

Date	Authority	Cheque No	Statement No	Payee	Details	TOTAL COST	Reclaim VAT	Personnel Costs	Amount	Fees & Subs	Amount	Discretionary payments	Amount	Infra-structure	Amount	Admin/office	Amount	Line total
1-Apr	sect 137	860	78	J A Robertson	Poppy Wreath	17.00						grants	17.00					17.00
1-Apr	Sect 111	920	78	J A Robertson	APA expenses	22.28										other	22.28	22.28
5-May	Sect 111	925	80	Mrs M J Thomas	clerk Salary - March	171.83		Salary	171.83									171.83
5-May	Sect 111	927	80	Mrs M J Thomas	Clerk Salary - April	171.83		Salary	171.83									171.83
10-May	Sect 111	931	80	AON UK Ltd	PC Insurance	875.16				Insurance	875.16							875.16
11-May	Sect 111	926	80	HMRC	Tax/Nics Q4 2015/16	210.80		Tax	210.80									210.80
13-May	Sect 111	928	80	Mortimer WE Village Hall	Hall rental - Sept-Feb	48.75										Lease/rent	48.75	48.75
23-May	Sect 111	929	80	HALC	NALC Levy	21.00					Subscription	21.00						21.00
23-May	Sect 111	930	80	HALC	HALC Affiliation Fees	163.00					Professional fee	163.00						163.00
15/06/2016	Sect 111	933	81	Mrs M J Thomas	clerk Salary -	171.83		Salary	171.83									171.83
03/08/2016	Sect 111	935	82	Mortimer WE Village Hall	Hall rental April/May	41.25										lease/rent	41.25	41.25
3-Aug	Sect 111	936	82	Mrs C McGarvie	clerk Salary June	171.83		salary	171.83									171.83
3-Aug	Sect 111	937	82	Mrs C McGarvie	clerk salary July	171.83		salary	171.83									171.83
10-Aug	open spaces	932	83	MWECC	recreation ground ma	405.00							Grass cutting	405.00				405.00
25-Aug	Sect 111	934	83	HALC	clerk training	90.00	15.00	training	75.00									90.00
5-Oct	sect 111	941	84	Lexis Nexis	Book - local admin.	73.60										Stationery	73.60	73.60
5-Oct	Sect 111	947	85	Mrs C McGarvie	clerk salary August	171.83		Salary	171.83									171.83
5-Oct	Sect 111	946	85	Mrs C McGarvie	clerk salary Septemb	171.83		Salary	171.83									171.83
5-Oct	Sect 111	940	85	Mrs C McGarvie	Laptop and software	580.42	96.73									Internet	483.69	580.42
7-Oct	open spaces	943	85	MWECC	recreation ground ma	405.00							Grass cutting	405.00				405.00
7-Oct	open spaces	938	85	Ian Phillips	hedge cutting	432.00	72.00						Hedge cutting	360.00				432.00
11-Oct	open spaces	942	85	Play safety Ltd	Playground safety che	79.80							Playfield	79.80				79.80
13-Oct	Sect 111	944	85	Mrs L. Robertson	refreshments APA	45.00										Other	45.00	45.00
13-Oct	Sect 111	945	85	Mr. J. Robertson	padlock rec.ground	109.30							Playfield	109.30				109.30
14-Oct	Sect 111	939	85	Mortimer WE Village Hall	Hall rental June - July	37.50										Lease/rent	37.50	37.50
2-Dec	Sect 111	950	86	BDO LLP	External audit	120.00	20.00			Professional fee	100.00							120.00
30-Nov	Sect 111	948	86	Mrs C McGarvie	Clerk salary October	171.83		salary	171.83									171.83
30-Nov	Sect 111	949	86	Mrs C McGarvie	Clerk salary Novembe	171.83		Salary	171.83									171.83
1-Dec	Sect 111	951	86	Vision ICT	website development	600.00	100.00									Website	500.00	600.00
19-Jan	Sect 111	953	87	Vision ICT Ltd	Website fees	150.00	25.00									Website	125.00	150.00
19-Jan	Highways	954	87	B&DBC	SLR sign fees	480.00							Other	480.00				480.00
19-Jan	sect 111	955	87	MWE Village Hall	Hall hire	30.00										lease/rent	30.00	30.00
19-Jan	sect 137	956	88	Mr. J. Robertson	Poppy wreath	17.00						Grants	17.00					17.00
19-Jan	sect 111	957	87	Mrs C McGarvie	Clerk Salary Decemb	171.83		salary	171.83									171.83
19-Jan	sect 111	958	87	Mrs C McGarvie	Clerk Salary January	171.83		salary	171.83									171.83
19-Jan	sect 111	959	87	Mrs C McGarvie	Postage	16.63										Postage	16.63	16.63
23-Mar	Sect 111	960	89	HALC	training	240.00	32.00	Training	208.00									240.00
23-Mar	open spaces	961	89	R.C.Saunders	playground fence repa	252.00	42.00						Playfield	210.00				252.00
23-Mar	Sect 111	962	89	Mrs C McGarvie	clerk salary february	171.83		Salary	171.83									171.83
23-Mar	Sect 111	963	89	MWE Village Hall	Hall hire	18.75										Lease/rent	18.75	18.75
						0.00												0.00
						0.00												0.00
						0.00												0.00
						0.00												0.00
						0.00												0.00
						0.00												0.00
						7,643.20	402.73		2,555.76		1,159.16		34.00		2,049.10		1,442.45	7,643.20
						Horiz. Total												7,643.20
						VAT Total												0.00

7,432.09      402.73      2,383.93  
1313.98

1384.79

Amount included in 2015/1      211.11  
items in red were in previous years paym      Unpresented cheques      258.75

DATE	Payer	DETAILS	PRECEPT	GRANTS & reimburse-ments	S106	VAT REFUND	INTEREST	CEMETERY FEES	FOIA CHARGES	SALES	OTHER	
25/04/2016	BDBC	Precept	<b>£3,700.00</b>									
25/04/2016	BDBC	Limited General Grant		£1,100.00								
25/04/2016	BDBC	Council tax base grant		£473.00								
25/04/2016	BDBC	Grass Cutting		£603.00								
24/06/2016	HMRC	VAT refund				£132.41						
01/07/2016	SSE	Wayleaves									£81.03	
31/08/2016	National Association Local Council	Digital Transparency Fund		£1,242.32								
26/09/2016	BDBC	Precept	£3,700.00									
TOTAL												
			£7,400.00	£3,418.32	£0.00	£132.41	£0.00	£0.00	£0.00	£0.00	£81.03	<b>£11,031.76</b>

£3,631.76

Interest on savings account

8.28  
£3,640.04

2016-2017

STATEMENT BALANCES			LEDGERS
Current Account 1st April 2016	8215.12		Current
Investment Account			Opening Balance
Sub-total	8215.12	8215.12	Receipts to date
<u>Deposits not on statement</u>			Payments to date
1			Running balance
2			
3			
4			
5			
Sub-total	0	0	
<u>Un-presented cheques:</u>			
2			
3			
4			
5			
Sub-total	0	0	
<u>Other</u>			
1			
2			
3			
4			
5			
Sub-total	0	0	
<b>NET BALANCE</b>		<b>11,603.68</b>	<b>BALANCE</b>



8215.12
11031.76
7,643.20
11,603.68

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<b>11603.68</b>
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3/3/17 statement 88

**Financial statement :** Mortimer West End Parish Council

**Meeting date :** 19/01/2017

**Account: Treasurers Account**

<b>Statement No:86 (11/1/2017) Balance</b>	<b>Balance after reconciliation - 03/03/2017 Statement : 88</b>
<b>13,323.55</b>	<b>12,286.26</b>

**Payments since last meeting date :**

<b>Cheque No</b>	<b>Payee</b>	<b>Details</b>	<b>TOTAL COST</b>
953	Vision ICT Ltd	Website fees	150.00
954	B&DBC	SLR sign fees	480.00
955	MWE Village Hall	Hall hire	30.00
956	Mr. J. Robertson	Poppy wreath	17.00
957	Mrs C McGarvie	Clerk Salary December	171.83
958	Mrs C McGarvie	Clerk Salary January	171.83
959	Mrs C McGarvie	Postage	16.63
<b>TOTAL</b>			<b>1,037.29</b>

**New Items for payment**

<b>Cheque No</b>	<b>Payee</b>	<b>Details</b>	<b>TOTAL COST</b>
960	HALC	training	240.00
961	R.C.Saunders	playground fence repairs	252.00
962	Mrs C McGarvie	clerk salary february	171.83
963	MWE Village Hall	Hall hire	18.75
964	Mrs C McGarvie	Projector screen	62.97
965	HALC	Cilca training	360.00
966	Mrs C McGarvie	Clerk Salary March	171.83
<b>TOTAL</b>			<b>1,277.38</b>

**Receipts since last meeting date :**

<b>Receipt Date</b>	<b>Payer</b>	<b>Details</b>	<b>TOTAL AMOUNT</b>
<b>TOTAL</b>			<b>0.00</b>

**Payments not yet presented**

<b>Cheque No</b>	<b>Payee</b>	<b>Details</b>	<b>TOTAL COST</b>

**TOTAL Cashbook balance after new payments presented** 0.00

**11,008.88**

**Bank Reconciliation****Financial year ending 31st March 2017****Authority name** Mortimer West End Parish Council**Prepared by** Christine McGarvie

Clerk and RFO

**Date** 5th April 2017**Approved by** John Robertson

Chair of council

**Date** 6th April 2017

Balance per bank statements as at 31st March 2017	£	£	
Treasurers Account		11862.43	
Savings Account		16580.24	
			28442.67
Less any un-presented cheques at 31st March			
23-Mar 960 HALC		-240	
23-Mar 963 MWE Village Hall		-18.75	
			-258.75
Add any unbanked cheques/cash		0	0

Net Bank balances as at 31st March 2017

**28183.92****CASH BOOK**

Opening balance current account	8215.12
Add: Receipts in the year	11031.76
Less: Payments in the year	-7643.2
Closing balance as per cash book as at 31st March 2017	<u>11603.68</u>

Opening balance savings account	16571.96
Add: Receipts in the year	£8.28
Less: Payments in the year	0
Closing balance as per cash book as at 31st March 2017	<u>16580.24</u>

Overall closing balance

**28183.92**

YEAR ENDED MARCH 31 2017  
STATEMENT OF ACCOUNTS.

	<b>2016</b>	<b>2017</b>
1 BALANCES BROUGHT FORWARD ADD:	20,519	24,576
2 ANNUAL PRECEPT	7,400	7,400
3 TOTAL OTHER RECEIPTS	2,896	3,640
LESS:	30,815	35,616
4 STAFF COSTS	3,060	2,384
5 LOAN INTEREST & CAPITAL REPAYMENTS	0	0
6 TOTAL OTHER PAYMENTS	3,179	5,048
7 BALANCES CARRIED FORWARD	24,576	28,184
8 TOTAL CASH & INVESTMENTS	24,576	28,184
9 TOTAL FIXED ASSETS	41,128	41,771
10 TOTAL BORROWINGS	0	0

Notes for variances

Received a grant of £1242 from the Digital Transparency Fund which was not budgeted for.

Previous years salary costs were higher due to a handover period where outgoing clerk was paid for additional hours. Now back to expected levels.

Payments went up due to setting up of a website and purchase of laptop/software paid for by aforementioned grant. A new clerk was employed on 1st June 2016 which also led to an increase in training costs. Total payments does not match cashbook as unrepresented cheques (totalling £211.11) from 2015/16 were entered in both years cashbooks.

The purchase of a laptop/software specifically for the parish council.

MORTIMER WEST END PARISH COUNCIL.

RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE YEAR APRIL 1ST 2016 TO MARCH 31 2017.

RECEIPTS.		
BUDGET		
7,400	B.D.B.C. - PRECEPT	7,400.00
1,100	LIMITED GENERAL GRANT.	1,100.00
600	LEISURE & ENVIRONMENTAL	603.00
403	COUNCIL TAX SUPPORT	473.00
	S.106 FUNDS	0.00
	SPECIFIC RECEIVABLE GRANTS -	
	GRAVEL ALLOTMENTS TRUST	0.00
	RELIEF IN NEED CHARITY	0.00
0	DIGITAL TRANSPARENCY FUND	1,242.32
	ENGLEFIELD ESTATE	
85	S.E.B. WAYLEAVE.	81.03
	BANK INTEREST	8.28
	OTHER RECEIPTS	
	VAT REFUND	132.41
300	AGENCY SERVICES & CONCURRENT FUNCTIONS MANAGEMENT.	
	LOANS	
	CAPITAL RECEIPTS	
9,888	<b>TOTAL RECEIPTS.</b>	<b>11,040.04</b>

PAYMENTS.		
BUDGET		
450	GRASSCUTTING CHURCHYARD	0.00
860	GRASSCUTTING REC. GROUND	810.00
1,000	RECREATION GROUND MAINT.	469.3
1,000	PLAYGROUND MAINTENANCE	210.00
0	SPEED SIGNS	480.00
190	VILLAGE HALL HIRE.	176.25
100	REPAIRS.	
	ADMINISTRATION EXPENSES.	
900	INSURANCE PREMIUM.	875.16
50	TRAVEL.	0.00
120	TELEPHONE & EMAIL	0.00
100	POST & STATIONERY.	90.23
2,062	CLERK'S SALARY.	2,100.93
50	TRAINING	283.00
100	COMPUTER/WEBSITE	1,108.69
175	CHAIRMAN'S ALLOWANCE.	0.00
140	A.P.A COSTS	45.00
	GENERAL.	
90	INSPECTIONS	79.80
	SUBSCRIPTIONS -	
180	HALC	184.00
36	CPRE	0.00
20	SLCC Membership	0.00
400	DONATIONS AND GRANTS	0.00
	MISCELLANEOUS.	
150	AUDIT FEES.	100.00
	BANK CHARGES.	
	VAT RECOVERABLE.	402.73
50	S.137 PAYMENTS.	17.00
	LOANS.	
500	CAPITAL SPENDING.	0.00
	AGENCY SERVICES.	
8,723	<b>TOTAL PAYMENTS</b>	<b>7,432.09</b>

BANK BALANCES		
	IN HAND AT 1st April 2016	
	LLOYDS TSB - TREASURERS ACCOUNT	8,004.01
	30 DAY NOTICE ACCOUNT	16,571.96
	<b>Add:</b>	
	Receipts	11,040.04
	<b>Less:</b>	
	Payments	7,432.09
	IN HAND AT 31st March 2017	28,183.92
	LLOYDS TSB - TREASURERS ACCOUNT as per statemen	11,862.43
	Less uncleared cheques:	
	HALC training	240.00
	MWE Village hall hire	18.75
		258.75
	30 DAY NOTICE ACCOUNT	16580.24
	<b>FINAL BALANCE 31/03/2017</b>	<b>28,183.92</b>

11,603.68



**BALANCE SHEET**

	<b>31/03/2017</b>	<b>31/03/2016</b>
LLOYDS TSB - TREASURERS ACCOUNT	8004.01	955.1
30 DAY NOTICE ACCOUNT	16571.96	19563.59
Add: Receipts	11040.04	10296.32
Less: Payments	7432.09	6239.04
Balance	28183.92	24575.97
LLOYDS TSB - TREASURERS ACCOUNT as per statement	11862.43	8215.12
Less uncleared cheques:		211.11
HALC training	240	
MWE Village hall hire	18.75	
	258.75	
30 DAY NOTICE ACCOUNT	16580.24	16571.96
FINAL BALANCE 31/03/2017	28183.92	24575.97

MORTIMER WEST END PARISH COUNCIL

VAT RECLAIM FOR THE YEAR TO MARCH 31 2017

INVOICE DATE	SUPPLIER'S VAT REGISTRATION	Supplier	Description	TO WHC ADDRESS	TOTAL PAID	VAT PAID
1 05/07/2016	989005388	HALC	Training	MWE Pari	90.00	15.00
2 08/09/2016	836592300	ebuyer uk limited	Laptop and software	MWE Paris	580.42	96.73
3 23/08/2016	314380778	Ian Phillips	hedge cutting	MWE Paris	432.00	72.00
4 28/09/2016	830847032	BDO LLP	External audit	MWE Paris	120.00	20.00
5 07/04/2016	785375777	Vision ICT	website development	MWE Paris	600.00	100.00
6 19/01/2017	785375777	Vision ICT Ltd	Website fees	MWE Paris	150.00	25.00
7 02/02/2017	989005388	HALC	transparency code training	MWE Paris	18.00	3.00
8 11/10/2016	989005388	HALC	Minute taking training	MWE Paris	42.00	7.00
9 28/09/2016	989005388	HALC	Basic planning	MWE Paris	42.00	7.00
10 22/11/2016	989005388	HALC	Finance training	MWE Paris	90.00	15.00
11 16/01/2017	989005388	HALC	training	MWE Paris	48.00	8.00
12 14/02/2017	362677037	R.C.Saunders	playground fence repairs	MWE Paris	252.00	42.00
					2,464.42	410.73