

**PITSTONE PARISH COUNCIL
JULY 2018 FINANCIAL SUMMARY**

Expenditure from Unity approved 19 July 2018

Trans Ref/Cha No	Code	Beneficiary	Cost Centre	Description	VAT	Net	Gross
Various	E124-129	Various	Employment	Confidential salary/wage payments, plus HMRC PAYE & NI and NEST		£ 2,375.03	£ 2,375.03
auto	E96	Unity Trust Bank	Finance	Service Charge 30/6/18		£ 43.50	£ 43.50
469231205	E97	Signs Realm	Grants/Sports & Leisure	Defibrillator signage for pavilion x 3 & replacement gate over sticker		£ 240.00	£ 240.00
902817970	E98	Brookmead School	Youth Café	Hall hire for Spring and Summer Terms 2018		£ 625.00	£ 625.00
708447494	E100	John Groom (Grounds Maintenance)	Sports & Leisure	June groundkeeping at pavilion		£ 530.00	£ 530.00
553614145	E101	John Groom (Grounds Maintenance)	Sports & Leisure	1/4/18-30/6/18 groundkeeping on recreation ground (resolved to manage under open space policy)		£ 1,102.00	£ 1,102.00
214661232	E102	Pitstone Memorial Hall	Administration	June hall hire		£ 70.25	£ 70.25
181158826	E103	Woods Hardwick	S106/Sports & Leisure	Architectural services re development at pavilion. S106 funds approved by AVDC.	£ 893.75	£ 4,468.75	£ 5,362.50
56269713	E104	Almar	Devolved Services	Printing of up-to-date parish Rights of Way maps	£ 15.00	£ 75.00	£ 90.00
133952283	E105	Staples Advantage	Administration	Toner, paper and stationery	£ 59.21	£ 296.05	£ 355.26
54973446	E107	J Leonard Limited	Devolved Services	Verge grass cut number 3 25/6/18		£ 500.00	£ 500.00
783754054	E108	British Gas	BR2350146CO	Annual Careplan agreement for pavilion water heater	£ 83.98	£ 419.88	£ 503.86
98888226	E109	L&T Illuminations	Street Lighting	ESI & report for all columns	£ 280.60	£ 1,403.00	£ 1,683.60
97259570	E110	L&T Illuminations	Street Lighting	5 new LED lanterns for The Green & Chequers Lane	£ 516.33	£ 2,581.66	£ 3,097.99
709769173	E111	L&T Illuminations	Street Lighting	Remedial work to lamp posts	£ 67.38	£ 336.92	£ 404.30
386119038	E112	Lamps & Tubes	Street Lighting	Remedial works identified in ESIs	£ 150.00	£ 750.00	£ 900.00
Sub total of standard bacs/cheques					£ 2,066.25	£ 15,817.04	£ 17,883.29

Grants & donations approved on 19 July 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
None requested						
Sub total of grants and donations				£ -	£ -	£ -

Direct debits noted at 19 July 2018 meeting

dd	E99	Sage	Administration	Accounting and payroll software monthly fee	£ 4.00	£ 20.00	£ 24.00
dd	E106	ICO	Administration	Annual registration re GDPR		£ 35.00	£ 35.00
dd	E113	Eon	Lighting	Unmetered electricity 1-30/6/18	£ 64.23	£ 321.14	£ 385.37
dd	E114	CNG	Sports & Leisure	Gas at pavilion to 29/6/18	£ 0.18	£ 3.58	£ 3.76
dd	E115	Opus	Sports & Leisure	Electricity at pavilion 31/5/18-29/6/18	£ 1.28	£ 25.57	£ 26.85
c/card dd	E116	Lloyds Bank / Sipgate	Administration	Monthly telecommunications package. NB Reverse Charge mechanism VAT accounting as EU		£ 10.00	£ 10.00
c/card dd	E117	Lloyds Bank/The Baggery Group	Litter & Dog Fouling	Clear refuse sacks for playgrounds	£ 7.59	£ 37.95	£ 45.54
c/card dd	E118	Lloyds Bank/Insight	Administration	10 x encrypted USB sticks, 1 per member	£ 52.78	£ 263.89	£ 316.67
c/card dd	E119	Lloyds Bank/Amazon	Sports & Leisure	Replacement signage at pavilion	£ 0.28	£ 1.38	£ 1.66
c/card dd	E120	Lloyds Bank/Amazon	Sports & Leisure	Replacement signage at pavilion	£ 1.91	£ 9.50	£ 11.41
c/card dd	E121	Lloyds Bank/BALC/EventBrite	Training	councillor induction training course Cllr Mitra		£ 38.32	£ 38.32
c/card dd	E122	Lloyds Bank/BALC/EventBrite	Training	councillor induction training course Cllr Hawkins		£ 38.32	£ 38.32
c/card dd	E123	Lloyds Bank	Administration	Monthly fee		£ 3.00	£ 3.00
Sub total of direct debits					£ 132.25	£ 807.65	£ 939.90
TOTAL OUTGOINGS					£ 2,198.50	£ 16,624.69	£ 18,823.19

Insurance amendments

None required

Inter-account transfers approved at June 2018 meeting

None (NB NW inadvertently double transferred the £1,929.50 S106 bank reconciliation, therefore £1,929.50 moved to Unity as planned & £1,929.50 resides in NW Accruals account) £ -

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

				VAT	Net	Gross
bacs	NatWest	Financial	Bank Interest - S106 account		£ 0.37	£ 0.37
bacs	NatWest	Financial	Bank Interest - reserve account		£ 3.38	£ 3.38
				£ -	£ 3.75	£ 3.75

Receipts received to 19 July 2018, paid into Unity account

Paying in reference	Company	Cost Centre	Description	VAT	Net	Gross
dd	Driver Training	Sports & Leisure	Hire of car park area for driving lessons in June		£ 40.00	£ 40.00
28/06/2018	Tring Showstoppers (Performing Arts)	PPP	116 arrears	£2.50	£ 12.50	£15.00
22/05/2018	Martin J. Keable	PPP	116, 117, 118 & 119 - arrears	£9.50	£ 47.50	£57.00

02/07/2018	Marsworth Pre-School	PPP	116 - arrears	£4.50	£	22.50	£27.00
04/07/2018	ADM Admin & Book-keeping	PPP	116 - arrears	£2.50	£	12.50	£15.00
22/05/2018	CMC Golf Europe Ltd	PPP	116 - arrears	£4.50	£	22.50	£27.00
				£23.50		£157.50	£181.00
TOTAL INCOMINGS				£	23.50	£	161.25
						£	184.75

Debtors Summary/Overdue Invoices/Income Pending:

Date of Invoice	Name	Cost Centre	Invoice/Description	VAT	Net	Gross
16/07/2018	National Trust	Compensation/Pitstone Hill	Annual compensation payment re Down Farm/Pitstone Hill		£	548.00
17/07/2018	HMRC	VAT	Q1 VAT refund	£	3,983.09	
TOTAL INCOME PENDING				£4,034.59	£889.25	£940.75

Summary of those in credit:

A J Groom & Son (Farm Shop)	PPP	Credit on account		£		26.78
P&IUCF	Sports & Leisure	Credit note raised to reduce 21/4/18 hire from 'match' rate to 'training' rate re limited use of pavilion		£	2.00	10.00
				£		12.00

Commitments / Amounts not yet invoiced to the parish council / work not yet completed:

Woods Hardwick	Redevelopment of pavilion	Architectural services	£	5,156.25	
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, £850+VAT per quarter	£	2,550.00	
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	Grass cutting in 2019	£	700.00	
Eon	Street Lighting	36m contract April 2018-21 for unmetered electricity	£	11,307.00	
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	
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	£	1,417.28	
CNG	Sports & Leisure	Dec 18	£	450.00	
J Leonard Limited	Devolved Services	Gas supply at pavilion 3/9/18-2/9/21 (approx £150pa)	£	2,500.00	
tbc	Miscellaneous	Grass cutting and siding out etc, anticipated cost over year	£	850.00	
J Leonard Limited	Sports & Leisure	Daffodil bulbs - cf to August to organise purchase and planting	£	500.00	
J Leonard Limited	Sports & Leisure S106	Clean play equip/remove weeds/cut back brambles x 3 sites	£	356.00	
J Leonard Limited	Sports & Leisure S106	Paint various items of equipment in Hever Close (tbc) and Windsor Road (E412)	£	15.00	
J Leonard Limited	Sports & Leisure	Concrete board along fence & tarmac trip hazard by roundabout at Hever Close	£	293.18	
J Leonard Limited	Sports & Leisure	Remove backing board from basketball net	£	3.00	
J Leonard Limited	Sports & Leisure	Fix broken kitchen sink pipe at pavilion, fix broken sign by tree at Hever Close	£	4.49	
Wicksteed	Sports & Leisure S106	Repair of wet pour at snowdon climber & spiro whirl in Hever Close	£	573.00	
Credit Card Purchase	HMRC	Land Registry Title Register re 6 Campbell Lane	£	1,460.00	
Credit Card Purchase	Ebay	Red ribbon for official opening of ball stop netting etc	£	1,040.00	
Credit Card Purchase	AVDC	Pre-application meeting	£	39.54	
	Easy-Gate	2 x playground gates. 1 x 1m for Hever Close and 1 x 1.2m for Windsor Road. 4-5 wk leadtime.	£	295.00	
Credit card purchase	J Leonard Limited	Installation of 2 x playground gates at Hever Close and Windsor Road	£		
	The Baggers Group	Litter & Dog Fouling	£		
	J Leonard Limited	Sports & Leisure	£		
	Lamps & Tubes Illuminations	Street Lighting	£		
	J Leonard Limited	Sports & Leisure	£		
	First Environment	Sports & Leisure	£		
		Bi-annual legionella risk assessment for pavilion	£		
			£	35,736.84	

Amounts not yet due to the parish council:

Description	Cost Centre	Name	Amount
AVDC	Precept	Second instalment 2018-19	£ 47,505.00
AVDC	S106	See S106 summary on Bank Reconciliation for details of various provisions	
National Trust	Compensation/Pitstone Hill	Compensation payment re Anglian Water. Due Jan 2019. PO 85145991	£ 200.00

Bank Reconciliation & S106 Summary:

See separate document

Budget Monitor:

See separate document.

Summary of Parish Charity Transactions:

Summary of Recreation Ground Charity Transactions:

Invoice raised for P&IUCF £120.00. Service Charge £18 paid 30/6/18