

**PITSTONE PARISH COUNCIL
APRIL 2018 FINANCIAL SUMMARY**

Expenditure from Unity approved 26 April 2018

Trans Ref/Chq No	Beneficiary	Cost Centre	Description	VAT	Net	Gross
Various 390309745	Various A J Groom & Son Ltd	Employment Sport & Leisure	Confidential salary and wage payments, plus HMRC PAYE & NI and NEST March 2018 ground maintenance at pavilion Quarterly maintenance of recreation ground, managed under open space policy, on behalf of Pitstone	£ 17.00	£ 2,365.98 £ 1,060.00	£ 2,365.98 £ 1,077.00
65913169 830944977	A J Groom & Son Ltd Almar	Open Space/Sport & Leisure Administration	Recreation Ground Charity Printing of Annual Assembly agenda	£ 160.00	£ 800.00 £ 39.50	£ 960.00 £ 39.50
226956524 629972459	Pitstone Memorial Hall Community Impact Bucks	Administration Administration	Room hire in March Community Buildings annual membership IF RESOLVE TO RENEW	£ 9.17	£ 67.75 £ 45.83	£ 67.75 £ 55.00
39388237 980642521	BALC SLCC	Administration Employment	3 x Good Councillor Guide for incoming councillors Annual membership of clerk IF RESOLVE TO RENEW	£ 3.00	£ 12.00 £ 185.00	£ 15.00 £ 185.00
337595476 756109327	BALC Staples Advantage	Administration Administration	BMKALC, NALC, LCR annual membership IF RESOLVE TO RENEW Stationery and toner	£ 93.39	£ 466.20 £ 466.94	£ 466.20 £ 560.33
chq 300077	Volunteer of the Year (name withheld until post announcement)	Administration	Volunteer of the Year 2018		£ 50.00	£ 50.00
53447939	Eco Heating	Sport & Leisure	Replacement of 2 x ruptured expansion chambers at pavilion (supplier changed as British Gas failed to obtain parts)		£ 300.40	£ 300.30
648113706	J Leonard Limited	Devolved Services	Grass verge cut no. 1		£ 500.00	£ 500.00
112847552	J Leonard Limited	Sport & Leisure	Repairs to equipment on Pitstone Recreation Ground and adjacent play area		£ 100.00	£ 100.00
965080082	D Rollins	Youth Café	March café management		£ 324.26	£ 324.26
72154711	D Rollins	Youth Café	April café management		£ 328.46	£ 328.46
846985632	AVDC	Sport & Leisure	2 x Play around Parish sessions for August 2018	£ -	£ 340.00	£ 680.00
Sub total of standard bacs/cheques				£ 282.56	£ 7,452.32	£ 8,074.78

Grants & donations approved at 26 April 2018 from Unity

Trans Ref/Chq No	Beneficiary (inc registration number where applicable)	Cost Centre	Purpose of grant / donation and time period to which it relates	VAT	Net	Gross
Chq 300078	National Trust	Grants & Donations	Donation to present at Annual Assembly		£ 50.00	£ 50.00
Sub total of grants and donations				£ -	£ 50.00	£ 50.00

Direct debits noted at 26 April 2018 meeting

dd	Opus	Lighting	Unmetered street light electricity for 10 March 2018 to 9 April 2018	£ 13.16	£ 263.29	£ 276.45
dd	Opus	Sports & Leisure	Electricity at pavilion 28 February 2018 to 30 March 2018	£ 4.04	£ 80.79	£ 84.83
dd	CNG	Sports & Leisure	Gas at pavilion to 26/3/18	£ 0.36	£ 7.26	£ 7.62
auto	Unity Trust Bank	Administration	Bank charges to 31-3-18		£ 33.00	£ 33.00
dd	Sage	Administration	Accounting and payroll software monthly fee	£ 4.00	£ 20.00	£ 24.00
Sub total of direct debits				£ 21.56	£ 404.34	£ 425.90

TOTAL OUTGOINGS **£ 304.12** **£ 7,906.66** **£ 8,550.68**

Insurance amendments

None.

Inter-account transfers approved at 26 April 2018 meeting

None

Receipts received to 29 March 2018, paid into a NatWest account

bacs	NatWest	Financial	Bank Interest - S106 account
bacs	NatWest	Financial	Bank Interest - reserve account

VAT	Net	Gross
£	0.47	£ 0.47
£	1.53	£ 1.53
£ -	£ 2.00	£ 2.00

Receipts received to 20 April 2018, paid into Unity account

Paying in reference	Company	Cost Centre	Description
00-108134-1-4814570-1	A J Groom & Son (Farm shop)	PPP	PPP115-118
00-108134-1-4815383-1	A J Groom & Son (Farm shop)	PPP	Credit to account
dd	South Beds Driving	Sports & Leisure	Hire of car park area for driving lessons in March
bacs	Devolved Services 2018-19	Agency Services	Last payment for the current devolved service agreement
slip 000169	Singalong with Helen	PPP	Adjustments to advertising requirement. Business closing.
bacs	P&IJFC	Sports & Leisure	Pitch hire in March
bacs	AVDC	Precept	1st installment

VAT	Net	Gross
£ 8.87	£ 44.35	£ 53.22
	£ 26.78	£ 26.78
	£ 40.00	£ 40.00
	£ 3,422.86	£ 3,422.86
£ 1.55	£ 7.74	£ 9.29
£ 62.00	£ 310.00	£ 372.00
	£ 47,505.00	£ 47,505.00
£72.42	£51,356.73	£51,429.15

TOTAL INCOMINGS	£ 72.42	£ 51,358.73	£ 51,431.15
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Debtors Summary/Overdue Invoices/Income Pending:

Date of Invoice	Name	Cost Centre	Invoice/Description	VAT	Net	Gross
02/12/2018	The Blindman	PPP	PPP115. Overdue. No response to messages. Invoice reduced to 1 edition already printed and further advertising suspended.	£ 2.33	£ 11.67	£ 14.00
tbc	tbc - 1 x vacant plot	Sports & Leisure	Allotment tenancy		£ 15.00	£ 15.00
	HMRC	VAT	Quarterly VAT return	£44,379.05		

TOTAL INCOME PENDING	£ 44,381.38	£ 26.67	£ 29.00
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Summary of those in credit:

A J Groom & Son (Farm Shop)	PPP	Credit on account	£ 26.78
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Commitments / Amounts not yet invoiced to the parish council / work not yet completed:

Agripower	Redevelopment of pavilion	Pitch extension (part grant & S106 funded) (eta May 2018)	£ 5,405.50
Woods Hardwick	Redevelopment of pavilion	Architectural services	£ 9,625.00
Buckinghamshire Playing Fields Ass	Administration	Annual membership (renewal date moved to 1/4/18. approved min ref 177/17)	£ 20.00
Horwood & James	Administration	Legal fees for Recreation Ground Charity lease to Memorial Hall Charity	£ 700.00
A J Groom Limited	Open Space/Sport & Leisure	Maintenance of the recreation ground April 2018-March 2019, £840+VAT per quarter	£ 3,360.00
Vita Electrical	Sport & Leisure	5 yearly electrical installation check, PAT (for pavilion & youth café), 6 month fire alarm check & emergency lighting check. April 2018.	£ 530.00
Construction Materials Ltd	Sport & Leisure	60 tonnes of 50/50 root zone to renovate football pitches. Del 9/4/18.	£ 2,397.00
L&T Illuminations	Street Lighting	ESI & report for all columns. April 2018.	£ 1,403.00
IAC Audit & Consultancy	Administration	Annual internal audit in May 2018	£ 350.00
R Porter	Devolved Services	Footpath strimming during 2018	£ 290.00
R Porter	Open Space/Sport & Leisure	Grass cutting and leaf clearing 2018, agreed per cut, price here assumes 7 during year	£ 3,358.00
R Porter	Open Space/Sport & Leisure	hedge cutting in 2018	£ 700.00

	LCPAS	Administration	GDPR policy pack	£	30.00
	Wicksteed Leisure	Sports & Leisure	3 x annual playground inspections 27 April 2018	£	135.00
	Eon	Street Lighting	36m contract April 2018-21 for unmetered electricity	£	11,307.00
Credit Card Purchase	Goodrich LLP	Redevelopment of pavilion	QS Feasibility Estimate	£	500.00
	HM Land Registry	Lighting	Registers/Deeds re Cheyne Close	£	3.00
	Community Impact Bucks	Training	Half day training re community car scheme	£	290.00
	Community Impact Bucks	Employment	10 x DBS checks for community car volunteers	£	150.00
	Opus Energy	Sports & Leisure	Electricity at pavilion 1/5/18-30/4/21	£	1,439.10
Credit Card Purchase	AVDC	Litter & Dog Fouling	Dog waste collection service April 18-March 19. 78 empties x 16 bins x £88.58 per bin = £1417.28 to be invoiced Dec 18	£	1,417.28
	Microsoft	Administration	Office 365 for business subscription, annual cost approx £95 + VAT	£	59.99
Credit Card Purchase	1Password	Administration	Password retention software. Billed annually	£	25.92
	Amazon	Administration	5 x Sandisk 64mb USB memory sticks	£	129.20
	Staples Advantage	Administration	Toner and stationery	£	466.94
	CNG	Sports & Leisure	Gas supply at pavilion 3/9/18-2/9/21 (approx £150pa)	£	450.00
	L&T illuminations	Street Lighting	Street light repairs		
	J Leonard Limited	Devolved Services	Grass cutting and siding out etc, anticipated cost over year	£	4,000.00
	Ardenoak Fire	Sports & Leisure	Annual service of fire equipment at pavilion	£	27.00
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				£	138,205.53

Amounts not yet due to the parish council:

Description	Cost Centre	Name	Amount
Croudace	Sports & Leisure	Quarterly donation re sign, next installment due May 2018	£ 275.00
AVDC	Precept	Second installment 2018-19	£ 47,505.00
Football Foundation	Grant income	Grant G90567 final installment towards pitch extension	£ 2,702.25
AVDC	S106	See S106 summary on Bank Reconciliation for details of various provisions	

Bank Reconciliation & S106 Summary: See separate document

Budget Monitor: See separate document.

Summary of Parish Charity Transactions:

Invoice raised to PIE re summer festival £468.75

Summary of Recreation Ground Charity Transactions:

Bank charge of £18 applied 31/3/18. Closing balance for year £1,406.16.