

**PITSTONE PARISH COUNCIL
JUNE 2019 FINANCIAL SUMMARY**

Expenditure from Unity to 27 June 2019

Code	Beneficiary	Cost Centre	Description	VAT	Net	Gross
E87-94	Various	Employment	Confidential salary/wage payments, plus HMRC PAYE & NI and NEST	£ 4.70	£ 2,867.71	£ 2,872.41
E67	David Rollins	Youth Café	Café management for May 2019	£ -	£ 178.26	£ 178.26
E68	John Groom (Ground Keeping)	Sports & Leisure	Renovation of the pavilion pitches	£ -	£ 1,320.00	£ 1,320.00
E69	Pitstone Memorial Hall	Administration	Room hire in May inc refreshments at annual assembly	£ -	£ 143.03	£ 143.03
E70	Vitesse Plc	Administration	1 x full set toner delivered with printer	£ 80.00	£ 400.00	£ 480.00
E71	Vitesse Plc	Administration	1 x full set toner (to hold for replenishment)	£ 81.20	£ 406.00	£ 487.20
E73	R Haynes	Maintenance	Clean of 4 x bus shelters on 17/6/19	£ -	£ 60.00	£ 60.00
E76	Lamps & Tubes Illuminations	Street Lighting	Up to 35 x column structural tests.	£ 64.00	£ 320.00	£ 384.00
E77	Horwood & James	S106	Undertaking required to be paid up front by S A Law re purchase of leisure land	£ -	£ 950.00	£ 950.00
E85	John Groom (Ground Keeping)	Open Space	Ground-keeping on the recreation ground 2019/20 Quarter 1	£ -	£ 900.00	£ 900.00
Sub total of standard bacs/cheques				£ 229.90	£ 7,545.00	£ 7,774.90

Grants & donations from Unity noted on 27 June 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 27 June 2019 meeting

	E72	Sage	Administration	Monthly accounting and payroll software subscription	£ 4.00	£ 20.00	£ 24.00
	E78	Information Commissioners Office	Administration	GDPR / Data Protection fee, will be taken by dd on 31/7/19 (including £5 discount for dd payment)	£ -	£ 35.00	£ 35.00
	E80	CNG	Sports & Leisure	Gas at pavilion to 30/5/19	£ 0.26	£ 5.10	£ 5.36
	E81	Eon	Lighting	Unmetered electricity 1-31/5/19	£ 60.77	£ 303.87	£ 364.64
	E86	Opus	Sports & Leisure	Elec at pavilion to 30/5/19	£ 1.41	£ 28.18	£ 29.59
C/Card	E52	Post Office	PPP & Guide	PPP postage	£ -	£ 8.40	£ 8.40
C/Card	E48	Sipgate	Administration	Telephony package/clerk - VAT reverse charge EU	£ -	£ 10.00	£ 10.00
C/Card	E56	Sipgate	Administration	Telephony package/assistant - VAT reverse charge EU	£ -	£ 10.00	£ 10.00
C/Card	E51	Metcalfes	Sports & Leisure	Combi padlock & cable ties	£ 3.58	£ 17.92	£ 21.50
C/Card	E49	Amazon Business	Administration	lanyards for car scheme drivers	£ 1.88	£ 9.36	£ 11.24
C/Card	E50	Amazon Business	Administration	badge holders for car scheme drivers	£ 1.02	£ 5.12	£ 6.14
C/Card	E83	1Password	Administration	Subscription to Teams service for 2 employees per annum (\$114.91 @ 1.296900) (VAT reverse charge)	\$ -	£ 88.60	£ 88.60
C/Card	E84	Lloyds Bank	Administration	Monthly credit card fee	\$ -	£ 3.00	£ 3.00
Sub total of direct debits				£ 72.92	£ 544.55	£ 617.47	

TOTAL OUTGOINGS £ 302.82 £ 8,089.55 £ 8,392.37

Insurance amendments No amendments necessary

Inter-account transfers for year-end reconciliations Now all complete

Receipts received to 31 May 2019, paid into a NatWest account

	Company	Cost Centre	Description	VAT	Net	Gross
	NatWest	Financial	Bank Interest - S106 account		£ 0.86	£ 0.86
	NatWest	Financial	Bank Interest - reserve account		£ 11.83	£ 11.83
				£ -	£ 12.69	£ 12.69

Receipts received to 24 June 2019, paid into Unity account

Company	Cost Centre	Description	VAT	Net	Gross
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Ridgeways	PPP	Advertising issues 120 - cancelled future advertising	£	2.50	£	12.50	£	15.00
CMC Golf	PPP	Advertising issue 120	£	4.50	£	22.50	£	27.00
PJC Driver Training	Sports & Leisure	Hire of car park land in May for driving lessons	£	-	£	40.00	£	40.00
Travel Impressions	PPP	Advertising issue 120	£	4.50	£	22.50	£	27.00
ADM	PPP	Advertising issue 120	£	2.50	£	12.50	£	15.00
		Advertising issue 120-123 (extended out to cover 4 editions. Original amount paid. Balance outstanding 75.60)	£	12.60	£	63.00	£	75.60
French Tuition	PPP	Advertising issue 120	£	4.50	£	22.50	£	27.00
Grove Farm Pick your Own	PPP	Advertising issues 120-123	£	17.10	£	85.50	£	102.60
Cheddington Pre-School	PPP	Advertising issue 120	£	5.42	£	27.08	£	32.50
Greensleeves	PPP	Advertising issue 120	£	9.00	£	45.00	£	54.00
Tring Market Auctions	PPP	Advertising issues 120	£	2.50	£	12.50	£	15.00
Barry Cato Motor Repairs	PPP	Advertising issue 120	£	2.50	£	12.50	£	15.00
Tyre Changers	PPP - overdue	Advertising issue 120	£	2.50	£	12.50	£	15.00
P&IJFC	Sports & Leisure - overdue	April pitch hire	£	70.13	£	350.66	£	420.79
Ivinghoe Turf	PPP - overdue	Advertising issues 120-123	£	9.50	£	47.50	£	57.00
Marsworth Pre-School	PPP - overdue	Advertising issue 120	£	4.50	£	22.50	£	27.00
NM Counselling	PPP - overdue	Advertising issue 120	£	2.50	£	12.50	£	15.00
				£11.50		£97.50		£109.00
TOTAL INCOMINGS				£11.50		£110.19		£121.69

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	£	38.00	£ 189.99
24/06/2019	P&IJFC	Sports & Leisure	May pitch hire	£	6.75	£ 33.75
24/05/2019	The Blindman	PPP - overdue	Advertising issues 120-123	£	9.50	£ 47.50
24/05/2019	Martin Keable	PPP - overdue	Advertising issues 120-123	£	9.50	£ 47.50
24/05/2019	Handyman Dave	PPP - overdue	Advertising issues 120-123	£	9.50	£ 47.50
24/05/2019	Ashbys	PPP - overdue	Advertising issue 120	£	4.50	£ 22.50
	National Trust	Pitstone Hill	Compensation for loss of rag pit	£	-	£ 548.00
TOTAL INCOME PENDING					£248.00	£1,880.67
						£2,128.67

Summary of those in credit: None

Commitments 2019-20:

David Rollins	Youth Café	Management fee August 2018-July 2019 (April to July)	£	833.32
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. (1 paid)	£	3,000.00
J Leonard Ltd	Devolved Services	Footpath strimming 2019-20. Approved 31/1/19. Min 319/18b. PO20190206b.	£	340.00
		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
J Leonard Ltd	Devolved Services	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	Open Space	Grass cutting of picnic area. Approved 31/1/19. Min 323/18.2. PO20190206c. Est 6 @ £78 per cut.	£	468.00
Reg Porter	Pitstone Hill	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	Open Space	Hedge cutting 2019 at Windsor Road playground. Approved 31/1/19. Min 323/18.3. PO20190207a.	£	90.00
Reg Porter	S106	Internal Audit fee. Approved 31/1/19. Min 332/18. PO20190207d.	£	350.00
IAC	Administration	Ground-keeping on the recreation ground 2019/20. Approved 14/2/19. Min SL100/18.3. PO20190226c.	£	2,700.00
John Groom (Ground Keeping)	Open Space	Renovate 2 x noticeboards in 2019. 1st board Glebe Close £160 + VAT. Approved 28/2/19. Min 358/18. PO20190305a.	£	320.00
Abode Solutions	General Maintenance	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
BCC	Pitstone & Ivinghoe Safety Scheme	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
Honwood and James	S106 / Purchase of Leisure Land	Produce charity commission report re sale of land to parish council	£	1,500.00
Kirkby & Diamond	S106 / Purchase of Leisure Land	Undertake legal work for Parish Charity re sale of land to parish council	£	800.00
S A Law	S106 / Purchase of Leisure Land	Value of land being purchased	£	33,500.00
Parish Charity	S106 / Purchase of Leisure Land	Telephony package/clerk - EB1800245	£	10.00
C/Card	Administration	Telephony package/assistant - EB1796188	£	10.00
C/Card	Administration			

C/Card	LeafletFrog	Administration	2,500 A5 full colour double sided flyers for car scheme	£	41.00
C/Card	Safety Signs & Notices	Miscellaneous	1 x toad sign for Aldbury	£	59.11
	J Leonard Ltd	S106 / Play Space	Initial ground and clearing works + access	£	13,800.00
	AVDC	Litter and dog fouling	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 (1 paid, 3 remaining). PO20190515. Minute 21/19 25/4/19.	£	2,565.00
	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
				£	77,987.09

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.