



EAST PRESTON PARISH COUNCIL

**FINANCIAL MATTERS**

**FOR APPROVAL**

plus

**2020/21 Budget Summary**

Chairman: ..... Date: .....

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The following councillors have checked the Bank Reconciliation:

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To the best of my knowledge, the list of payments in this report is true and accurate.

Clerk: ..... Date: .....

*Please note, this Report was prepared on 4<sup>th</sup> April 2021*

Date: 28/03/2021  
Time: 16:44:22

**East Preston Parish Council**  
**Outstanding Purchase Orders**  
**(EXC VAT)**

Page: 1

Order From: 1  
Order To: 9,999,999

Date From: 01/04/2020  
Date To: 31/03/2021

Supplier From:  
Supplier To: XXXXXXXX

Supplier A/C: NBBRECYL  
Supplier Name: NBB Recycled Furniture  
Supplier Address: Unit 5  
145 Sterte Road  
POOLE  
Dorset  
BH15 2AF

Order No: 1672  
Order Date: 01/03/2021  
Due Delivery: 31/03/2021  
Notes:

Telephone Number:

Taken By: MANAGER

<u>Product Code</u>	<u>Product Description</u>	<u>Comment</u>	<u>Total Quantity</u>	<u>Outstanding</u>	<u>Disc (%)</u>	<u>Price</u>
M	AMENITIES - Highways Planting Contract (Planting & Maint)			0.00		0.00
S1	To supply 1 x Bespoke Raised Sleeper Bed	(2400 x 2400 x 420mm) - Quote No NQ8738	1.00	0.00	0.00	0.00
S1	To supply 1 x Bespoke Raised Sleeper Bed	50% Infront payment Balancing payment due	1.00	1.00	0.00	592.39
Carriage:	0.00					
				<b>Order Value:</b>		592.39
				<b>Total Order Value:</b>		592.39

Date: 28/03/2021  
Time: 17:13:01

## East Preston Parish Council

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### Supplier Invoices Paid (inc VAT where applicable) (Non BACS Payments inc Unreported Payments from previous month)

Date From: 01/02/2021  
Date To: 31/03/2021

A/C: ARUN Name: Arun District Council

<u>Trans No</u>	<u>Date</u>	<u>Pay Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Paid</u>
18862	02/03/2021	DD	ADC - Garage Rental - 31 Cheviot Close MAR	64.00	64.00
<b>Totals:</b>				<u>64.00</u>	<u>64.00</u>

A/C: BTELECO Name: British Telecom

<u>Trans No</u>	<u>Date</u>	<u>Pay Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Paid</u>
18858	19/03/2021	DD	BT - Office phone & broadband	311.56	311.56
<b>Totals:</b>				<u>311.56</u>	<u>311.56</u>

A/C: COOPERA Name: Cooper Adams

<u>Trans No</u>	<u>Date</u>	<u>Pay Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Paid</u>
18810	02/03/2021	DIR TRANS	Cooper Adams - 124 Sea Rd Commisison FEB	115.50	115.50
<b>Totals:</b>				<u>115.50</u>	<u>115.50</u>

A/C: EVERFLO Name: Everflow Limited

<u>Trans No</u>	<u>Date</u>	<u>Pay Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Paid</u>
18864	29/03/2021	DD	Everflow - Office water supply	43.13	43.13
18864	29/03/2021	DD	Everflow - Sea Rd Toilets water supply	173.52	173.52
<b>Totals:</b>				<u>216.65</u>	<u>216.65</u>

A/C: SAGE Name: Sage Software Limited

<u>Trans No</u>	<u>Date</u>	<u>Pay Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Paid</u>
18802	08/03/2021	DD	Sage - Mthly Sage Software & Support - MAR	158.40	158.40
18802	08/03/2021	DD	Sage - Mthly Office 365 to run alongside Sage MAR	11.28	11.28
<b>Totals:</b>				<u>169.68</u>	<u>169.68</u>

Date: 28/03/2021  
Time: 17:13:01

## East Preston Parish Council

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### Supplier Invoices Paid (inc VAT where applicable) (Non BACS Payments inc Unreported Payments from previous month)

**A/C:** SOUTHEL **Name:** Southern Electric

<u>Trans No</u>	<u>Date</u>	<u>Pay Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Paid</u>
18744	06/03/2021	DD	Sthm Electric - Office Gas supply	98.37	98.37
18745	03/03/2021	DD	Sthm Electric - Office Electric supply	130.17	130.17
18835	16/03/2021	DD	Southern Electric - Street Lighting supply Feb	136.38	136.38
<b>Totals:</b>				<u>364.92</u>	<u>364.92</u>

**A/C:** TERRAIN **Name:** Terrain Human Resources Ltd

<u>Trans No</u>	<u>Date</u>	<u>Pay Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Paid</u>
18591	27/03/2021	DD	Terrain HR Ltd - Mthly Subscription to Safecouncil - MAR	9.99	9.99
<b>Totals:</b>				<u>9.99</u>	<u>9.99</u>
				<u>-1,252.30</u>	<u>1,252.30</u>

# BACS PAYMENTS PROCESSED on 08/03/2021

No.	Type	A/C	Date	Ref	Ex.Ref	Dept	Details	T/C	Amount
18805	PI	ARUN	08/03/2021	BACS		1 & 8	ADC - Annual Grounds Maintenance 2020/21	T2	9262.01
18807	PI	ARUN	08/03/2021	BACS		1 & 8	ADC - Annual Dog Bin Collections 2020/21	T2	299.94
18776	PI	ARUNBUS	08/03/2021	BACS		2 & 8	ABS - Office supplies	T2	193.26
18780	PI	BIFFA	08/03/2021	BACS		2	Biffa - Trade Waste & Recycling 28/1 to 18/2/21	T2	154.97
18812	PI	CLEANFOR	08/03/2021	BACS		2	Cleanforce - Office cleaning 12/2 and 26/2/21	T2	64.80
18801	PI	FENTONIT	08/03/2021	BACS		2	Fentons IT - Annual remote support subscription	T2	48.00
18799	PI	JEMILLS	08/03/2021	BACS		2	J E Mills - Office window cleaning	T0	15.00
18809	PI	MICROSHA	08/03/2021	BACS		2	Microshade - Mthly Cloud Hosting & MS Office Rental	T2	275.70
18813	PI	NBBRECYL	08/03/2021	BACS	1672	1	NBB Recycled Furniture - New sleeper bed for Lashmar Rd 50%	T2	710.85
18797	PI	NORTHSTA	08/03/2021	BACS		2	Northstar IT - Bitdefender Gravity Zone anti virus - mthly	T2	2.40
18800	PI	SCROSS	08/03/2021	BACS		0	S Cross (Zoom) - Re-imburse-for mthly Zoom sessions	T2	28.78
18781	PI	SEAVIEW	08/03/2021	BACS		2	Sea View Stores - Milk, sundries etc	T2 & T0	56.67
18798	PI	SOSSYST	08/03/2021	BACS		2	SOS Systems - Qrtly p/copier Service Charge & copies	T2	204.10
18779	PI	SSALC	08/03/2021	BACS		2	SSALC - Cllr Training on 26/2/21 - Managing Difficult People	T2	36.00
18785	PI	WSSCC	08/03/2021	BACS		2	WSSCC - Salaries etc FEB	T9	7593.74

Authorised by:

*D. S. Toney*

Cllr Toney: .....

Total Payable:

18946.22

Cllr Gander: *D. Gander*

**BACS PAYMENTS PROCESSED on 25/03/2021**

No.	Type	A/C	Date	Ref	Ex.Ref	Dept	Details	T/C	Amount
18860	PI	CLIFFEDM	25/03/2021	BACS		8	C Edmunds - Repairs to brickwork outside Sea Rd toilets	T0	135.00
18861	PI	CLIFFEDM	25/03/2021	BACS		8	C Edmunds - Render repairs to Fives Court	T0	50.00
18866	PI	FERRINGN	25/03/2021	BACS	1663	1	Ferring Nurseries - Mthly flower planting & maintenance MAR	T2	1915.56
18863	PI	SCROSS	25/03/2021	BACS		2	S Cross (Toolstation) - Desktop screen protector	T2	79.98
18859	PI	WSCC	25/03/2021	BACS		6	WSCC - Annual School Crossing Patrol contribution 2020/21	T0	1453.18

**Authorised by:**

*D. J. Toney*

Cllr Toney: .....

Cllr Gander: .....

↑.

PAT TO SIGN

**Total Payable: 3633.72**

Date: 28/03/2021  
Time: 16:43:16

**East Preston Parish Council**  
**Sales invoices and Bank Receipts**

Page: 1

Date From: 01/04/2020  
Date To: 31/03/2021

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>A/C</u>	<u>Ref</u>	<u>Details</u>	<u>Net</u>	<u>Tax</u>	<u>Paid</u>
18452	SR	06/11/2020	ONEPARK		Sales Receipt - Parking Income 19/10 to 2/11/20	62.34	0.00	62.34
17663	BR	01/04/2020	1200	01-2020/21	EP & Kingston Bowls Club - Annual Rent 2020/21	0.05	0.00	0.05
17664	BR	06/04/2020	1200	03-2020/21	ADC - 1/2 yrly precept 2020/21	137,802.00	0.00	137,802.00
17665	BR	06/04/2020	1200	04-2020/21	AoS LT Club - Q1 Rent 2020/21	750.00	0.00	750.00
17666	BR	17/04/2020	1200	05-2020/21	Leaders - 124 Sea Rd Deposit for carpeting (end of tenancy)	195.00	0.00	195.00
17667	BR	17/04/2020	1200	06-2020/21	Q4 VAT Refund 2019/20	4,781.71	0.00	4,781.71
17643	SR	30/04/2020	AOSRESID	07-2020/21	Sales Receipt - Street Lighting April	312.99	0.00	312.99
17670	BR	18/05/2020	1200	08-2020/21	East Preston Cricket Club - Annual Rent 2020/21	442.27	0.00	442.27
17671	BR	18/05/2020	1200	09-2020/21	East Preston Cricket Club - Annual Licence fee 2020/21	65.02	0.00	65.02
17902	SR	18/05/2020	AOSRESID	10-2020/21	Sales Receipt - Street Lighting May	312.99	0.00	312.99
17904	SR	18/05/2020	AOSRESID	10-2020/21	Sales Receipt - Street Lighting June advance	312.99	0.00	312.99
17925	SR	10/06/2020	AOSRESID	11-2020/21	Sales Receipt - Street Lighting June Balance	4.84	0.00	4.84
17941	SR	24/06/2020	ONEPARK	12-20/21	Sales Receipt = One Parking VG Parking Income	308.23	0.00	308.23
18030	BR	06/07/2020	1200	13-2020/21	AoSLT Club - Tennis Club qrtly rent Q2 2020/21	750.00	0.00	750.00
18040	SR	09/07/2020	AOSRESID	14-2020/21	Sales Receipt - Street Lighting July	312.99	0.00	312.99
18041	BR	16/07/2020	1200	15-2020/21	VAT Refund - Q1 2020/21	1,862.25	0.00	1,862.25
18088	SR	30/07/2020	ISHERWOOD	16-2020/21	Sales Receipt - Isherwoods 50% towards new yard fence	462.50	0.00	462.50
18119	BR	06/08/2020	1200	17-2020/21	EP Film Society - Donation towards new Grit Bin	148.50	0.00	148.50
18120	BR	09/08/2020	1200	18-2020/21	Lizzie Hardy - Donation towards memorial bench	1,052.50	0.00	1,052.50
18131	SR	12/08/2020	ONEPARK	19-2020/21	Sales Receipt - VG Parking Income	507.18	0.00	507.18
18132	SR	25/08/2020	ONEPARK	20-2020/21	Sales Receipt - VG Parking Income	590.46	0.00	590.46
18204	SR	28/08/2020	AOSRESID	21-2020/21	Sales Receipt - Street Lighting Contribution AUG	348.08	0.00	348.08
18205	BR	24/08/2020	1200	22-2020/21	SSE - Office Gas Supply refund	4.22	0.22	4.44
18207	BR	11/09/2020	1200	24-2020/21	ADC - 1/2 yrly Precept 2020/21 payment 2	137,802.00	0.00	137,802.00
18237	SR	23/09/2020	AOSRESID	25-2020/21	Sales Receipt - AoSERA Street Lighting SEPT	312.88	0.00	312.88
18327	BR	05/10/2020	1200	26-2020/21	AoSLT Club - Tennis Club qrtly rent Q3 2020/21	750.00	0.00	750.00
18328	BR	07/10/2020	1200	27-2020/21	Sthrn Electric - Credit refund for Office electric supply	187.93	9.40	197.33
18329	BR	09/10/2020	1200	28-2020/21	VAT Refund - Q2 2020/21	3,928.61	0.00	3,928.61
18330	BR	12/10/2020	1200	29-2020/21	K S Atherton - Donation for VG Memorial Bench Base - S Lown	375.00	0.00	375.00
18333	SR	14/10/2020	ONEPARK	30-2020/21	Sales Receipt - One Parking VG Car Park Income & PCNs	641.09	0.00	641.09

Date: 28/03/2021  
Time: 16:43:16

**East Preston Parish Council**  
**Sales invoices and Bank Receipts**

Page: 2

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>A/C</u>	<u>Ref</u>	<u>Details</u>	<u>Net</u>	<u>Tax</u>	<u>Paid</u>
18335	SR	15/10/2020	EASTPRES	31-2020/21	Sales Receipt - EP&KVHF Annual Rent 2020/21	10.00	0.00	10.00
18336	SR	15/10/2020	AOSRESID	32-2020/21	Sales Receipt - AoSERA Street Lighting OCT	306.72	0.00	306.72
18343	BR	20/10/2020	1200	33-2020/21	33-2020/21 - Donation for C Shore memorial bench	905.00	0.00	905.00
18345	SR	23/10/2020	ONEPARK	34-2020/21	Sales Receipt - One Parking VG car park income	165.06	0.00	165.06
18453	SR	11/11/2020	AOSRESID	36-2020/21	Sales Receipt - AoSERA Street Lighting NOV	315.08	0.00	315.08
18454	BR	12/11/2020	1200	37-2020/21	AXA Insurance - Claim for damaged height barrier less excess	1,554.00	0.00	1,554.00
18455	BR	20/11/2020	1200	38-2020/21	Cooper Adams - 124 Sea Rd flat rent 15/11/to 14/12/20	770.00	0.00	770.00
18502	BR	01/12/2020	1200	39-2020/21	J Scowen - C Shore Memorial Plaque & Maint	135.87	0.00	135.87
18582	BR	16/12/2020	1200	40-2020/21	CooperAdams - 124 Sea Rd Rent DEC	770.00	0.00	770.00
18592	SR	14/12/2020	AOSRESID	41-2020/21	Sales Receipt - AoSERA Street Lighting Dec	302.76	0.00	302.76
18662	BR	05/01/2021	1200	42-2020/21	AoSLT Club - Tennis Club qrtly rent Q4 2020/21	750.00	0.00	750.00
18664	SR	12/01/2021	ONEPARK	43-2020/21	Sales Receipt - One Parking machine income	147.42	0.00	147.42
18713	BR	21/01/2021	1200	44-2020/21	HMRC - VAT Refund Q3 2020/21	3,210.34	0.00	3,210.34
18718	SR	22/01/2021	AOSRESID	45-2020/21	Sales Receipt - Street Lighting JAN	323.00	0.00	323.00
18756	SR	19/02/2021	AOSRESID	46-2020/21	Sales Receipt - Street Lighting FEB	298.36	0.00	298.36
18757	BR	21/01/2021	1200	47-2020/21	CooperAdams - 124 Sea Rd Rent JAN	770.00	0.00	770.00
18811	BR	02/03/2021	1200	48-2020/21	Cooper Adams - 124 Sea Road Rental FEB	770.00	0.00	770.00
18877	SR	12/03/2021	AOSRESID	49-2020/21	Sales Receipt - Street Lighting MARCH	298.36	0.00	298.36
18871	BR	24/03/2021	1200	50-2020/21	K Atherton - S Lown Memorial Bench donation	447.50	0.00	447.50
18872	BR	25/03/2021	1200	51-2020/21	K Frost - Postcard Sales	5.00	1.00	6.00
18873	BR	25/03/2021	1200	52-2020/21	Various - Xmas Income 2020	45.00	0.00	45.00
18874	BR	25/03/2021	1200	53-2020/21	Girl Guiding - Printing & Laminating	7.50	0.00	7.50

Receipt No: 02-2020/21 - Julian Hodge Annual  
Bank Interest - £698.91

**Total:**

307,693.59

10.62 307,704.21



## East Preston Parish Council

### Bank Reconciliation as at 12<sup>th</sup> March 2021

#### BANK ACCOUNT

<u>Sage Ref</u>	<u>Account</u>	
1200	<b>Current Account</b>	59,023.26
1201	<b>Nationwide Building Society</b> (Instant Savings A/C) – New Deposit Account	85,000.00
1202	<b>Monmouthshire Building Society</b> (30-Day Notice Account)	5,691.77
1203	<b>Julian Hodge Bank</b> (90-Day Notice Deposit Account)	82,000.00
1204	<b>Cambridge &amp; Counties Bank</b> (120-Day Notice Account)	87,618.09
1205	<b>United Trust Bank</b> (200-Day Notice Account)	85,947.42
1206	<b>Redwood Bank</b> (35-Day Notice Deposit Account)	87,119.08
1231	<b>Petty Cash</b>	253.36
	Less:	
	Unpresented Payments	(0.00)
	Plus:	
	Receipts	0.00
		<hr/>
		<b>492,652.98</b>

#### SAGE ACCOUNTS

<u>Sage Ref</u>	<u>Account</u>	
1200	<b>Current Account</b>	59,029.76
	<b>Less Bank Charges</b>	(6.50)
1201	<b>Nationwide Building Society</b> (Instant Savings A/C) – New Deposit Account	85,000.00
1202	<b>Monmouthshire Building Society</b> (30-Day Notice Account)	5,691.77
1203	<b>Julian Hodge Bank</b> (90-Day Notice Deposit Account)	82,000.00
1204	<b>Cambridge &amp; Counties Bank</b> (120-Day Notice Account)	87,618.09
1205	<b>United Trust Bank</b> (200-Day Notice Account)	85,947.42
1206	<b>Redwood Bank</b> (35-Day Notice Deposit Account)	87,119.08
1231	<b>Petty Cash</b>	253.36
		<hr/>
		<b>492,652.98</b>

**East Preston Parish Council BUDGET SUMMARY FOR 2020/21 as at 31st March 2021**

**Precept 2020-21: £275,604.00**

	Budget FY2020-21	Predicted FY2020-21	Actual FY2020-21	Previous EOY FY2019-20
<b>Administration</b>				
Expenditure	127,810.12	124,552.73	114,768.88	121,111.54
Income	14,318.00	11,260.23	7,833.23	15,996.15
<b>Net</b>	<b>113,492.12</b>	<b>113,292.50</b>	<b>106,935.65</b>	<b>105,115.39</b>
<b>Amenities</b>				
Expenditure	53,893.38	36,714.04	32,982.14	32,624.16
Income	5,700.00	8,881.49	8,399.65	8,322.49
<b>Net</b>	<b>48,193.38</b>	<b>27,832.55</b>	<b>24,582.49</b>	<b>24,301.67</b>
<b>Audit &amp; Governance</b>				
Expenditure	1,000.00	1,000.00	-	-
Income	-	-	-	-
<b>Net</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>-</b>	<b>-</b>
<b>F&amp;GP</b>				
Expenditure	35,096.00	19,884.50	15,081.50	19,593.96
Income	-	-	-	-
<b>Net</b>	<b>35,096.00</b>	<b>19,884.50</b>	<b>15,081.50</b>	<b>19,593.96</b>
<b>Community Engagement</b>				
Expenditure	33,570.00	24,968.37	10,332.50	12,905.60
Income	150.00	5.00	5.00	70.10
<b>Net</b>	<b>33,420.00</b>	<b>24,963.37</b>	<b>10,327.50</b>	<b>12,835.50</b>
<b>Major Events</b>				
Expenditure	7,500.00	430.47	180.47	5,906.89
Income	2,400.00	45.00	45.00	3,629.10
<b>Net</b>	<b>5,100.00</b>	<b>385.47</b>	<b>135.47</b>	<b>2,277.79</b>
<b>Warren Recreation Ground Trust</b>				
Expenditure	45,792.33	27,668.17	23,293.69	36,042.17
Income	515.05	517.34	517.34	11,661.52
<b>Net</b>	<b>45,277.28</b>	<b>27,150.83</b>	<b>22,776.35</b>	<b>24,380.65</b>
<b>Allocated 2020/21 Budget:</b>	<b>281,578.78</b>			

**Contingency Budget 2020/21**

10,193.10	10,193.10	4,119.35	6,918.92
314,854.93	245,411.38	177,284.37	235,103.24
23,083.05	20,709.06	16,237.88	39,679.36
<b>291,771.88</b>	<b>224,702.32</b>	<b>161,046.49</b>	<b>195,423.88</b>

Happy-to-Chat signage - £116.50 -  
2019/20 CREDIT FOR: Zoom  
Meetings (4mths) - £82.51; ICE - 2  
Hand Sanitisation Stations - £413;  
Zoom Meetings (2mths) - £47.96; 2  
Blue Plaques - £608; Zoom meetings  
(2mths) - £47.96; Zoom Meetings  
(2mths) - £47.96; Wilbar Assoc - 3  
x new EP signs - £1724; S Cross -  
Zoom Meetings (1 mth) - £23.98; S  
CRoss - Zoom Meetings (1mth) -  
£23.98; Process Matters - Mapping -  
£1100

**Total Budget Sheets Expenditure:**  
**Total Budget Sheets Income:**  
**Net Totals:**

**Total Budget for 2020/21: Precept figure (£275,604) + from Reserves (£16,167.88) = £291,771.88**

**Reserves b/f as at 1st April 2020:-**

**Banks Accounts:-**

**As at 13 March 2021**

**General Fund**

59,029.76

£3200 New locks on Sea Rd  
Toilets Doors (Res 1428 - FC  
8/6/20); £500 Cricket Club  
Safety Netting (Res 1440 - FC  
6/7/20); £90 3 x memorial  
plaques (Res 1442 - FC  
6/7/20); Underspend from  
2019/20 on SSE Elec Hook-  
up £67.33CR

**Current Account**

Bank Charges	6.50
Nationwide BS	85,000.00
Monmouthshire BS	5,691.77
Julian Hodge Bank	82,000.00
Cambridge & Counties Bank	87,618.09
United Trust Bank	85,947.42
Redwood Bank	87,119.08

**Petty Cash**

253.36

**492,652.98**

**Earmarked Reserves:**

Village Improvement Fund	42,076.22
School Crossing Patrol	10,000.00
Parish Shopfront	5,105.00
Village Clock	3,000.00
Receptions	550.00

**CCTV Village Green**

4,863.69

**EP Youth Club**

10,000.00

**Bal B/F from 2019/20:**

less 1st 2020/21 - MAY payment	14,648.66
less 1st 2020/21 - NOV FINAL payment	7,527.06
	7,527.14