

**PITSTONE PARISH COUNCIL
JULY 2019 FINANCIAL SUMMARY**

Expenditure from Unity authorised 25 July 2019

Code	Beneficiary	Cost Centre	Description	VAT	Net	Gross
E118-125	Various	Employment	Confidential salary/wage payments, plus HMRC PAYE & NI and NEST	£ 3.51	£ 2,871.95	£ 2,875.46
E95	Unity Trust Bank	Administration	Service Charge auto applied to account	£ -	£ 39.45	£ 39.45
E96	John Groom (Ground Keeping)	Sports & Leisure	Ground-keeping at pavilion including renovation of junior pitch	£ -	£ 1,710.00	£ 1,710.00
E97	David Rollins	Youth Café	Café management for June 2019	£ -	£ 100.26	£ 100.26
E98	IAC audit and consultancy	Administration	Internal audit on 11/6/19	£ 70.00	£ 350.00	£ 420.00
E99	Pitstone Memorial Hall	Administration	Room hire in June	£ -	£ 51.08	£ 51.08
E103	Bucks Playing Fields Association	Administration	Annual membership 1/4/19-31/3/20 - if resolve to renew	£ -	£ 20.00	£ 20.00
E111	British Gas	Sports & Leisure	Annual Careplan agreement for pavilion water heater and gas. PO20190716d. Min 53/19.4 11/7/19 s&l.	£ 86.49	£ 432.47	£ 518.96
E112	Staples	Administration	Stationery/paper	£ 9.31	£ 46.55	£ 55.86
E113	Wicksteed Leisure	Sports & Leisure plus S106	3 x annual playground inspections	£ 27.00	£ 135.00	£ 162.00
E115	R Haynes	Maintenance	Clean of 4 x bus shelters on 15/7/19	£ -	£ 60.00	£ 60.00
E116	Almar	Administration	Printing of PPP	£ -	£ 866.40	£ 866.40
E126	J Leonard Ltd	S106 / Play Space	Initial ground and clearing works + access	£ -	£ 13,800.00	£ 13,800.00
E127	J Leonard Ltd	Devolved Services	Grass Cutting 2019-20. Est 7 cuts x £500 per cut. Min 319/18b. PO20190206b. (invoice for cut 2)	£ -	£ 500.00	£ 500.00
E128	J Leonard Ltd	Devolved Services	Grass Cutting 2019-20. Est 7 cuts x £500 per cut. Min 319/18b. PO20190206b. (invoice for cuts 3)	£ -	£ 500.00	£ 500.00
Sub total of standard bacs/cheques				£ 196.31	£ 21,483.16	£ 21,679.47

Grants & donations from Unity noted on 25 July 2019

Beneficiary (inc registration number where applicable)	Cost Centre	Purpose of grant / donation and time period to which it relates	VAT	Net	Gross
None	Grants & Donations	n/a		£ -	£ -
Sub total of grants and donations			£ -	£ -	£ -

Direct debits noted at 25 July 2019 meeting

E100	Sage	Administration	Monthly accounting and payroll software subscription	£ 4.60	£ 23.00	£ 27.60
E104	CNG	Sports & Leisure	Gas at pavilion to 30/6/19	£ 0.20	£ 4.09	£ 4.29
E104 CR	CNG	Sports & Leisure	Gas at pavilion to 30/6/19, credit note issued to cancel above invoice	-£ 0.20	-£ 4.09	-£ 4.29
E114	CNG	Sports & Leisure	Gas at pavilion to 30/6/19 replaces E104	£ 0.09	£ 1.72	£ 1.81
E108	Eon	Lighting	Unmetered electricity rebilled for May and June re LED rollout - account £2.66 in credit	-£ 0.44	-£ 2.22	-£ 2.66
E109	Eon	Lighting	Unmetered electricity June new inventory	£ 52.14	£ 260.69	£ 312.83
E110	Opus	Sports & Leisure	Elec at pavilion to 29/6/19	£ 1.39	£ 27.75	£ 29.14
C/Card	E74	Sipgate	Administration	£ -	£ 10.00	£ 10.00
C/Card	E75	Sipgate	Administration	£ -	£ 10.00	£ 10.00
C/Card	E79	LeafletFrog	Administration	£ -	£ 41.00	£ 41.00
C/Card	E82	Safety Signs & Notices	Miscellaneous	£ 9.85	£ 49.26	£ 59.11
C/Card	E105	Land Registry	Devolved Services	£ -	£ 12.00	£ 12.00
C/Card	E106	Amazon Business	Administration	£ 1.57	£ 7.81	£ 9.38
C/Card	E107	Lloyds Bank	Administration	£ -	£ 3.00	£ 3.00
Sub total of direct debits				£ 69.20	£ 444.01	£ 513.21
TOTAL OUTGOINGS				£ 265.51	£ 21,927.17	£ 22,192.68

Insurance amendments No amendments necessary

Inter-account transfers for year-end reconciliations None

Receipts received to 30 June 2019, paid into a NatWest account

			VAT	Net	Gross
NatWest	Financial	Bank Interest - S106 account		£ 0.73	£ 0.73
NatWest	Financial	Bank Interest - reserve account		£ 9.73	£ 9.73

£ - £ 10.46 £ 10.46

Receipts received to 19 July 2019, paid into Unity account

Company	Cost Centre	Description	VAT	Net	Gross
Ashbys	PPP	Advertising issue 120	£ 4.50	£ 22.50	£ 27.00
Handyman Dave	PPP	Advertising issues 120-123	£ 9.50	£ 47.50	£ 57.00
PJC Driver Training	Sports & Leisure	Hire of car park land in June for driving lessons	£ -	£ 40.00	£ 40.00
P&IJFC	Sports & Leisure	May pitch hire	£ 38.00	£ 189.99	£ 227.99
HMRC	VAT	Quarter 1 VAT return	£ 3,487.44	£ -	£ -
Martin Keable	PPP - overdue	Advertising issues 120 & 121. Moving out of area. Cancelled future ads. Raised credit note against previous invoice (4 editions) and re-invoiced for just the 2 editions already printed.	£ 5.00	£ 25.00	£ 30.00
National Trust	Pitstone Hill	Compensation for loss of rag pit	£ -	£ 548.00	£ 548.00
			£14.00	£110.00	£124.00
TOTAL INCOMINGS			£14.00	£120.46	£134.46

Debtors Summary/Overdue Invoices/Income Pending:

Date of Invoice	Name	Cost Centre	Invoice/Description	VAT	Net	Gross
24/06/2019	P&IJFC	Sports & Leisure	May pitch hire	£ 6.75	£ 33.75	£ 40.50
24/05/2019	The Blindman	PPP - overdue	Advertising issues 120-123	£ 9.50	£ 47.50	£ 57.00
09/07/2019	P&IJFC	Sports & Leisure	July and August pitch hire	£ 55.50	£ 277.50	£ 333.00
TOTAL INCOME PENDING			£99.75	£589.21	£688.96	

Summary of those in credit: None

Commitments 2019-20:

David Rollins	Youth Café	Management fee August 2018-July 2019 (April to July)	£ 416.66
Reg Porter	Devolved Services	Footpath strimming 2019-20. Approved 31/1/19. Min 319/18a. PO20190206a.	£ 300.00
J Leonard Ltd	Devolved Services	Grass Cutting 2019-20. Est 7 cuts x £500 per cut. Min 319/18b. PO20190206b. (3 paid)	£ 2,000.00
J Leonard Ltd	Devolved Services	Footpath strimming 2019-20. Approved 31/1/19. Min 319/18b. PO20190206b.	£ 340.00
J Leonard Ltd	Devolved Services	Misc siding out etc 2019-20. Approved 31/1/19. Min 319/18b. PO20190206b. NB this is the remainder of the budgeted £5,300 expenditure when take account of grass cutting & footpath strimming. BCC payment only £3,422.86. PPC contributing £1877.14.	£ 1,160.00
Reg Porter	Open Space	Grass cutting 2019. Local Green Space by The Crescent. Approved 31/1/19. Min 323/18.2. PO20190206c. Est 6 cuts @ £88 per cut.	£ 528.00
Reg Porter	Pitstone Hill	Grass cutting of picnic area. Approved 31/1/19. Min 323/18.2. PO20190206c. Est 6 @ £78 per cut.	£ 468.00
Reg Porter	Open Space	Hedge cutting 2019 at Recreation Ground, Local Green Space, allotments and pavilion. Approved 31/1/19. Min 323/18.3. PO20190207a.	£ 440.00
Reg Porter	S106	Hedge cutting 2019 at Windsor Road playground. Approved 31/1/19. Min 323/18.3. PO20190207a.	£ 90.00
John Groom (Ground Keeping)	Open Space	Ground-keeping on the recreation ground 2019/20. Approved 14/2/19. Min SL100/18.3. PO20190226c.	£ 2,700.00
Abode Solutions	General Maintenance	Renovate 2 x noticeboards in 2019. 1st board Glebe Close £160 + VAT. Approved 28/2/19. Min 358/18. PO20190305a.	£ 320.00
BCC	Pitstone & Ivinghoe Safety Scheme	PID re Feasibility / Project Design (£18,824.46 minus £7,535.50 funding from LAF = £11,288.96) (NB: LAF now agreed to invoice upon completion and therefore won't be invoiced until eta July 2019)	£ 11,288.96
Horwood and James	S106 / Purchase of Leisure Land	Draw up legal documents to purchase leisure land from Pitstone Parish Charity (S106 approved. PO20190401a. Approved 28/3/19. Min: 384/18.4)	£ 800.00
Kirkby & Diamond	S106 / Purchase of Leisure Land	Produce charity commission report re sale of land to parish council	£ 1,500.00
S A Law	S106 / Purchase of Leisure Land	Undertake legal work for Parish Charity re sale of land to parish council	£ 800.00
Parish Charity	S106 / Purchase of Leisure Land	Value of land being purchased	£ 33,500.00
C/Card	Sipgate	Administration	£ 10.00
C/Card	Currys	Telephony package/assistant - EB1830894	£ 109.00
C/Card	Metcalfes	Fridge for pavilion	£ 15.83
J Leonard Ltd	Open Space	2 x padlocks for Castlemead play area maintenance gates	tbc
AVDC	Litter and dog fouling	Remove broken tree and put cage into storage until autumn. Carry out minor repairs at play spaces. Twice weekly emptying. 16 bins. PO20190513a. Minute 24/19.3	£ 1,895.68

AVDC	Litter and dog fouling	Relocate Windsor Road bin. PO20190513b. Minute 24/19.2	£ 134.68
AVDC	Litter and dog fouling	Additional dog bin for Westfield Road Local Wildlife Site. PO20190513c. Minute 24/19.4. (Hope to recover installation cost from Taylor Wimpey, and PPC will need to meet emptying costs pro rata £118.48 per annum)	£ 313.34
Almar (Tring) Ltd	PPP & Guide	Printing of PPP x 4 editions (2 paid, 2 remaining). PO20190515. Minute 21/19 25/4/19.	£ 1,710.00
Jack Hawkins	Allotments	JCB backhoe loader & operator. £290 full day. £150 half day. PO20190607. Minute 67/19.2 30/5/19	£ 290.00
Tbc	Allotments	20 tonnes of MOT type 1 delivered. Price and supplier to be agreed & resolved closer to time.	£ 450.00
Wicksteed Leisure Ltd	S106	Repairs to Hever Close playground. PO20190716a. Minute SL54/19.3 from 11/7/19	£ 293.49
Wicksteed Leisure Ltd	S106	Repairs to Windsor Road playground. PO20190716b. Minute SL54/19.3 from 11/7/19	£ 842.25
3CET	Sports & Leisure	Annual water samples, TMV servicing etc. PO20190716c. Minute 53/19.6 from 11/7/9.	£ 360.00
Local Council Consultancy	Skate park project	Procurement and project management assistance for skate park. PO20190716d. Minute SL51/19.2e&c from 11/7/19. Estimate £2,025/£250 per day + VAT.	£ 2,025.00
Local Council Consultancy	Pavilion project	Procurement and project management assistance for pavilion phase II. PO20190716e. Minute SL51/19.d&c from 11/7/19. Estimate £2,700/£250 per day + VAT.	£ 2,700.00
			<u>£ 67,800.89</u>

Amounts not yet due to the parish council:

Description	Cost Centre	Name	Amount
AVDC	Precept	2019/20 precept (second installment)	£ 61,750.00
AVDC	S106	See S106 summary on Bank Reconciliation for details of various provisions	

Bank Reconciliation & S106 Summary:

See separate document

Budget Monitor & 3 year budget forecast:

See separate document.

Summary of Parish Charity Transactions:

None due.

Summary of Recreation Ground Charity Transactions:

Horwood & James legal cost provision £700 yet to be incurred.