



EAST PRESTON PARISH COUNCIL

FINANCIAL MATTERS

FOR APPROVAL

Chairman: Date:

The following councillors have checked the Bank Reconciliation:

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 5th May 2019

Date: 05/05/2019
Time: 12:27:41

East Preston Parish Council
Outstanding Purchase Orders

Page: 1

(EXC VAT)

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

Date From: 01/04/2019
Date To: 31/03/2020

Supplier From:
Supplier To: ZZZZZZZZ

Supplier A/C: FERRINGN
Supplier Name: Ferring Nurseries
Supplier Address: A259 Littlehampton Road
Ferring
WORTHING
West Sussex
BN12 6PN
Telephone Number: 01903 241122

Order No: 1568
Order Date: 24/04/2019
Due Delivery: 31/03/2020
Notes:

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	FLOWER PLANTING & MAINTENANCE CONTRACT	(ADDITIONAL 1 YR EXTENSION TO CONTRACT)		0.00		0.00
S1	Ferring Nurseries - Mthly flower planting & maintenance APR		1.00	0.00	0.00	0.00
S1	Ferring Nurseries - Mthly flower planting & maintenance MAY		1.00	1.00	0.00	1,596.30
S1	Ferring Nurseries - Mthly flower planting & maintenance JUN		1.00	1.00	0.00	1,596.30
S1	Ferring Nurseries - Mthly flower planting & maintenance JULY		1.00	1.00	0.00	1,596.30
S1	Ferring Nurseries - Mthly flower planting & maintenance AUG		1.00	1.00	0.00	1,596.30
S1	Ferring Nurseries - Mthly flower planting & maintenance SEPT		1.00	1.00	0.00	1,596.30
S1	Ferring Nurseries - Mthly flower planting & maintenance OCT		1.00	1.00	0.00	1,596.30
S1	Ferring Nurseries - Mthly flower planting & maintenance NOV		1.00	1.00	0.00	1,596.30
S1	Ferring Nurseries - Mthly flower planting & maintenance DEC		1.00	1.00	0.00	1,596.30
S1	Ferring Nurseries - Mthly flower planting & maintenance JAN		1.00	1.00	0.00	1,596.30
S1	Ferring Nurseries - Mthly flower planting & maintenance FEB		1.00	1.00	0.00	1,596.30
S1	Ferring Nurseries - Mthly flower planting & maintenance MAR		1.00	1.00	0.00	1,596.30
Carriage:	0.00					
				Order Value:		17,559.30

Date: 05/05/2019
Time: 12:27:41

East Preston Parish Council
Outstanding Purchase Orders
(EXC VAT)

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Supplier A/C: SAGE
Supplier Name: Sage Software Limited
Supplier Address: Sage House
Benton Park Road
Newcastle upon Tyne
NE7 7LZ

Order No: 1570
Order Date: 28/04/2019
Due Delivery: 31/03/2019
Notes:

Telephone Number: 0191 255 0638

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	ADMIN - OFFICE SOFTWARE - Sage Software & Support			0.00		0.00
S1	Mthly Sage Software & Support - APR		1.00	1.00	0.00	125.00
S1	Mthly Sage Software & Support - MAY		1.00	1.00	0.00	125.00
S1	Mthly Sage Software & Support - JUN		1.00	1.00	0.00	125.00
S1	Mthly Sage Software & Support - JULY		1.00	1.00	0.00	125.00
S1	Mthly Sage Software & Support - AUG		1.00	1.00	0.00	125.00
S1	Mthly Sage Software & Support - SEPT		1.00	1.00	0.00	125.00
S1	Mthly Sage Software & Support - OCT		1.00	1.00	0.00	125.00
S1	Mthly Sage Software & Support - NOV		1.00	1.00	0.00	125.00
S1	Mthly Sage Software & Support - DEC		1.00	1.00	0.00	125.00
S1	Mthly Sage Software & Support - JAN		1.00	1.00	0.00	125.00
S1	Mthly Sage Software & Support - FEB		1.00	1.00	0.00	125.00
S1	Mthly Sage Software & Support - MAR		1.00	1.00	0.00	125.00
Carriage:	0.00					
				Order Value:		1,500.00
				Total Order Value:		19,059.30

Date: 20/04/2019
Time: 16:14:58

East Preston Parish Council

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Supplier Invoices Paid (inc VAT where applicable) (Non BACS Payments)

Date From: 01/04/2019
Date To: 30/04/2019

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>
15822	25/04/2019	D/D	ADC - Public Toilets Rates - Sea Road - APRIL	84.43	84.43
15832	25/04/2019	D/D	ADC - 122 Sea Rd Rates - 6 mthly (APRIL payment)	1,252.10	1,252.10
15834	25/04/2019	D/D	ADC - Village Green Car Park Rates - 6 mthly (APRIL payment)	675.25	675.25
15871	01/04/2019	D/D	ADC - Garage Rental - 31 Cheviot Close APR	62.19	62.19
Totals:				<u>2,073.97</u>	<u>2,073.97</u>

A/C: HSE Name: Health & Safety Executive

<u>Trans No</u>	<u>Date</u>	<u>Pay Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Paid</u>
15897	17/04/2019	Chq 106785	HSE - Accident Book for office	8.00	8.00
Totals:				<u>8.00</u>	<u>8.00</u>

A/C: LEADERS Name: Leaders Ltd

<u>Trans No</u>	<u>Date</u>	<u>Pay Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Paid</u>
15894	09/04/2019	DIR TRANS	Leaders - Commission & Deposit Protection Fee	74.88	74.88
Totals:				<u>74.88</u>	<u>74.88</u>

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>
15815	04/04/2019	D/D	Sthrn Electric - Qrtly Electric Supply Sea Rd Toilets	71.87	71.87
15896	16/04/2019	D/D	Sthrn Electric - Street Lighting Supply - MARCH	118.49	118.49
15904	12/04/2019	D/D	Sthrn Electric - Q4 2018/19 Electric Supply Sth Strand	42.30	42.30
15905	29/04/2019	D/D	Sthrn Electric - FINAL BILL Electric Supply Sth Strand	12.44	12.44
Totals:				<u>245.10</u>	<u>245.10</u>

Date: 20/04/2019

Time: 16:14:58

East Preston Parish Council

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Supplier Invoices Paid (inc VAT where applicable)

(Non BACS Payments)

A/C: SRCC **Name:** Sussex Rural Community Council

<u>Trans No</u>	<u>Date</u>	<u>Pay Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Paid</u>
15890	05/04/2019	S/O	SRCC (Action in Rural Sussex) - AirS Membership 2019/20	50.00	50.00
				Totals:	
				<u>50.00</u>	<u>50.00</u>
				<u>-2,451.95</u>	<u>2,451.95</u>

BACS PAYMENTS PROCESSED on 08/04/2019

No.	Type	A/C	Date	Ref	Ex.Ref	Dept	Details	T/C	Amount
15779	PI	ARUNBUS	08/04/2019	BACS	1555	2	ABS - Various office items	T2	144.43
15819	PI	BIFFA	08/04/2019	BACS		2	Biffa - Trade Waste & Recycling 28/2 to 29/3/19	T2	169.69
15843	PI	CABARUN	08/04/2019	BACS	1566	6	CAB - New Outreach Service in East Preston	T0	1583.00
15820	PI	EPFESTIV	08/04/2019	BACS		3	EP Festival Committee - Grant to cover Festival Insurance	T0	1379.38
15817	PI	JAPANESE	08/04/2019	BACS	1557	1	Japanese Knotweed Ltd - 2019/20 Final Instalment	T2	330.00
15836	PI	JONATHAN	08/04/2019	BACS	1563	9	J Cann - To provide a Punch & Judy Show at F&D Event on	T0	200.00
15818	PI	NBBRECYL	08/04/2019	BACS	1558	1	NBB Recycled Furniture - 4 x Bollards with reflective tape	T2	312.00
15837	PI	NICKCOOK	08/04/2019	BACS	1564	9	N Cook - To provide Circus Skills Workshop at	T0	50.00
15802	PI	SCROSS	08/04/2019	BACS		2	S Cross (Post Office) - Re-imburse for postage	T0 & T2	36.78
15814	PI	SCROSS	08/04/2019	BACS		3	S Cross (Seahorse Cafe) - Xmas Meal	T0	30.00
15800	PI	SEAVIEW	08/04/2019	BACS		2	Sea View Stores - Tea, milk, toiletries etc for office	T0	11.40
15816	PI	SSALC	08/04/2019	BACS	1556	2	SSALC - Clerk's Networking Day - 4th April 2019	T2	108.00
15842	PI	TOILETS	08/04/2019	BACS	1565	9	Toilets Ltd - Deposit Payable - Portaloos for F&D Event	T2	72.00
15821	PI	WSALC	08/04/2019	BACS	1559	3	WSALC - Subscriptions to WSALC & NALC 2019/20	T0	1973.03
15782	PI	WSSC	08/04/2019	BACS		2	WSSC - Salaries etc	T9	6944.38
15794	PI	WSSC	08/04/2019	BACS		2	WSSC - Travel Allowances & Members Allowances	T9	885.00

Authorised by:

Total Payable:

14,229.09

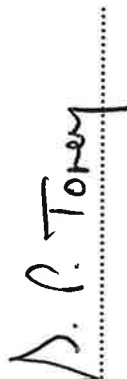
Cll Toney: *B.P. Toney*

Cllr Gander: *S. Gander*

BACS PAYMENTS PROCESSED on 25/04/2019

No.	Type	A/C	Date	Ref	Ex.Ref	Dept	Details	T/C	Amount
15895	PI	CLEANFOR	25/04/2019	BACS		n/a	Cleanforce - Office Cleaning 1/3, 15/3 and 29/3/19	T2	93.60
15941	PI	EPFESTIV	25/04/2019	BACS		n/a	EP Festival Committee - Grant to cover Extravaganza costs	T0	500.00
15919	PI	FERRINGN	25/04/2019	BACS	1568	n/a	Ferring Nurseries - Mthly flower planting & maintenance APR	T2	1915.56
15947	PI	IPSFIRE	25/04/2019	BACS		n/a	IPS - Office Alarm visits per yr	T2	116.40
15948	PI	MESERV	25/04/2019	BACS	1569	n/a	M E Svcs - Materials	T0 & T2	215.48
15954	PI	MESERV	25/04/2019	BACS		n/a	M E Svcs - Handyman Hrs	T9	641.63
15892	PI	MICROSHA	25/04/2019	BACS		n/a	Microshade - Mthly Hosting & MS Office Rental	T2	220.56
15936	PI	PEBBLES	25/04/2019	BACS		n/a	Pebbles Catering - Canapes End of Term Party Apr 2019	T2	540.00
15920	PI	SCOTTRAM	25/04/2019	BACS		n/a	Scott Ramsey Photography - End of Term Reception photography	T0	50.00
15942	PI	SLCC	25/04/2019	BACS		n/a	SLCC - SLCC Membership 2019/20 - The Clerk	T0	313.00
15893	PI	SOSSYST	25/04/2019	BACS		n/a	SOS Systems - Toner Cartridge Delivery	T2	10.74
15891	PI	SSALC	25/04/2019	BACS		n/a	SSALC - Election Briefing - 24/01/2019 - Ass Clerk	T2	48.00

Authorised by:

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 Cllr Toney:

Total Payable:

4,664.97

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 Cllr Gander:

Date: 05/05/2019
Time: 12:29:59

East Preston Parish Council
Sales invoices and Bank Receipts

Page: 1

Date From: 01/04/2019
Date To: 31/03/2020

<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>
15770	BR	01/04/2019	1200	01-2019/20	C R Steele (Mesto) - F&D Pitch Fee	35.00	0.00	35.00
15772	BR	03/04/2019	1200	03-2019/20	H M Barrie (Harrie's Coffee) - F&D Pitch Fee	35.00	0.00	35.00
15883	BR	05/04/2019	1200	04-2019/20	Don Quijote - F&D Pitch Fee 2019	50.00	0.00	50.00
15884	BR	05/04/2019	1200	05-2019/20	AoSLT Club - Qrtly Rent - Q1 2019/20	500.00	0.00	500.00
15885	BR	08/04/2019	1200	06-2019/20	ILOVELUCIELTD (Cheeseology) - F&D Pitch Fee 2019	35.00	0.00	35.00
15886	BR	09/04/2019	1200	07-2019/20	D Lehocka (DJS Spot) - F&D Pitch Fee 2019	50.00	0.00	50.00
15776	SI	01/04/2019	AOSRESID	08-2019/20	AoSERA - Street Lighting APR	140.83	28.17	169.00
15775	SI	01/04/2019	AOSRESID	08-2019/20	AoSERA - Street Lighting APR	92.23	4.61	96.84
15888	BR	12/04/2019	1200	09-2019/20	ADC - 1/2 yrly Precept 2019/20	132,970.90	0.00	132,970.90
15898	BR	09/04/2019	1200	10-2019/20	Leaders - 124 Sea Rd Flat Rent - 07/04-06/05/19 -£20 Arrears	710.00	0.00	710.00
15899	BR	17/04/2019	1200	11-2019/20	EP & Kingston Bowls Club - Annual Rent 2019/20	0.05	0.00	0.05
15921	BR	18/04/2019	1200	12-2019/20	Morris Jacqueline (Perfectly Preserve) - Pitch Fee 2019	35.00	0.00	35.00
15922	BR	18/04/2019	1200	13-2019/20	Joie de Vin Ltd - F&D Pitch Fee 2019	50.00	0.00	50.00
15923	BR	18/04/2019	1200	14-2019/20	MC & MJ Mavericks - F&D Pitch Fee 2019	35.00	0.00	35.00
15924	BR	24/04/2019	1200	15-2019/20	Majestic Wine - Glasses & Unused Wine Refund	300.00	60.00	360.00
15925	BR	24/04/2019	1200	15-2019/20	Majestic Wine - Glasses & Unused Wine Refund	113.81	22.76	136.57
15967	BR	25/04/2019	1200	16-2019/20	HMRC - Q4 VAT Refund 2018/19	5,202.59	0.00	5,202.59
15968	BR	25/04/2019	1200	17-2019/20	Various - F& D Pitch fees 2019	190.00	0.00	190.00
15969	BR	25/04/2019	1200	18-2019/20	Various - Xmas Event Pitch Fees (Wadars & Paws)	10.00	0.00	10.00
15974	SI	01/05/2019	RISTORAN	19-2019/20	MAJOR EVENTS - F&D Event - 24th August 2019	50.00	0.00	50.00

Receipt No: 02-2019/20 - Julian Hodge Annual
Bank Interest - £709.97

Total: 140,605.41 115.54 140,720.95

East Preston Parish Council

Bank Reconciliation as at 29th March 2019

BANK ACCOUNT

<u>Sage Ref</u>	<u>Account</u>	
1200	Current Account	34939.54
1201	Still TBA if needed (Instant Savings A/C)	
1202	Monmouthshire Building Society (30-Day Notice Account)	5,666.27
1203	Julian Hodge Bank (90-Day Notice Deposit Account)	82,709.97
1204	Cambridge & Counties Bank (120-Day Notice Account)	86,104.30
1205	United Trust Bank (200-Day Notice Account)	84,635.57
1206	Redwood Bank (35-Day Notice Deposit Account)	85,000.00
1231	Petty Cash	192.44
	Less:	
	Unpresented Cheques	(0.00)
	Plus:	
	Receipts	0.00
		<hr/>
		379,248.09

SAGE ACCOUNTS

<u>Sage Ref</u>	<u>Account</u>	
1200	Current Account	34939.54
	Less Bank Charges	(0.00)
1201	Still TBA if needed (Instant Savings A/C)	
1202	Monmouthshire Building Society (30-Day Notice Account)	5,666.27
1203	Julian Hodge Bank (90-Day Notice Deposit Account)	82,709.97
1204	Cambridge & Counties Bank (120-Day Notice Account)	86,104.30
1205	United Trust Bank (200-Day Notice Account)	84,635.57
1206	Redwood Bank (35-Day Notice Deposit Account)	85,000.00
1231	Petty Cash	192.44
		<hr/>
		379,248.09

East Preston Parish Council

Bank Reconciliation as at 12th April 2019

BANK ACCOUNT

<u>Sage Ref</u>	<u>Account</u>	
1200	Current Account	155,758.15
1201	Still TBA if needed (Instant Savings A/C)	
1202	Monmouthshire Building Society (30-Day Notice Account)	5,666.27
1203	Julian Hodge Bank (90-Day Notice Deposit Account)	82,709.97
1204	Cambridge & Counties Bank (120-Day Notice Account)	86,104.30
1205	United Trust Bank (200-Day Notice Account)	84,635.57
1206	Redwood Bank (35-Day Notice Deposit Account)	85,000.00
1231	Petty Cash	164.99
	Less:	
	Unpresented Cheques	(0.00)
	Plus:	
	Receipts	0.00
		<hr/>
		500,039.25

SAGE ACCOUNTS

<u>Sage Ref</u>	<u>Account</u>	
1200	Current Account	155,770.92
	Less Bank Charges	(12.77)
1201	Still TBA if needed (Instant Savings A/C)	
1202	Monmouthshire Building Society (30-Day Notice Account)	5,666.27
1203	Julian Hodge Bank (90-Day Notice Deposit Account)	82,709.97
1204	Cambridge & Counties Bank (120-Day Notice Account)	86,104.30
1205	United Trust Bank (200-Day Notice Account)	84,635.57
1206	Redwood Bank (35-Day Notice Deposit Account)	85,000.00
1231	Petty Cash	164.99
		<hr/>
		500,039.25