



Omega Financial Software

Omega Financial Software is the complete accounting package for larger councils, providing a comprehensive double entry accounting system. Omega allows full budget reporting and has extensive features, allowing councils to comply with the Annual Return.

Double Entry Accounting

Omega features a full double entry accounting system, including the following functions:

- Accounting entries via cash book with the option of a purchase ledger and/or a sales ledger in any combination to suit your needs
- Either special or commercial VAT returns
- Integrated budget routines on either annual or monthly profiling basis

Additional Optional Modules

- Purchase Ledger - giving control over supplier history and payment runs
- Sales Ledger - containing a full invoicing package that facilitates control and management of the council's debtors
- Purchase Order Processing - automating commitment against budget reporting

Full Budget Reporting

Omega provides full budget reporting, including:

- Annual and Current month recording
- Year to date against projected
- Remaining funds available
- Committed expenditure
- Budget transfers & tracking
- Next year estimates can be produced in current year
- Up to five-year forward budget calculations

Annual Return

Omega offers the following features for Annual Return Councils:

- Statutory Income and Expenditure - supporting the General Reserve
- Statutory Balance Sheet - giving the overall Reserve position of the council
- Cash and Investment Reconciliation - to provide a bank reconciliation for all accounts
- Reserve Reconciliation - to explain why the reserves and cash balances are different
- Annual Return:
 - Working Detail assisting with prior year variance analysis
 - Summary giving the figures ready for submission on the audit form



Setting the standard for local council financial software

Software should be intuitive and user friendly, yet powerful and fully compliant with legislative requirements. At Rialtas we have years of experience at providing software and services to meet your needs.

Our Product Guide:

- *Omega and Alpha Financial*
- *Facilities Bookings Management*
- *Cemetery and Memorial Management*
- *Allotment Management*
- *Planning*
- *Sigma Asset Inventory*

About Us:

RBS Software Solutions is the trading name of Rialtas Business Solutions Limited.

RBS Software Solutions has a nationwide network of Town and Parish Councils using our Financial and Administration software systems, and because of our business objective to provide a quality service we have been in the market since 1996.

Today our team comprises talented software programmers, experienced and knowledgeable trainers, skilled administrators and Accounting and I.T. Specialists. With extensive knowledge of Local Government and Commercial Accounting and Administration practice, we are able to advise and instruct on some of the more complicated accounting aspects.

We also understand the importance of knowledgeable software support. Our support technicians are second to none and will hold your hand in those early days and only take a back seat when you feel confident to go it alone. Of course, we are then ready to help and offer advice when you need us.

We pride ourselves on being able to offer the right package whatever the size of the Town or Parish Council, whether you require financial or administration software. We are always pleased to give demonstrations of our software and we attend the Regional Society of Local Council Clerks conferences.

We also offer extensive training for all of our packages for which we are an approved SLCC/NALC trainer and our courses carry CPD points for the Institute of Local Council Management (ILCM)

Rialtas Business Solutions

Unit 5 Uffcott Enterprise Park, Uffcott, Swindon, SN4 9NB
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Omega
Financial Software
Sample Reports

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Section 1

Cashbook

Bank Reconciliation

Receipts and Payments

Payment Listing

Payments Analysis

Payment by Supplier

Bank Reconciliation Statement as at: 31/05/2014 for Cash Book 1 Bank Account - Number 1

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|------------------------------------|----------------|----------------------|
| HSBC Current A/c | 31/05/2014 | 492 | 2,500.00 |
| HSBC Deposit a/c | 31/05/2014 | 405 | 929,000.65 |
| | | | <u>931,500.65</u> |
| <u>Unpresented Cheques (Minus)</u> | | | <u>Amount</u> |
| 31/05/2014 118524 | Theatre on the Steps | 1,200.00 | |
| 31/05/2014 118525 | B&D Willing Neighbours | 400.00 | |
| 31/05/2014 118526 | Crucial Crew | 1,000.00 | |
| 31/05/2014 118527 | Children's Festival | 1,000.00 | |
| 31/05/2014 118528 | Jazz Festival | 500.00 | |
| 31/05/2014 118529 | B&D Historical Society | 1,500.00 | |
| 31/05/2014 118530 | Trust | 3,000.00 | |
| 31/05/2014 118531 | The Parish Rooms | 150.00 | |
| 31/05/2014 118532 | No Panic | 200.00 | |
| 31/05/2014 118533 | Haydn Festival | 1,200.00 | |
| 31/05/2014 118534 | Marie Curie | 200.00 | |
| 31/05/2014 118535 | St Mary Magdelene | 500.00 | |
| 31/05/2014 118536 | Citizens Advice | 2,000.00 | |
| 31/05/2014 118537 | Samaritans | 150.00 | |
| 31/05/2014 118538 | Tourist Assoc | 2,000.00 | |
| | | | <u>15,000.00</u> |
| | | | 916,500.65 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | <u>0.00</u> |
| | | | 916,500.65 |
| | Balance per Cash Book is :- | | 916,500.65 |
| | Difference is :- | | 0.00 |

Date: 06/11/2014

Any Parish / Town Council

Page No: 58

Time: 08:23

Cash Book 1

User : SS

Bank Account - Number 1

For Month No : 3

Receipts for Month 3

Nominal Ledger Analysis

| <u>Receipt Ref</u> | <u>Name of Payer</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|----------------------|------------------------|------------------|--------------|------------|---------------|-------------------|---------------------------|
| Balance Brought Fwd : | | 916,500.65 | | | | | 916,500.65 | |
| Banked on : 01/06/2014 | | 650.00 | | | | | | |
| Interest | Bank | 650.00 | | | 4030 | 101 | 650.00 | Interest Received |
| Total Receipts for Month | | 650.00 | 0.00 | 0.00 | | | 650.00 | |
| Cash Book Totals | | <u>917,150.65</u> | <u>0.00</u> | <u>0.00</u> | | | <u>917,150.65</u> | |

Date: 06/11/2014

Any Parish / Town Council

Page No: 59

Time: 08:23

Cash Book 1

User : SS

Bank Account - Number 1

For Month No : 3

Payments for Month 3

Nominal Ledger

| <u>Date</u> | <u>Payee Name</u> | <u>Cheque</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ V A T</u> | <u>A/c Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|--------------------------------|---------------|---------------------|--------------------|----------------|-------------------|-------------------|---------------------------|
| 01/06/2014 | EDF Energy | 201956 | 150.00 | | 7.14 | 4120 101 | 142.86 | Council Heat |
| 02/06/2014 | Payroll | BACS | 1,913.26 | | | 520 | 1,913.26 | 0110-Payroll |
| 02/06/2014 | Payroll | BACS | 2,464.01 | | | 520 | 2,464.01 | 0111-Payroll |
| 03/06/2014 | EDF Energy | 201957 | 385.93 | | 18.38 | 4120 101 | 367.55 | Electricity |
| 03/06/2014 | EDF Energy | 201958 | 293.56 | | 48.93 | 4914 901 | 244.63 | Cemetery Warming |
| 09/06/2014 | Petty Cash | 118539 | 306.16 | | | 200 | 306.16 | Petty Cash Top up |
| 12/06/2014 | SWALEC | 118540 | 1,567.38 | 1,567.38 | | 500 | | 0112c-TH Energy Bill |
| 12/06/2014 | Payroll | 118541 | 6,228.71 | | | 515 | 6,228.71 | PAYE & NICs |
| 12/06/2014 | SC | 118542 | 3,554.76 | | | 516 | 3,554.76 | 0014-Pensions |
| 12/06/2014 | Unison | 118543 | 48.00 | | | 517 | 48.00 | 0115-Unison Subs |
| 12/06/2014 | British Telecommunications Plc | 118544 | 83.01 | 83.01 | | 500 | | 0116-Telephone bill |
| 12/06/2014 | NPower Ltd | 118546 | 132.98 | 132.98 | | 500 | | 0118-Electricity |
| Total Payments for Month | | | 17,127.76 | 1,783.37 | 74.45 | | 15,269.94 | |
| Balance Carried Fwd | | | 900,022.89 | | | | | |
| Cash Book Totals | | | <u>917,150.65</u> | <u>1,783.37</u> | <u>74.45</u> | | <u>915,292.83</u> | |

At: 08:24

Bank Account - Number 1

List of Payments made between 01/06/2014 and 16/06/2014

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|-------------------|--------------------|-----------------------|---------------------------|
| 01/06/2014 | EDF Energy | 201956 | 150.00 | | EDF Energy |
| 02/06/2014 | Payroll | BACS | 1,913.26 | | 0110-Payroll |
| 02/06/2014 | Payroll | BACS | 2,464.01 | | 0111-Payroll |
| 03/06/2014 | EDF Energy | 201957 | 385.93 | | Electricity |
| 03/06/2014 | EDF Energy | 201958 | 293.56 | | Cemetery Warming |
| 09/06/2014 | Petty Cash | 118539 | 306.16 | | Petty Cash Top up |
| 12/06/2014 | SWALEC | 118540 | 1,567.38 | | 0112c-TH Energy Bill |
| 12/06/2014 | Payroll | 118541 | 6,228.71 | | PAYE & NICs |
| 12/06/2014 | SC | 118542 | 3,554.76 | | 0014-Pensions |
| 12/06/2014 | Unison | 118543 | 48.00 | | 0115-Unison Subs |
| 12/06/2014 | British Telecommunications Plc | 118544 | 83.01 | | 0116-Telephone bill |
| 12/06/2014 | NPower Ltd | 118546 | 132.98 | | 0118-Electricity |

| | |
|-----------------------|------------------|
| Total Payments | <u>17,127.76</u> |
|-----------------------|------------------|

Date: 06/11/2014

Any Parish / Town Council

Page No: 1

Time: 08:24

Cash Book No : 1

User : SS

Bank Account - Number 1

Payments made between 01/06/2014 and 16/06/2014

Nominal Ledger Analysis

| <u>Date</u> | <u>Payee Name</u> | <u>Cheque</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Details</u> |
|-------------------------|--------------------------------|---------------|---------------------|--------------------|--------------|------------|---------------|------------------|----------------------------|
| 01/06/2014 | EDF Energy | 201956 | 150.00 | | 7.14 | 4120 | 101 | 142.86 | Council Heat |
| 02/06/2014 | Payroll | BACS | 2,464.01 | | | 520 | | 2,464.01 | 0111-Payroll |
| 02/06/2014 | Payroll | BACS | 1,913.26 | | | 520 | | 1,913.26 | 0110-Payroll |
| 03/06/2014 | EDF Energy | 201957 | 385.93 | | 18.38 | 4120 | 101 | 367.55 | Electricity |
| 03/06/2014 | EDF Energy | 201958 | 293.56 | | 48.93 | 4914 | 901 | 244.63 | Cemetery Warming |
| 09/06/2014 | Petty Cash | 118539 | 306.16 | | | 200 | | 306.16 | Petty Cash Top up |
| 12/06/2014 | SWALEC | 118540 | 1,567.38 | 1,567.38 | | 500 | | | 0112c-TH Energy Bill |
| 12/06/2014 | Payroll | 118541 | 6,228.71 | | | 515 | | 6,228.71 | PAYE & NICs |
| 12/06/2014 | SC | 118542 | 3,554.76 | | | 516 | | 3,554.76 | 0014-Pensions |
| 12/06/2014 | Unison | 118543 | 48.00 | | | 517 | | 48.00 | 0115-Unison Subs |
| 12/06/2014 | British Telecommunications Plc | 118544 | 83.01 | 83.01 | | 500 | | | 0116-Telephone bill |
| 12/06/2014 | NPower Ltd | 118546 | 132.98 | 132.98 | | 500 | | | 0118-Electricity |
| Total Payments : | | | 17,127.76 | 1,783.37 | 74.45 | | | 15,269.94 | |

At : 08:25

Bank Account - Number 1

Payments By Supplier

| <u>Date</u> | <u>Cheque Number</u> | <u>Payment Detail</u> | <u>Net Amount</u> | <u>VAT Amount</u> | <u>Total Amount</u> | <u>VAT Code</u> |
|---------------------------------------|--------------------------|-----------------------|-------------------|-----------------------|---------------------|---------------------|
| British Telecommunications Plc | | | | | | |
| 12/06/2014 | 118544 | 0116-Telephone bill | 83.01 | 0.00 | 83.01 | VAT |
| EDF Energy | | | | | | |
| 01/06/2014 | 201956 | EDF Energy | 142.86 | 7.14 | 150.00 | F |
| 03/06/2014 | 201957 | Electricity | 367.55 | 18.38 | 385.93 | F |
| 03/06/2014 | 201958 | Cemetery Warming | 244.63 | 48.93 | 293.56 | S |
| | | | 755.04 | 74.45 | 829.49 | |
| NPower Ltd | | | | | | |
| 12/06/2014 | 118546 | 0118-Electricity | 132.98 | 0.00 | 132.98 | VAT |
| Payroll | | | | | | |
| 02/06/2014 | BACS | 0110-Payroll | 1,913.26 | 0.00 | 1,913.26 | OTS |
| 02/06/2014 | BACS | 0111-Payroll | 2,464.01 | 0.00 | 2,464.01 | OTS |
| 12/06/2014 | 118541 | PAYE & NICs | 6,228.71 | 0.00 | 6,228.71 | OTS |
| | | | 10,605.98 | 0.00 | 10,605.98 | |
| Petty Cash | | | | | | |
| 09/06/2014 | 118539 | Petty Cash Top up | 306.16 | 0.00 | 306.16 | |
| SC | | | | | | |
| 12/06/2014 | 118542 | 0014-Pensions | 3,554.76 | 0.00 | 3,554.76 | OTS |
| SWALEC | | | | | | |
| 12/06/2014 | 118540 | 0112c-TH Energy Bill | 1,567.38 | 0.00 | 1,567.38 | VAT |
| Unison | | | | | | |
| 12/06/2014 | 118543 | 0115-Unison Subs | 48.00 | 0.00 | 48.00 | OTS |
| | | | 17,053.31 | 74.45 | 17,127.76 | |

Section 2

Budgets

Budget Setting – Detail

Budget Setting – Summary

Virement

Virement History

Note :

| | | <u>Last Year</u> | | <u>Current Year</u> | | | | | | <u>Next Year</u> | | |
|------------|--------------------------|------------------|---------------|----------------------|-----------------------|---------------------|-----------------------|-------------------|-----------------------|-------------------------|-------------------------|---------------------|
| | | <u>Budget</u> | <u>Actual</u> | <u>Agreed Budget</u> | <u>Fwd/Rev Budget</u> | <u>Net Virement</u> | <u>Revised Budget</u> | <u>Actual YTD</u> | <u>Committed Exp.</u> | <u>Projected Actual</u> | <u>Next Year Budget</u> | <u>C/Fwd Budget</u> |
| 101 | Central Costs | | | | | | | | | | | |
| 4000 | Salaries | 150,000 | 173,831 | 154,000 | 0 | 0 | 154,000 | 24,704 | 0 | 0 | 0 | 0 |
| 4001 | National Insurance Costs | 12,000 | 3,476 | 12,500 | 0 | 0 | 12,500 | 1,781 | 0 | 0 | 0 | 0 |
| 4002 | Pension Costs | 37,000 | 53,146 | 33,000 | 0 | 0 | 33,000 | 7,485 | 0 | 0 | 0 | 0 |
| 4030 | Staff Training | 2,000 | 2,325 | 2,000 | 0 | 0 | 2,000 | -650 | 0 | 0 | 0 | 0 |
| 4040 | Travel and Subsistence | 1,500 | 1,872 | 1,500 | 0 | 0 | 1,500 | 154 | 0 | 0 | 0 | 0 |
| 4060 | Courses and Conferences | 1,000 | 270 | 1,000 | 0 | 0 | 1,000 | 0 | 0 | 0 | 0 | 0 |
| 4080 | Health and Safety | 0 | 0 | 0 | 0 | 0 | 0 | 12 | 0 | 0 | 0 | 0 |
| 4090 | Personnel Costs | 1,000 | 7,395 | 1,000 | 0 | 0 | 1,000 | 0 | 0 | 0 | 0 | 0 |
| 4120 | Heat and Light | 0 | 550 | 0 | 0 | 0 | 0 | -40 | 0 | 0 | 0 | 0 |
| 4130 | Insurance | 25,000 | 24,183 | 25,000 | 0 | 0 | 25,000 | 0 | 0 | 0 | 0 | 0 |
| 4155 | Cleaning Materials | 0 | 44 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4157 | Waste Disposal Litter | 0 | 47 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4180 | Equipment Repairs | 1,000 | 425 | 500 | 0 | 0 | 500 | 3 | 0 | 0 | 0 | 0 |
| 4185 | Equipment | 0 | 3,032 | 1,000 | 0 | 0 | 1,000 | 0 | 0 | 0 | 0 | 0 |
| 4204 | Maintenance General | 0 | 0 | 0 | 0 | 0 | 0 | 585 | 0 | 0 | 0 | 0 |
| 4400 | Stationery | 2,000 | 3,226 | 2,000 | 0 | 0 | 2,000 | 813 | 0 | 0 | 0 | 0 |
| 4405 | Equipment Leasing/Hire | 1,560 | 2,089 | 1,560 | 0 | 0 | 1,560 | 1,210 | 0 | 0 | 0 | 0 |
| 4420 | Newsletter | 4,500 | 5,179 | 9,000 | 0 | 0 | 9,000 | 575 | 0 | 0 | 0 | 0 |
| 4425 | Advertising | 1,000 | 1,130 | 4,000 | 0 | 0 | 4,000 | 1,151 | 0 | 0 | 0 | 0 |

Continued on Page 2

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note :

| | | <u>Last Year</u> | | <u>Current Year</u> | | | | | | <u>Next Year</u> | | |
|------------|-----------------------------|------------------|-----------------|---------------------|----------------|--------------|-----------------|-----------------|----------------|------------------|------------------|--------------|
| | | Budget | Actual | Agreed Budget | Fwd/Rev Budget | Net Virement | Revised Budget | Actual YTD | Committed Exp. | Projected Actual | Next Year Budget | C/Fwd Budget |
| 4426 | Adverts - Recruitment | 1,000 | 412 | 1,000 | 0 | 0 | 1,000 | 153 | 0 | 0 | 0 | 0 |
| 4427 | Text Books | 250 | 0 | 250 | 0 | 0 | 250 | 0 | 0 | 0 | 0 | 0 |
| 4440 | Telephone | 2,800 | 2,269 | 2,800 | 0 | 0 | 2,800 | 540 | 0 | 0 | 0 | 0 |
| 4455 | Postage | 1,500 | 2,206 | 1,500 | 0 | 0 | 1,500 | 427 | 0 | 0 | 0 | 0 |
| 4460 | Subscriptions | 6,200 | 4,766 | 6,500 | 0 | 0 | 6,500 | 2,438 | 0 | 0 | 0 | 0 |
| 4480 | Computing Costs | 1,000 | 2,151 | 1,000 | 0 | 0 | 1,000 | 2,410 | 0 | 0 | 0 | 0 |
| 4550 | Bank Charges | 200 | 233 | 200 | 0 | 0 | 200 | 94 | 0 | 0 | 0 | 0 |
| 4555 | Legal Costs | 1,000 | 40,357 | 1,000 | 0 | 0 | 1,000 | 6,185 | 0 | 0 | 0 | 0 |
| 4560 | Accountancy | 3,500 | 4,600 | 4,500 | 0 | 0 | 4,500 | -4,700 | 0 | 0 | 0 | 0 |
| 4580 | Audit | 5,000 | 2,780 | 5,000 | 0 | 0 | 5,000 | 2,000 | 0 | 0 | 0 | 0 |
| 4585 | Professional Costs | 2,000 | 5,410 | 2,000 | 0 | 0 | 2,000 | 9,994 | 0 | 0 | 0 | 0 |
| 4890 | Non Reclaimable VAT | 12,000 | 4,070 | 12,000 | 0 | 0 | 12,000 | 0 | 0 | 0 | 0 | 0 |
| 4899 | Miscellaneous | 250 | 130 | 250 | 0 | 0 | 250 | 11 | 0 | 0 | 0 | 0 |
| | OverHead Expenditure | 276,260 | 351,608 | 286,060 | 0 | 0 | 286,060 | 57,334 | 0 | 0 | 0 | 0 |
| 1430 | Photocopying Income | 100 | 52 | 100 | 0 | 0 | 100 | 0 | 0 | 0 | 0 | 0 |
| 1800 | Miscellaneous Income | 0 | 484 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1870 | Interest Received | 10,000 | 3,027 | 5,000 | 0 | 0 | 5,000 | -650 | 0 | 0 | 0 | 0 |
| 1900 | Precept | 520,000 | 520,000 | 513,988 | 0 | 0 | 513,988 | 513,988 | 0 | 0 | 0 | 0 |
| 1960 | Sales of fixed assets | 0 | 25,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total Income | 530,100 | 548,563 | 519,088 | 0 | 0 | 519,088 | 513,338 | 0 | 0 | 0 | 0 |
| 101 | Net Expenditure | -253,840 | -196,955 | -233,028 | 0 | 0 | -233,028 | -456,004 | 0 | 0 | 0 | 0 |

Continued on Page 3

Note :

| | <u>Last Year</u> | | <u>Current Year</u> | | | | | | <u>Next Year</u> | | |
|---------------------------------|------------------|-----------------|---------------------|----------------|--------------|-----------------|-----------------|----------------|------------------|------------------|--------------|
| | Budget | Actual | Agreed Budget | Fwd/Rev Budget | Net Virement | Revised Budget | Actual YTD | Committed Exp. | Projected Actual | Next Year Budget | C/Fwd Budget |
| 110 Civic and Democratic | | | | | | | | | | | |
| 4031 Training - Members | 500 | 283 | 750 | 0 | 0 | 750 | 0 | 0 | 0 | 0 | 0 |
| 4032 Election Expenses | 4,000 | 2,014 | 4,000 | 0 | 0 | 4,000 | 0 | 0 | 0 | 0 | 0 |
| 4040 Travel and Subsistence | 0 | 25 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4060 Courses and Conferences | 0 | 426 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4500 Mayor's Allowance | 2,215 | 2,215 | 2,215 | 0 | 0 | 2,215 | 0 | 0 | 0 | 0 | 0 |
| 4501 Deputy Mayor's Allowance | 340 | 340 | 340 | 0 | 0 | 340 | 0 | 0 | 0 | 0 | 0 |
| 4530 Hospitality | 250 | 300 | 250 | 0 | 0 | 250 | 31 | 0 | 0 | 0 | 0 |
| 4535 Civic and Ceremonial | 3,000 | 2,249 | 3,000 | 0 | 0 | 3,000 | 3,545 | 0 | 0 | 0 | 0 |
| 4850 Grants - Section 137 | 0 | 176 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| OverHead Expenditure | 10,305 | 8,028 | 10,555 | 0 | 0 | 10,555 | 3,576 | 0 | 0 | 0 | 0 |
| 1000 Lettings | 0 | 85 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Income | 0 | 85 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 110 Net Expenditure | 10,305 | 7,943 | 10,555 | 0 | 0 | 10,555 | 3,576 | 0 | 0 | 0 | 0 |
| Total Budget Expenditure | 286,565 | 359,636 | 296,615 | 0 | 0 | 296,615 | 60,910 | 0 | 0 | 0 | 0 |
| Income | 530,100 | 548,648 | 519,088 | 0 | 0 | 519,088 | 513,338 | 0 | 0 | 0 | 0 |
| Net Expenditure | -243,535 | -189,012 | -222,473 | 0 | 0 | -222,473 | -452,428 | 0 | 0 | 0 | 0 |

**Any Parish / Town Council
Budget Summary - By Committee**

At 17:11

Note: (-) Net Expenditure means Income is greater than Expenditure

Note :

| | <u>Last Year</u> | | <u>Current Year</u> | | | | | | | <u>Next Year</u> | |
|---|------------------|----------|---------------------|----------------|--------------|----------------|------------|----------------|------------------|------------------|--------------|
| | Budget | Actual | Agreed Budget | Fwd/Rev Budget | Net Virement | Revised Budget | Actual YTD | Committed Exp. | Projected Actual | Next Year Budget | C/Fwd Budget |
| <u>Administration and Civic</u> | | | | | | | | | | | |
| <u>101 Central Costs</u> | | | | | | | | | | | |
| OverHead Expenditure | 276,260 | 351,608 | 286,060 | 0 | 0 | 286,060 | 57,334 | 0 | 0 | 0 | 0 |
| Total Income | 530,100 | 548,563 | 519,088 | 0 | 0 | 519,088 | 513,338 | 0 | 0 | 0 | 0 |
| 101 Net Expenditure | -253,840 | -196,955 | -233,028 | 0 | 0 | -233,028 | -456,004 | 0 | 0 | 0 | 0 |
| <u>110 Civic and Democratic</u> | | | | | | | | | | | |
| OverHead Expenditure | 10,305 | 8,028 | 10,555 | 0 | 0 | 10,555 | 3,576 | 0 | 0 | 0 | 0 |
| Total Income | 0 | 85 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 110 Net Expenditure | 10,305 | 7,943 | 10,555 | 0 | 0 | 10,555 | 3,576 | 0 | 0 | 0 | 0 |
| <u>120 Grants</u> | | | | | | | | | | | |
| OverHead Expenditure | 22,700 | 13,682 | 18,700 | 0 | 0 | 18,700 | 15,365 | 0 | 0 | 0 | 0 |
| Total Income | 0 | 0 | 0 | 0 | 0 | 0 | 590 | 0 | 0 | 0 | 0 |
| 120 Net Expenditure | 22,700 | 13,682 | 18,700 | 0 | 0 | 18,700 | 14,775 | 0 | 0 | 0 | 0 |
| Administration and Civic - Expenditure | 309,265 | 373,317 | 315,315 | 0 | 0 | 315,315 | 76,275 | 0 | 0 | 0 | 0 |
| Income | 530,100 | 548,648 | 519,088 | 0 | 0 | 519,088 | 513,928 | 0 | 0 | 0 | 0 |
| Net Expenditure | -220,835 | -175,331 | -203,773 | 0 | 0 | -203,773 | -437,653 | 0 | 0 | 0 | 0 |

Continued on Page 2

Budget Summary - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note :

| | <u>Last Year</u> | | <u>Current Year</u> | | | | | | <u>Next Year</u> | | |
|---------------------------------|------------------|----------|---------------------|----------------|--------------|----------------|------------|----------------|------------------|------------------|--------------|
| | Budget | Actual | Agreed Budget | Fwd/Rev Budget | Net Virement | Revised Budget | Actual YTD | Committed Exp. | Projected Actual | Next Year Budget | C/Fwd Budget |
| Total Budget Expenditure | 309,265 | 373,317 | 315,315 | 0 | 0 | 315,315 | 76,275 | 0 | 0 | 0 | 0 |
| Income | 530,100 | 548,648 | 519,088 | 0 | 0 | 519,088 | 513,928 | 0 | 0 | 0 | 0 |
| Net Expenditure | -220,835 | -175,331 | -203,773 | 0 | 0 | -203,773 | -437,653 | 0 | 0 | 0 | 0 |

At : 17:03

Virement Date: 01/06/2014

Virement Ref No: 1

| A/c Code | Description | Centre | Description | Virement Description | Amount Decreased | Amount Increased |
|------------------------|----------------------|--------|-------------------|------------------------|------------------|------------------|
| 4175 | Maintenance Contract | 301 | CCTV | Tfr to cover overspend | 1,000 | |
| 4204 | Maintenance General | 290 | Other Open Spaces | Tfr to cover overspend | | 1,000 |
| Virement Totals | | | | | 1,000 | 1,000 |

At : 17:05

Virement History -

| <u>Month</u> | <u>Ref No</u> | <u>A/c Code</u> | <u>Description</u> | <u>Centre</u> | <u>Description</u> | <u>Decrease</u> | <u>Increase</u> |
|-----------------|---------------|-----------------|----------------------|---------------|--------------------|-----------------|-----------------|
| 3 | 1 | 4175 | Maintenance Contract | 301 | Other Open Spaces | 1,000 | |
| 3 | 1 | 4204 | Maintenance General | 290 | CCTV | | 1,000 |
| Totals : | | | | | | 1,000 | 1,000 |

Section 3

Council Reports

Budget Monitoring – Detail

Budget Monitoring – Summary

Trial Balance - by Cost Centre

Transaction Detail

Month No : 3

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 101 Central Costs | | | | | | | |
| 4000 Salaries | 0 | 24,704 | 154,000 | 129,296 | | 129,296 | 16.0 % |
| 4001 National Insurance Costs | 0 | 1,781 | 12,500 | 10,719 | | 10,719 | 14.2 % |
| 4002 Pension Costs | 0 | 7,485 | 33,000 | 25,515 | | 25,515 | 22.7 % |
| 4030 Staff Training | -650 | -650 | 2,000 | 2,650 | | 2,650 | -32.5 % |
| 4040 Travel and Subsistence | 0 | 154 | 1,500 | 1,346 | | 1,346 | 10.3 % |
| 4060 Courses and Conferences | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0 % |
| 4080 Health and Safety | 0 | 12 | 0 | -12 | | -12 | 0.0 % |
| 4090 Personnel Costs | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0 % |
| 4120 Heat and Light | 510 | -40 | 0 | 40 | | 40 | 0.0 % |
| 4130 Insurance | 0 | 0 | 25,000 | 25,000 | | 25,000 | 0.0 % |
| 4180 Equipment Repairs | 0 | 3 | 500 | 497 | | 497 | 0.6 % |
| 4185 Equipment | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0 % |
| 4204 Maintenance General | 585 | 585 | 0 | -585 | | -585 | 0.0 % |
| 4400 Stationery | 313 | 813 | 2,000 | 1,187 | | 1,187 | 40.6 % |
| 4405 Equipment Leasing/Hire | 0 | 1,210 | 1,560 | 350 | | 350 | 77.6 % |
| 4420 Newsletter | 0 | 575 | 9,000 | 8,425 | | 8,425 | 6.4 % |
| 4425 Advertising | 0 | 1,151 | 4,000 | 2,849 | | 2,849 | 28.8 % |
| 4426 Adverts - Recruitment | 0 | 153 | 1,000 | 847 | | 847 | 15.3 % |
| 4427 Text Books | 0 | 0 | 250 | 250 | | 250 | 0.0 % |
| 4440 Telephone | 266 | 540 | 2,800 | 2,260 | | 2,260 | 19.3 % |
| 4455 Postage | 92 | 427 | 1,500 | 1,073 | | 1,073 | 28.5 % |
| 4460 Subscriptions | 0 | 2,438 | 6,500 | 4,062 | | 4,062 | 37.5 % |
| 4480 Computing Costs | 0 | 2,410 | 1,000 | -1,410 | | -1,410 | 241.0 % |
| 4550 Bank Charges | 0 | 94 | 200 | 106 | | 106 | 47.1 % |
| 4555 Legal Costs | 0 | 6,185 | 1,000 | -5,185 | | -5,185 | 618.5 % |
| 4560 Accountancy | 0 | -4,700 | 4,500 | 9,200 | | 9,200 | -104.5 % |
| 4580 Audit | 0 | 2,000 | 5,000 | 3,000 | | 3,000 | 40.0 % |
| 4585 Professional Costs | 0 | 9,994 | 2,000 | -7,994 | | -7,994 | 499.7 % |
| 4890 Non Reclaimable VAT | 0 | 0 | 12,000 | 12,000 | | 12,000 | 0.0 % |
| 4899 Miscellaneous | 0 | 11 | 250 | 239 | | 239 | 4.4 % |
| Central Costs :- Expenditure | 1,116 | 57,334 | 286,060 | 228,726 | 0 | 228,726 | 20.0 % |
| 1430 Photocopying Income | 0 | 0 | 100 | -100 | | | 0.0 % |
| 1870 Interest Received | 0 | -650 | 5,000 | -5,650 | | | -13.0 % |
| 1900 Precept | 0 | 513,988 | 513,988 | 0 | | | 100.0 % |
| Central Costs :- Income | 0 | 513,338 | 519,088 | -5,750 | | | 98.9 % |
| Net Expenditure over Income | 1,116 | -456,004 | -233,028 | 222,976 | | | |

Month No : 3

Cost Centre Report

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|------------|-------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 110 | Civic and Democratic | | | | | | | |
| 4031 | Training - Members | 0 | 0 | 750 | 750 | | 750 | 0.0 % |
| 4032 | Election Expenses | 0 | 0 | 4,000 | 4,000 | | 4,000 | 0.0 % |
| 4500 | Mayor's Allowance | 0 | 0 | 2,215 | 2,215 | | 2,215 | 0.0 % |
| 4501 | Deputy Mayor's Allowance | 0 | 0 | 340 | 340 | | 340 | 0.0 % |
| 4530 | Hospitality | 0 | 31 | 250 | 219 | | 219 | 12.6 % |
| 4535 | Civic and Ceremonial | 0 | 3,545 | 3,000 | -545 | | -545 | 118.2 % |
| | Civic and Democratic :- Expenditure | 0 | 3,576 | 10,555 | 6,979 | 0 | 6,979 | 33.9 % |
| | Net Expenditure over Income | 0 | 3,576 | 10,555 | 6,979 | | | |
| 120 | Grants | | | | | | | |
| 4292 | Floodlighting-1 | 0 | 0 | 600 | 600 | | 600 | 0.0 % |
| 4293 | Floodlighting-2 | 0 | 127 | 600 | 473 | | 473 | 21.1 % |
| 4800 | Grants - Others | 0 | 6,489 | 7,500 | 1,012 | | 1,012 | 86.5 % |
| 4810 | Grants - Twinning | 0 | 0 | 2,500 | 2,500 | | 2,500 | 0.0 % |
| 4850 | Grants - Section 137 | 0 | 7,550 | 7,500 | -50 | | -50 | 100.7 % |
| 4950 | Capital Expenditure | 0 | 1,200 | 0 | -1,200 | | -1,200 | 0.0 % |
| | Grants :- Expenditure | 0 | 15,365 | 18,700 | 3,335 | 0 | 3,335 | 82.2 % |
| 1700 | Grants Received | 0 | 590 | 0 | 590 | | | 0.0 % |
| | Grants :- Income | 0 | 590 | 0 | 590 | | | |
| | Net Expenditure over Income | 0 | 14,775 | 18,700 | 3,925 | | | |
| 205 | The House | | | | | | | |
| 4110 | Rates | 0 | 1,538 | 3,000 | 1,462 | | 1,462 | 51.3 % |
| 4115 | Water Rates | 0 | -174 | 500 | 674 | | 674 | -34.8 % |
| 4120 | Heat and Light | 0 | 408 | 2,800 | 2,392 | | 2,392 | 14.6 % |
| 4150 | Cleaning Contract | 0 | 270 | 5,500 | 5,230 | | 5,230 | 4.9 % |
| 4155 | Cleaning Materials | 0 | 568 | 500 | -68 | | -68 | 113.6 % |
| 4170 | Repairs | 0 | 44 | 2,000 | 1,957 | | 1,957 | 2.2 % |
| 4185 | Equipment | 0 | 13 | 250 | 237 | | 237 | 5.3 % |
| | The House :- Expenditure | 0 | 2,668 | 14,550 | 11,882 | 0 | 11,882 | 18.3 % |
| 1000 | Lettings | 12 | -1,561 | 250 | -1,811 | | | -624.2 |
| 1032 | Lettings-House 2 | 0 | 0 | 5,940 | -5,940 | | | 0.0 % |
| 1033 | Lettings-House 3 | 0 | 1,548 | 6,200 | -4,653 | | | 25.0 % |
| 1050 | Recharge | 0 | -50 | 550 | -600 | | | -9.1 % |
| | The House :- Income | 12 | -63 | 12,940 | -13,003 | | | -0.5 % |
| | Net Expenditure over Income | -12 | 2,731 | 1,610 | -1,121 | | | |

Month No : 3

Cost Centre Report

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|------------|------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 206 | The House Annexe | | | | | | | |
| 4110 | Rates | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0 % |
| 4115 | Water Rates | 0 | 0 | 300 | 300 | | 300 | 0.0 % |
| 4120 | Heat and Light | 0 | -726 | 1,500 | 2,226 | | 2,226 | -48.4 % |
| 4150 | Cleaning Contract | 0 | 0 | 800 | 800 | | 800 | 0.0 % |
| 4170 | Repairs | 0 | 8 | 1,000 | 992 | | 992 | 0.8 % |
| | The House Annexe :- Expenditure | 0 | -717 | 4,600 | 5,317 | 0 | 5,317 | -15.6 % |
| 1000 | Lettings | 11 | 11 | 300 | -290 | | | 3.5 % |
| | The House Annexe :- Income | 11 | 11 | 300 | -290 | | | 3.5 % |
| | Net Expenditure over Income | -11 | -728 | 4,300 | 5,028 | | | |
| 210 | Town Hall | | | | | | | |
| 4000 | Salaries | 0 | 332 | 0 | -332 | | -332 | 0.0 % |
| 4110 | Rates | 0 | 1,213 | 2,500 | 1,287 | | 1,287 | 48.5 % |
| 4115 | Water Rates | 0 | 0 | 350 | 350 | | 350 | 0.0 % |
| 4120 | Heat and Light | 0 | 264 | 2,000 | 1,736 | | 1,736 | 13.2 % |
| 4150 | Cleaning Contract | 0 | 91 | 3,200 | 3,109 | | 3,109 | 2.9 % |
| 4170 | Repairs | 0 | 250 | 20,000 | 19,750 | | 19,750 | 1.3 % |
| 4185 | Equipment | 0 | 134 | 0 | -134 | | -134 | 0.0 % |
| 4750 | Refreshments and Merchandise | 0 | 188 | 1,000 | 812 | | 812 | 18.8 % |
| | Town Hall :- Expenditure | 0 | 2,472 | 29,050 | 26,578 | 0 | 26,578 | 8.5 % |
| 1000 | Lettings | 0 | 22 | 100 | -78 | | | 22.0 % |
| 1415 | Refreshments Income | 0 | 297 | 5,000 | -4,703 | | | 5.9 % |
| 1460 | Sales | 0 | 82 | 1,000 | -918 | | | 8.2 % |
| 1701 | Donations Received | 0 | 78 | 250 | -172 | | | 31.3 % |
| | Town Hall :- Income | 0 | 479 | 6,350 | -5,871 | | | 7.5 % |
| | Net Expenditure over Income | 0 | 1,993 | 22,700 | 20,707 | | | |
| 211 | Market | | | | | | | |
| 4000 | Salaries | 0 | 0 | 2,300 | 2,300 | | 2,300 | 0.0 % |
| 4060 | Courses and Conferences | 0 | 0 | 500 | 500 | | 500 | 0.0 % |
| 4460 | Subscriptions | 0 | 0 | 300 | 300 | | 300 | 0.0 % |
| | Market :- Expenditure | 0 | 0 | 3,100 | 3,100 | 0 | 3,100 | 0.0 % |
| 1400 | Market Fees | 0 | 2,053 | 15,000 | -12,947 | | | 13.7 % |
| | Market :- Income | 0 | 2,053 | 15,000 | -12,947 | | | 13.7 % |
| | Net Expenditure over Income | 0 | -2,053 | -11,900 | -9,847 | | | |

Summary Income & Expenditure by Budget Heading 01/06/2014

Month No : 3

Committee Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Of Budget |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <u>Administration and Civic</u> | | | | | | | |
| Expenditure | 1,116 | 76,275 | 315,315 | 239,040 | 0 | 239,040 | 24.2 % |
| Income | 0 | 513,928 | 519,088 | -5,160 | | | 99.0 % |
| Net Expenditure over Income | 1,116 | -437,653 | -203,773 | 233,880 | | | |
| <u>Property and Grounds</u> | | | | | | | |
| Expenditure | 3,790 | 56,159 | 409,875 | 353,716 | 0 | 353,716 | 13.7 % |
| Income | 143 | 23,305 | 189,401 | -166,096 | | | 12.3 % |
| Net Expenditure over Income | 3,648 | 32,854 | 220,474 | 187,620 | | | |
| <u>Hall</u> | | | | | | | |
| Expenditure | 1,082 | 5,701 | 35,850 | 30,149 | 0 | 30,149 | 15.9 % |
| Income | 2,060 | 3,102 | 20,000 | -16,898 | | | 15.5 % |
| Net Expenditure over Income | -979 | 2,599 | 15,850 | 13,251 | | | |
| <u>CCTV</u> | | | | | | | |
| Expenditure | 34 | 2,921 | 26,840 | 23,919 | 0 | 23,919 | 10.9 % |
| Income | 0 | 0 | 0 | 0 | | | 0.0 % |
| Net Expenditure over Income | 34 | 2,921 | 26,840 | 23,919 | | | |
| <u>Events</u> | | | | | | | |
| Expenditure | 0 | 0 | 0 | 0 | 0 | 0 | 10.9 % |
| Income | 0 | 0 | 0 | 0 | | | 0.0 % |
| Net Expenditure over Income | 0 | 0 | 0 | 0 | | | |
| <u>Earmarked Reserves</u> | | | | | | | |
| Expenditure | 245 | 245 | 0 | -245 | 0 | -245 | 0.0 % |
| Income | 0 | 0 | 0 | 0 | | | 0.0 % |
| Net Expenditure over Income | 245 | 245 | 0 | -245 | | | |
| <u>INCOME - EXPENDITURE TOTALS</u> | | | | | | | |
| Expenditure | 6,266 | 141,302 | 787,880 | 646,578 | 0 | 646,578 | 17.9 % |
| Income | 2,203 | 540,335 | 728,489 | -188,154 | | | 74.2 % |
| Net Expenditure over Income | 4,063 | -399,033 | 59,391 | 458,424 | | | |

Trial Balance by Cost Centre

| | <u>A/c Code</u> | <u>Account Name</u> | <u>Debit</u> | <u>Credit</u> |
|-------------------|-----------------|--|---------------------|---------------------|
| | 100 | Debtors Control Account | 48,639.69 | |
| | 120 | VAT Control Account | 34,938.97 | |
| | 200 | Bank Account - Number 1 | 900,022.89 | |
| | 210 | Petty Cash | 500.00 | |
| | 221 | Bank Deposit Account 2 | 462,224.39 | |
| | 310 | General Fund | | 692,535.11 |
| | 320 | Earmarked Reserves | | 274,440.00 |
| | 370 | Useable Capital Receipts | | 25,000.00 |
| | 500 | Creditors Control Account | | 51,534.10 |
| | 515 | PAYE/NIC Control Account | | 1,894.90 |
| | 520 | Nett Wages Control Account | 7.64 | |
| | 560 | Receipts in Advance | | 1,656.00 |
| | 565 | Security Deposits | | 240.00 |
| | Total :- | Balance Sheet & Non Centre A/cs | 1,446,333.58 | 1,047,300.11 |
| 101 Central Costs | 1870 | Interest Received | 650.00 | |
| | 1900 | Precept | | 513,988.00 |
| | 4000 | Salaries | 24,703.66 | |
| | 4001 | National Insurance Costs | 1,780.61 | |
| | 4002 | Pension Costs | 7,484.72 | |
| | 4030 | Staff Training | | 650.00 |
| | 4040 | Travel and Subsistence | 154.40 | |
| | 4080 | Health and Safety | 12.00 | |
| | 4120 | Heat and Light | | 39.59 |
| | 4180 | Equipment Repairs | 2.92 | |
| | 4204 | Maintenance General | 585.00 | |
| | 4400 | Stationery | 812.74 | |
| | 4405 | Equipment Leasing/Hire | 1,210.00 | |
| | 4420 | Newsletter | 575.44 | |
| | 4425 | Advertising | 1,150.88 | |
| | 4426 | Adverts - Recruitment | 153.00 | |
| | 4440 | Telephone | 539.84 | |
| | 4455 | Postage | 427.23 | |
| | 4460 | Subscriptions | 2,437.81 | |
| | 4480 | Computing Costs | 2,409.60 | |
| | 4550 | Bank Charges | 94.16 | |
| | 4555 | Legal Costs | 6,184.80 | |
| | 4560 | Accountancy | | 4,700.40 |
| | 4580 | Audit | 2,000.00 | |
| | 4585 | Professional Costs | 9,994.20 | |
| | 4899 | Miscellaneous | 10.93 | |

Trial Balance by Cost Centre

| | <u>A/c Code</u> | <u>Account Name</u> | <u>Debit</u> | <u>Credit</u> |
|--------------------------|-----------------|--------------------------|------------------|-------------------|
| | Total :- | 101 Central Costs | 63,373.94 | 519,377.99 |
| 110 Civic and Democratic | 4530 | Hospitality | 31.46 | |
| | 4535 | Civic and Ceremonial | 3,544.82 | |
| | Total :- | 110 Civic and Democratic | 3,576.28 | 0.00 |
| 120 Grants | 1700 | Grants Received | | 590.00 |
| | 4293 | Floodlighting-2 | 126.65 | |
| | 4800 | Grants - Others | 6,488.50 | |
| | 4850 | Grants - Section 137 | 7,550.00 | |
| | 4950 | Capital Expenditure | 1,200.00 | |
| | Total :- | 120 Grants | 15,365.15 | 590.00 |
| 205 The House | 1000 | Lettings | 1,560.50 | |
| | 1033 | Lettings-House 3 | | 1,547.50 |
| | 1050 | Recharge | 50.00 | |
| | 4110 | Rates | 1,538.30 | |
| | 4115 | Water Rates | | 173.91 |
| | 4120 | Heat and Light | 408.10 | |
| | 4150 | Cleaning Contract | 270.48 | |
| | 4155 | Cleaning Materials | 568.12 | |
| | 4170 | Repairs | 43.50 | |
| | 4185 | Equipment | 13.31 | |
| | Total :- | 205 The House | 4,452.31 | 1,721.41 |
| 206 The House Annexe | 1000 | Lettings | | 10.50 |
| | 4120 | Heat and Light | | 725.59 |
| | 4170 | Repairs | 8.33 | |
| | Total :- | 206 The House Annexe | 8.33 | 736.09 |
| 210 Town Hall | 1000 | Lettings | | 22.00 |
| | 1415 | Refreshments Income | | 297.04 |
| | 1460 | Sales | | 81.68 |
| | 1701 | Donations Received | | 78.17 |
| | 4000 | Salaries | 332.28 | |
| | 4110 | Rates | 1,212.80 | |
| | 4120 | Heat and Light | 263.51 | |
| | 4150 | Cleaning Contract | 91.33 | |
| | 4170 | Repairs | 250.22 | |
| | 4185 | Equipment | 133.91 | |

Trial Balance by Cost Centre

| | <u>A/c Code</u> | <u>Account Name</u> | <u>Debit</u> | <u>Credit</u> |
|----------------------|-----------------|------------------------------|-----------------|-----------------|
| | 4750 | Refreshments and Merchandise | 187.63 | |
| Total :- | 210 | Town Hall | 2,471.68 | 478.89 |
| 211 Market | 1400 | Market Fees | | 2,053.20 |
| Total :- | 211 | Market | 0.00 | 2,053.20 |
| 220 The Street | 4110 | Rates | 681.79 | |
| | 4120 | Heat and Light | 10.00 | |
| | 4173 | Repairs-West Street | 214.57 | |
| | 4585 | Professional Costs | 473.00 | |
| Total :- | 220 | The Street | 1,379.36 | 0.00 |
| 230 Cemetery | 1100 | Cemetery Fees | | 7,175.00 |
| | 4030 | Staff Training | 240.00 | |
| | 4120 | Heat and Light | 545.57 | |
| | 4155 | Cleaning Materials | 69.50 | |
| | 4157 | Waste Disposal Litter | 98.30 | |
| | 4170 | Repairs | 24.75 | |
| | 4480 | Computing Costs | 275.00 | |
| Total :- | 230 | Cemetery | 1,253.12 | 7,175.00 |
| 231 Cemetery Lodge | 1000 | Lettings | | 260.00 |
| | 4170 | Repairs | 70.40 | |
| Total :- | 231 | Cemetery Lodge | 70.40 | 260.00 |
| 249 Other Properties | 1040 | Lettings-House 4 | | 1,750.00 |
| Total :- | 249 | Other Properties | 0.00 | 1,750.00 |
| 250 Grounds | 4000 | Salaries | 30,709.45 | |
| | 4001 | National Insurance Costs | 1,018.20 | |
| | 4030 | Staff Training | 235.00 | |
| | 4040 | Travel and Subsistence | 63.00 | |
| | 4070 | Workwear | 73.10 | |
| | 4155 | Cleaning Materials | 32.58 | |
| | 4157 | Waste Disposal Litter | 1,200.00 | |
| | 4180 | Equipment Repairs | 150.25 | |
| | 4181 | Bench Repairs | 43.91 | |
| | 4201 | Grounds Stock | 98.20 | |
| | 4300 | Motor Vehicle Repairs | 448.80 | |
| | 4330 | Fuel | 2,153.11 | |

Trial Balance by Cost Centre

| | <u>A/c Code</u> | <u>Account Name</u> | <u>Debit</u> | <u>Credit</u> |
|-----------------------|-----------------|-----------------------------|------------------|-----------------|
| | 4340 | Motor Tax | 420.00 | |
| | 4440 | Telephone | 523.87 | |
| | 4899 | Miscellaneous | 141.63 | |
| | Total :- | 250 Grounds | 37,311.10 | 0.00 |
| 255 Allotments | 1080 | Allotment Fees | | 30.00 |
| | Total :- | 255 Allotments | 0.00 | 30.00 |
| 260 The Park | 1412 | Pitch Cutting | | 120.00 |
| | 1450 | Car Parking Fees | | 7,443.04 |
| | 4025 | Car Park Attendant | 3,545.25 | |
| | 4110 | Rates | 59.08 | |
| | 4204 | Maintenance General | 65.42 | |
| | 4210 | Maintenance - Car Park Eqpt | 4,123.94 | |
| | 4215 | Hire/Maintenance-SP Toilets | 450.00 | |
| | 4555 | Legal Costs | | 66.00 |
| | 4720 | Licences | 70.00 | |
| | Total :- | 260 The Park | 8,313.69 | 7,629.04 |
| 265 Castle Grounds | 1800 | Miscellaneous Income | 1,080.00 | |
| | 4120 | Heat and Light | 67.44 | |
| | 4170 | Repairs | 168.00 | |
| | 4204 | Maintenance General | 628.23 | |
| | Total :- | 265 Castle Grounds | 1,943.67 | 0.00 |
| 290 Other Open Spaces | 1042 | Lettings-House 5 | | 3,250.00 |
| | 1044 | Lettings-House 6 | | 660.00 |
| | 1070 | Bandon Lane Rent | | 1,200.00 |
| | 1800 | Miscellaneous Income | | 17.65 |
| | 4200 | Grounds Planting | 50.00 | |
| | Total :- | 290 Other Open Spaces | 50.00 | 5,127.65 |
| 291 Town Services | 4156 | Bus Shelters | 20.00 | |
| | 4290 | Street Lighting Electric | 1,777.81 | |
| | 4291 | Street Lighting Maintenance | 764.02 | |
| | Total :- | 291 Town Services | 2,561.83 | 0.00 |
| 299 Castle Hall | 1000 | Lettings | | 3,101.95 |
| | 4000 | Salaries | 1,880.33 | |
| | 4110 | Rates | 1,363.90 | |

Trial Balance by Cost Centre

| | <u>A/c Code</u> | <u>Account Name</u> | <u>Debit</u> | <u>Credit</u> |
|------------------------------|-----------------|------------------------|---------------------|---------------------|
| | 4115 | Water Rates | 273.76 | |
| | 4120 | Heat and Light | 1,100.93 | |
| | 4150 | Cleaning Contract | 30.00 | |
| | 4155 | Cleaning Materials | 369.58 | |
| | 4157 | Waste Disposal Litter | 60.90 | |
| | 4170 | Repairs | 82.83 | |
| | 4180 | Equipment Repairs | 295.00 | |
| | 4440 | Telephone | 39.00 | |
| | 4720 | Licences | 204.82 | |
| | Total :- | 299 Castle Hall | 5,701.05 | 3,101.95 |
| 301 CCTV | 4000 | Salaries | 1,645.17 | |
| | 4110 | Rates | 887.65 | |
| | 4120 | Heat and Light | | 57.70 |
| | 4170 | Repairs | 100.44 | |
| | 4400 | Stationery | 138.49 | |
| | 4440 | Telephone | 207.16 | |
| | Total :- | 301 CCTV | 2,978.91 | 57.70 |
| 901 Earmarked Reserves | 4914 | Cemetery Costs | 244.63 | |
| | Total :- | 901 Earmarked Reserves | 244.63 | 0.00 |
| Trial Balance Total : | | | 1,597,389.03 | 1,597,389.03 |
| Difference : | | | 0.00 | |

| A/c Code 4150 | | Cleaning Contract | | | | | Annual Budget | 5,500 | |
|----------------------------------|--------|-------------------|------------|-----------|-----------------|-------------------------------|----------------------------|---------------|---------------|
| Centre 205 | | The House | | | | | Committed | 0 | |
| Code | Centre | Month | Date | Reference | Source | Transaction | Debit | Credit | |
| Opening Balance | | | | | | | 0.00 | | |
| 4150 | 205 | 1 | 31/03/2014 | 79 | Journal | Late invoice | | 556.25 | |
| 4150 | 205 | 1 | 04/04/2014 | MAC001 | Purchase Ledger | 0048a-Cleaning | 556.25 | | |
| 4150 | 205 | 1 | 28/04/2014 | MAC001 | Purchase Ledger | 0050b Cleaning | 262.48 | | |
| 4150 | 205 | 2 | 19/04/2014 | PC028 | Cashbook | PC028-Window Cleaning C House | 4.00 | | |
| 4150 | 205 | 2 | 01/05/2014 | PC046 | Cashbook | PC046-Window Cleaning | 4.00 | | |
| Account Cleaning Contract | | | | | | | Account Totals | 826.73 | 556.25 |
| Centre The House | | | | | | | Net Balance Month 3 | 270.48 | |

| A/c Code 4150 | | Cleaning Contract | | | | | Annual Budget | 3,200 | |
|----------------------------------|--------|-------------------|------------|-----------|-----------------|-----------------------------|----------------------------|---------------|---------------|
| Centre 210 | | Town Hall | | | | | Committed | 0 | |
| Code | Centre | Month | Date | Reference | Source | Transaction | Debit | Credit | |
| Opening Balance | | | | | | | 0.00 | | |
| 4150 | 210 | 1 | 31/03/2014 | 79 | Journal | Late invoice | | 794.15 | |
| 4150 | 210 | 1 | 04/04/2014 | MAC001 | Purchase Ledger | 0048b- Cleaning | 356.05 | | |
| 4150 | 210 | 1 | 04/04/2014 | MAC001 | Purchase Ledger | 0048c- TH Cleaning | 328.10 | | |
| 4150 | 210 | 1 | 28/04/2014 | MAC001 | Purchase Ledger | 0050a Cleaning | 58.43 | | |
| 4150 | 210 | 2 | 04/04/2014 | MAC001 | Purchase Ledger | 0048d-TH Cleaning | 110.00 | | |
| 4150 | 210 | 2 | 25/04/2014 | MAC001 | Purchase Ledger | 0049a-TH Cleaning materials | 29.73 | | |
| 4150 | 210 | 2 | 28/05/2014 | PC063 | Cashbook | PC063-Various | 1.12 | | |
| 4150 | 210 | 2 | 28/05/2014 | PC063 | Cashbook | PC063-Various | 2.05 | | |
| Account Cleaning Contract | | | | | | | Account Totals | 885.48 | 794.15 |
| Centre Town Hall | | | | | | | Net Balance Month 3 | 91.33 | |

| A/c Code 4150 | | Cleaning Contract | | | | | Annual Budget | 0 | |
|----------------------------------|--------|-------------------|------------|-----------|----------|------------------------------|----------------------------|--------------|-------------|
| Centre 299 | | Castle Hall | | | | | Committed | 0 | |
| Code | Centre | Month | Date | Reference | Source | Transaction | Debit | Credit | |
| Opening Balance | | | | | | | 0.00 | | |
| 4150 | 299 | 2 | 19/04/2014 | PC028 | Cashbook | PC028-Window Cleaning C Hall | 15.00 | | |
| 4150 | 299 | 2 | 01/05/2014 | PC046 | Cashbook | PC046-Window Cleaning | 15.00 | | |
| Account Cleaning Contract | | | | | | | Account Totals | 30.00 | 0.00 |
| Centre Castle Hall | | | | | | | Net Balance Month 3 | 30.00 | |

Section 4

Year End Reports

Statutory Income and Expenditure

Statutory Balance Sheet

Annual Return - Summary

Annual Return - Detail

Consolidated Bank Reconciliation

Reserves Reconciliation

Any Parish / Town Council

Income and Expenditure Account for Year Ended 31st March 2015

| 31st March 2014 | | 31st March 2015 |
|-----------------|-------------------------|-----------------|
| | Income Summary | |
| 520,000 | Precept | 513,988 |
| 520,000 | Sub Total | 513,988 |
| | Operating Income | |
| 28,563 | Central Costs | -650 |
| 85 | Civic and Democratic | 0 |
| 0 | Grants | 590 |
| 13,121 | The House | -63 |
| 603 | The House Annexe | 11 |
| 6,521 | Town Hall | 479 |
| 22,219 | Market | 2,053 |
| 0 | The Gate | 0 |
| 0 | The Street | 0 |
| 46,906 | Cemetery | 7,175 |
| 1,560 | Cemetery Lodge | 260 |
| 15,000 | Other Properties | 1,750 |
| 50 | Grounds | 0 |
| 819 | Allotments | 30 |
| 49,213 | The Park | 7,563 |
| 1,200 | Castle Grounds | -1,080 |
| 40,128 | Other Open Spaces | 5,128 |
| 19,043 | Castle Hall | 3,102 |
| 0 | CCTV | 0 |
| 765,031 | Total Income | 540,335 |
| | Running Costs | |
| 351,608 | Central Costs | 57,334 |
| 8,028 | Civic and Democratic | 3,576 |
| 13,682 | Grants | 15,365 |
| 13,516 | The House | 2,668 |
| 994 | The House Annexe | -717 |
| 9,892 | Town Hall | 2,472 |
| 321 | Market | 0 |
| 163 | The Gate | 0 |
| 2,635 | The Street | 1,379 |
| 11,060 | Cemetery | 1,253 |
| 2,567 | Cemetery Lodge | 70 |
| 1,457 | Amenities Block | 0 |
| 1,936 | Other Properties | 0 |
| 222,432 | Grounds | 37,311 |
| 149 | Allotments | 0 |
| 33,498 | The Park | 8,248 |
| 1,132 | Castle Grounds | 864 |
| 19,742 | Other Open Spaces | 50 |
| 31,002 | Town Services | 2,562 |
| 30,119 | Castle Hall | 5,701 |
| 2,209 | Play Leadership | 0 |
| 20,462 | CCTV | 2,921 |
| 1,820 | Events | 0 |
| 5,381 | Earmarked Reserves | 245 |
| 785,806 | Total Expenditure | 141,302 |

Any Parish / Town Council

Income and Expenditure Account for Year Ended 31st March 2015

31st March 2014

31st March 2015

| General Fund Analysis | | |
|-----------------------|------------------------------|------------------|
| 762,747 | Opening Balance | 692,535 |
| 765,031 | Plus : Income for Year | 540,335 |
| <hr/> | | <hr/> |
| 1,527,778 | | 1,232,870 |
| 785,806 | Less : Expenditure for Year | 141,302 |
| <hr/> | | <hr/> |
| 741,972 | | 1,091,569 |
| 49,437 | Transfers TO / FROM Reserves | 0 |
| <hr/> | | <hr/> |
| 692,535 | Closing Balance | 1,091,569 |
| <hr/> | | <hr/> |

31st March 2014

31st March 2015

| Current Assets | | | |
|--|----------------------------|---------|------------------|
| 37,533 | Debtors Control Account | 48,640 | |
| 6,115 | Miscellaneous Debtors | 0 | |
| 26,108 | VAT Control Account | 34,939 | |
| 275 | Prepayments | 0 | |
| 545,475 | Bank Account - Number 1 | 900,023 | |
| 54 | Petty Cash | 500 | |
| 462,224 | Bank Deposit Account 2 | 462,224 | |
| 1,077,786 | | | 1,446,326 |
| 1,077,786 Total Assets | | | 1,446,326 |
| Current Liabilities | | | |
| 54,540 | Creditors Control Account | 51,534 | |
| 8,153 | PAYE/NIC Control Account | 1,895 | |
| 5,845 | Pension Control Account | 0 | |
| 48 | Unison Control Account | 0 | |
| 0 | Nett Wages Control Account | -8 | |
| 15,228 | Accruals | 0 | |
| 1,656 | Receipts in Advance | 1,656 | |
| 340 | Security Deposits | 240 | |
| 85,811 | | | 55,317 |
| 991,975 Total Assets Less Current Liabilities | | | 1,391,009 |
| Represented By | | | |
| 692,535 | General Fund | | 1,091,569 |
| 274,440 | Earmarked Reserves | | 274,440 |
| 25,000 | Useable Capital Receipts | | 25,000 |
| 991,975 | | | 1,391,009 |

The above statement represents fairly the financial position of the authority as at 31st March 2015 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial
Officer _____ Date : _____

LOCAL COUNCILS IN ENGLAND AND WALES

ANNUAL RETURN

FOR THE YEAR ENDED 31 March 2015

Any Parish / Town Council

SECTION 1 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

| | | <u>Last Year £</u> | <u>This Year £</u> | <u>General Notes for Guidance</u> |
|-----------|----------------------------------|--------------------|--------------------|---|
| 1 | Balances brought forward | 1,012,750 | 991,975 | Total balances & reserves at the beginning of the year as recorded in the Council Financial Records |
| 2 | Annual Precept | 520,000 | 513,988 | Total amount of Precept income received in the year |
| 3 | Total other receipts | 245,031 | 26,347 | Total income or receipts as recorded in the cashbook minus the Precept |
| 4 | Staff costs | 445,828 | 69,554 | Total expenditure or payments made to and on behalf of all council employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses |
| 5 | Loan interest/Capital repayments | 0 | 0 | Total expenditure or payments of capital and interest made during the year on the Council borrowings |
| 6 | Total other payments | 339,978 | 71,747 | Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5) |
| 7 | Balances carried forward | 991,975 | 1,391,009 | Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)] |
| 8 | Total Cash & Investments | 1,007,753 | 1,362,747 | The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March |
| 9 | Total Fixed Assets | 2,355,084 | 2,350,706 | The recorded current book value at 31 March of all tangible fixed assets owned by the Council as recorded in the asset register |
| 10 | Total Borrowings | 0 | 0 | The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB) |

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 1;
- * Bank Reconciliation as at 31 March

Working details for ANNUAL RETURN - Year ended 31 March 2015

| | <u>Last Year £</u> | <u>This Year £</u> | <u>Code and</u> | <u>Centre</u> | <u>Code Description</u> |
|---|--------------------|--------------------|--|---------------|------------------------------|
| 1 | 762,747 | 692,535 | 310 | 0 | General Fund |
| 1 | 250,003 | 274,440 | 320 | 0 | Earmarked Reserves |
| 1 | 0 | 25,000 | 370 | 0 | Useable Capital Receipts |
| 1 | 1,012,750 | 991,975 | Total balances & reserves at the begining of the year as recorded in the Council Financial Records | | |
| 2 | 520,000 | 513,988 | 1900 | 101 | Precept |
| 2 | 520,000 | 513,988 | Total amount of Precept income received in the year | | |
| 3 | 85 | 0 | 1000 | 110 | Lettings |
| 3 | 1,776 | -1,561 | 1000 | 205 | Lettings |
| 3 | 603 | 11 | 1000 | 206 | Lettings |
| 3 | 449 | 22 | 1000 | 210 | Lettings |
| 3 | 1,560 | 260 | 1000 | 231 | Lettings |
| 3 | -28 | 0 | 1000 | 260 | Lettings |
| 3 | 19,043 | 3,102 | 1000 | 299 | Lettings |
| 3 | 8,000 | 0 | 1031 | 249 | Lettings-House 1 |
| 3 | 4,247 | 0 | 1032 | 205 | Lettings-House 2 |
| 3 | 6,436 | 1,548 | 1033 | 205 | Lettings-House 3 |
| 3 | 7,000 | 1,750 | 1040 | 249 | Lettings-House 4 |
| 3 | 13,052 | 3,250 | 1042 | 290 | Lettings-House 5 |
| 3 | 1,320 | 660 | 1044 | 290 | Lettings-House 6 |
| 3 | 1,860 | 0 | 1045 | 290 | Lettings-House 7 |
| 3 | 662 | -50 | 1050 | 205 | Recharge |
| 3 | 7,100 | 0 | 1067 | 290 | SC Maintenance-Grass Cutting |
| 3 | 500 | 1,200 | 1070 | 290 | Bandon Lane Rent |
| 3 | 819 | 30 | 1080 | 255 | Allotment Fees |
| 3 | 45,956 | 7,175 | 1100 | 230 | Cemetery Fees |
| 3 | 950 | 0 | 1120 | 230 | Plant Sponsorship |
| 3 | 9,158 | 0 | 1120 | 290 | Plant Sponsorship |
| 3 | 22,219 | 2,053 | 1400 | 211 | Market Fees |
| 3 | 5,755 | 0 | 1405 | 290 | Grounds Maintenance Income |
| 3 | 9,275 | 0 | 1410 | 260 | Concessions |
| 3 | 2,814 | 0 | 1411 | 260 | Licences and Rents |
| 3 | 564 | 120 | 1412 | 260 | Pitch Cutting |
| 3 | 5,006 | 297 | 1415 | 210 | Refreshments Income |
| 3 | 52 | 0 | 1430 | 101 | Photocopying Income |
| 3 | 36,587 | 7,443 | 1450 | 260 | Car Parking Fees |
| 3 | 793 | 0 | 1455 | 290 | Fishing Fees |
| 3 | 477 | 82 | 1460 | 210 | Sales |
| 3 | 0 | 590 | 1700 | 120 | Grants Received |
| 3 | 588 | 78 | 1701 | 210 | Donations Received |
| 3 | 484 | 0 | 1800 | 101 | Miscellaneous Income |
| 3 | 50 | 0 | 1800 | 250 | Miscellaneous Income |
| 3 | 1,200 | -1,080 | 1800 | 265 | Miscellaneous Income |

Working details for ANNUAL RETURN - Year ended 31 March 2015

| | <u>Last Year £</u> | <u>This Year £</u> | <u>Code and</u> | <u>Centre</u> | <u>Code Description</u> |
|---|--------------------|--------------------|---|---------------|--------------------------|
| 3 | 590 | 18 | 1800 | 290 | Miscellaneous Income |
| 3 | 3,027 | -650 | 1870 | 101 | Interest Received |
| 3 | 25,000 | 0 | 1960 | 101 | Sales of fixed assets |
| 3 | 245,031 | 26,347 | Total income or receipts as recorded in the cashbook minus the Precept | | |
| 4 | 173,831 | 24,704 | 4000 | 101 | Salaries |
| 4 | 0 | 332 | 4000 | 210 | Salaries |
| 4 | 174,731 | 30,709 | 4000 | 250 | Salaries |
| 4 | 10,684 | 1,880 | 4000 | 299 | Salaries |
| 4 | 10,866 | 1,645 | 4000 | 301 | Salaries |
| 4 | 3,476 | 1,781 | 4001 | 101 | National Insurance Costs |
| 4 | 12,546 | 1,018 | 4001 | 250 | National Insurance Costs |
| 4 | 110 | 0 | 4001 | 301 | National Insurance Costs |
| 4 | 53,146 | 7,485 | 4002 | 101 | Pension Costs |
| 4 | 2,371 | 0 | 4002 | 250 | Pension Costs |
| 4 | 2,383 | 0 | 4211 | 290 | Meadow-Bailiff |
| 4 | 1,683 | 0 | 4492 | 300 | Playscheme Wages |
| 4 | 445,828 | 69,554 | Total expenditure or payments made to and on behalf of all council employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses | | |
| 5 | 0 | 0 | Total expenditure or payments of capital and interest made during the year on the Council borrowings | | |
| 6 | 551 | 3,545 | 4025 | 260 | Car Park Attendant |
| 6 | 2,325 | -650 | 4030 | 101 | Staff Training |
| 6 | 0 | 240 | 4030 | 230 | Staff Training |
| 6 | 0 | 235 | 4030 | 250 | Staff Training |
| 6 | 283 | 0 | 4031 | 110 | Training - Members |
| 6 | 2,014 | 0 | 4032 | 110 | Election Expenses |
| 6 | 1,872 | 154 | 4040 | 101 | Travel and Subsistence |
| 6 | 25 | 0 | 4040 | 110 | Travel and Subsistence |
| 6 | 72 | 63 | 4040 | 250 | Travel and Subsistence |
| 6 | 270 | 0 | 4060 | 101 | Courses and Conferences |
| 6 | 426 | 0 | 4060 | 110 | Courses and Conferences |
| 6 | 1,329 | 73 | 4070 | 250 | Workwear |
| 6 | 0 | 12 | 4080 | 101 | Health and Safety |
| 6 | 240 | 0 | 4080 | 230 | Health and Safety |
| 6 | 315 | 0 | 4080 | 250 | Health and Safety |
| 6 | 7,395 | 0 | 4090 | 101 | Personnel Costs |
| 6 | 1 | 0 | 4100 | 215 | Rent |
| 6 | 100 | 0 | 4100 | 255 | Rent |
| 6 | 18,150 | 0 | 4100 | 260 | Rent |
| 6 | 2,277 | 1,538 | 4110 | 205 | Rates |
| 6 | 2,318 | 1,213 | 4110 | 210 | Rates |
| 6 | 410 | 682 | 4110 | 220 | Rates |

Continued on Page 3

Working details for ANNUAL RETURN - Year ended 31 March 2015

| | <u>Last Year £</u> | <u>This Year £</u> | <u>Code and</u> | <u>Centre</u> | <u>Code Description</u> |
|---|--------------------|--------------------|-----------------|---------------|-------------------------|
| 6 | 114 | 59 | 4110 | 260 | Rates |
| 6 | 2,608 | 1,364 | 4110 | 299 | Rates |
| 6 | 0 | 888 | 4110 | 301 | Rates |
| 6 | 528 | -174 | 4115 | 205 | Water Rates |
| 6 | 83 | 0 | 4115 | 206 | Water Rates |
| 6 | 263 | 0 | 4115 | 210 | Water Rates |
| 6 | 92 | 0 | 4115 | 215 | Water Rates |
| 6 | -350 | 0 | 4115 | 260 | Water Rates |
| 6 | 96 | 0 | 4115 | 265 | Water Rates |
| 6 | 675 | 274 | 4115 | 299 | Water Rates |
| 6 | 120 | 0 | 4115 | 301 | Water Rates |
| 6 | 550 | -40 | 4120 | 101 | Heat and Light |
| 6 | 2,757 | 408 | 4120 | 205 | Heat and Light |
| 6 | 851 | -726 | 4120 | 206 | Heat and Light |
| 6 | 1,327 | 264 | 4120 | 210 | Heat and Light |
| 6 | 258 | 10 | 4120 | 220 | Heat and Light |
| 6 | 332 | 546 | 4120 | 230 | Heat and Light |
| 6 | 1,366 | 0 | 4120 | 235 | Heat and Light |
| 6 | 248 | 67 | 4120 | 265 | Heat and Light |
| 6 | 5,744 | 1,101 | 4120 | 299 | Heat and Light |
| 6 | 220 | -58 | 4120 | 301 | Heat and Light |
| 6 | 24,183 | 0 | 4130 | 101 | Insurance |
| 6 | 2,580 | 0 | 4130 | 301 | Insurance |
| 6 | 3,986 | 270 | 4150 | 205 | Cleaning Contract |
| 6 | 51 | 0 | 4150 | 206 | Cleaning Contract |
| 6 | 2,211 | 91 | 4150 | 210 | Cleaning Contract |
| 6 | 1,192 | 30 | 4150 | 299 | Cleaning Contract |
| 6 | 60 | 0 | 4150 | 301 | Cleaning Contract |
| 6 | 44 | 0 | 4155 | 101 | Cleaning Materials |
| 6 | 249 | 568 | 4155 | 205 | Cleaning Materials |
| 6 | 14 | 0 | 4155 | 210 | Cleaning Materials |
| 6 | 0 | 70 | 4155 | 230 | Cleaning Materials |
| 6 | 444 | 33 | 4155 | 250 | Cleaning Materials |
| 6 | 509 | 370 | 4155 | 299 | Cleaning Materials |
| 6 | 14 | 0 | 4155 | 301 | Cleaning Materials |
| 6 | 140 | 20 | 4156 | 291 | Bus Shelters |
| 6 | 47 | 0 | 4157 | 101 | Waste Disposal Litter |
| 6 | 170 | 98 | 4157 | 230 | Waste Disposal Litter |
| 6 | 4,707 | 1,200 | 4157 | 250 | Waste Disposal Litter |
| 6 | 607 | 61 | 4157 | 299 | Waste Disposal Litter |
| 6 | 3,573 | 44 | 4170 | 205 | Repairs |
| 6 | 8 | 8 | 4170 | 206 | Repairs |
| 6 | 1,902 | 250 | 4170 | 210 | Repairs |
| 6 | 70 | 0 | 4170 | 215 | Repairs |
| 6 | 198 | 25 | 4170 | 230 | Repairs |

Working details for ANNUAL RETURN - Year ended 31 March 2015

| | <u>Last Year £</u> | <u>This Year £</u> | <u>Code and</u> | <u>Centre</u> | <u>Code Description</u> |
|---|--------------------|--------------------|-----------------|---------------|-----------------------------|
| 6 | 2,517 | 70 | 4170 | 231 | Repairs |
| 6 | 4 | 0 | 4170 | 235 | Repairs |
| 6 | 153 | 168 | 4170 | 265 | Repairs |
| 6 | 5,579 | 83 | 4170 | 299 | Repairs |
| 6 | 792 | 100 | 4170 | 301 | Repairs |
| 6 | 919 | 0 | 4171 | 249 | Repairs-High Street |
| 6 | 266 | 0 | 4172 | 249 | Repairs-Properties |
| 6 | 1,249 | 215 | 4173 | 220 | Repairs-West Street |
| 6 | 87 | 0 | 4173 | 235 | Repairs-West Street |
| 6 | 241 | 0 | 4173 | 249 | Repairs-West Street |
| 6 | 4,956 | 0 | 4175 | 301 | Maintenance Contract |
| 6 | 425 | 3 | 4180 | 101 | Equipment Repairs |
| 6 | 5,552 | 150 | 4180 | 250 | Equipment Repairs |
| 6 | 1,693 | 295 | 4180 | 299 | Equipment Repairs |
| 6 | 256 | 44 | 4181 | 250 | Bench Repairs |
| 6 | 3,032 | 0 | 4185 | 101 | Equipment |
| 6 | 146 | 13 | 4185 | 205 | Equipment |
| 6 | 0 | 134 | 4185 | 210 | Equipment |
| 6 | 1,921 | 0 | 4185 | 230 | Equipment |
| 6 | 3,807 | 0 | 4185 | 250 | Equipment |
| 6 | 1,820 | 0 | 4185 | 302 | Equipment |
| 6 | 29 | 0 | 4186 | 250 | Grounds Office Equipment |
| 6 | 444 | 0 | 4200 | 230 | Grounds Planting |
| 6 | 47 | 0 | 4200 | 250 | Grounds Planting |
| 6 | 9,438 | 50 | 4200 | 290 | Grounds Planting |
| 6 | 1,724 | 98 | 4201 | 250 | Grounds Stock |
| 6 | 956 | 0 | 4201 | 290 | Grounds Stock |
| 6 | 0 | 585 | 4204 | 101 | Maintenance General |
| 6 | 49 | 0 | 4204 | 255 | Maintenance General |
| 6 | 2,590 | 65 | 4204 | 260 | Maintenance General |
| 6 | 636 | 628 | 4204 | 265 | Maintenance General |
| 6 | 650 | 0 | 4204 | 290 | Maintenance General |
| 6 | 854 | 0 | 4205 | 290 | Meadow |
| 6 | 140 | 0 | 4206 | 290 | Bee Lane |
| 6 | 195 | 0 | 4207 | 290 | Quayside |
| 6 | 4,674 | 0 | 4208 | 290 | La Gardens |
| 6 | 901 | 4,124 | 4210 | 260 | Maintenance - Car Park Eqpt |
| 6 | 2,072 | 450 | 4215 | 260 | Hire/Maintenance-SP Toilets |
| 6 | 339 | 0 | 4230 | 250 | Play Area Maintenance |
| 6 | 400 | 0 | 4230 | 290 | Play Area Maintenance |
| 6 | 7,193 | 1,778 | 4290 | 291 | Street Lighting Electric |
| 6 | 5,160 | 764 | 4291 | 291 | Street Lighting Maintenance |
| 6 | -400 | 0 | 4292 | 120 | Floodlighting-1 |
| 6 | 260 | 127 | 4293 | 120 | Floodlighting-2 |
| 6 | 2,474 | 449 | 4300 | 250 | Motor Vehicle Repairs |

Working details for ANNUAL RETURN - Year ended 31 March 2015

| | <u>Last Year £</u> | <u>This Year £</u> | <u>Code and</u> | <u>Centre</u> | <u>Code Description</u> |
|---|--------------------|--------------------|-----------------|---------------|---------------------------|
| 6 | 5,815 | 2,153 | 4330 | 250 | Fuel |
| 6 | 600 | 420 | 4340 | 250 | Motor Tax |
| 6 | 3,226 | 813 | 4400 | 101 | Stationery |
| 6 | 82 | 0 | 4400 | 211 | Stationery |
| 6 | 46 | 0 | 4400 | 250 | Stationery |
| 6 | 54 | 0 | 4400 | 260 | Stationery |
| 6 | 52 | 0 | 4400 | 290 | Stationery |
| 6 | 44 | 138 | 4400 | 301 | Stationery |
| 6 | 749 | 0 | 4402 | 230 | Cemetery Mapping/Leaflets |
| 6 | 2,089 | 1,210 | 4405 | 101 | Equipment Leasing/Hire |
| 6 | 4,090 | 0 | 4405 | 230 | Equipment Leasing/Hire |
| 6 | 1,237 | 0 | 4405 | 250 | Equipment Leasing/Hire |
| 6 | 65 | 0 | 4405 | 299 | Equipment Leasing/Hire |
| 6 | 5,179 | 575 | 4420 | 101 | Newsletter |
| 6 | 1,130 | 1,151 | 4425 | 101 | Advertising |
| 6 | 691 | 0 | 4425 | 250 | Advertising |
| 6 | 220 | 0 | 4425 | 260 | Advertising |
| 6 | 250 | 0 | 4425 | 291 | Advertising |
| 6 | 412 | 153 | 4426 | 101 | Adverts - Recruitment |
| 6 | 225 | 0 | 4435 | 299 | Marketing |
| 6 | 2,269 | 540 | 4440 | 101 | Telephone |
| 6 | 1,530 | 524 | 4440 | 250 | Telephone |
| 6 | 218 | 39 | 4440 | 299 | Telephone |
| 6 | 701 | 207 | 4440 | 301 | Telephone |
| 6 | 2,206 | 427 | 4455 | 101 | Postage |
| 6 | 4,766 | 2,438 | 4460 | 101 | Subscriptions |
| 6 | 239 | 0 | 4460 | 211 | Subscriptions |
| 6 | 2,151 | 2,410 | 4480 | 101 | Computing Costs |
| 6 | 1,100 | 275 | 4480 | 230 | Computing Costs |
| 6 | 276 | 0 | 4490 | 300 | Playscheme Stationery |
| 6 | 250 | 0 | 4491 | 300 | Playscheme Venue Hire |
| 6 | 2,215 | 0 | 4500 | 110 | Mayor's Allowance |
| 6 | 340 | 0 | 4501 | 110 | Deputy Mayor's Allowance |
| 6 | 300 | 31 | 4530 | 110 | Hospitality |
| 6 | 2,249 | 3,545 | 4535 | 110 | Civic and Ceremonial |
| 6 | 233 | 94 | 4550 | 101 | Bank Charges |
| 6 | 40,357 | 6,185 | 4555 | 101 | Legal Costs |
| 6 | 581 | 0 | 4555 | 220 | Legal Costs |
| 6 | 250 | 0 | 4555 | 250 | Legal Costs |
| 6 | 396 | -66 | 4555 | 260 | Legal Costs |
| 6 | 4,600 | -4,700 | 4560 | 101 | Accountancy |
| 6 | 2,780 | 2,000 | 4580 | 101 | Audit |
| 6 | 5,410 | 9,994 | 4585 | 101 | Professional Costs |
| 6 | 137 | 473 | 4585 | 220 | Professional Costs |
| 6 | 510 | 0 | 4585 | 249 | Professional Costs |

Working details for ANNUAL RETURN - Year ended 31 March 2015

| | <u>Last Year £</u> | <u>This Year £</u> | <u>Code and</u> | <u>Centre</u> | <u>Code Description</u> | |
|----|-------------------------------------|--------------------|------------------|---|--------------------------------|-------------------------|
| 6 | 600 | 0 | 4585 | 250 | Professional Costs | |
| 6 | 50 | 0 | 4587 | 231 | Surveyor's Costs | |
| 6 | 18,259 | 0 | 4640 | 291 | Christmas Lighting | |
| 6 | 0 | 70 | 4720 | 260 | Licences | |
| 6 | 399 | 205 | 4720 | 299 | Licences | |
| 6 | 1 | 0 | 4750 | 206 | Refreshments and Merchandise | |
| 6 | 1,856 | 188 | 4750 | 210 | Refreshments and Merchandise | |
| 6 | 5,168 | 6,489 | 4800 | 120 | Grants - Others | |
| 6 | 1,500 | 0 | 4810 | 120 | Grants - Twinning | |
| 6 | 176 | 0 | 4850 | 110 | Grants - Section 137 | |
| 6 | 7,153 | 7,550 | 4850 | 120 | Grants - Section 137 | |
| 6 | 4,070 | 0 | 4890 | 101 | Non Reclaimable VAT | |
| 6 | 244 | 0 | 4895 | 230 | Memorial Trees & Benches Costs | |
| 6 | 130 | 11 | 4899 | 101 | Miscellaneous | |
| 6 | 1,570 | 0 | 4899 | 230 | Miscellaneous | |
| 6 | 920 | 142 | 4899 | 250 | Miscellaneous | |
| 6 | -79 | 0 | 4899 | 299 | Miscellaneous | |
| 6 | 3,500 | 0 | 4900 | 901 | Replacement Vehicle Fund | |
| 6 | 611 | 0 | 4901 | 901 | Replacement Equipment Fund | |
| 6 | 1,141 | 0 | 4913 | 901 | Equipment replacement | |
| 6 | 0 | 245 | 4914 | 901 | Cemetery Costs | |
| 6 | 79 | 0 | 4915 | 901 | Street Lighting Maintenance | |
| 6 | 50 | 0 | 4918 | 901 | CCTV Costs | |
| 6 | 0 | 1,200 | 4950 | 120 | Capital Expenditure | |
| 6 | 8,800 | 0 | 4950 | 260 | Capital Expenditure | |
| 6 | Total other payments | 339,978 | 71,747 | Total expenditure or payments as recorded in the cashbook minus employment costs(Line 4) and loan / interest expenditure / payments(Line 5) | | |
| 7 | Balances carried forwrd | 991,975 | 1,391,009 | Total balances and reserves at the end of the year.[Must equal (1+2+3)-(4+5+6)] | | |
| 8 | | 545,475 | 900,023 | 200 | 0 | Bank Account - Number 1 |
| 8 | | 54 | 500 | 210 | 0 | Petty Cash |
| 8 | | 462,224 | 462,224 | 221 | 0 | Bank Deposit Account 2 |
| 8 | Total Cash & Investments | 1,007,753 | 1,362,747 | The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March | | |
| 9 | | 2,355,084 | 2,350,706 | 9 | 0 | Total Fixed Assets |
| 9 | Total Fixed Assets | 2,355,084 | 2,350,706 | The recorded current book value at 31 March of all tangible fixed assets owned by the Council as recorded in the asset register | | |
| 10 | Total Borrowings | 0 | 0 | The outstanding capital balances as at 31 March of all loans from third parties(usually PWLB) | | |

Any Parish / Town Council

Bank - Cash and Investment Reconciliation as at 1 June 2014

| | <u>Account Description</u> | <u>Balance</u> |
|---------------------------------------|---------------------------------------|---------------------|
| <u>Bank Statement Balances</u> | | |
| 1 | HSBC Current A/c | 2,500.00 |
| 1 | HSBC Deposit a/c | 929,000.65 |
| 2 | Business Card | 0.00 |
| 3 | Cash in Hand | 285.84 |
| | | 931,786.49 |
| <u>Other Bank & Cash Balances</u> | | |
| | Bank Deposit Account 1 | 0.00 |
| | Bank Deposit Account 2 | 462,224.39 |
| | Cash Book Suspense | 0.00 |
| | | 462,224.39 |
| | | 1,394,010.88 |
| <u>Unpresented Payments</u> | | |
| 1 | 31/05/2014 118524 | 1,200.00 |
| 1 | 31/05/2014 118525 | 400.00 |
| 1 | 31/05/2014 118526 | 1,000.00 |
| 1 | 31/05/2014 118527 | 1,000.00 |
| 1 | 31/05/2014 118528 | 500.00 |
| 1 | 31/05/2014 118529 | 1,500.00 |
| 1 | 31/05/2014 118530 | 3,000.00 |
| 1 | 31/05/2014 118531 | 150.00 |
| 1 | 31/05/2014 118532 | 200.00 |
| 1 | 31/05/2014 118533 | 1,200.00 |
| 1 | 31/05/2014 118534 | 200.00 |
| 1 | 31/05/2014 118535 | 500.00 |
| 1 | 31/05/2014 118536 | 2,000.00 |
| 1 | 31/05/2014 118537 | 150.00 |
| 1 | 31/05/2014 118538 | 2,000.00 |
| | | 15,000.00 |
| | | 1,379,010.88 |
| <u>Receipts not on Bank Statement</u> | | |
| 0 | 01/06/2014 All Receipts Cleared | 0.00 |
| | | 0.00 |
| Closing Balance | | |
| | | 1,379,010.88 |
| <u>All Cash & Bank Accounts</u> | | |
| | Bank Account - Number 1 | 916,500.65 |
| | Business Card Account | 0.00 |
| | Petty Cash | 285.84 |
| | Other Bank & Cash Balances | 462,224.39 |
| | Total Bank & Cash Balances | 1,379,010.88 |

Any Parish / Town Council

Working Detail for Reserves Reconciliation for ANNUAL RETURN 1 June 2014

| <u>Code</u> | <u>Description</u> | <u>Last Year £</u> | <u>This Year £</u> | |
|-------------|--|----------------------------|---------------------|------------|
| | Total Reserves | 991,975.11 | 1,391,008.58 | |
| 2 | 100 | Debtors Control Account | 37,533.49 | 48,639.69 |
| 2 | 105 | Miscellaneous Debtors | 6,115.38 | 0.00 |
| 2 | 120 | VAT Control Account | 26,108.47 | 34,938.97 |
| 2 | 130 | Prepayments | 275.00 | 0.00 |
| | Less Total Debtors | 70,032.34 | 83,578.66 | |
| 3 | 500 | Creditors Control Account | 54,539.88 | 51,534.10 |
| 3 | 515 | PAYE/NIC Control Account | 8,152.95 | 1,894.90 |
| 3 | 516 | Pension Control Account | 5,845.29 | 0.00 |
| 3 | 517 | Unison Control Account | 48.00 | 0.00 |
| 3 | 520 | Nett Wages Control Account | 0.00 | -7.64 |
| 3 | 530 | Accruals | 15,228.42 | 0.00 |
| 3 | 560 | Receipts in Advance | 1,656.00 | 1,656.00 |
| 3 | 565 | Security Deposits | 340.00 | 240.00 |
| | Plus Total Creditors | 85,810.54 | 55,317.36 | |
| | Equals Total Cash and Bank Accounts | 1,007,753.31 | 1,362,747.28 | |
| 5 | 200 | Bank Account - Number 1 | 545,475.24 | 900,022.89 |
| 5 | 210 | Petty Cash | 53.68 | 500.00 |
| 5 | 221 | Bank Deposit Account 2 | 462,224.39 | 462,224.39 |
| | Total Cash and Bank Accounts | 1,007,753.31 | 1,362,747.28 | |

Section 5

Vat Return

Special Vat Return

Business Vat Return

Vat Transaction Summary

| Date of Invoice | Suppliers VAT Reg No | Description of Supply | To whom addressed | VAT Paid |
|-----------------|----------------------|--------------------------------|---------------------------|----------|
| Cashbook | | | | |
| 05/04/2014 | 490 8287 13 | Litter & office items | Any Parish / Town Council | 7.53 |
| 05/04/2014 | 920 9508 27 | Annual maintenance charge | Any Parish / Town Council | 42.00 |
| 05/04/2014 | 729 0449 24 | February inspection | Any Parish / Town Council | 20.60 |
| 05/04/2014 | 232 6481 73 | Diesel | Any Parish / Town Council | 212.40 |
| 05/04/2014 | 899 3052 76 | Dog bin service for March | Any Parish / Town Council | 82.92 |
| 05/04/2014 | 685 6443 93 | Annual Subscription | Any Parish / Town Council | 221.96 |
| 05/04/2014 | | Floodlight electricity | Any Parish / Town Council | 14.43 |
| 05/04/2014 | 536 1533 57 | OMHMC to be reimbursed | Any Parish / Town Council | 12.03 |
| 06/04/2014 | 473 5230 53 | LPG/unleaded fuel | Any Parish / Town Council | 5.96 |
| 12/04/2014 | 641 9438 26 | Chainsaw course fees | Any Parish / Town Council | 52.00 |
| 12/04/2014 | 200 7288 95 | Ground maintenance item | Any Parish / Town Council | 2.84 |
| 12/04/2014 | 232 6481 73 | Fuel | Any Parish / Town Council | 212.40 |
| 12/04/2014 | 945 7954 67 | OMHMC to be reimbursed | Any Parish / Town Council | 2.89 |
| 12/04/2014 | 785 4156 01 | OMHMC to be reimbursed | Any Parish / Town Council | 12.87 |
| 12/04/2014 | 490 8287 13 | OMHMC to be reimbursed | Any Parish / Town Council | 22.08 |
| 17/04/2014 | 245 7193 48 | Office telephone bill | Any Parish / Town Council | 18.17 |
| 18/04/2014 | 744 0320 68 | Broadband fee | Any Parish / Town Council | 2.55 |
| 19/04/2014 | 785 4156 01 | March bin service | Any Parish / Town Council | 12.87 |
| 19/04/2014 | 729 0449 24 | March inspection | Any Parish / Town Council | 20.60 |
| 19/04/2014 | 195 2974 18 | Ground maintenance items | Any Parish / Town Council | 13.50 |
| 19/04/2014 | 927 2657 03 | Stationery | Any Parish / Town Council | 6.47 |
| 19/04/2014 | 553 7696 03 | Street lights at rec gnd 11/12 | Any Parish / Town Council | 9.41 |
| 19/04/2014 | 393 0954 30 | Various + OMH reimburse | Any Parish / Town Council | 31.56 |
| 04/05/2014 | 910 2113 92 | Printer consumables | Any Parish / Town Council | 2.69 |
| 04/05/2014 | 473 5230 53 | LPG/unleaded fuel | Any Parish / Town Council | 11.27 |
| 10/05/2014 | 910 2113 92 | Computer consumables | Any Parish / Town Council | 2.19 |
| 10/05/2014 | 520 4856 61 | Fertiliser | Any Parish / Town Council | 343.70 |
| 10/05/2014 | 899 3052 76 | April dog bin service | Any Parish / Town Council | 82.92 |
| 10/05/2014 | 685 510 227 | Skatepark repair mortar | Any Parish / Town Council | 76.47 |
| 10/05/2014 | 684 9667 62 | OMHMC to be reimbursed | Any Parish / Town Council | 118.27 |
| 10/05/2014 | 440 6342 76 | OMHMC to be reimbursed | Any Parish / Town Council | 54.08 |
| 11/05/2014 | 752 5390 27 | Website fees | Any Parish / Town Council | 10.79 |
| 16/05/2014 | 744 0320 68 | Broadband fee | Any Parish / Town Council | 2.55 |
| 17/05/2014 | 200 7288 95 | Ground maintenance items | Any Parish / Town Council | 12.12 |
| 17/05/2014 | 533 2605 71 | Play carpet sand | Any Parish / Town Council | 27.53 |
| 17/05/2014 | 729 0449 24 | April inspection | Any Parish / Town Council | 20.60 |
| 17/05/2014 | 785 4156 01 | Bin service for April | Any Parish / Town Council | 10.58 |
| 17/05/2014 | 785 4156 01 | Bin service for April | Any Parish / Town Council | -10.58 |
| 17/05/2014 | 785 4156 01 | April bin serv + OMH reimb | Any Parish / Town Council | 21.16 |
| 17/05/2014 | 945 7954 67 | OMHMC to be reimbursed | Any Parish / Town Council | 2.87 |
| 24/05/2014 | 578 2016 32 | Photocopier maintenance | Any Parish / Town Council | 5.62 |
| 24/05/2014 | 983 5177 81 | Topsoil for ground maint | Any Parish / Town Council | 27.00 |
| 24/05/2014 | 684 9667 62 | OMHMC to be reimbursed | Any Parish / Town Council | 164.09 |

| Date of Invoice | Suppliers VAT Reg No | Description of Supply | To whom addressed | VAT Paid |
|-----------------|----------------------|--------------------------|---------------------------------------|-----------------|
| 31/05/2014 | 684 9667 62 | Tractor shed electricity | Any Parish / Town Council | 4.61 |
| | | | Total VAT Detail from Cashbook | 2,030.57 |

I
(Full name in BLOCK LETTERS)

am claiming a refund of two thousand and thirty pounds and 57 pence
(Pounds in words pence in figures)

| |
|-------------------|
| £ 2,030.57 |
|-------------------|

which is the VAT charged on goods and services bought for non-business activities. *The tax claimed includes VAT incurred for exempt business activities which can be reclaimed under paragraph 5.5 of Notice 749 (April 2002).

The body named above makes no taxable supplies and is not registered for VAT, if requested I will produce tax invoices to support this claim.

Signature Date
(Designated responsible officer)

*Delete as appropriate

Data Protection Act 1998

HM Revenue & Customs collects information in order to administer the taxes for which it is responsible (such as VAT, insurance premium tax, excise duties, air passenger duty, landfill tax), and for detecting and preventing crime.

Where the law permits we may also get information about you from third parties, or give information to them, for example in order to check its accuracy, prevent or detect crime or protect public funds in other ways. These third parties may include the police, other government departments and agencies.

Date: 06/11/2014

Time: 09:37

End Date of VAT Assessment Period: 30th June 2014

User : SS

| <u>Source</u> | <u>Ledger</u> | <u>Ref No</u> | <u>Month</u> | <u>Code</u> | <u>Gross</u> | <u>Net</u> | <u>VAT</u> |
|-----------------------|---------------|---------------|--------------|----------------------|-------------------|-------------------|-------------|
| Output Details | | | | | | | |
| Cashbook | 1 | 7 | 1 | | 92.13 | 92.13 | 0.00 |
| Cashbook | 3 | 1 | 1 | | 32.62 | 32.62 | 0.00 |
| Cashbook | 2 | 1 | 1 | | 14.58 | 14.58 | 0.00 |
| Cashbook | 1 | 9 | 1 | | 3.45 | 3.45 | 0.00 |
| Cashbook | 1 | 8 | 1 | | 147.00 | 147.00 | 0.00 |
| Cashbook | 1 | 6 | 1 | | 174.79 | 174.79 | 0.00 |
| Cashbook | 1 | 5 | 1 | | 14.43 | 14.43 | 0.00 |
| Cashbook | 1 | 4 | 1 | | 250.00 | 250.00 | 0.00 |
| Cashbook | 1 | 3 | 1 | | 83.50 | 83.50 | 0.00 |
| Cashbook | 1 | 2 | 1 | | 80.00 | 80.00 | 0.00 |
| Cashbook | 1 | 1 | 1 | | 120,906.20 | 120,906.20 | 0.00 |
| Cashbook | 1 | 1 | 2 | | 488.26 | 488.26 | 0.00 |
| Cashbook | 1 | 2 | 2 | | 387.38 | 387.38 | 0.00 |
| Cashbook | 1 | 3 | 2 | | 1,779.10 | 1,779.10 | 0.00 |
| Cashbook | 1 | 4 | 2 | | 1,062.67 | 1,062.67 | 0.00 |
| Cashbook | 1 | 5 | 2 | | 620.00 | 620.00 | 0.00 |
| | | OUTPUT | | Total Rate: Z | 126,136.11 | 126,136.11 | 0.00 |

Input Details

| | | | | | | | |
|----------|---|--------------|---|----------------------|------------------|------------------|-----------------|
| Cashbook | 1 | | 1 | | 16,434.31 | 16,434.31 | 0.00 |
| Cashbook | 1 | | 2 | | 16,829.80 | 16,829.80 | 0.00 |
| | | INPUT | | Total Rate: E | 33,264.11 | 33,264.11 | 0.00 |
| Cashbook | 1 | | 1 | | 197.71 | 188.30 | 9.41 |
| Cashbook | 1 | | 2 | | 96.88 | 92.27 | 4.61 |
| | | INPUT | | Total Rate: F | 294.59 | 280.57 | 14.02 |
| Cashbook | 1 | | 1 | | 6,184.96 | 5,154.33 | 1,030.63 |
| Cashbook | 4 | | 2 | | 29.30 | 24.42 | 4.88 |
| Cashbook | 1 | | 2 | | 5,886.29 | 4,905.25 | 981.04 |
| | | INPUT | | Total Rate: S | 12,100.55 | 10,084.00 | 2,016.55 |
| Cashbook | 4 | | 1 | | 24.49 | 24.49 | 0.00 |
| Cashbook | 1 | | 1 | | 7,510.72 | 7,510.72 | 0.00 |
| Cashbook | 1 | | 2 | | 19,710.56 | 19,710.56 | 0.00 |
| | | INPUT | | Total Rate: Z | 27,245.77 | 27,245.77 | 0.00 |

Date: 06/11/2014

Time: 09:37

End Date of VAT Assessment Period: 30th June 2014

User : SS

| <u>Source</u> | <u>Ledger</u> | <u>Ref No</u> | <u>Month</u> | <u>Code</u> | <u>Gross</u> | <u>Net</u> | <u>VAT</u> |
|--|---------------|---------------|--------------|----------------------|--|-------------------|-----------------|
| VAT Return Summary: | | | | Total Outputs | 126,136.11 | 126,136.11 | 0.00 |
| | | | | Total Inputs | 72,905.02 | 70,874.45 | 2,030.57 |
| VAT due on Sales | | Box 1 | | 0.00 | | | |
| VAT due on ACQUISITIONS from EC Members | | 2 | | 0.00 | | | |
| Total VAT due | | 3 | | 0.00 | | | |
| VAT reclaimed on ALL INPUTS | | 4 | | 2,030.57 | | | |
| Net VAT to be RECLAIMED | | 5 | | 2,030.57 | | | |
| Total sales incl EC Members (Excl VAT) | | 6 | | 126,136.11 | | | |
| Total purchases incl EC Members(Excl VAT) | | 7 | | 70,874.45 | | | |
| Total sales to EC Members(Excl VAT) | | 8 | | 0.00 | | | |
| Total purchases from EC Members(Excl VAT) | | 9 | | 0.00 | VAT on acquisitions from other EC States | 0.00 | |

Any Parish / Town Council

Transactions included in VAT Return between periods 1 and 2

| Invoice Date | Invoice Number | Transaction Detail | VAT Code | Rate | Net Amount | VAT Amount | Period |
|--------------------------|----------------|--------------------------------|----------|-------|-------------------------|------------------|-----------------|
| <u>VAT Inputs</u> | | | | | | | |
| <u>Cashbook</u> | | | | | | | |
| 05/04/2014 | 6784 | Litter & office items | S | 20.00 | 37.65 | 7.53 | 1 |
| 05/04/2014 | 6787 | Annual maintenance charge | S | 20.00 | 210.00 | 42.00 | 1 |
| 05/04/2014 | 6788 | February inspection | S | 20.00 | 103.00 | 20.60 | 1 |
| 05/04/2014 | 6789 | Diesel | S | 20.00 | 1,062.00 | 212.40 | 1 |
| 05/04/2014 | 6791 | Dog bin service for March | S | 20.00 | 414.61 | 82.92 | 1 |
| 05/04/2014 | 6792 | Annual Subscription | S | 20.00 | 1,109.78 | 221.96 | 1 |
| 05/04/2014 | 6793 | Floodlight electricity | S | 20.00 | 72.17 | 14.43 | 1 |
| 05/04/2014 | 6794 | OMHMC to be reimbursed | S | 20.00 | 60.13 | 12.03 | 1 |
| 06/04/2014 | DDR | LPG/unleaded fuel | S | 20.00 | 29.77 | 5.96 | 1 |
| 12/04/2014 | 6796 | Chainsaw course fees | S | 20.00 | 260.00 | 52.00 | 1 |
| 12/04/2014 | 6798 | Ground maintenance item | S | 20.00 | 14.22 | 2.84 | 1 |
| 12/04/2014 | 6799 | Fuel | S | 20.00 | 1,062.00 | 212.40 | 1 |
| 12/04/2014 | 6801 | OMHMC to be reimbursed | S | 20.00 | 14.43 | 2.89 | 1 |
| 12/04/2014 | 6802 | OMHMC to be reimbursed | S | 20.00 | 64.37 | 12.87 | 1 |
| 12/04/2014 | 6803 | OMHMC to be reimbursed | S | 20.00 | 110.42 | 22.08 | 1 |
| 17/04/2014 | DDR | Office telephone bill | S | 20.00 | 91.98 | 18.17 | 1 |
| 18/04/2014 | DDR | Broadband fee | S | 20.00 | 12.76 | 2.55 | 1 |
| 19/04/2014 | 6804 | March bin service | S | 20.00 | 64.37 | 12.87 | 1 |
| 19/04/2014 | 6805 | March inspection | S | 20.00 | 103.00 | 20.60 | 1 |
| 19/04/2014 | 6806 | Ground maintenance items | S | 20.00 | 67.52 | 13.50 | 1 |
| 19/04/2014 | 6807 | Stationery | S | 20.00 | 32.34 | 6.47 | 1 |
| 19/04/2014 | 6809 | Street lights at rec gnd 11/12 | F | 5.00 | 188.30 | 9.41 | 1 |
| 19/04/2014 | 6810 | Various + OMH reimburse | S | 20.00 | 157.81 | 31.56 | 1 |
| 04/05/2014 | 04/11 | Printer consumables | S | 20.00 | 13.46 | 2.69 | 2 |
| 04/05/2014 | DDR | LPG/unleaded fuel | S | 20.00 | 56.37 | 11.27 | 2 |
| 10/05/2014 | 05/11 | Computer consumables | S | 20.00 | 10.96 | 2.19 | 2 |
| 10/05/2014 | 6812 | Fertiliser | S | 20.00 | 1,718.50 | 343.70 | 2 |
| 10/05/2014 | 6813 | April dog bin service | S | 20.00 | 414.61 | 82.92 | 2 |
| 10/05/2014 | 6814 | Skatepark repair mortar | S | 20.00 | 382.35 | 76.47 | 2 |
| 10/05/2014 | 6816 | OMHMC to be reimbursed | S | 20.00 | 591.38 | 118.27 | 2 |
| 10/05/2014 | 6817 | OMHMC to be reimbursed | S | 20.00 | 270.38 | 54.08 | 2 |
| 11/05/2014 | DDR | Website fees | S | 20.00 | 53.94 | 10.79 | 2 |
| 16/05/2014 | DDR | Broadband fee | S | 20.00 | 12.76 | 2.55 | 2 |
| 17/05/2014 | 6818 | Ground maintenance items | S | 20.00 | 60.60 | 12.12 | 2 |
| 17/05/2014 | 6821 | Play carpet sand | S | 20.00 | 137.63 | 27.53 | 2 |
| 17/05/2014 | 6822 | April inspection | S | 20.00 | 103.00 | 20.60 | 2 |
| 17/05/2014 | 6827 | Bin service for April | S | 20.00 | 52.90 | 10.58 | 2 |
| 17/05/2014 | 6827 | Bin service for April | S | 20.00 | -52.90 | -10.58 | 2 |
| 17/05/2014 | 6827 | April bin serv + OMH reimb | S | 20.00 | 105.80 | 21.16 | 2 |
| 17/05/2014 | 6828 | OMHMC to be reimbursed | S | 20.00 | 14.35 | 2.87 | 2 |
| 24/05/2014 | 6829 | Photocopier maintenance | S | 20.00 | 28.11 | 5.62 | 2 |
| 24/05/2014 | 6830 | Topsoil for ground maint | S | 20.00 | 135.00 | 27.00 | 2 |
| 24/05/2014 | 6831 | OMHMC to be reimbursed | S | 20.00 | 820.47 | 164.09 | 2 |
| 31/05/2014 | DDR | Tractor shed electricity | F | 5.00 | 92.27 | 4.61 | 2 |
| | | | | | Cashbook | 10,364.57 | 2,030.57 |
| | | | | | Total VAT Inputs | 10,364.57 | 2,030.57 |

Section 6

Sales Ledger

Sales Invoice

Sales Daybook

Outstanding Balances

Invoices Due for Payment

Sales Ledger Receipts

Sales Statement

Invoice To
K Bates Master Monumental Masons
233 Chapel Street
Leigh
Lancashire
WN7 2AP

INVOICE

Any Parish / Town Council

Deliver To
K Bates Master Monumental Masons
233 Chapel Street
Leigh
Lancashire
WN7 2AP

VAT Reg Number:
Telephone:

Facsimile:

Invoice No 1

Invoice Date 01/06/2014

Despatch Date 01/06/2014

Despatch Note

Delivered By

Customer A/c No: BAT001

Customer Ord No

| Code | Item Description | Dis % | Qty Unit | Qty | Unit Price | Total Price | Vat |
|-------------|------------------------------|--------------|-----------------|------------|-------------------|--------------------|------------|
| | Fee for erection of monument | 0 | | 1 | 66.00 | 66.00 | 20% |

Payment DUE DATE: 01/06/2014

Net 66.00

VAT 13.20

Gross 79.20

Deliver To
K Bates Master Monumental Masons
233 Chapel Street
Leigh
Lancashire
WN7 2AP

| Sales Ledger - 1 for Month No 3 | | | | Order by Invoices Entered | | | Nominal Ledger Analysis | | | |
|---------------------------------|----------------|--------------------|-------------------|---------------------------|--------------|---------------|-------------------------|--------|---------------|----------------------|
| Invoice Date | Invoice Number | Customer A/c Name | Customer A/c Code | Net Value | VAT | Invoice Total | A/C | Centre | Amount | Analysis Description |
| 01/06/2014 | 1 | K BATES | BAT001 | 66.00 | 13.20 | 79.20 | 1100 | 230 | 66.00 | Invoice No:-1 |
| 01/06/2014 | 2 | BN SENIOR CITIZENS | BRI009 | 100.00 | 20.00 | 120.00 | 1000 | 210 | 100.00 | Invoice No:-2 |
| 01/06/2014 | 3 | BN RUGBY CLUB | BRI002 | 60.00 | 12.00 | 72.00 | 1000 | 250 | 60.00 | Invoice No:-3 |
| 01/06/2014 | 4 | J BOND | BON001 | 55.00 | 0.00 | 55.00 | 1080 | 255 | 55.00 | Invoice No:-4 |
| TOTAL INVOICES | | | | 281.00 | 45.20 | 326.20 | | | 281.00 | |
| VAT ANALYSIS CODE E @ 0.00 % | | | | 55.00 | 0.00 | 55.00 | | | | |
| VAT ANALYSIS CODE S @ 20.00 % | | | | 226.00 | 45.20 | 271.20 | | | | |
| TOTALS | | | | 281.00 | 45.20 | 326.20 | | | | |

Nominal Ledger Summary of Sales Day Book

Ledger No 1 for Month No 3

| <u>Centre</u> | <u>Description</u> | <u>A/c Code</u> | <u>Account Name</u> | <u>Invoice</u> | <u>Amount</u> | <u>Total Analysis</u> |
|--------------------------------------|--------------------|-----------------|---------------------|----------------|---------------|-----------------------|
| 210 | Town Hall | 1000 | Lettings | 2 | 100.00 | |
| | | | | | <u>100.00</u> | 100.00 |
| 230 | Cemetery | 1100 | Cemetery Fees | 1 | 66.00 | |
| | | | | | <u>66.00</u> | 66.00 |
| 250 | Grounds | 1000 | Lettings | 3 | 60.00 | |
| | | | | | <u>60.00</u> | 60.00 |
| 255 | Allotments | 1080 | Allotment Fees | 4 | 55.00 | |
| | | | | | <u>55.00</u> | 55.00 |
| TOTAL Nominal Ledger Postings | | | | | | <u>281.00</u> |

Outstanding Balances by Due Date as at : 01/06/2014

| A/C Code | Customer Name | Balance | Current | Up To 30 Days | Up To 60 Days | Up To 90 Days | On A/c Pymnts |
|-----------------|---------------------|------------------|-----------------|-----------------|---------------|------------------|------------------|
| 14W001 | WEST ST | -1,190.00 | 0.00 | 0.00 | 0.00 | 0.00 | -1,190.00 |
| ALL001 | ALLOTMENT RENTS | 104.00 | 0.00 | 0.00 | 0.00 | 104.00 | 0.00 |
| BON001 | J BOND | 90.00 | 0.00 | 0.00 | 120.00 | 150.00 | -180.00 |
| BRI001 | BGMC | 131.50 | 10.50 | 0.00 | 0.00 | 121.00 | 0.00 |
| BRI002 | BN RUGBY CLUB | 1,150.17 | 144.00 | 0.00 | 0.00 | 1,006.17 | 0.00 |
| BRI003 | BN HOMECARE | 693.00 | 627.00 | 0.00 | 0.00 | 66.00 | 0.00 |
| BRI005 | BN TOWN FC | 2,217.00 | 0.00 | 0.00 | 0.00 | 3,185.00 | -968.00 |
| BRI008 | BN SHORT MAT BOWLS | 122.50 | 0.00 | 0.00 | 0.00 | 122.50 | 0.00 |
| BRI009 | BN SENIOR CITIZENS | 315.75 | 0.00 | 315.75 | 0.00 | 0.00 | 0.00 |
| BYL001 | BYLET BOWLING | 660.00 | 0.00 | 660.00 | 0.00 | 0.00 | 0.00 |
| CAP001 | CAPERS | 2,730.00 | 390.00 | 0.00 | 0.00 | 2,340.00 | 0.00 |
| CHI001 | CHILD 1 | 646.00 | 0.00 | 646.00 | 0.00 | 0.00 | 0.00 |
| CHL001 | CHLOES MUNCHBOX | 1,150.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,150.00 |
| CUR001 | CUR | 52.00 | 0.00 | 0.00 | 0.00 | 52.00 | 0.00 |
| DAV001 | G H DAVIES | 60.00 | 0.00 | 0.00 | 0.00 | 60.00 | 0.00 |
| DAV002 | G H DAVIES | 23.00 | 0.00 | 0.00 | 0.00 | 23.00 | 0.00 |
| DOW001 | DOWLER N | -990.00 | 0.00 | 0.00 | 0.00 | 0.00 | -990.00 |
| ENG001 | ENGRAVING CO | 1,750.00 | 1,750.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| GAL001 | GALAXY | 300.00 | 300.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| GAS001 | GASCO | 117.50 | 0.00 | 0.00 | 0.00 | 117.50 | 0.00 |
| HAY001 | HAYCOX | 4,588.00 | 149.00 | 0.00 | 0.00 | 4,439.00 | 0.00 |
| HEA001 | R | 624.00 | 0.00 | 624.00 | 0.00 | 0.00 | 0.00 |
| HIG004 | HIGHLEY PC | 3,854.66 | 0.00 | 0.00 | 0.00 | 3,854.66 | 0.00 |
| JEN004 | JENVEY | 38.00 | 0.00 | 0.00 | 0.00 | 38.00 | 0.00 |
| JON001 | JONES MEMORIALS | 60.00 | 0.00 | 0.00 | 60.00 | 0.00 | 0.00 |
| JPP001 | JPP INVESTMENTS | 2,000.00 | 2,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| MAM001 | MM CATERING | 691.00 | 0.00 | 0.00 | 0.00 | 691.00 | 0.00 |
| MAS001 | MASSEY | 167.00 | 0.00 | 0.00 | 0.00 | 167.00 | 0.00 |
| MOR001 | MORGAN M | -1,174.00 | 0.00 | 0.00 | 0.00 | 0.00 | -1,174.00 |
| MOR002 | M MORGAN | 1,174.00 | 0.00 | 0.00 | 0.00 | 1,174.00 | 0.00 |
| NOR002 | NORTHWOOD | 998.00 | 0.00 | 998.00 | 0.00 | 0.00 | 0.00 |
| OLD001 | OLD MILL ANTIQUES | 146.88 | 0.00 | 0.00 | 0.00 | 146.88 | 0.00 |
| PAR001 | PARKER TAYLOR | 1,175.00 | 0.00 | 0.00 | 0.00 | 1,175.00 | 0.00 |
| PER001 | PERRY PHILLIPS | 830.00 | 0.00 | 0.00 | 25.00 | 1,773.00 | -968.00 |
| PIT001 | PITT | 292.50 | 292.50 | 0.00 | 0.00 | 0.00 | 0.00 |
| PLA001 | V PLANT | 20.00 | 20.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| PUN001 | PUNCHBOWL | 2,350.00 | 0.00 | 0.00 | 0.00 | 2,350.00 | 0.00 |
| RIC001 | RICHARDS MEMORIALS | 18.00 | 0.00 | 0.00 | 0.00 | 685.00 | -667.00 |
| ROY001 | RBL ANGLING CLUBC | 15.00 | 0.00 | 0.00 | 0.00 | 360.00 | -345.00 |
| SAM001 | SAMCO | 1,175.00 | 0.00 | 0.00 | 0.00 | 1,175.00 | 0.00 |
| SAU001 | SAUNDERS | 52.00 | 0.00 | 0.00 | 0.00 | 52.00 | 0.00 |
| SCC007 | SCC | 8,353.50 | 0.00 | 0.00 | 0.00 | 8,353.50 | 0.00 |
| SED001 | SEDGWICK | 458.00 | 458.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SEV003 | SEVERN VALLEY STONE | 197.53 | 2.00 | 0.00 | 0.00 | 446.53 | -251.00 |
| SHR006 | SCC2 | 3,261.00 | 3,261.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SQU001 | SQUIRE HOWARD | 546.74 | 0.00 | 0.00 | 0.00 | 546.74 | 0.00 |
| Sub Total C/Fwd | | 42,044.23 | 9,404.00 | 3,243.75 | 205.00 | 34,774.48 | -5,583.00 |

Outstanding Balances by Due Date as at : 01/06/2014

| A/C Code | Customer Name | Balance | Current | Up To 30 Days | Up To 60 Days | Up To 90 Days | On A/c Pymnts |
|------------------------------------|-----------------|------------------|------------------|-----------------|---------------|------------------|------------------|
| | Sub Total B/Fwd | 42,044.23 | 9,404.00 | 3,243.75 | 205.00 | 34,774.48 | -5,583.00 |
| SUR001 | SURESTART | 45.00 | 45.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TAD001 | TADA IMA | 180.00 | 0.00 | 0.00 | 0.00 | 180.00 | 0.00 |
| TAO001 | TAI CHI | 300.00 | 300.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TAY001 | TAYLOR | 52.00 | 0.00 | 0.00 | 0.00 | 52.00 | 0.00 |
| TCM001 | TCMP | 120.00 | 0.00 | 0.00 | 0.00 | 120.00 | 0.00 |
| THO008 | N THOMSON | 470.00 | 0.00 | 0.00 | 470.00 | 0.00 | 0.00 |
| THR001 | 345 | 706.20 | 706.20 | 0.00 | 0.00 | 0.00 | 0.00 |
| TUM001 | TUMBLETOTS | 240.00 | 240.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| WAL001 | WALLACE CROOKE | 3,649.76 | 1,197.26 | 0.00 | 0.00 | 3,736.94 | -1,284.44 |
| WIL001 | WILLIAMS F S | 760.00 | 0.00 | 760.00 | 0.00 | 0.00 | 0.00 |
| ZUM001 | ZUMBA | 72.50 | 0.00 | 0.00 | 0.00 | 72.50 | 0.00 |
| Total Sales Ledger No | 1 | 48,639.69 | 11,892.46 | 4,003.75 | 675.00 | 38,935.92 | -6,867.44 |
| TOTAL SALES LEDGER BALANCES | | 48,639.69 | 11,892.46 | 4,003.75 | 675.00 | 38,935.92 | -6,867.44 |

Receipts Due as at :- 01/06/2014

| Ledger | A/c Code | Invoice Date | Invoice No | Amount Due | Disc Available | Date Due | Net Amount |
|---|----------|--------------|------------|--------------|----------------|------------|--------------|
| 1 | BRI003 | 14/05/2013 | 2477 | 33.00 | | 14/06/2013 | 33.00 ** |
| 1 | BRI003 | 11/02/2014 | 2592 | 33.00 | | 13/03/2014 | 33.00 ** |
| Receipt Due from : BN Home Care Co-operative | | | | 66.00 | | | 66.00 |

Telephone No :

Contact Name :

Note : Invoices marked ' ** ' are Overdue

| Ledger | A/c Code | Invoice Date | Invoice No | Amount Due | Disc Available | Date Due | Net Amount |
|--|----------|--------------|--------------|-----------------|----------------|------------|-----------------|
| 1 | BRI005 | 14/08/2012 | 2309 | 750.00 | | 14/09/2012 | 750.00 ** |
| 1 | BRI005 | 28/01/2013 | 2407 | 750.00 | | 28/02/2013 | 750.00 ** |
| 1 | BRI005 | 15/07/2013 | 2528 | 750.00 | | 14/08/2013 | 750.00 ** |
| 1 | BRI005 | 11/02/2014 | 2625 | 750.00 | | 13/03/2014 | 750.00 ** |
| 1 | BRI005 | 01/04/2012 | OpBal | 185.00 | | 30/04/2012 | 185.00 ** |
| 1 | BRI005 | 01/03/2014 | Payment 43-5 | -968.00 | | 01/03/2014 | -968.00 ** |
| Receipt Due from : Town Football Club | | | | 2,217.00 | | | 2,217.00 |

Telephone No :

Contact Name : Treasurer Zoe Griffiths

Note : Invoices marked ' ** ' are Overdue

| Ledger | A/c Code | Invoice Date | Invoice No | Amount Due | Disc Available | Date Due | Net Amount |
|---|----------|--------------|------------|---------------|----------------|------------|---------------|
| 1 | BRI008 | 05/01/2014 | 8396 | 52.50 | | 05/01/2014 | 52.50 ** |
| 1 | BRI008 | 12/11/2013 | 8379 OCT | 70.00 | | 12/11/2013 | 70.00 ** |
| Receipt Due from : Short Mat Bowls | | | | 122.50 | | | 122.50 |

Telephone No :

Contact Name :

Note : Invoices marked ' ** ' are Overdue

| Ledger | A/c Code | Invoice Date | Invoice No | Amount Due | Disc Available | Date Due | Net Amount |
|--|----------|--------------|------------|---------------|----------------|------------|---------------|
| 1 | BRI009 | 31/05/2014 | G-2650 | 315.75 | | 31/05/2014 | 315.75 ** |
| Receipt Due from : BN Snr Citizens Day Centre | | | | 315.75 | | | 315.75 |

Telephone No :

Contact Name :

Note : Invoices marked ' ** ' are Overdue

| | | | | | | | Month Entered 2 | | |
|--|------------------------------------|--------------|--------------|----------------------|-----------------|---------------|-----------------|----------------|-------|
| A/c Code | Name | Invoice Date | Invoice No | Amount Due | Discount | Amount Paid | Balance | Date Paid | - Led |
| PER001 | Perry & Phillips Funeral Directors | 23/05/2014 | 10100 | 972.00 | 0.00 | 972.00 | 0.00 | 03/05/2014 | 1 |
| | | | | Receipt Total | 0.00 | 972.00 | Ref | TC010c | |
| DAV002 | G H Davies & Son | 23/05/2014 | 10098 | 73.00 | 0.00 | 73.00 | 0.00 | 23/05/2014 | 1 |
| | | | | Receipt Total | 0.00 | 73.00 | Ref | TC010d | |
| SEV003 | Severn Valley Stone | 23/05/2014 | 10094 | 73.00 | 0.00 | 71.00 | 2.00 | 23/05/2014 | 1 |
| | | | | Receipt Total | 0.00 | 71.00 | Ref | TC010e | |
| COO005 | Cooperative Funeral Care | 28/03/2014 | 10088 | 356.00 | 0.00 | 356.00 | 0.00 | 28/05/2014 | 1 |
| | | | | Receipt Total | 0.00 | 356.00 | Ref | TC010f | |
| PER001 | Perry & Phillips Funeral Directors | 23/05/2014 | 10096 | 367.00 | 0.00 | 367.00 | 0.00 | 31/05/2014 | 1 |
| | | | | Receipt Total | 0.00 | 367.00 | Ref | TC010g | |
| PER001 | Perry & Phillips Funeral Directors | 23/05/2014 | 10099 | 253.00 | 0.00 | 253.00 | 0.00 | 23/05/2014 | 1 |
| | | | | Receipt Total | 0.00 | 253.00 | Ref | TC010h | |
| BON001 | Mr JH Bond | 13/05/2014 | Payment 67-7 | 0.00 | 0.00 | 60.00 | -60.00 | 13/05/2014 | 1 |
| | | | | Receipt Total | 0.00 | 60.00 | Ref | TC 011c | |
| LIST of RECEIPTS ENTERED on 31 MAY 2014 | | | | 0.00 | 2,152.00 | | | | |

From :-

Any Parish / Town Council

SALES STATEMENT

VAT Reg No :-

Telephone No :-

To :Town Football Club
Crown Meadow
Innage Lane
Any Town
AA15 5KL**Please Return REMITTANCE Slip**Town Football Club
Crown Meadow
Innage Lane
Any Town
AA15 5KL**To :**

Any Parish / Town Council

Customer A/c No :- BRI005

Statement Date :- 21/10/2014

A/c No :- BRI005

21/10/2014

| Date | Trans Type | Reference | Invoice | Payment | Balance |
|------------|------------|--------------|---------|---------|----------|
| 01/04/2012 | Invoice | OpBal | 185.00 | | 185.00 |
| 14/08/2012 | Invoice | 2309 | 750.00 | | 935.00 |
| 28/01/2013 | Invoice | 2407 | 750.00 | | 1,685.00 |
| 15/07/2013 | Invoice | 2528 | 750.00 | | 2,435.00 |
| 11/02/2014 | Invoice | 2625 | 750.00 | | 3,185.00 |
| 01/03/2014 | On A/c | Payment 43-5 | | 968.00 | 2,217.00 |

Statement Totals :- **3,185.00** **968.00** **2,217.00**

| Aged Analysis | Current | Up to 30 Days | 60 Days | Over 60 Days | Total Due |
|---------------|----------|---------------|---------|--------------|-----------|
| | 2,217.00 | 0.00 | 0.00 | 0.00 | 2,217.00 |

| Date | Reference | Tick Invoices Paid |
|------------|--------------|----------------------------------|
| 01/04/2012 | OpBal | 185.00 <input type="checkbox"/> |
| 14/08/2012 | 2309 | 750.00 <input type="checkbox"/> |
| 28/01/2013 | 2407 | 750.00 <input type="checkbox"/> |
| 15/07/2013 | 2528 | 750.00 <input type="checkbox"/> |
| 11/02/2014 | 2625 | 750.00 <input type="checkbox"/> |
| 01/03/2014 | Payment 43-5 | -968.00 <input type="checkbox"/> |

Total Due :- **2,217.00**

Cheque Enclosed £

Section 7

Purchase Ledger

Purchase Daybook

Outstanding Balances

Invoices Due for Payment

Purchase Ledger Payments

Remittance Advice

Ledger No 1 for Month No 2**Supplier A/c Order**

Nominal Ledger Analysis

Items marked with a * are disputed invoices.

| Date | Invoice No | Own Ref No | Supplier Account Name | Supplier A/c Code | Net Value | VAT | Invoice | A/C | Centre | Amount | Analysis Detail |
|-------------------------------|------------|------------|-----------------------|-------------------|-----------------|-----------------|-----------------|------|--------|-----------------|--------------------------------|
| 27/05/2014 | 0141-21924 | 0141 | RBS | RBS001 | 2,830.40 | 566.08 | 3,396.48 | 4480 | 101 | 2,830.40 | 0141-Accounts data entry |
| 26/05/2014 | 0142A- | 0142A | REVIEWMEDIA | REV001 | 575.44 | 115.09 | 690.53 | 4420 | 101 | 575.44 | 0142a-Shropshire Review Jun 11 |
| 26/05/2014 | 0142B- | 0142B | REVIEWMEDIA | REV001 | 1,150.88 | 230.18 | 1,381.06 | 4425 | 101 | 1,150.88 | 0142b-Newsletter |
| 31/05/2014 | 0143A- | 0143A | RMP GUARDING | RMP001 | 391.05 | 78.21 | 469.26 | 4025 | 260 | 391.05 | 0143a-Severn Park |
| 31/05/2014 | 0143B- | 0143B | RMP GUARDING | RMP001 | 1,503.60 | 300.72 | 1,804.32 | 4025 | 260 | 1,503.60 | 0143b-Car Park Attendant |
| 31/05/2014 | 0145- | 0145 | RUTTERS | RUT001 | 67.30 | 12.84 | 80.14 | 4330 | 250 | 67.30 | 0145-Grounds Fuel accounts |
| 27/05/2014 | 0146B-5237 | 0146B | SAMCO | SAM001 | 240.00 | 48.00 | 288.00 | 4157 | 250 | 240.00 | 0146b-Waste disposal |
| 31/05/2014 | 0146A-5272 | 0146A | SAMCO | SAM001 | 96.00 | 19.20 | 115.20 | 4170 | 265 | 96.00 | 0146a-C Grounds repairs |
| 24/05/2014 | 0147- | 0147 | SLCC | SOC001 | 240.00 | 48.00 | 288.00 | 4030 | 230 | 240.00 | 0147-Cem mgt 8th June |
| 26/05/2014 | 0149A- | 0149A | SOLAR | SOL001 | 33.30 | 6.66 | 39.96 | 4400 | 101 | 33.30 | 0149a-Central stationery |
| 06/05/2014 | 0148-14083 | 0148 | SPACE | SPA001 | 450.00 | 90.00 | 540.00 | 4215 | 260 | 450.00 | 0148-Hire/Maint of SP toilets |
| TOTAL INVOICES | | | | | 7,577.97 | 1,514.98 | 9,092.95 | | | 7,577.97 | |
| VAT ANALYSIS CODE APN @ 20.00 | | | | | 5,671.07 | 1,134.22 | 6,805.29 | | | | |
| VAT ANALYSIS CODE STN @ 20.00 | | | | | 1,903.82 | 380.76 | 2,284.58 | | | | |
| VAT ANALYSIS CODE Z @ 0.00 | | | | | 3.08 | 0.00 | 3.08 | | | | |
| TOTALS | | | | | 7,577.97 | 1,514.98 | 9,092.95 | | | | |

At : 10:13

Purchase Ledger Aged Account Balances

Outstanding Balances by Due Date as at : 1 JUN 2014

User : SS

| Supplier Code | Supplier Name | Balance | Current | 30 Days | 60 Days | 90 Days | Over 90 Days |
|--------------------------------------|-------------------|------------------|------------------|------------------|-----------------|------------------|--------------|
| AFS001 | AF SANDERS | 652.00 | 0.00 | 652.00 | 0.00 | 0.00 | 0.00 |
| AGS001 | ALLGLASS | 50.00 | 50.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ALE001 | ALEXANDRA | 70.92 | 70.92 | 0.00 | 0.00 | 0.00 | 0.00 |
| AUT001 | AUTOPA | 41.40 | 0.00 | 41.40 | 0.00 | 0.00 | 0.00 |
| BAK001 | BAKER CHRIS | 70.40 | 0.00 | 0.00 | 0.00 | 0.00 | 70.40 |
| BRI001 | BRITISH GAS | 1,332.66 | 1,350.48 | 0.00 | -17.82 | 0.00 | 0.00 |
| BT001 | BT | 293.75 | 293.75 | 0.00 | 0.00 | 0.00 | 0.00 |
| CRE001 | CREATIVE CAR | 4,800.00 | 0.00 | 0.00 | 0.00 | 4,800.00 | 0.00 |
| DIR001 | DIRECT COPIERS | -37.01 | 0.00 | 0.00 | -37.01 | 0.00 | 0.00 |
| EON001 | EON CENTRAL | 105.32 | 105.32 | 0.00 | 0.00 | 0.00 | 0.00 |
| ESS001 | ESSO | 725.42 | 0.00 | 356.24 | 369.18 | 0.00 | 0.00 |
| FOS001 | FOSTERS ARMS | 230.00 | 0.00 | 230.00 | 0.00 | 0.00 | 0.00 |
| FOX001 | LW FOXALL | 9.99 | 0.00 | 109.99 | 0.00 | 0.00 | -100.00 |
| FR001 | FRENCH | 375.00 | 375.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| HAT001 | HATCHERS | 18,483.04 | 11,991.04 | 0.00 | 900.00 | 5,592.00 | 0.00 |
| HEA001 | HEART OF ENG | 125.00 | 0.00 | 125.00 | 0.00 | 0.00 | 0.00 |
| JEW001 | JEWSON | 643.42 | 609.88 | 0.00 | 0.00 | 0.00 | 33.54 |
| KIN001 | KINGFISHER | 530.68 | 270.67 | 260.01 | 0.00 | 0.00 | 0.00 |
| LAN001 | LANYON BOWDLER | 6,035.65 | 0.00 | 6,035.65 | 0.00 | 0.00 | 0.00 |
| NEW003 | NEW BARNS | 146.40 | 146.40 | 0.00 | 0.00 | 0.00 | 0.00 |
| O2L001 | O2 LTD | 25.41 | 25.41 | 0.00 | 0.00 | 0.00 | 0.00 |
| OAK001 | OAKLEYS | 1,437.45 | 0.00 | 1,437.45 | 0.00 | 0.00 | 0.00 |
| OSO001 | OSO | 111.42 | 111.42 | 0.00 | 0.00 | 0.00 | 0.00 |
| RBH001 | RBH ELECTRICAL | 78.13 | 0.00 | 78.12 | 0.00 | 0.00 | 0.01 |
| RBS001 | RBS | 3,396.48 | 0.00 | 3,396.48 | 0.00 | 0.00 | 0.00 |
| RBS002 | RBS CONSTRUCT | 4,548.00 | 4,548.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| REV001 | REVIEWMEDIA | 2,071.59 | 2,071.59 | 0.00 | 0.00 | 0.00 | 0.00 |
| RMP001 | RMP GUARDING | 2,273.58 | 2,273.58 | 0.00 | 0.00 | 0.00 | 0.00 |
| RUT001 | RUTTERS | 82.01 | 80.14 | 61.37 | -59.50 | 0.00 | 0.00 |
| SAM001 | SAMCO | 691.20 | 403.20 | 288.00 | 0.00 | 0.00 | 0.00 |
| SIE001 | SIEMENS | 468.00 | 0.00 | 468.00 | 0.00 | 0.00 | 0.00 |
| SOC001 | SLCC | 288.00 | 288.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SOL001 | SOLAR | 80.75 | 80.75 | 0.00 | 0.00 | 0.00 | 0.00 |
| SPA001 | SPACE | 540.00 | 0.00 | 540.00 | 0.00 | 0.00 | 0.00 |
| STE001 | STEVE BRIMS | 90.00 | 90.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| WIL001 | WM WILLIAMS | 94.04 | 0.00 | 94.04 | 0.00 | 0.00 | 0.00 |
| WMC001 | WEST MID COUNCILS | 324.00 | 0.00 | 324.00 | 0.00 | 0.00 | 0.00 |
| WOM001 | WI | 250.00 | 0.00 | 250.00 | 0.00 | 0.00 | 0.00 |
| <i>Sub Total for Purchase Ledger</i> | | 51,534.10 | 25,235.55 | 14,747.75 | 1,154.85 | 10,392.00 | 3.95 |
| TOTAL PURCHASE LEDGER BALANCES | | 51,534.10 | 25,235.55 | 14,747.75 | 1,154.85 | 10,392.00 | 3.95 |

At : 10:22

INVOICES DUE FOR PAYMENT BY 1 JUNE 2014

User : SS

For Purchase Ledger : Purchase Ledger**Pay By BACS**

| Invoice Date | Invoice No. | Ref No. | Invoice Detail | Authorize Ref | Date Due | Amount Due | Discount To Claim | Net Amount due |
|--|---------------|---------|---------------------------|-----------------------------------|---------------|-----------------|-------------------|-----------------|
| Supplier : A F Sanders | | | | | | | | |
| 01/06/2014 | 553 | | Office MAintenance | | 01/06/2014 | 652.00 | | 652.00 |
| | Telephone : | | Contact : | | | 652.00 | 0.00 | |
| | | BACS No | AFS001 | Net Amount Due to A/c Code | AFS001 | | | 652.00 |
| Supplier : Autopa | | | | | | | | |
| 19/05/2014 | 0126B- | 0126B | 0126b-C House repairs | | 19/05/2014 | 16.80 | | 16.80 |
| 25/05/2014 | 0126A- | 0126A | 0126a-C House repairs | | 25/05/2014 | 24.60 | | 24.60 |
| | Telephone : | | Contact : | | | 41.40 | 0.00 | |
| | | BACS No | AUT001 | Net Amount Due to A/c Code | AUT001 | | | 41.40 |
| Supplier : Chris Baker | | | | | | | | |
| 02/03/2014 | 0778-D42 | 0778 | 0778-D42/0778/Chris Baker | | 02/03/2014 | 70.40 | | 70.40 |
| | Telephone : | | Contact : | | | 70.40 | 0.00 | |
| | | BACS No | BAK001 | Net Amount Due to A/c Code | BAK001 | | | 70.40 |
| Supplier : Esso Petroleum Co Ltd | | | | | | | | |
| 30/04/2014 | 0044-02758053 | 0044 | 0044- Fuel | | 30/04/2014 | 369.18 | | 369.18 |
| 31/05/2014 | 0128-02773270 | 0128 | 0128-Grounds Motor Fuel | | 31/05/2014 | 356.24 | | 356.24 |
| | Telephone : | | Contact : | | | 725.42 | 0.00 | |
| | | BACS No | ESS001 | Net Amount Due to A/c Code | ESS001 | | | 725.42 |
| Total of Invoices Due for Ledger No :- 1 Purchase Ledger | | | | | | 1,489.22 | 0.00 | 1,489.22 |
| TOTAL OF INVOICES DUE ALL LEDGERS | | | | | | 1,489.22 | 0.00 | 1,489.22 |

List of Purchase Ledger BACS Payments

Ledger : 1

Month : 3

Linked to Cash Book : 1

| Invoice Date | Invoice No | Supplier Name and Invoice Details | Authorized Ref | Amount Due | Discount Taken | Amount Paid | Invoice Balance |
|---|---------------|-----------------------------------|----------------|----------------------------|----------------|-----------------------|-----------------|
| Supplier : A F Sanders | | | AFS001 | | | | |
| 01/06/2014 | 553 | Office MAintenance | | 652.00 | 0.00 | 652.00 | 0.00 |
| | | | | | 0.00 | 652.00 | |
| | | | | Above paid on : 01/06/2014 | | BACS No AFS001 | |
| Supplier : Autopa | | | AUT001 | | | | |
| 19/05/2014 | 0126B- | 0126b-C House repairs | | 16.80 | 0.00 | 16.80 | 0.00 |
| 25/05/2014 | 0126A- | 0126a-C House repairs | | 24.60 | 0.00 | 24.60 | 0.00 |
| | | | | | 0.00 | 41.40 | |
| | | | | Above paid on : 01/06/2014 | | BACS No AUT001 | |
| Supplier : Chris Baker | | | BAK001 | | | | |
| 02/03/2014 | 0778-D42 | 0778-D42/0778/Chris Baker | | 70.40 | 0.00 | 70.40 | 0.00 |
| | | | | | 0.00 | 70.40 | |
| | | | | Above paid on : 01/06/2014 | | BACS No BAK001 | |
| Supplier : Esso Petroleum Co Ltd | | | ESS001 | | | | |
| 30/04/2014 | 0044-02758053 | 0044- Fuel | | 369.18 | 0.00 | 369.18 | 0.00 |
| 31/05/2014 | 0128-02773270 | 0128-Grounds Motor Fuel | | 356.24 | 0.00 | 356.24 | 0.00 |
| | | | | | 0.00 | 725.42 | |
| | | | | Above paid on : 01/06/2014 | | BACS No ESS001 | |
| | | | | PAYMENT TOTALS | 0.00 | 1,489.22 | |

REMITTANCE ADVICE

From : Any Parish / Town Council

To : Esso Petroleum Co Ltd
The Cornerstone
PO Box 269
Woking
GU21 5AN

The following invoices are covered by this Remittance :-

DATE : 1 Jun 2014

| Invoice Number | Invoice Date | Balance Due | Discount Taken | Amount Paid | Balance Remaining |
|----------------|--------------|-------------|----------------|---------------|-------------------|
| 0044-02758053 | 30/04/2014 | 369.18 | 0.00 | 369.18 | 0.00 |
| 0128-02773270 | 31/05/2014 | 356.24 | 0.00 | 356.24 | 0.00 |
| Paid by BACS. | | | | <u>725.42</u> | |

In the event of any query, please quote your account code : **ESS001**

REMITTANCE ADVICE

From : Any Parish / Town Council

To : Esso Petroleum Co Ltd
The Cornerstone
PO Box 269
Woking
GU21 5AN

DATE : 1 Jun 2014

| Invoice Number | Amount Paid |
|----------------|---------------|
| 0044-02758053 | 369.18 |
| 0128-02773270 | 356.24 |
| Paid by BACS. | <u>725.42</u> |

Account : **ESS001**