

**PITSTONE PARISH COUNCIL  
APRIL 2019 FINANCIAL SUMMARY**

**Expenditure from Unity to 25 April 2019**

Code	Beneficiary	Cost Centre	Description	VAT	Net	Gross
E19-25	Various	Employment	Confidential salary/wage payments, plus HMRC PAYE & NI and NEST	£ -	£ 2,673.38	£ 2,673.38
E1	The Boiler Blokes	Sports & Leisure	Remedial plumbing at pavilion. Approved 14/2/19. Min SL101/18.3. PO20199226F.	£ 393.80	£ 1,969.00	£ 2,362.80
E4	Pitstone Memorial Hall	Administration	Room hire in March	£ -	£ 110.75	£ 110.75
E5	Community Impact Bucks	Administration	Annual membership of Community Buildings	£ 9.17	£ 45.83	£ 55.00
E8	John Groom (Grounds Maintenance)	Sports & Leisure	March groundkeeping at pavilion site	£ -	£ 445.00	£ 445.00
E9	SLCC	Administration	Annual membership of Clerk	£ -	£ 196.00	£ 196.00
E10	BMKALC	Administration	Annual membership of BALC, NALC, LCR	£ -	£ 483.92	£ 483.92
E11	Name to be revealed at Annual Assembly	Volunteer of the Year	Cheque for winner of Volunteer of the Year. Approved 31/1/19. Min 336/18. PO20190213a.	£ -	£ 50.00	£ 50.00
E26	Lamps & Tubes Illuminations Ltd	Lighting	Vicarage Road collision damage requiring replacement lantern.	£ 119.76	£ 598.78	£ 718.54
E27	AVDC	Open Space	2 x play around parishes sessions for Summer 2019. Approved 27/9/18. Min 192/19. PO20181002c. Printing of Annual Assembly agenda. Approved 31/1/19. Min 325/18.5. PO20190207b. Minus £16 credit note re printing error.	£ 140.00	£ 700.00	£ 840.00
E28	Almar	Administration	Bus shelter cleaning x 4 on 8/4/19	£ -	£ 33.00	£ 33.00
E29	R Haynes	Maintenance	Stationery and toner	£ -	£ 60.00	£ 60.00
E30	Staples UK Limited	Administration		£ 78.62	£ 393.11	£ 471.73
<b>Sub total of standard bacs/cheques</b>				<b>£ 741.35</b>	<b>£ 7,758.77</b>	<b>£ 8,500.12</b>

**Grants & donations from Unity on 25 April 2019**

Beneficiary (inc registration number where applicable)	Cost Centre	Purpose of grant / donation and time period to which it relates	VAT	Net	Gross
E2 Pitstone & Ivinghoe Entertainments	Grants & Donations	Grant towards 2019 Fireworks Display. Approved 31/1/19. Min 309/18. and payable w/c 1/4/19		£ 2,000.00	£ 2,000.00
<b>Sub total of grants and donations</b>			<b>£ -</b>	<b>£ 2,000.00</b>	<b>£ 2,000.00</b>

**Direct debits noted at 25 April 2019 meeting**

E13	CNG	Sports & Leisure	Gas at pavilion to 26/3/19	£ 0.20	£ 3.94	£ 4.14
E3	Sage	Administration	Monthly accounting and payroll software subscription	£ 4.00	£ 20.00	£ 24.00
E14	Eon	Lighting	Unmetered electricity 1-31/3/19	£ 59.82	£ 299.11	£ 358.93
E375	Sipgate/Lloyds Bank	Administration	Monthly telephony package (paid by CC 1/3/19, CC bill dd 9/4/19)	£ -	£ 10.00	£ 10.00
E390	Wilko/Lloyds Bank	Administration	Frame & card for volunteer of year	£ 1.78	£ 8.92	£ 10.70
E391	Post Office/Lloyds Bank	Allotments	tenancy agreement postage	£ -	£ 46.12	£ 46.12
E392	Lloyds Bank	Administration	Monthly fee	£ -	£ 3.00	£ 3.00
E17	Opus	Sports & Leisure	Elec at pavilion 28/2-30/3/19	£ 2.45	£ 49.07	£ 51.52
E388	Unity Trust Bank	Administration	Manual credit handling charge	£ -	£ 0.60	£ 0.60
E389	Unity Trust Bank	Administration	Service charge	£ -	£ 30.15	£ 30.15
<b>Sub total of direct debits</b>				<b>£ 68.25</b>	<b>£ 470.91</b>	<b>£ 539.16</b>
<b>TOTAL OUTGOINGS</b>				<b>£ 809.60</b>	<b>£ 10,229.68</b>	<b>£ 11,039.28</b>

**Insurance amendments**

None required.

**Inter-account transfers for year-end reconciliations**

re S106 to Unity	From NatWest Business Reserve Account holding S106 funds, via letter of instruction, to NatWest Current Account	£3,213.27
re S106 to Unity	Via cheque from NatWest Current Account, to Unity Trust Bank Account	£3,213.27
re Accrual to Unity	Via cheque from NatWest Current Account, to Unity Trust Bank Account	£22,103.23
		<b>£28,529.77</b>

**Receipts received to 5 April 2019, paid into a NatWest account**

VAT Net Gross

NatWest	Financial	Bank Interest - S106 account	£	1.26	£	1.26
NatWest	Financial	Bank Interest - reserve account	£	13.58	£	13.58
			<b>£</b>	<b>-</b>	<b>£</b>	<b>14.84</b>
						<b>14.84</b>

### Receipts received to 25 April 2019, paid into Unity account

Company	Cost Centre	Description	VAT	Net	Gross
Mr Hutchinson	Allotments	Plot 28, Allotment rental, March 2019 to September 2020	£ -	£ 22.50	£ 22.50
Mr Davies	Allotments	Allotment rental, March 2019 to September 2020	£ -	£ 22.50	£ 22.50
Little Cravings Catering	PPP	Advertising issue 119. Cancelled future advertising. Amended invoice to reflect single edition that has been printed.	£ 2.50	£ 12.50	£ 15.00
A J Groom (Farm Shop)	PPP	Advertising issues 119-122 (minus £26.78 held on account, leaves 30.22 outstanding)	£ 5.05	£ 25.17	£ 30.22
Tring Market Auctions	PPP	Advertising issue 119	£ 45.00	£ 9.00	£ 54.00
HP	Administration	Toner cashback promotion, claim 2 of 2	£ -	£ 75.00	£ 75.00
BCC	Devolved Services	2019/20 Devolved Services	£ -	£ 3,422.86	£ 3,422.86
PJC Driver Training	Sports & Leisure	Hire of car park in March for driving lessons	£ -	£ 40.00	£ 40.00
Roos	PPP	PPP advertising arrears	£ 8.08	£ 40.42	£ 48.50
Greensleeves	PPP	Advertising issue 119	£ 5.42	£ 27.08	£ 32.50
P&I JFC	Sports & Leisure	Pitch hire during February	£ 37.25	£ 186.24	£ 223.49
P&I JFC	Sports & Leisure	Pitch hire during March	£ 93.39	£ 466.95	£ 560.34
Marsworth Pre-School	PPP	Advertising issue 119	£ 4.50	£ 22.50	£ 27.00
Fine Antique Clocks	PPP	Advertising issues 119-122	£ 9.50	£ 47.50	£ 57.00
			<b>£210.69</b>	<b>£4,420.22</b>	<b>£4,630.91</b>
		<b>TOTAL INCOMINGS</b>	<b>£210.69</b>	<b>£4,435.06</b>	<b>£4,645.75</b>

### Debtors Summary/Overdue Invoices/Income Pending:

Date of Invoice	Name	Cost Centre	Invoice/Description	VAT	Net	Gross
n/a	HMRC	VAT	Quarter 4 VAT return	£ 1,033.93	£ -	£ -
05/03/2019	Hawthorne Gardening	PPP	Advertising issues 119-122	£ 9.50	£ 47.50	£ 57.00
30/03/2019	P&IJFC	Sports & Leisure	Pitch hire during March	£ 13.50	£ 67.50	£ 81.00
			<b>TOTAL INCOME PENDING</b>	<b>£1,636.44</b>	<b>£9,760.98</b>	<b>£10,363.49</b>

Summary of those in credit: None

### Commitments / Amounts not yet invoiced to the parish council / work not yet completed 2018-19:

Woods Hardwick	Redevelopment of pavilion/S106	Architectural services	£ 3,850.00
			<b>£ 3,850.00</b>

### Commitments 2019-20:

David Rollins	Youth Café	Management fee August 2018-July 2019 (April to July)	£ 1,666.64
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.	£ 3,500.00
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	S106	Grass cutting 2019. Castlemead playgrounds. Approved 31/1/19. Min 323/18.2. PO20190206c. Est 6 cuts @ £93 per cut.	£ 558.00
Reg Porter	Open Space	Grass cutting 2019. Outer recreation ground. Approved 31/1/19. Min 323/18.2. PO20190206c. Est 6 cuts @ £115 per cut.	£ 690.00
Reg Porter	Open Space	Grass cutting 2019. Recreation Ground playground. Approved 31/1/19. Min 323/18.2. PO20190206c. Est 6 cuts @ £105 per cut.	£ 630.00

	Reg Porter		Open Space	Leaf clearing from Recreation Ground playground. Approved 31/1/19. Min 323/18.2. PO20190206c. One, if required.	£	115.00
	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
	Pitstone Memorial Hall		Administration	Hall hire, setting up, break down & supply/serve refreshments at Annual Assembly. Approved 31/1/19. Min 325/18.5. PO20190207b.	£	85.00
	IAC		Administration	Internal Audit fee. Approved 31/1/19. Min 332/18. PO20190207d.	£	350.00
	John Groom (Ground Keeping)		Open Space	Renovation of the Recreation Ground (patch/seed/scarify). Approved 14/2/19. Min SL100/18.2. PO20190226b.	tbc	
	John Groom (Ground Keeping)		Open Space	Ground-keeping on the recreation ground 2019/20. Approved 14/2/19. Min SL100/18.3. PO20190226c.	£	3,600.00
	John Groom (Ground Keeping)		Sports & Leisure	Renovation of the pavilion pitches (1 x 20 tonne top soil/15 bags grass seed/fertiliser). Approved 14/2/19. Min SL100/18.4. PO20190226d. (Grass seed purchased. Top soil outstanding)	£	1,385.00
	Vita Electricals		Sports & Leisure	Fire alarm & emergency lighting testing at pavilion + PAT tests of pavilion and youth café equipment. Approved 14/2/19. Min SL101/18.2. PO20190226e.	£	500.00
	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
	Construction Materials Limited		Sports & Leisure	20 tonnes of 50:50 sports mix top soil for pitch renovations. Approved 14/2/19 S&L. Min ref SL100/18. PO20190404a.	£	819.00
	J Leonard Ltd		Sports & Leisure	Remove fly-tipped broken office chair from Windsor Road playground. Install new fence post support at pavilion.	tbc	
C/Card	E7	Microsoft	Administration	Repair gaps in fencing at recreation ground. Remedial works to young maple on recreation ground. Dispose of fly-tipped bicycle from Recreation Ground.	£	189.60
		1Password	Administration	Office 365 Business x 2 users	\$	48.89
C/Card	E11	1Password	Administration	Subscription to Teams service for 2 employees per annum (note \$) (due May 2019)	\$	4.92
C/Card	E6	Dell	Administration	Subscription to Teams service for 2 employees pro-rata for 9/4/19-9/5/19 (note \$)	£	629.00
C/Card	E15	Amazon Business	Administration	Laptop for new employee	£	201.65
C/Card	E16	Amazon Business	Administration	Back up drives for new employee	£	8.83
C/Card		Amazon Business	Administration	Keyboard for new employee	£	11.48
		J Leonard Ltd	S106 / Play Space	Laptop protective cover	£	13,800.00
				Initial ground and clearing works + access	£	
						£ 44,527.97

#### Amounts not yet due to the parish council:

Description	Cost Centre	Name	Amount
AVDC	Precept	2019/20 precept	£ 123,500.00
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. Invoice for £500.10 raised for PIE Summer Festival.

#### Summary of Recreation Ground Charity Transactions:

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