Cashbook	Grant towards astro truf	7,000.00	
23/12/2020	30	Journal	Incorrcr coding		20.00
23/12/2020	31	Journal	Incorrect coding		36.00
23/12/2020	32	Journal	Incorrect coding		41.00
23/12/2020	33	Journal	Incorrect coding		19.00
23/12/2020	34	Journal	Incorrect coding		20.00

Account Parish Grants

Account Totals

10,306.25

136.00

Centre Administration

Net Closing Balance

10,170.25

A/c Code 4260 Newsletter

Annual Budget

3,500

Centre 110 Administration

Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance				0.00	
24/04/2020	APR007	Cashbook	Newsletter printing	840.40	
01/06/2020	JUN002	Cashbook	newsletter distribution March	150.00	
17/07/2020	JUL013	Cashbook	newsletter	358.00	
12/11/2020	Nov002	Cashbook	newsletter advert		55.00
03/12/2020	Advert	Cashbook	Newsletter advert		100.00
18/12/2020	DEC017	Cashbook	newsletter printing	969.00	

Account Newsletter

Account Totals

2,317.40

155.00

Centre Administration

Net Closing Balance

2,162.40

A/c Code 4400 Vehicle Maintenance

Annual Budget

1,500

Centre 140 Caretaker

Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance				0.00	
16/04/2020	CC004	Cashbook	Van insurance	41.99	
17/04/2020	CC005	Cashbook	Bumper protector	37.59	
24/04/2020	APR006	Cashbook	Reimburse MOT	294.42	
05/05/2020	MAY003	Cashbook	Driving training	230.00	
18/05/2020	MAY004	Cashbook	Van insurance	41.99	
16/06/2020	JUN009	Cashbook	Annual vehicle van tax	265.00	
16/06/2020	JUN016	Cashbook	correction to previous entry	2.50	

A/c Code 4400 Vehicle Maintenance

Centre 140 Caretaker

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
18/06/2020	JUN004	Cashbook	Van insurance	41.99	
14/07/2020	JULY005	Cashbook	Van insurance	53.18	
17/07/2020	JUL018	Cashbook	Repair van	588.65	
31/07/2020	JUL028	Cashbook	Reversing camera for van	170.83	
26/08/2020	AUG019	Cashbook	final payment for insurance	28.06	
01/09/2020	SEP008	Cashbook	Van insurance	50.48	
11/09/2020	SEP007	Cashbook	Van insurance	50.40	
18/09/2020	SEP002	Cashbook	charge for returned DD	49.00	
09/10/2020	OCT001	Cashbook	Van insurance	50.40	
11/11/2020	NOV001	Cashbook	van insurance	50.40	
10/12/2020	DEC002	Cashbook	Van insurance	50.40	

Account Vehicle Maintenance

Account Totals

2,097.28

0.00

Centre Caretaker

Net Closing Balance

2,097.28

A/c Code 4410 Vehicle Fuel

Annual Budget

1,000

Centre 140 Caretaker

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00
01/04/2020	23	Journal	Fuel Charge		110.04
15/04/2020	APR001	Cashbook	Fuel	42.03	
13/05/2020	MAY004	Cashbook	Fuel-April	41.86	
15/06/2020	JUN006	Cashbook	June fuel	59.45	
14/07/2020	JULY002	Cashbook	Fuel	59.72	
18/08/2020	AUG001	Cashbook	July fuel	146.05	
16/10/2020	OCT006	Cashbook	Reimburse fuel	6.69	
20/11/2020	NOV007	Cashbook	Fuel usage October	86.28	
10/12/2020	DEC006	Cashbook	Fuel	125.59	
24/12/2020	DEC004	Cashbook	Fuel	41.89	

Account Vehicle Fuel

Account Totals

609.56

110.04

Centre Caretaker

Net Closing Balance

499.52

A/c Code 4420 Equipment

Annual Budget

29,239

Centre 140 Caretaker

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00
01/04/2020	23	Journal	Watering Can & Bolts Black		21.49
10/04/2020	CC002	Cashbook	bolt protectors	10.81	
13/04/2020	CC003	Cashbook	equipment	6.66	
24/04/2020	APR005	Cashbook	Container security	1,025.00	
24/04/2020	CC006	Cashbook	Postcrete	31.67	

A/c Code 4420 Equipment

Centre 140 Caretaker

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
29/04/2020	CC008	Cashbook	compost	12.50	
01/05/2020	MAY001	Cashbook	Bolts	9.99	
06/05/2020	MAY002	Cashbook	Nylon line	41.63	
11/05/2020	MAY001	Cashbook	Sit on mower and push mower	8,600.00	
11/05/2020	MAY002	Cashbook	trailer for mower	2,855.00	
13/05/2020	MAY003	Cashbook	Equipment	7.99	
20/05/2020	BT Credit	Cashbook	Line refund to SEC		18.08
20/05/2020	BT Credit	Cashbook	Line credit		58.99
27/05/2020	MAY005	Cashbook	Water tank	104.99	
27/05/2020	MAY017	Cashbook	water container	0.01	
28/05/2020	MAY006	Cashbook	reg number for trailer	16.75	
29/05/2020	MAY010	Cashbook	Water tank and BT refund	182.06	
03/06/2020	JUN006	Cashbook	Wash pump	32.33	
05/06/2020	JUN007	Cashbook	spare parts	23.12	
05/06/2020	JUN015	Cashbook	hex bolt	4.54	
15/06/2020	JUN001	Cashbook	Loctite plastic glue	6.66	
17/06/2020	JUN002	Cashbook	Power cable for cigarette hold	10.82	
18/06/2020	JUN003	Cashbook	ratchet strap	25.84	
29/06/2020	JUN005	Cashbook	hozelock, WD40	8.54	
01/07/2020	JULY006	Cashbook	Hardwood plywood	56.67	
02/07/2020	JULY007	Cashbook	Black cable ties	4.74	
02/07/2020	JULY010	Cashbook	Equipment	39.99	
02/07/2020	JULY010	Cashbook	Equipment		39.99
02/07/2020	JULY009	Cashbook	Equipment	39.99	
06/07/2020	July001	Cashbook	Equipment		39.99
13/07/2020	JULY001	Cashbook	equipment	7.99	
17/07/2020	JUL005	Cashbook	security cable and lock	12.13	
17/07/2020	JUL009	Cashbook	Hand sanitiser	95.00	
17/07/2020	JUL014	Cashbook	winch mounting	315.00	
17/07/2020	JUL023	Cashbook	balance ramp for container	3,075.00	
20/07/2020	JULY002	Cashbook	LED push light	11.67	
29/07/2020	JULY003	Cashbook	bag	2.08	
04/08/2020	AUG001	Cashbook	Fence installation	93.56	
05/08/2020	AUG004	Cashbook	mixed filler and pointing trow	16.33	
05/08/2020	AUG005	Cashbook	abrasive roll	36.02	
05/08/2020	AUG006	Cashbook	Danish Oil	74.81	
05/08/2020	AUG007	Cashbook	Ryobi Cordless sander	62.46	
05/08/2020	AUG008	Cashbook	brown paper bags	9.67	
05/08/2020	AUG009	Cashbook	souffle cups	8.34	
05/08/2020	AUG010	Cashbook	Pencils	9.93	
05/08/2020	AUG011	Cashbook	stationary string balls	5.01	
05/08/2020	AUG012	Cashbook	adhesive glue dots	6.64	
15/08/2020	AUG013	Cashbook	black and white checkered flag	10.98	
15/08/2020	AUG014	Cashbook	MNSQ Thechnologies	6.66	
15/08/2020	AUG015	Cashbook	Pin badges for nature trail	54.00	

A/c Code 4420 Equipment

Centre 140 Caretaker

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
18/08/2020	AUG016	Cashbook	Bird seed	13.32	
18/08/2020	AUG017	Cashbook	sweets for picnic event	19.23	
21/08/2020	AUG012	Cashbook	square line and jerry can	76.10	
21/08/2020	AUG018	Cashbook	Lister Wilder Machinery		6.92
21/08/2020	AUG002	Cashbook	Wood filler	9.17	
21/08/2020	AUG003	Cashbook	Payment done by mistake PW	66.26	
31/08/2020	AUG020	Cashbook	bamboo skewers	4.99	
03/09/2020	SEP009	Cashbook	Equipment	5.98	
04/09/2020	SEP002	Cashbook	Postcrete and posts	27.08	
15/09/2020	SEP003	Cashbook	Plastering trowel and concrete	35.13	
18/09/2020	SEP001	Cashbook	Maintenance contract	64.96	
21/09/2020	SEP004	Cashbook	Amber beacon LED light	10.82	
25/09/2020	SEP005	Cashbook	Postcrete	15.83	
25/09/2020	SEP006	Cashbook	Multipurpose mortar	18.75	
14/10/2020	OCT002	Cashbook	antibac cloth wipe	15.78	
16/10/2020	OCT005	Cashbook	Monthly maintenance fee	32.48	
21/10/2020	OCT004	Cashbook	three posts	41.26	
23/10/2020	OCT005	Cashbook	Postcrete and gloves	29.59	
28/10/2020	OCT006	Cashbook	metric socket	9.95	
02/11/2020	NOV010	Cashbook	metal scourer	1.23	
11/11/2020	NOV006	Cashbook	12v Car DC power	7.90	
13/11/2020	NOV006	Cashbook	Maintenance contract fee	64.96	
20/11/2020	NOV003	Cashbook	PW bought Prime mber by mistak	7.99	
20/11/2020	NOV004	Cashbook	card purchase-PW mistake	0.99	
07/12/2020	DEC001	Cashbook	Post and rail	21.25	
08/12/2020	004	Cashbook	Reimburse Council		8.98
14/12/2020	DEC003	Cashbook	fence paint	9.17	
18/12/2020	DEC003	Cashbook	Backpack blower	465.49	
18/12/2020	DEC006	Cashbook	Fitting reverse camera	280.00	
18/12/2020	DEC011	Cashbook	Maintenance fee	32.48	
23/12/2020	DEC008	Cashbook	disposable gloves	15.75	
24/12/2020	DEC010	Cashbook	face masks	9.12	
31/12/2020	DEC005	Cashbook	Deicer	3.28	

Account **Equipment**

Account Totals

18,487.87**194.44**Centre **Caretaker**

Net Closing Balance

18,293.43A/c Code **4500 Repairs/Maintenance**

Annual Budget

4,200

Centre 150 Maintenance

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00
01/04/2020	MAY007	Cashbook	Safety signs on footpath	151.48	
01/04/2020	23	Journal	Economic Dog glove refill		101.25

A/c Code 4500 Repairs/Maintenance

Centre 150 Maintenance

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
20/04/2020	APR004	Cashbook	New pad for defib at GCVH	143.95	
24/04/2020	APR009	Cashbook	Tree work at Great Chart Playi	1,490.00	
24/04/2020	APR010	Cashbook	dog glove refill	185.00	
15/05/2020	MAY008	Cashbook	Lowering manhole	1,100.00	
22/05/2020	Refund	Cashbook	Refund of double payment		600.00
01/06/2020	JUN001	Cashbook	Great Chart Play Park inspecti	250.00	
01/06/2020	JUN004	Cashbook	Tree work Singleton Village Ha	1,900.00	
03/07/2020	JULY001	Cashbook	Cont towards car park repair	535.00	
17/07/2020	JUL008	Cashbook	dog glove refill	93.00	
21/08/2020	AUG007	Cashbook	economy dog glove	179.95	
04/09/2020	SEP001	Cashbook	Removal Wasps Nest Cuckoo Park	125.00	
18/09/2020	SEP007	Cashbook	Dog gloves	179.95	
18/09/2020	SEP010	Cashbook	work Bradbridge Green	1,250.00	
07/10/2020	OCT001	Cashbook	A3 signs for playparks	65.00	
30/10/2020	OCT016	Cashbook	Signs for play area	107.10	
27/11/2020	NOV008	Cashbook	replacement seat with fixings	128.00	
18/12/2020	DEC001	Cashbook	refill bags	179.95	

Account Repairs/Maintenance

Account Totals

8,063.38

701.25

Centre Maintenance

Net Closing Balance

7,362.13

A/c Code 4510 Yellow Land Maintenance

Annual Budget

4,200

Centre 150 Maintenance

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00
01/04/2020	23	Journal	Yellow Land Gr Main		2,192.88

Account Yellow Land Maintenance

Account Totals

0.00

2,192.88

Centre Maintenance

Net Closing Balance

2,192.88

A/c Code 4520 Cuckoo Park 10Yr Maint

Annual Budget

13,553

Centre 150 Maintenance

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00
01/04/2020	23	Journal	Cuckoo Park Resurfacement		14,300.00

Account Cuckoo Park 10Yr Maint

Account Totals

0.00

14,300.00

Centre Maintenance

Net Closing Balance

14,300.00

A/c Code	4550 PCC Churchyard Maint Grant				Annual Budget	4,000
Centre	150 Maintenance					
Date	Reference	Source	Transaction Detail	Debit	Credit	
				Opening Balance	0.00	
18/09/2020	SEP001	Cashbook	Churchyard maintenance	4,000.00		
	Account	PCC Churchyard Maint Grant		Account Totals	4,000.00	0.00
	Centre	Maintenance		Net Closing Balance	4,000.00	

A/c Code	4605 SVH Extention Loan Repayment				Annual Budget	7,000
Centre	160 Projects					
Date	Reference	Source	Transaction Detail	Debit	Credit	
				Opening Balance	0.00	
25/09/2020	SEP002	Cashbook	SVH Extension	3,060.77		
	Account	SVH Extention Loan Repayment		Account Totals	3,060.77	0.00
	Centre	Projects		Net Closing Balance	3,060.77	

A/c Code	4650 Parish Projects				Annual Budget	5,000
Centre	160 Projects					
Date	Reference	Source	Transaction Detail	Debit	Credit	
				Opening Balance	0.00	
20/10/2020	OCT007	Cashbook	Remembrance wreath	43.00		
	Account	Parish Projects		Account Totals	43.00	0.00
	Centre	Projects		Net Closing Balance	43.00	

A/c Code	4710 PFA Maintenance				Annual Budget	0
Centre	170 PFA					
Date	Reference	Source	Transaction Detail	Debit	Credit	
				Opening Balance	0.00	
01/04/2020	23	Journal	Playing fields Gr Main		2,192.88	
	Account	PFA Maintenance		Account Totals	0.00	2,192.88
	Centre	PFA		Net Closing Balance		2,192.88

A/c Code	4750 Singleton Environment Centre				Annual Budget	16,670
Centre	175 Singleton Environment Centre					
Date	Reference	Source	Transaction Detail	Debit	Credit	
				Opening Balance	0.00	
22/05/2020	MAY004	Cashbook	SEC boiler conversion	1,905.00		
21/08/2020	AUG009	Cashbook	Boiler at SEC	4,445.00		

A/c Code 4750 Singleton Environment Centre

Centre 175 Singleton Environment Centre

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
21/08/2020	AUG018	Cashbook	SEC ext	2,537.50	
30/09/2020	21	Journal	Funds moved from this code	2,537.50	
28/10/2020	OCT015	Cashbook	Planning application SEC Yew r	270.00	
23/12/2020	37	Journal	Incorrect coding		2,537.50
23/12/2020	38	Journal	Incorrect coding		2,537.50

Account **Singleton Environment Centre**

Account Totals

11,695.00

5,075.00

Centre **Singleton Environment Centre**

Net Closing Balance

6,620.00