

**PITSTONE PARISH COUNCIL
NOVEMBER 2018 FINANCIAL SUMMARY**

Expenditure from Unity 29 November 2018

Trans Ref/Chq No	Code	Beneficiary	Cost Centre	Description	VAT	Net	Gross
Various	E252-257	Various	Employment	Confidential salary/wage payments, plus HMRC PAYE & NI and NEST		£ 2,619.03	£ 2,619.03
756939181	E233	Pitstone Memorial Hall	Administration	October hall hire		£ 53.91	£ 53.91
258523639	E234	GeoXphere Ltd	Administration	Parish Online mapping software annual subscription	£ 10.00	£ 50.00	£ 60.00
582785322	E236	David Rollins	Youth Café	October youth café management		£ 208.36	£ 208.36
912006810	E237	John Groom (Grounds Maintenance)	Sports & Leisure	October groundkeeping at pavilion		£ 335.00	£ 335.00
980001695	E238	Almar (Tring) Ltd	PPP	Printing of PPP	£ -	£ 826.50	£ 826.50
7716570	E246	Parrs	Sports & Leisure	No smoking signage for outside pavilion	£ 1.20	£ 6.00	£ 7.20
748807043	E247	Lamps & Tubes Illuminations	Street Lighting	Repair to Cheyne Close column	£ 37.06	£ 185.28	£ 222.34
890626510	E248	Staples Advantage	Administration	Stationery	£ 0.84	£ 4.18	£ 5.02
995441879	E249	Swarco Traffic Limited	Administration	Annual service contract for m/VAS	£ 44.00	£ 220.00	£ 264.00
921523757	E258	Haynes Window Cleaning	Maintenance	Cleaning of 3 x bus shelters on 19/11/18		£ 45.00	£ 45.00
850157294	E261	Woods Hardwick	S106 Pavilion Redevelopment	Architectural fees (part payment number 2)	£ 276.68	£ 1,383.42	£ 1,660.10
173767504	E262	K L Supplies Ltd	Sports & Leisure	Bleach & cleaner for pavilion site	£ 3.40	£ 17.00	£ 20.40
541921743	E263	J Leonard Limited	Maintenance & Open Space	Repair fence & supply/install kissing gate on local green space by The Crescent	£ -	£ 750.00	£ 750.00
57937475	E264	J Leonard Limited	Maintenance	Repair recreation ground bin base	£ -	£ 15.00	£ 15.00
835364216	E265	J Leonard Limited	Sports & Leisure	Repair pavilion gutter & roof tiles	£ -	£ 95.00	£ 95.00
160108806	E266	J Leonard Limited	Maintenance	Supply & fit no smoking sign in bus shelter by Masons	£ -	£ 15.00	£ 15.00
697565280	E267	J Leonard Limited	Devolved Services	Grass verge cut	£ -	£ 400.00	£ 400.00
Sub total of standard bacs/cheques					£ 373.18	£ 7,228.68	£ 7,601.86

Grants & donations 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				£ -	£ -	£ -
Sub total of grants and donations				£ -	£ -	£ -

Direct debits noted at 29 November 2018 meeting

dd	E235	Sage	Administration	Accounting and payroll software for November 2018	£ 4.00	£ 20.00	£ 24.00
dd	E239	CNG	Sports & Leisure	Gas at pavilion to 26/10/18	£ 0.31	£ 6.21	£ 6.52
dd	E240	Eon	Lighting	Unmetered electricity 1-31/10/18	£ 64.02	£ 320.09	£ 384.11
c/card dd	E241	BALC/ Lloyds Bank	Administration	"Agendas & Minutes" Training for Cllr Mitra		£ 38.32	£ 38.32
c/card dd	E242	BALC/ Lloyds Bank	Administration	"Risk Management" Training for Cllr Mitra		£ 38.32	£ 38.32
c/card dd	E243	Chiltern Society/Lloyds Bank	Administration	Annual membership		£ 30.00	£ 30.00
c/card dd	E244	Shred Station/Lloyds Bank	GDPR	Secure shredding onsite up to 10 boxes	£ 15.60	£ 78.00	£ 93.60
c/card dd	E245	Lloyds Bank	Administration	Monthly fee		£ 3.00	£ 3.00
dd	E250	Wave	Sports & Leisure	Period to 15/8/18. Refunded £573.36 re water consumed at pavilion & held balance on account. Invoiced £285.38. Leaving account in credit by £287.98.	£ -	£ -	£ -
dd	E251	Opus	Sports & Leisure	Elec at pavilion 30/9-30/10/18	£ 2.12	£ 42.47	£ 44.59
dd	E259	Wave	Allotments	Water at allotments to 15/11/18	£ -	£ 124.47	£ 124.47
dd	E260	Wave	Sports & Leisure	Water at pavilion 16/8-15/11/18. Invoiced £370.52. £287.98 on account. £82.54 via dd.	£ -	£ 82.54	£ 82.54
Sub total of direct debits					£ 86.05	£ 700.88	£ 786.93
TOTAL OUTGOINGS					£ 459.23	£ 7,929.56	£ 8,388.79

Insurance amendments

None required, no capital purchases

Inter-account transfers

None required

Receipts received to 31 October 2018, paid into a NatWest account

				VAT	Net	Gross
bacs	NatWest	Financial	Bank Interest - S106 account		£ 1.34	£ 1.34
bacs	NatWest	Financial	Bank Interest - reserve account		£ 14.39	£ 14.39
					£ -	£ 15.73
					£ -	£ 15.73

Receipts received to 29 November 2018, paid into Unity account

Paying in reference	Company	Cost Centre	Description	VAT	Net	Gross
bacs	P&ICU FC	Sport & Leisure	26/8/18 pitch hire - arrears	£ 8.83	£ 44.17	£ 53.00
bacs	P&IUFC	Sport & Leisure	October pitch hire	£ 31.17	£ 155.84	£ 187.01
bacs	PJC Driver Training	Sport & Leisure	October hire of pavilion car park for driving lessons		£ 40.00	£ 40.00
bacs	P&IUFC	Sport & Leisure	September pitch hire	£ 255.07	£ 1,275.35	£ 1,530.42
bacs	Waterside Cafe	PPP	Advertising issue 118	£ 4.50	£ 22.50	£ 27.00
bacs	CMC Golf Europe Ltd	PPP	Advertising issue 118	£ 4.50	£ 22.50	£ 27.00

bacs	Windmill Pharmacy	PPP	Advertising issue 118	£	5.42	£	27.08	£	32.50
bacs	The Tyre Changers	PPP	Advertising issue 118	£	2.50	£	12.50	£	15.00
bacs	Computation Services Ltd	PPP	Advertising issue 118-121	£	15.52	£	77.60	£	93.12
bacs	Marsworth Pre-School	PPP	Advertising issue 118	£	4.50	£	22.50	£	27.00
bacs	Jazzercise	PPP	Advertising issue 118-121	£	15.52	£	77.60	£	93.12

£347.53 £1,777.64 £2,125.17

TOTAL INCOMINGS £347.53 £1,793.37 £2,140.90

Debtors Summary/Overdue Invoices/Income Pending:

Date of Invoice	Name	Cost Centre	Invoice/Description	VAT	Net	Gross	
13/11/2018	P&IUCF	Sport & Leisure	October pitch hire	£	90.26	£ 451.30	£ 541.56
21/11/2018	Roos	PPP	Advertising issue 118-121	£	30.72	£ 153.60	£ 184.32
21/11/2018	P. E. Mead & Sons	PPP	Advertising issue 118-121	£	8.87	£ 44.35	£ 53.22
21/11/2018	Barry Cato Motor Repairs	PPP	Advertising issue 118	£	2.50	£ 12.50	£ 15.00
21/11/2018	Tring Market Auctions	PPP	Advertising issue 118	£	9.00	£ 45.00	£ 54.00
21/11/2018	Ashby's Chartered Accountants	PPP	Advertising issue 118	£	4.50	£ 22.50	£ 27.00
21/11/2018	Beacon View Windows	PPP	Advertising issue 118	£	9.00	£ 45.00	£ 54.00
21/11/2018	Travel Impressions	PPP	Advertising issue 118	£	4.50	£ 22.50	£ 27.00
21/11/2018	ADM Admin & Book-keeping	PPP	Advertising issue 118	£	2.50	£ 12.50	£ 15.00
21/11/2018	Tring Showstoppers (Performing Arts)	PPP	Advertising issue 118	£	2.50	£ 12.50	£ 15.00
21/11/2018	The Dog Runner	PPP	Advertising issue 118	£	2.50	£ 12.50	£ 15.00
21/11/2018	NM Counselling	PPP	Advertising issue 118	£	2.50	£ 12.50	£ 15.00
21/11/2018	Streamline Paving & Builders	PPP	Advertising issue 118	£	4.50	£ 22.50	£ 27.00
21/11/2018	Greensleeves	PPP	Advertising issue 118	£	5.42	£ 27.08	£ 32.50
21/11/2018	P&IUCF	Sport & Leisure	December pitch hire + 1 extra match in November	£	26.50	£ 132.51	£ 159.01
TOTAL INCOME PENDING					£205.77	£1,028.84	£1,234.61

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+VAT per quarter	£	1,700.00
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
AVDC	Litter & Dog Fouling	18	£	1,417.28
J Leonard Limited	Devolved Services	Grass cutting and siding out etc, anticipated cost over year	£	600.00
Garden Knight	Open Space/Sport & Leisure	Daffodil bulbs for Local Green Space and verge	£	1,030.00
BCC	Pitstone & Ivinghoe Safety Scheme	PID re Feasibility / Project Design (£18,824.46 minus £7,535.50 funding from LAF = £11,288.96)	£	11,288.96
David Rollins	Youth Café	Management fee August 2018-July 2019	£	3,749.94
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)	£	4,788.00
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
Lamps & Tubes Illuminations Ltd	Lighting	Make safe lighting by basketball court & car park. Fix 1 light Cheddington Road		
C/Card	Tesco/brewery	Administration	£	150.00
Signs Realm	Open Space	Annual volunteer event refreshments (January 2019)	£	135.00
AVDC	Pavilion redevelopment/S106	No golf clubs sign for Recreation Ground	£	695.00
Buckland Landscapes	Open Space	Planning application (£1386 then 50% discount)	£	695.00
tbc	Youth Café	Supply & plant 4 x trees on recreation ground	£	840.00
		pledge towards new equipment re grant to NHB	£	200.00
			£	35,757.18

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 received. Chq 000002 raised for signature.

Summary of Recreation Ground Charity Transactions:

P&IUCF 3 x Sept matches = £90.00 paid. Horwood & James legal cost provision £700 yet to be incurred.