

Income & Expense - year ending 31st March 2016

Income	
Allotments	210.42
NSC Grant	1,065.58
Precept	19,630.00
Interest Income	<u>10.50</u>
Total Income	20,916.50
Expense	
Administration	9,621.29
Cllrs expenses	22.10
Rent	270.00
Electricity	350.48
Water	87.85
Grass Cutting	206.66
Maintenance	3,297.70
Subs & Pubs	194.84
Leasing	952.00
Insurance	681.00
Fees Audit	100.00
Donations	55.00
Parish Plan	424.00
Play Scheme	75.00
Election Recharge	134.34
VAT liability 15/16	171.12
Total Expense	<u>16,643.38</u>
Balance	<u><u>4,273.12</u></u>

PORTBURY PARISH COUNCIL

Bank Reconciliation

Portbury Parish Council

County - North Somerset

BANK RECONCILIATION YEAR ENDED 31 MARCH 2016

	£
Balance per bank statements at 31 March 2016 (taken from bank statements)	
Current Account	£ 8,502.21
Reserve Account	£ 20,917.05
Outstanding items	
Less unpresented cheques as of 31.03.16	£ -
Plus uncleared payments into bank	£ -
Petty Cash	
Plus any petty cash balance held 31 March 2016	£ 31.68
Balance per cash book at 31 March 2016 (Box 8 on Annual Return)	£ 29,450.94

Portbury Parish Council
Account QuickReport
As of 31 March 2016

Type	Date	Num	Name	Amount	Balance	Description
Natwest current Account XXXX717					4,200.10	
Cheque	01-04-15	so	David James	(238.00)	3,962.10	Playing Field Lease
Bill Pmt -Cheque	07-04-15	1824	ALCA	(158.84)	3,803.26	Subscription
Bill Pmt -Cheque	07-04-15	1825	Bristol Water	(36.42)	3,766.84	Allotments
Bill Pmt -Cheque	07-04-15	1826	SEC	(52.66)	3,714.18	Lighting Maintenance
Bill Pmt -Cheque	07-04-15	1827	Brian Weekes	(242.50)	3,471.68	Maintenance
Cheque	09-04-15	so	PBS Ltd	(795.00)	2,676.68	Admin
Deposit	10-04-15	Bacs	NSC	#####	3,742.26	Grant
Deposit	17-04-15	Bacs	Precept	#####	#####	Precept
Payment	29-04-15	Chq	Mrs B Clayton	25.00	#####	Allotment Fee
Bill Pmt -Cheque	30-04-15	1828	Greensleeves	(124.00)	#####	Village Green
Bill Pmt -Cheque	30-04-15	1829	PSC	(54.00)	#####	Hall hire
Bill Pmt -Cheque	30-04-15	1830	Brian Weekes	(227.50)	#####	Maintenance
Payment	07-05-15	Chq	Mrs V Marshall	25.00	#####	Allotment Fee
Payment	07-05-15	Chq	Mr Thomson	25.00	#####	Allotment Fee
Payment	07-05-15	Chq	Ms E Creswell	25.00	#####	Allotment Fee
Cheque	09-05-15	so	PBS Ltd	(795.00)	#####	Admin
Cheque	21-05-15	1831	Allianz	(681.00)	#####	Insurance
Payment	23-05-15	Chq	Mr Duncan Longstaff	25.00	#####	Allotment Fee
Bill Pmt -Cheque	02-06-15	1832	EDF	(91.03)	#####	Electricity Supply
Bill Pmt -Cheque	02-06-15	1833	Brian Weekes	(315.00)	#####	Maintenance
Cheque	09-06-15	so	PBS Ltd	(795.00)	#####	Admin
Bill Pmt -Cheque	01-07-15	1834	Grant Thornton	(120.00)	#####	External Audit
Bill Pmt -Cheque	01-07-15	1835	Brian Weekes	(287.50)	#####	Maintenance
Bill Pmt -Cheque	01-07-15	1836	Greensleeves	(124.00)	#####	Village Green
Cheque	01-07-15	so	David James	(238.00)	9,830.23	Playing Field Lease
Cheque	07-07-15	1837	PSC	(54.00)	9,776.23	Hall hire
Cheque	07-07-15	1838	SEC	(52.66)	9,723.57	Lighting Maintenance
Cheque	09-07-15	so	PBS Ltd	(795.00)	8,928.57	Admin
Bill Pmt -Cheque	31-07-15	1839	Quay Digital	(212.00)	8,716.57	Printing
Bill Pmt -Cheque	31-07-15	1840	Brian Weekes	(227.50)	8,489.07	Maintenance
Cheque	09-08-15	so	PBS Ltd	(795.00)	7,694.07	Admin
Bill Pmt -Cheque	01-09-15	1841	EDF	(92.19)	7,601.88	Electricity Supply
Bill Pmt -Cheque	01-09-15	1842	GB Sport	(90.00)	7,511.88	Play Equipment Inspection
Bill Pmt -Cheque	01-09-15	1843	Hadyn John	(14.39)	7,497.49	Web Domain Fee

Portbury Parish Council
Account QuickReport
As of 31 March 2016

Type	Date	Num	Name	Amount	Balance	Description
Bill Pmt -Cheque	01-09-15	1844	Brian Weekes	(310.00)	7,187.49	Maintenance
Deposit	04-09-15	Bacs	Precept	#####	#####	Precept
Cheque	09-09-15	so	PBS Ltd	(795.00)	#####	Admin
Cheque	01-10-15	so	David James	(238.00)	#####	Playing Field Lease
Bill Pmt -Cheque	06-10-15	1845	Bristol Water	(34.86)	#####	Allotments
Bill Pmt -Cheque	06-10-15	1846	SEC	(52.66)	#####	Lighting Maintenance
Cheque	06-10-15	1847	Creswell Refund	(14.58)	#####	Allotment Fee
Bill Pmt -Cheque	06-10-15	1848	Brian Weekes	(220.00)	#####	Maintenance
Cheque	09-10-15	so	PBS Ltd	(795.00)	#####	Admin
Cheque	20-10-15	1849	PSC	(54.00)	#####	Hall hire
Bill Pmt -Cheque	03-11-15	1850	GB Sport	(66.00)	#####	Replacement zip wire seat
Bill Pmt -Cheque	03-11-15	1851	Quay Digital	(212.00)	#####	Printing
Bill Pmt -Cheque	03-11-15	1852	Brian Weekes	(242.50)	#####	Maintenance
Cheque	09-11-15	so	PBS Ltd	(795.00)	#####	Admin
Bill Pmt -Cheque	01-12-15	1853	Brian Weekes	(205.00)	#####	Maintenance
Bill Pmt -Cheque	01-12-15	1854	Hadyn John	(60.35)	#####	Web Subscribers increase fee
Bill Pmt -Cheque	01-12-15	1855	J Hardwicke	(120.00)	#####	Christmas tree x 2
Cheque	09-12-15	so	PBS Ltd	(795.00)	#####	Admin
Bill Pmt -Cheque	01-01-16	so	David James	(238.00)	#####	Playing Field Lease
Cheque	09-01-16	so	PBS Ltd	(795.00)	#####	Admin
Bill Pmt -Cheque	11-01-16	1856	EDF	(92.32)	#####	Electricity Supply
Bill Pmt -Cheque	11-01-16	1857	North Somerset Council	(134.34)	#####	Polling fee
Bill Pmt -Cheque	11-01-16	1858	SEC	(52.66)	#####	Lighting Maintenance
Bill Pmt -Cheque	11-01-16	1859	CPRE	(36.00)	#####	Subscription
Bill Pmt -Cheque	11-01-16	1860	Brian Weekes	(280.00)	#####	Maintenance
Bill Pmt -Cheque	02-02-16	1861	Brian Weekes	(190.00)	#####	Maintenance
Cheque	09-02-16	so	PBS Ltd	(795.00)	9,689.22	Admin
Bill Pmt -Cheque	01-03-16	1862	EDF	(92.44)	9,596.78	Electricity Supply
Bill Pmt -Cheque	01-03-16	1863	Bristol Water	(16.57)	9,580.21	Allotments
Bill Pmt -Cheque	01-03-16	1864	Brian Weekes	(175.00)	9,405.21	Maintenance
Cheque	01-03-16	1865	PSC	(54.00)	9,351.21	Hall hire
Bill Pmt -Cheque	01-03-16	1866	PSC	(54.00)	9,297.21	Hall hire
Cheque	08-03-16	so	PBS Ltd	(795.00)	8,502.21	Admin
				#####	8,502.21	
				#####	8,502.21	

Total Natwest current Account XXXX717

TOTAL

	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
Petty cash						71.17
	Cheque	23-04-15	Proper Job	Bin bags	(6.00)	65.17
	Payment	29-04-15	Ms A Muller-Haas	Allotment fee	25.00	90.17
	Payment	29-04-15	Mr Low	Allotment fee	25.00	115.17
	Cheque	29-04-15	Post Office	Recorded del to records office	(6.55)	108.62
	Payment	30-04-15	Miss K Inker	Allotment fee	25.00	133.62
	Payment	18-05-15	Mrs Thomas	Allotment fee	25.00	158.62
	Cheque	19-05-15	Forest World	Strimmer line	(21.49)	137.13
	Cheque	08-06-15	Homebase	Compost	(20.00)	117.13
	Cheque	15-07-15	Proper Job	Bin bags	(9.95)	107.18
	Cheque	15-07-15	Screwfix	New lock	(8.99)	98.19
	Cheque	01-09-15	Cllr Cooke	Travel	(22.10)	76.09
	Cheque	01-09-15	Mr Phipps	PPC post box plaque	(16.50)	59.59
	Cheque	30-09-15	Proper Job	Bin bags	(5.97)	53.62
	Cheque	13-01-16	Proper Job	Bin bags	(5.97)	47.65
	Cheque	09-12-15	Proper Job	Bin bags	(5.97)	41.68
	Cheque	04-03-16	Markham	Machine fuel	(10.00)	31.68
Total Petty cash					<u>(39.49)</u>	<u>31.68</u>
TOTAL					<u>(39.49)</u>	<u>31.68</u>

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>	<u>Balance</u>
Reserve Account						20,906.55
	Deposit	30-06-15	Interest	Interest Income	2.61	20,909.16
	Deposit	30-09-15	Interest	Interest Income	2.64	20,911.80
	Deposit	31-12-15	Interest	Interest Income	2.64	20,914.44
	Deposit	31-03-16	Interest	Interest Income	2.61	20,917.05
Total Reserve Account					<u>10.50</u>	<u>20,917.05</u>
TOTAL					<u>10.50</u>	<u>20,917.05</u>

PORTBURY PARISH COUNCIL

Cash Book

As at 31.03.2016

Portbury Parish Council

County - North Somerset

Balance per bank statements as at 31st March 2016

	£
Current Account	£ 8,502.21
Reserve Account	£ 20,917.05
Petty Cash	£ 31.68
	£ 29,450.94

Less cheques unrepresented as at 31st March 2016

£ -

£ -

Net balances as at 31st March 2016

£ 29,450.94

Cash Book

Opening Balance 1 April 2015	£ 25,177.82
Receipts in the year	£ 20,916.50
Less payments in year	£ 16,643.38
Closing balance as at 31st March 2016	£ 29,450.94

Portbury Parish Council

**Section 5 - g) Details of any earmarked or restricted reserves held by the Council
as at 31st March 2016**

Amount held at 31 March 2016 £	Purposes of Reserve
1054	Parish Plan - development
4185	Playscheme grant
952	Village Green Maintenance Programme
1050	Planning consultant - National Grid
250	Donation - St Mary's church H & S
1500	Defibrillator

Section 1 - Accounting Statements

b) Explanations of significant variances

Box on Section 1		2015 £	2016 £	Variance £	Variance %	Explanation Required?
Box 2	Annual Precept	19087	19630	543	2.844868	No
Box 3	Total other receipts	2454	1286	-1168	-47.5958	Yes
Box 4	Staff Costs	0	0	0	0	No
Box 5	Loan Interest	0	0	0	0	No
Box 6	All other payments	19400	16643	-2757	-14.2113	No
Box 9	Total fixed assets	19503	19503	0	0	No

Box 3 - explanation of variation

	£
Figure in 2015 column	2,454.00
Figure in 2016 column	1,286.00
Variance (2016 figure less 2015 figure)	- 1,168.00
Reason	Amount
Reason 1 Due to increase of precept, council tax support grant reduced	- 183.00
Reason 2 Donation received from Bristol Port Co to assist with the purchase of defibrillator in 2015	- 500.00
Reason 3 Awaiting repayment of VAT claim 2015	- 329.00
Reason 4 Reduction in allotment income	- 43.00
Unexplained	113.00 0
Confirm unexplained amount is less than 15% 2015 figure	yes