

**PITSTONE PARISH COUNCIL
DECEMBER 2018 FINANCIAL SUMMARY**

Expenditure from Unity to 3 January 2019

Trans Ref/Chq No	Code	Beneficiary	Cost Centre	Description	VAT	Net	Gross
Various	E280-285	Various	Employment	Confidential salary/wage payments, plus HMRC PAYE & NI and NEST	£ 8.12	£ 2,529.77	£ 2,537.89
887305626	E268	John Groom (Grounds Maintenance)	Sports & Leisure	November groundkeeping at pavilion		£ 835.00	£ 835.00
274643302	E269	AVDC	Litter & Dog Fouling	Dog waste collection service April 18-March 19. 78 empties x 16 bins x £88.58 per bin = £1417.28	£ 283.46	£ 1,417.28	£ 1,700.74
839011065	E271	Garden Knight	Open Space/Sport & Leisure	Daffodil bulbs for Local Green Space and verge	£ 206.00	£ 1,030.00	£ 1,236.00
185778151	E273	David Rollins	Youth Café	November youth café		£ 212.26	£ 212.26
847497415	E278	Pitstone Memorial Hall	Administration & Litter	November hall hire, annual fee for use of wheelie bins, minus £1 annual hall rent	£ -	£ 250.21	£ 250.21
529642778	E286	Buckland Landscapes	Open Space	Supply & plant 4 x trees on recreation ground	£ 168.00	£ 840.00	£ 840.00
582005252	E287	Signs Realm	Open Space	No golf clubs sign for Recreation Ground		£ 135.00	£ 135.00
282929231	E288	John Groom (Grounds Maintenance)	Open Space	Quarterly ground maintenance on Recreation Ground		£ 850.00	£ 850.00
55315759	E290	Staples Advantage	Administration	Stationery	£ 93.71	£ 468.55	£ 562.26
581308134	E292	Lamps & Tubes Illuminations Ltd	Street Lighting	9 x LED lanterns for Yardley Avenue (1 x back-shield £580 potentially to be added at later date if required)	£ 957.60	£ 4,788.00	£ 5,745.60
993075109	E293	Lamps & Tubes Illuminations Ltd	Lighting	2 x LED lanterns for recreation ground	£ 98.00	£ 490.00	£ 588.00
914502455	E294	Lamps & Tubes Illuminations Ltd	Street Lighting	Lantern repairs	£ 41.91	£ 209.55	£ 251.46
37186091	E295	R Haynes	Maintenance	Bus shelter cleaning on 17/12/18		£ 45.00	£ 45.00
Sub total of standard bacs/cheques					£ 1,856.80	£ 14,100.62	£ 15,789.42

Grants & donations from Unity on 3 January 2019

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
502636134	Pitstone Memorial Hall	Grants & Donations	Donation towards repair of soffits, fascias and guttering	£ -	£ 3,000.00	£ 3,000.00
Sub total of grants and donations				£ -	£ 3,000.00	£ 3,000.00

Direct debits noted at 3 January 2019 meeting

dd	E270	Sage	Administration	Accounting and payroll software for December 2018	£ 4.00	£ 20.00	£ 24.00
dd	E277	CNG	Sports & Leisure	Gas at pavilion to 27/11/18	£ 0.79	£ 15.81	£ 16.60
dd	E240	Eon	Lighting	Unmetered electricity 1-30/11/18	£ 61.95	£ 309.77	£ 371.72
c/card dd	E273	Sipgate/Lloyds Bank	Administration	Monthly telephony package	£ EU	£ 10.00	£ 10.00
c/card dd	E274	AVDC	Pavilion redevelopment/S106	Planning application (£1386 then 50% discount) + service charge	£ 3.33	£ 709.67	£ 713.00
c/card dd	E275	Lloyds Bank	Administration	Monthly fee		£ 3.00	£ 3.00
dd	E251	Opus	Sports & Leisure	Elec at pavilion 31/10-29/11/18	£ 2.47	£ 49.34	£ 51.81
dd	E289	Wave	Sports & Leisure	Water at pavilion 22/5-15/8/18 including new sewerage rebate. Invoiced £593.55. £655.90 withdrawn bill credited. £20.19 via dd.	£ -	£ 20.19	£ 20.19
dd	E296	Sage	Administration	Accounting and payroll software for January 2019	£ 4.00	£ 20.00	£ 24.00
Sub total of direct debits				£ 76.54	£ 1,157.78	£ 1,234.32	
TOTAL OUTGOINGS				£ 1,933.34	£ 18,258.40	£ 20,023.74	

Insurance amendments Add bus shelter, to be adopted by the Parish Council and added to our insurance schedule. BCC confirmed value as £5,120

Inter-account transfers None required

Receipts received to 30 November 2018, paid into a NatWest account

				VAT	Net	Gross
bacs	NatWest	Financial	Bank Interest - S106 account		£ 1.31	£ 1.31
bacs	NatWest	Financial	Bank Interest - reserve account		£ 14.04	£ 14.04
				£ -	£ 15.35	£ 15.35

Receipts received to 3 January 2019, paid into Unity account

Paying in reference	Company	Cost Centre	Description	VAT	Net	Gross
bacs	Travel Impressions	PPP	Advertising issue 118	£ 4.50	£ 22.50	£ 27.00
bacs	The Dog Runner	PPP	Advertising issue 118 (cancelled future advertising)	£ 2.50	£ 12.50	£ 15.00
bacs	P&IUCF	Sport & Leisure	December pitch hire + 1 extra match in November	£ 26.50	£ 132.51	£ 159.01

slip 000178	Barry Cato Motor Repairs	PPP	Advertising issue 118	£	2.50	£	12.50	£	15.00
bacs	P&IJFC	Sport & Leisure	November pitch hire	£	60.86	£	304.30	£	365.16
bacs	P&IJFC	Sport & Leisure	October pitch hire	£	90.26	£	451.30	£	541.56
bacs	Dave Rollins	Grants & Donations	Monies raised by youth café attendees towards new equipment	£	6.67	£	33.33	£	40.00
bacs	ADM Admin & Book-keeping	PPP	Advertising issue 118	£	2.50	£	12.50	£	15.00
bacs	P. E. Mead & Sons	PPP	Advertising issue 118-121	£	8.87	£	44.35	£	53.22
bacs	Greensleeves	PPP	Advertising issue 118	£	5.42	£	27.08	£	32.50
bacs	NM Counselling	PPP	Advertising issue 118	£	2.50	£	12.50	£	15.00
bacs	Beacon View Windows	PPP	Advertising issue 118	£	9.00	£	45.00	£	54.00
bacs	AVDC	Grants Received	New Homes Bonus Micro Grant for Pitstone Youth Café	£		£	800.00	£	800.00
bacs	Tring Showstoppers (Performing Arts)	PPP	Advertising issue 118	£	2.50	£	12.50	£	15.00
dd	PJC Driver Training	Sport & Leisure	December hire of pavilion car park for driving lessons	£		£	40.00	£	40.00
				£224.58	£1,962.87		£2,187.45		
TOTAL INCOMINGS				£224.58	£1,978.22		£2,202.80		

Debtors Summary/Overdue Invoices/Income Pending:

Date of Invoice	Name	Cost Centre	Invoice/Description	VAT	Net	Gross
21/11/2018	Roos	PPP	Advertising issue 118-121, now overdue, reminder issued	£	30.72	£ 153.60
21/11/2018	Tring Market Auctions	PPP	Advertising issue 118, now overdue, reminder issued	£	9.00	£ 45.00
21/11/2018	Ashby's Chartered Accountants	PPP	Advertising issue 118, now overdue, reminder issued	£	4.50	£ 22.50
21/11/2018	Streamline Paving & Builders	PPP	Advertising issue 118, now overdue, reminder issued	£	4.50	£ 22.50
11/12/2018	P&IJFC	Sport & Leisure	Pitch hire in January 2019	£	17.67	£ 88.34
02/01/2019	National Trust	Pitstone Hill	Compensation payment (2 of 2 per annum) re loss of rag pit	£		£ 200.00
02/01/2019	P&IJFC	Sport & Leisure	Pitch hire in February 2019	£	17.67	£ 88.34
03/01/2019	P&IJFC	Sport & Leisure	Pitch hire in December 2018	£	40.75	£ 203.73
TOTAL INCOME PENDING				£124.81	£824.01	£948.82

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:

Woods Hardwick	Redevelopment of pavilion/S106	Architectural services	£	3,850.00
A J Groom Limited	Open Space	Maintenance of the recreation ground April 2018-March 2019, £850 per quarter	£	850.00
R Porter	Open Space/Devolved Services	Grass cutting and leaf clearing 2018, agreed per cut, price here assumes 7 during year	£	3,358.00
R Porter	Open Space	hedge cutting in 2018	£	580.00
Community Impact Bucks	Administration	10 x DBS checks for community car volunteers	£	150.00
J Leonard Limited	Devolved Services	Grass cutting and siding out etc, anticipated cost over year	£	600.00
BCC	Pitstone & Ivinghoe Safety Scheme	PID re Feasibility / Project Design (£18,824.46 minus £7,535.50 funding from LAF = £11,288.96) (to be invoiced March 2019)	£	11,288.96
David Rollins	Youth Café	Management fee August 2018-July 2019	£	3,333.28
J Leonard Limited	Open Space	Remove all mini acacia trees that have sprouted on the recreation ground		
J Leonard Limited	Maintenance	Installation of second silent soldier silhouette	£	25.00
AVDC	Open Space	2 x play around parishes sessions for Summer 2019 (to be invoiced April 2019)	£	700.00
Lamps & Tubes Illuminations Ltd	Lighting	Test & install Christmas illuminations, then remove post season & store	£	500.00
C/Card Tesco/brewery	Administration	Annual volunteer event refreshments (January 2019)	£	150.00
C/Card BMKALC	Administration	Chairmanship Skills Training for Cllr Frearson on 28/2/19	£	38.32
tbc	Youth Café	pledge towards new equipment re grant to NHB	£	200.00
			£	25,623.56

Amounts not yet due to the parish council:

Description	Cost Centre	Name	Amount
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:

Hedge cutting commissioned (presuming sale does not complete prior to this). £130.00.
Pitstone Memorial Hall invoice £11.35 paid.

Summary of Recreation Ground Charity Transactions:

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