

**PITSTONE PARISH COUNCIL  
DECEMBER 2021 FINANCIAL SUMMARY, FOR 6/1/22 MEETING**

**Expenditure from Unity**

Code	Beneficiary	Cost Centre	Description	VAT	Net	Gross
Various	Various	Employment	Confidential salary/wage payments, plus HMRC PAYE & NI, & NEST	£ -	£ 3,644.38	£ 3,644.38
P329	Buckinghamshire Council	Litter & dog fouling	Dog bin collections 16 bins x 104 empties	£ 390.50	£ 1,952.48	£ 2,342.98
P330	Wicksteed Leisure	Sport & Leisure	Burn down old markings & re-apply snake and hopscotch thermoplastic graphics. PO SL45/21.4.	£ 224.90	£ 1,124.50	£ 1,349.40
P331	L&T Illuminations	Lighting	Repair Crispin Field and Ship Lane lights	£ 48.92	£ 244.60	£ 293.52
P332	KLS	Sport & Leisure	pavilion consumables	£ 5.79	£ 28.93	£ 34.72
P333	Beacon Surveying Solutions	Skate Park	Quantity surveying re skate park interim payment. 2 of 2 re pre-contract. PO20200227-346/19.10b.3	£ 285.00	£ 1,425.00	£ 1,710.00
P334	Vita Electrical Co	Sport & Leisure	3 new spurs for electric roller shutters	£ 80.00	£ 400.00	£ 480.00
P335	GES Water	Sport & Leisure	annual water samples from pavilion	£ 55.00	£ 275.00	£ 330.00
P337	Roll In Trade Ltd	Youth Café	Youth café management in Nov	£ -	£ 397.73	£ 397.73
P338	Groom Ground Maintenance	Sport & Leisure	Quarterly groundkeeping on the recreation ground	£ 200.00	£ 1,000.00	£ 1,200.00
P339	Groom Ground Maintenance	Sport & Leisure	Pavilion groundkeeping in Nov	£ 59.00	£ 295.00	£ 354.00
P340	KLS	Sport & Leisure	Consumables for pavilion	£ 5.62	£ 28.10	£ 33.72
P368	Tanswell Technology Ltd	Administration	Monthly broadband & IT support	£ 9.00	£ 45.00	£ 54.00
P366	Kayes Interiors	Sport & Leisure	Blinds at the pavilion PO 224/21.3 (final payment)	£ -	£ 356.50	£ 356.50
P365	A D Ball	Sport & Leisure	Repair of wooden picnic bench + supply & install 2 x commemorative picnic benches	£ 74.00	£ 370.00	£ 444.00
P369	Haynes	Maintenance	Bus shelter cleaning on 20/12/21	£ -	£ 60.00	£ 60.00
P370	L&T Illuminations	Lighting	Repair Cheddington Road street light	£ 19.60	£ 98.00	£ 117.60
P371	S Davies	Administration	Expenses for the quarter	£ -	£ 125.01	£ 125.01
P372	KLS	Sport & Leisure	Replacement V Sweeper pads	£ 3.99	£ 19.94	£ 23.93
Grants/Donations	P327	Pitstone Recreation Ground Charity	Grants & Donations	£ -	£ 1,580.00	£ 1,580.00

**Sub total of standard bacs**

**£ 1,461.32    £ 13,470.17    £ 14,931.49**

**Direct debits/charges**

dd	Sage	Administration	Payroll & accounting software for December	£ 4.60	£ 23.00	£ 27.60
dd	Sage	Administration	Payroll & accounting software for January	£ 4.60	£ 23.00	£ 27.60
dd	Regent Gas	Sport & Leisure	Pavilion gas 10/11/21-9/12/21	£ 7.15	£ 143.00	£ 150.15
dd	Buckinghamshire Council	Sports & Leisure	pavilion refuse bin rental & empty during Nov 21	£ -	£ 22.75	£ 22.75
dd	Buckinghamshire Council	Sports & Leisure	pavilion refuse bin rental & empty during Dec 21	£ -	£ 22.75	£ 22.75
cc dd	Lloyds Bank	Administration	Monthly cc admin fee	£ -	£ 3.00	£ 3.00
cc	Clicksend	Administration	Car scheme text service top up	£ -	£ 100.00	£ 100.00
cc	Amazon	Sport & Leisure	Rubber mat to stop tables slipping at pavilion	£ 3.97	£ 19.83	£ 23.80
cc	ManoMano	Sport & Leisure	Additional 4 x almond rectangular tables plus rubber mat to stand on for pavilion PO 224/21.6	£ 50.00	£ 249.99	£ 299.99
cc	Leafletfrog	Administration	Printing of invites to volunteers event	£ -	£ 27.00	£ 27.00
cc	Lock and Key	Sport & Leisure	2 x extra keys for pavilion	£ 1.33	£ 6.67	£ 8.00
cc	Amazon	Administration	Paper and noticeboard pins	£ 8.45	£ 42.27	£ 50.72
cc	Tesco	Administration	Christmas gift & card for 5 members of staff	£ 9.92	£ 49.58	£ 59.50
cc	Baggery Group	Litter & dog fouling	Sacks for litter pickers	£ 12.21	£ 61.05	£ 73.26
cc	Post Office	PPP & Guide	PPP Postage	£ -	£ 7.92	£ 7.92
cc	Post Office	Administration	Invite postage	£ -	£ 3.96	£ 3.96
cc	Care Check	Administration	CRB check for volunteer	£ 2.00	£ 10.00	£ 12.00
cc	Logitech	Administration	3 x ipad slim folio with keyboard for 2 x members & 1 x staff	£ 45.00	£ 224.97	£ 269.97
cc	Town and Country Planning Association	Administration	Annual membership PO 237/21.4	£ -	£ 90.00	£ 90.00
cc	Sipgate	Administration	Monthly telephone charges for car scheme 1/11/21	£ -	£ 10.00	£ 10.00
cc	Care Check	Administration	CRB check for volunteer	£ 2.00	£ 10.00	£ 12.00
dd	Eon (now Npower Business Solutions)	Street Lighting	Street light elec 1-30/11/21	£ 46.57	£ 232.83	£ 279.40
dd	SSE Southern Electric	Sport & Leisure	Electricity at the pavilion to 30/11/21	£ 23.71	£ 474.30	£ 498.01
dd	EE	Administration	Monthly mobile phone & insurance costs for Facilities Manager to 4/12/21	£ 5.76	£ 38.92	£ 44.68

**Sub total of direct debits & charges**

**£ 227.27    £ 1,896.79    £ 2,124.06**

**TOTAL OUTGOINGS**

**£ 1,688.59    £ 15,366.96    £ 17,055.55**

**Insurance amendments** None required this month. Picnic benches not added, as below excess limit.

**Inter-account transfers** None required this month.

**Write-offs** None this month.

**Receipts received, paid into a NatWest account**

NatWest	Financial	reserve account interest - none earned this month
NatWest	Financial	S106 account interest

£	-	£	-	£	-
£	-	£	-	£	-
	<b>VAT</b>		<b>Net</b>		<b>Gross</b>
£	-	£	-	£	-
£	-	£	0.02	£	0.02
<b>£</b>	<b>-</b>	<b>£</b>	<b>0.02</b>	<b>£</b>	<b>0.02</b>

**Receipts received, paid into Unity account**

	Company/Name	Cost Centre	Description
01/12/2021	P&I JFC	Sport & Leisure	Pitch hire during October 2021
30/11/2021	P&IUFC	Sport & Leisure	Pitch hire during October 2021
29/11/2021	HMRC	VAT	1-31/10/21 VAT return
14/12/2021	Buckinghamshire Council	Sport & Leisure	Hire of pavilion community room on 1/11/21
13/12/2021	Zest Yoga	Sport & Leisure	Hire of pavilion community room in November
08/12/2021	Taekwondo	Sport & Leisure	Hire of pavilion community room in November
09/12/2021	Hartbeeps	Sport & Leisure	Hire of pavilion community room in November
15/12/2021	Jazzercise	PPP & Guide	Advertising 131-134
14/12/2021	Computamation	PPP & Guide	Advertising 131-134
16/12/2021	Little IT	PPP & Guide	Advertising 131-134
14/12/2021	Travel Impressions	PPP & Guide	PPP 131
14/12/2021	CMC Golf	PPP & Guide	PPP 131
14/12/2021	The Green Room	PPP & Guide	PPP 131
17/12/2021	Women's Institute	Sport & Leisure	Room hire 9-12-21
23/12/2021	HMRC	VAT	1-30/11/21 VAT return
24/12/2021	Barry Cato	PPP & Guide	PPP 131
29/12/2021	Appliance Professor	PPP & Guide	PPP 131
30/12/2021	P&I JFC	Sport & Leisure	Pitch hire during November 2021
30/12/2021	P&I UFC	Sport & Leisure	Pitch hire during November 2021
31/01/2021	R Powell & Son Electrical	PPP & Guide	PPP 131
04/01/2022	Windmill Pharmacy	PPP & Guide	PPP 131

	VAT	Net	Gross
£	108.00	£ 540.00	£ 648.00
£	95.37	£ 476.83	£ 572.20
£	2,015.42	£ -	£ -
£	14.63	£ 73.13	£ 87.76
£	11.70	£ 58.50	£ 70.20
£	7.39	£ 36.95	£ 44.34
£	40.95	£ 204.75	£ 245.70
£	16.20	£ 81.00	£ 97.20
£	16.20	£ 81.00	£ 97.20
£	21.00	£ 105.01	£ 126.01
£	4.50	£ 22.50	£ 27.00
£	4.50	£ 22.50	£ 27.00
£	4.50	£ 22.50	£ 27.00
£	10.67	£ 53.33	£ 64.00
£	1,281.32	£ -	£ -
£	2.50	£ 12.50	£ 15.00
£	4.50	£ 22.50	£ 27.00
£	76.00	£ 380.00	£ 456.00
£	72.57	£ 362.83	£ 435.40
£	4.50	£ 22.50	£ 27.00
£	5.42	£ 27.08	£ 32.50
<b>£</b>	<b>3,817.84</b>	<b>£ 2,605.41</b>	<b>£ 3,126.51</b>

<b>TOTAL INCOMINGS</b>	<b>£3,817.84</b>	<b>£2,605.43</b>	<b>£3,126.53</b>
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**Debtors Summary/Overdue Invoices/Income Pending:**

Date of Invoice	Name	Cost Centre
13/12/2021	Mead	PPP & Guide
13/12/2021	Ashbys	PPP & Guide

Invoice/Description	VAT	Net	Gross
Advertising 131-134	£ 9.00	£ 45.00	£ 54.00
PPP 131	£ 4.50	£ 22.50	£ 27.00
<b>TOTAL INCOME PENDING</b>	<b>£ 7,807.67</b>	<b>£ 6,070.75</b>	<b>£ 7,284.94</b>

**Summary of those in credit with the parish council:**

None	£	-	£	-	£	-
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**Summary of accounts where the parish council is in credit:**

Wave, re pavilion water	£	-	-£	957.46	-£	957.46
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**Commitments:**

CDMPC	Skate park project/S106	Principal designer/CDM services to skate park project.
Beacon Surveying Services	Skate Park project/S106	QS services, post-tender. PO20200227-346/19.10b.3

£	-	£	2,000.00	£	1,000.00
£	747.00	£	3,735.00	£	4,482.00

	Bendcrete	Skate park project/S106	Supply & installation of concrete skate park plus associated works eg drainage, landscaping. PO98/21.	£	33,907.00	£	169,535.00	£	203,442.00
	Bendcrete	Skate park project/S106	Supply & installation of tarmac footpath to ensure connectivity. PO98/21.	£	3,280.00	£	16,400.00	£	19,680.00
	Bendcrete	Skate park project/S106	Supply & installation of alluminium access track.	£	2,368.80	£	11,844.00	£	14,212.80
	Rospa	Skate park project/S106	post installation reports for skate park. PO98/21.	£	79.00	£	395.00	£	474.00
	Buckinghamshire Council	Pitstone & Ivinghoe Safety Scheme	Works outside Brookmead School.	£	1,466.40	£	7,332.00	£	8,798.40
	Horwood & James	Administration	Legal costs in association with draft lease to 1st Ivinghoe & Pitstone Scouts. PO20190227-346/19.8.			tbc		£	-
	Neville Special Projects Ltd	Pavilion Project/S106	12 month retention value, to claim from S106	£	-	£	22,640.10	£	22,640.10
	Neville Special Projects Ltd	Pavilion Project/FF Grant	12 month retention value, funded by FSIF, funds held	£	-	£	890.65	£	890.65
	J Leonard Ltd	Youth Café	Relocate basketball hoops & outdoor table tennis table to pavilion site. PO129/21	£	-	tbc	tbc		
	Stage Hire	Open Space	Stage for 2022 Party in the Park event. Diverted from grants & donations.	£	400.00	£	2,000.00	£	2,400.00
	Groom Grounds Maintenance	Open Space	Ground maintenance of recreation ground. £1000 per quarter. POSL273/20.	£	-	£	1,000.00	£	3,000.00
	Groom Grounds Maintenance	Sport & Leisure	Ground maintenance at pavilion. £11k over year.	£	1,335.20	£	6,676.00	£	6,676.00
	tbc	Administration	Community fibre publicity support (tbc). PO256/20-26/11 max £500	£	100.00	£	500.00	£	600.00
	Sunnyside Rural Trust	Miscellaneous	12 bird boxes 65/21	£	-	£	-	£	-
cc	Hallmaster	Sport & Leisure	Hallmaster facilities booking system annual subscription	£	25.40	£	127.00	£	152.40
cc	Amazon	Administration	Brass plaques for donated picnic tables	£	4.66	£	23.24	£	27.90
cc	Amazon	Administration	iphone case	£	2.00	£	9.98	£	11.98
cc	Amazon	Sport & Leisure	blue gloves PPE	£	4.34	£	21.64	£	25.98
cc	Sipgate	Administration	Monthly telephone charges for car scheme 1/12/21	£	-	£	10.00	£	10.00
cc	Sipgate	Administration	Monthly telephone charges for council 1/12/21	£	-	£	15.00	£	15.00
cc	Sipgate	Administration	Monthly telephone charges for council 1/1/22	£	-	£	15.00	£	15.00
	Misc	Administration	Annual volunteer thank you event. Invitations and refreshments. PO195/21.4	£	100.00	£	500.00	£	600.00
	UK Roller Shutters	Sport & Leisure	Annual maintenance contract. PO 224/21.5	£	110.00	£	550.00	£	660.00
				£	60,334.64	£	301,673.19	£	362,007.83

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

Description	Cost Centre	Name	Amount
Buckinghamshire Council	S106	See S106 summary on Bank Reconciliation for details of various provisions	
National Trust	Agency Services	Compensation for loss of rag pit - Anglian Water (due Jan 22)	£ 200.00

#### Bank Reconciliation & S106 Summary:

See separate document

#### Project Summaries:

See separate sheets for Allotment Financial Summary, pavilion and skate park financial summary. No changes to pavilion project summary this month.

#### Budget Monitor & 3 year budget forecast:

See separate document.