

**PITSTONE PARISH COUNCIL
FINANCIAL SUMMARY FOR APRIL 2023 MEETING**

Expenditure from Unity

| Code | Beneficiary | Cost Centre | Description | VAT | Net | Gross | |
|-----------------------------------|---------------------------|--------------------------------|--|----------|---------------|--------------------|--------------------|
| Various | Various | Employment | Confidential salary/wage payments, overtime, increase in National Living Wage, increase in SCP, HMRC | £ | 0.62 | £ 5,302.50 | £ 5,302.50 |
| P10 | R Haynes | Maintenance | PAYE & NI, NEST & expenses | £ | - | £ 60.00 | £ 60.00 |
| P01 | Groom Grounds Maintenance | Sport & Leisure | Bus shelter cleaning on 11/4/23 | £ | 97.00 | £ 485.00 | £ 582.00 |
| P02 | Community Impact Bucks | Administration | Groundkeeping at pavilion in March | £ | 10.83 | £ 54.17 | £ 65.00 |
| 508 | Ambivent | Sport & Leisure | Annual membership to Community Buildings service | £ | 231.00 | £ 1,155.00 | £ 1,386.00 |
| P08 | Ingthoe and Pitstone PCC | Grants | Annual maintenance contract | £ | - | £ 50.00 | £ 50.00 |
| P13 | Huck Teck | Sport & Leisure | Volunteer of Year grant to foodbank | £ | 128.00 | £ 640.00 | £ 768.00 |
| P16 | Utility Technology | Lighting | Repair to tunnel in Recreation Ground playground following vandalism | £ | 158.42 | £ 792.12 | £ 950.54 |
| P23 | Tanswell Technology Ltd | Administration | 2 x structural surveys for wooden poles | £ | 9.00 | £ 45.00 | £ 54.00 |
| P24 | Vita Electrical Co | Youth Café | Monthly broadband & IT support | £ | 8.00 | £ 40.00 | £ 48.00 |
| P25 | R D Leonard Ltd | Sport & Leisure | PAT tests for youth café equipment | £ | - | £ 70.00 | £ 70.00 |
| P26 | BALC | Administration | dispose of mattress fly tipped in open space | £ | - | £ 566.76 | £ 566.76 |
| P36 | Gallagher | Administration | BALC & NALC annual membership | £ | - | £ 6,688.00 | £ 6,688.00 |
| P37 | Groom Grounds Maintenance | Sport & Leisure | Annual insurance premium | £ | 130.00 | £ 2,075.00 | £ 2,205.00 |
| P38 | Groom Grounds Maintenance | Sport & Leisure | Renovation supplies for sports pitches | £ | 26.70 | £ 133.50 | £ 160.20 |
| | | | Travelling sprinkler spare parts | £ | - | £ - | £ - |
| Grants/Donations | n/a | Pitstone Memorial Hall Charity | Grants | £ | - | £ - | £ - |
| | | | Grant under consideration at meeting, value tbc | £ | - | £ - | £ - |
| Sub total of standard bacs | | | | £ | 799.57 | £ 18,157.05 | £ 18,956.00 |

Direct debits/charges

| | | | | | | | | |
|---|--------------|-------------------------|----------------------|--|-----------------|--------------------|--------------------|----------|
| | direct debit | Regent Gas | Sport & leisure | Pavilion gas 1-31/3/23 | £ | 39.49 | £ 197.45 | £ 236.94 |
| | direct debit | SSE Southern Electric | Sport & leisure | Electric at pavilion 1-31/3/23 | £ | 22.33 | £ 446.78 | £ 469.11 |
| credit card | 459 | Sipgate | Administration | Monthly telephony charge for car scheme | £ | - | £ 20.00 | £ 20.00 |
| credit card | 470 | LeafletFrog | Donation expenditure | Car scheme leaflet, funded from donation | £ | - | £ 68.00 | £ 68.00 |
| credit card | 484 | Etsy | Administration | Tree plaque re Coronation | £ | - | £ 14.80 | £ 14.80 |
| credit card | 485 | Ashridge Nurseries | Sport & Leisure | Memorial Hawthorne tree, planting pack and root zone | £ | 31.58 | £ 157.90 | £ 189.48 |
| credit card | 486 | British Garden Centres | Sport & Leisure | compost for above tree | £ | 2.00 | £ 9.99 | £ 11.99 |
| credit card | 487 | Amazon | Administration | Bunting for Coronation | £ | 20.40 | £ 102.00 | £ 122.40 |
| credit card | 488 | Amazon | Sport & Leisure | 2 x A1 frames for maps for pavilion | £ | 6.66 | £ 33.32 | £ 39.98 |
| credit card | 499 | Amazon | Administration | footrest | £ | 6.67 | £ 33.32 | £ 39.99 |
| credit card | 500 | Amazon | Administration | wireless keyboard & mouse x 2 | £ | 6.66 | £ 33.32 | £ 39.98 |
| credit card | 501 | Amazon | Administration | picture frame for volunteer of the year | £ | 1.33 | £ 6.62 | £ 7.95 |
| credit card | 504 | Care Check | Administration | DBS check for car scheme volunteer | £ | 2.00 | £ 10.00 | £ 12.00 |
| credit card | 505 | Care Check | Administration | DBS check for car scheme volunteer | £ | 2.00 | £ 10.00 | £ 12.00 |
| credit card | 506 | Amazon | Administration | card for volunteer of the year | £ | 0.54 | £ 2.71 | £ 3.25 |
| credit card | 507 | Amazon | Administration | laptop stand | £ | 3.75 | £ 18.74 | £ 22.49 |
| credit card | 509 | British Garden Centres | Sport & leisure | stake for memorial tree | £ | 2.21 | £ 11.06 | £ 13.27 |
| credit card | 510 | Parkinson Partnership | Administration | Training re HMRC removal of VAT on sports hire | £ | - | £ 10.00 | £ 10.00 |
| credit card | 511 | Lloyds Bank | Administration | CC monthly fee | £ | - | £ 3.00 | £ 3.00 |
| credit card direct debit | P04 | Sipgate | Administration | Car scheme telephony charge | £ | - | £ 20.00 | £ 20.00 |
| credit card direct debit | P05 | Sipgate | Administration | council telephony charge | £ | - | £ 15.00 | £ 15.00 |
| direct debit | P06 | Buckinghamshire Council | Sport & Leisure | Monthly waste services for March | £ | - | £ 23.42 | £ 23.42 |
| direct debit | P03 | Sage | Administration | Accounting and payroll software monthly subscription | £ | 6.20 | £ 31.00 | £ 37.20 |
| direct debit | P07 | NPower | Lighting | 1-31/3/23 street light energy | £ | 42.17 | £ 210.85 | £ 253.02 |
| bank charges | 476 | Unity Trust Bank | Administration | Bank charges 5/12/22-4/3/23 | £ | - | £ 34.80 | £ 34.80 |
| bank charges | 502 | Unity Trust Bank | Administration | Bank charges 5/12/22-4/3/23 | £ | - | £ 0.30 | £ 0.30 |
| dd | P27 | EE | Administration | Facilities manager mobile monthly fee | £ | 7.42 | £ 46.61 | £ 54.03 |
| Sub total of direct debits & charges | | | | £ | 203.41 | £ 1,570.99 | £ 1,774.40 | |
| TOTAL OUTGOINGS | | | | £ | 1,002.98 | £ 19,728.04 | £ 20,730.40 | |

Insurance amendments

Add container shelving & review financial limits

Inter-account transfers

£1542.56 from NatWest S106 Hever Close account, to Unity Trust account, to recompense expenditure during the 2022-23 financial year

£ - £ 87,000.00 £ 87,000.00

Write-offs

None required this month.

£ - £ - £ -

Receipts received, paid into a NatWest account

NatWest Financial reserve account interest
NatWest Financial S106 account interest

VAT Net Gross
£ - £ 74.24 £ 74.24
£ - £ 1.31 £ 1.31

Receipts received, paid into Unity account

£ - £ 75.55 £ 75.55

| | Company/Name | Cost Centre | Description | VAT | Net | Gross |
|------------------------|-------------------------|-------------------|--------------------------------|------------------|-------------------|-------------------|
| 04/04/2023 | Buckinghamshire Council | Devolved Services | 23/24 one year extension | £ - | £ 3,988.15 | £ 3,988.15 |
| 06/03/2023 | Appliance Professor | PPP | Colour advertising in PPP 136 | £ 4.92 | £ 24.58 | £ 29.50 |
| 04/04/2023 | P&I/UC | Sport & Leisure | Feb hire of pavilion | £ 52.17 | £ 260.83 | £ 313.00 |
| 06/04/2023 | Hartbeeps | Sport & Leisure | March hire of pavilion | £ 58.94 | £ 294.69 | £ 353.63 |
| 06/04/2023 | Zest Yoga | Sport & Leisure | March hire of pavilion | £ 12.30 | £ 61.50 | £ 73.80 |
| 11/04/2023 | Masons | PPP | b&w advertising in PPP 136-139 | £ 16.20 | £ 81.00 | £ 97.20 |
| 12/04/2023 | House of Worship | Sport & Leisure | March hire of pavilion | £ 11.20 | £ 56.00 | £ 67.20 |
| 14/04/2023 | Buckinghamshire Council | Administration | First half of precept funding | £ - | £ 83,250.00 | £ 83,250.00 |
| 20/04/2023 | Berkhamsted Yoga | Sport & Leisure | March hire of pavilion | £ 15.38 | £ 76.87 | £ 92.25 |
| 26/04/2023 | HMRC | VAT return | 1-31/3/23 VAT return | £ 1,249.94 | £ - | £ 1,249.94 |
| | | | | £1,421.05 | £88,093.62 | £89,514.67 |
| TOTAL INCOMINGS | | | | £1,421.05 | £88,169.17 | £89,590.22 |

Income Pending/Debtors summary:

| Date of Invoice | Name | Cost Centre | Invoice/Description | VAT | Net | Gross |
|-----------------------------|-------------------|-----------------|---|-------------------|---------------------|---------------------|
| 27/04/2023 | C&S | PPP | advertising in PPP 136-139 (1 b&w and 3 colour) | £ 34.65 | £ 173.26 | £ 207.91 |
| 05/04/2023 | P E Mead & Sons | PPP | upgrade to colour advertising in PPP 136-138 | £ 0.90 | £ 4.48 | £ 5.38 |
| 06/04/2023 | Kickbox Fit | Sport & Leisure | March hire of pavilion | £ 10.25 | £ 51.25 | £ 61.50 |
| 06/04/2023 | Board Games Group | Sport & Leisure | March hire of pavilion | £ 9.23 | £ 46.12 | £ 55.35 |
| TOTAL INCOME PENDING | | | | £ 4,147.07 | £ 176,537.90 | £ 180,684.97 |

Summary of those in credit with the parish council:

| | | | |
|------|-----|-----|-----|
| None | £ - | £ - | £ - |
|------|-----|-----|-----|

Summary of accounts where the parish council is in credit:

| | | | |
|------|-----|-----|-----|
| None | £ - | £ - | £ - |
|------|-----|-----|-----|

Commitments:

| | Horwood & James | Administration | Legal costs in association with draft lease to 1st Ivinghoe & Pitstone Scouts. PO20190227-346/19.8. | | tbc | £ - |
|-------------|-----------------------------|-------------------|--|--------------------|---------------------|---------------------|
| credit card | 503 IAC Ltd | Administration | 3-year long-term agreement for internal audit 2023-4, 2024-5 and 2025-6 | £ 79.00 | £ 395.00 | £ 474.00 |
| credit card | P09 ClickSend | Administration | Community car scheme text message service | £ - | £ 100.00 | £ 100.00 |
| credit card | P15 Microsoft | Administration | 3 x annual licences | £ - | £ 309.60 | £ 309.60 |
| credit card | P17 LeafletFrog | Administration | Coronation trail leaflets | £ - | £ 32.00 | £ 32.00 |
| credit card | P18 Amazon | Administration | Pens for kids competition | £ 1.41 | £ 7.02 | £ 8.43 |
| credit card | P19 Amazon | Youth Café | spoons for youth café coronation picnic | £ 0.83 | £ 4.12 | £ 4.95 |
| credit card | P20 Amazon | Youth Café | napkins for youth café coronation picnic | £ 1.25 | £ 6.24 | £ 7.49 |
| credit card | P21 Amazon | Youth Café | plates for youth café coronation picnic | £ 1.92 | £ 9.57 | £ 11.49 |
| credit card | P22 Amazon | Youth Café | sacks for youth café coronation picnic | £ 1.03 | £ 5.15 | £ 6.18 |
| credit card | Pitstone Memorial Hall | Youth Café | plastic cups for youth café coronation picnic | £ 0.98 | £ 4.90 | £ 5.88 |
| | Friends at Brookmead School | Grants | Grant towards black out curtains and new flooring. Up to £6k. Once match funding known. | £ - | £ 6,000.00 | £ 6,000.00 |
| | Total Play | Grants | Grant towards outdoor sandpit once project can progress. | £ - | £ 1,870.00 | £ 1,870.00 |
| | | Grants | Contribution towards cricket practice net project with I&PUCC | £ 400.00 | £ 2,000.00 | £ 2,400.00 |
| | Total Play | S106 cricket nets | S106 element of double lane cricket practice nets (NB total order value £35,112. £10,241+ VAT due on delivery, £18,141+VAT due on practical completion and £878+VAT due on sign off/3m post completion). | £ 4,473.40 | £ 22,367.00 | £ 26,840.40 |
| | Ambivent | Sport & Leisure | TMV service | £ 60.00 | £ 300.00 | £ 360.00 |
| | Lamps & Tubes Illuminations | Lighting | Replacement LED lanterns for 2 x Recreation Ground Charity columns | £ 198.05 | £ 990.26 | £ 1,188.31 |
| | 4imprint | Administration | Coronation water bottles | £ 73.59 | £ 367.99 | £ 441.58 |
| | | | | £ 15,104.70 | £ 585,315.16 | £ 600,419.24 |

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 | £ 83,250.00 |
| Buckinghamshire Council | Precept 2nd payment | Due 15/9/23 | |

Bank Reconciliation & S106 Summary:

See separate document

Project Summaries:

See separate sheets for allotment and pavilion financial summaries.