

CPC Cashbook Summary 2021/22 (including earmarked reserves)

Opening Bank Balances	<u>£14,848.08</u>	
Plus, Income receipts	<u>£18,353.51</u>	<i>Auto-Cell</i>
(Balance plus receipts)	<u>£33,201.59</u>	
Less, payments previously approved	<u>£11,368.59</u>	<i>Auto-Cell</i>
Balance as per reconciliation	<u>£21,833.00</u>	A
Less, payments still to be approved	<u>£1,399.77</u>	B
Total Payments made y.t.d (cashbook)	<u>£12,768.36</u>	
Balance as per cash book figures	<u>£20,433.23</u>	C (A - B)

Represented by,		
Lloyds Bank Plc - Treasurers Cur/A	Oct-21	£961.06
Lloyds Bank Plc - Instant Access account	Oct-21	£0.00
Unity Trust Bank - Current Account	Oct-21	£23,537.60
Unity Trust Bank - Instant Access Account	Oct-21	£0.00

	<u>£24,498.66</u>	A
Less, payments not yet cleared / paid through accounts	-£3,630.16	
Less, payments not yet approved for NOV2021	-£1,399.77	
Plus, receipts not yet reconciled	£964.50	
	<u>£20,433.23</u>	C

Earmarked reserves as at (31/10/2021)		Notes:
<i>Revisions / Virements 1/4/2021 *</i>		
Election Reserve	£1,400.00	<i>Pending May 2022</i>
IT / Comms. Reserve	£588.82	<i>Used for website, IT etc</i>
Tree Fund Reserve	£552.67	
P3 / Footpath Reserve	£1,549.75	<i>For P3 expend.</i>
Parish Resilience Reserve	£6,000.00	
CRWS / Highway Repairs Reserve	£750.20	
* AED Sinking Fund	£49.01	
* NLS Sinking Fund	£300.00	
CCH Improvement Project Reserve	£0.00	<i>Cumulative receipts</i>
CCH Car Park Repair Project	£0.00	
DCC CV-19 fund	£376.55	
* Play Area Maint. Reserve	£1,131.84	
Earmarked reserves	<u>£12,698.84</u>	D
General unearmarked reserves	<u>£7,734.39</u>	E
Balance (Cash)	<u>£20,433.23</u>	F (= D + E)
Borrowings / Liabilities:	<u>£30,867.00</u>	D

Paul Hayward, RFO 10/10/2021 _____

Cllr. C Wilson, Chair 10/10/2021 _____

CPC accounts summary sheet / financial statement 2021/22

Receipts & Balance

Receipts & Balance																Payments								
Date	BAL c/d	Receipt	Total	Parish	Election Reserve	Cricket Club HS Reserve	Play Park Reserve	CCH Refurb.	P3	STFI Reserve	IT Reserve	CRWS Reserve	Tree Fund	NHP	CV19	Check Col.	Date	Description	Cq. No	Folio #	CODE?	Cleared	Total	
01/04/2021	£14,848.08			£2,164.50	£1,400.00	£80.00	£1,051.84	£0.00	£1,803.50	£6,000.00	£668.82	£750.20	£552.67	£0.00	£376.55	£14,848.08		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						
																		Virements approved						

Chardstock Parish Council - PAYMENTS TO BE APPROVED

Payments for month of:

Nov-21

To be approved on:

10/11/2021

Date:	Description	Method	Folio#	Coding	Gross Amount	VAT	Net Amount
26/11/2021	Function 28 - web hosting	BACS	NOV/001	IT	£12.00	£2.00	£10.00
26/11/2021	Clerk Reimbursement	BACS	NOV/002	VAR.	£379.47	£50.90	£328.57
26/11/2021	Clerk remuneration - P8	BACS	NOV/003	STAFF	£413.03	£0.00	£413.03
26/11/2021	HMRC - PAYE P8	BACS	NOV/004	STAFF	£103.40	£0.00	£103.40
26/11/2021	Plusnet Comms.	DD	NOV/005	HALL	£24.40	£4.07	£20.33
26/11/2021	Axe Skip Hire	BACS	NOV/006	SKIPS	£432.00	£72.00	£360.00
26/11/2021	Axminster Printing	BACS	NOV/007	PST	£35.47	£5.91	£29.56

Total to be approved:

£1,399.77

£134.88 to be reclaimed

Signed _____ RFO _____ 10/11/2021 _____ Date

Signed _____ Chair _____ 10/11/2021 _____ Date

Payments made under Chair / Clerk / RFO delegated authority

Date	Description	Amount	Code
Nov-21	Paediatric AED pads (expired)	£109.00	AED
Nov-21	Remembrance Wreath	£14.99	S137
Nov-21	SODA PDF software (shared cost)	£14.00	IT
Nov-21	Parish Union Flag 36x18"	£43.88	War Mem
11-Nov	Planting at W/Mem.	86.61	War Mem

CHARDSTOCK PARISH COUNCIL - PAYMENTS 2021-22

Date	Description	CQ #	Invoice	Cost Centre	Amount	
						£12,768.36
						Annual approved
26/04/2021	PWLB	DD	APR/1	PWLB	£964.50	
26/04/2021	Function 28 - web hosting	BACS	APR/2	IT	£12.00	
26/04/2021	Clerk Reimbursement	BACS	APR/3	VAR.	£188.32	
26/04/2021	Clerk remuneration - P1	BACS	APR/4	STAFF	£413.23	
26/04/2021	HMRC - PAYE P1	BACS	APR/5	STAFF	£103.20	
26/04/2021	DALC/NALC	BACS	APR/6	SUBS	£207.79	
26/04/2021	Plusnet Comms.	DD	APR/7	HALL	£25.80	April
26/04/2021	Tinderbox (P3 & Maint)	BACS	APR/8	P3/Maint	£70.50	£1,985.34
24/05/2021	Grants Online Subscription	BACS	MAY/001	SUBS	£118.80	
24/05/2021	Function 28 - web hosting	BACS	MAY/002	IT	£12.00	
24/05/2021	Clerk Reimbursement	BACS	MAY/003	VAR.	£177.77	
24/05/2021	Clerk remuneration - P2	BACS	MAY/004	STAFF	£413.23	
24/05/2021	HMRC - PAYE P2	BACS	MAY/005	STAFF	£103.20	
24/05/2021	Axe Skips (Spring)	BACS	MAY/006	Skips	£360.00	
24/05/2021	Plusnet Comms.	DD	MAY/007	HALL	£31.10	
24/05/2021	EDDC (dogbins contract)	BACS	MAY/008	MAINT/DB	£907.20	
24/05/2021	RSA Parish Protect (Ins. Premium)	BACS	MAY/009	INS	£207.48	
24/05/2021	BDHPN (annual membership)	BACS	MAY/010	SUBS	£60.00	
24/05/2021	S E Webb (FCA) - Internal Auditor	BACS	MAY/011	FEES	£100.00	May
24/05/2021	Parish Lengthsman (P3)	BACS	MAY/012	P3	£431.29	£2,922.07
25/06/2021	Function 28 - web hosting	BACS	JUN/001	IT	£12.00	
25/06/2021	Clerk Reimbursement	BACS	JUN/002	VAR.	£161.27	
25/06/2021	Clerk remuneration - P3	BACS	JUN/003	STAFF	£413.03	
25/06/2021	HMRC - PAYE P3	BACS	JUN/004	STAFF	£103.40	
25/06/2021	Plusnet Comms.	DD	JUN/005	HALL	£19.34	
25/06/2021	Parish Lengthsman (P3)	BACS	JUN/006	P3	£82.50	June
25/06/2021	Unity Trust Bank - charges	DR	JUN/007	Charges	£18.00	£809.54
26/07/2021	Function 28 - web hosting	BACS	JUL/001	IT	£12.00	
26/07/2021	Clerk Reimbursement	BACS	JUL/002	VAR.	£132.77	
26/07/2021	Clerk remuneration - P4	BACS	JUL/003	STAFF	£413.23	
26/07/2021	HMRC - PAYE P4	BACS	JUL/004	STAFF	£103.20	
26/07/2021	Plusnet Comms.	DD	JUL/005	HALL	£24.40	
26/07/2021	Parish Lengthsman (P3)	BACS	JUL/006	MAINT	£136.00	July
26/07/2021	Williams and Triggs	BACS	JUL/007	War Mem.	£180.00	£1,001.60
27/08/2021	Function 28 - web hosting	BACS	AUG/001	IT	£12.00	
27/08/2021	Clerk Reimbursement	BACS	AUG/002	VAR.	£122.75	
27/08/2021	Clerk remuneration - P5	BACS	AUG/003	STAFF	£413.03	
27/08/2021	HMRC - PAYE P5	BACS	AUG/004	STAFF	£103.40	
27/08/2021	Plusnet Comms.	DD	AUG/005	HALL	£24.40	
27/08/2021	Parish Lengthsman (P3) - 3 invoices	BACS	AUG/006	MAINT	£242.50	August
27/08/2021	All Saints Parish Council	BACS	AUG/007	AED	£35.00	£953.08
24/09/2021	Function 28 - web hosting	BACS	SEP/001	IT	£12.00	
24/09/2021	Clerk Reimbursement	BACS	SEP/002	VAR.	£192.91	
24/09/2021	Clerk remuneration - P6	BACS	SEP/003	STAFF	£448.93	
24/09/2021	HMRC - PAYE P6	BACS	SEP/004	STAFF	£112.20	
24/09/2021	Plusnet Comms.	DD	SEP/005	HALL	£24.40	
24/09/2021	Parish Lengthsman	BACS	SEP/006	MAINT/P3	£172.00	
24/09/2021	PKF Littlejohn LLP	BACS	SEP/007	Audit FEES	£240.00	
24/09/2021	Axminster Printing	BACS	SEP/008	PST	£48.00	
24/09/2021	Community Action Suffolk (RSA)	BACS	SEP/009	INSUR.	£58.25	September
30/09/2021	Unity Trust Bank - charges	DR	SEP/010	Bank Charges	£18.00	£1,326.69
25/10/2021	Function 28 - web hosting	BACS	OCT/001	IT	£12.00	
25/10/2021	Clerk Reimbursement	BACS	OCT/002	VAR.	£526.69	
25/10/2021	Clerk remuneration - P7	BACS	OCT/003	STAFF	£413.23	
25/10/2021	HMRC - PAYE P7	BACS	OCT/004	STAFF	£103.20	
25/10/2021	Plusnet Comms.	DD	OCT/005	HALL	£24.40	
25/10/2021	Long and Sons	BACS	OCT/006	P3	£222.00	
11/10/2021	PWLB	DD	OCT/007	PWLB	£964.50	
25/10/2021	Chardstock Community Hall Trust	BACS	OCT/008	Hall Hire	£68.25	October
25/10/2021	Parish Lengthsman	BACS	OCT/009	MAINT	£36.00	£2,370.27
26/11/2021	Function 28 - web hosting	BACS	NOV/001	IT	£12.00	
26/11/2021	Clerk Reimbursement	BACS	NOV/002	VAR.	£379.47	
26/11/2021	Clerk remuneration - P8	BACS	NOV/003	STAFF	£413.03	
26/11/2021	HMRC - PAYE P8	BACS	NOV/004	STAFF	£103.40	
26/11/2021	Plusnet Comms.	DD	NOV/005	HALL	£24.40	
26/11/2021	Axe Skip Hire	BACS	NOV/006	SKIPS	£432.00	November
26/11/2021	Axminster Printing	BACS	NOV/007	PST	£35.47	£1,399.77

Bank Reconciliation Report for CHARDSTOCK PARISH COUNCIL

Lloyds Current Account	Online	Cur. a/c	31/10/2021	£961.06
Unity Trust Bank Current Account	Online	Cur. a/c	31/10/2021	£23,537.60
Unity Trust Bank Access Account	Online	SAV. a/c	31/10/2021	£0.00
				£24,498.66

Less, any unpresented cheque already issued and approved:

Cheque No.	Online	£3,630.16	for: Payments pending for SEP/OCT 2021
			for:
			for:
			for:
			for:
			for:
			for:
			for:
			for:
			for:
			for:
			for:
			for:
			for:
			for:

Total: **£3,630.16**

Plus, any payments received not yet reconciled **£964.50**
£21,833.00

CashBook Balance as at 31/10/2021 (date) **£21,833.00** **(A)**

The net balance shown reconciles to the Cash Book (receipts and payments) as follows:

Cash Book

Opening Balance:		£14,848.08	
Add: Receipts	ADD	£18,353.51	
Less: payments	LESS	£11,368.59	
Current / Closing Balance:		£21,833.00	(B)

(B) Closing / Current Balance as per Cash Book must equal A above and Section 1 Box 8 on AGAR2

Prepared By : Paul Hayward, Clerk and RFO, Chardstock Parish Council

_____ Sign 10/11/2021 Date

Approved By: _____

_____ Sign 10/11/2021 Date

Draft SECTION TWO Accounting Statement for 2021-22 for Chardstock Parish Council

	Year Ending		Notes and Guidance	VAR	Comments
	31 March 2021 £	31 March 2022 £			
			Please round all figures to nearest £1. All figures must agree to underlying financial records		
1. Balance brought forward	21440	14848	Transparency Code rules will apply for conformance. AGAR3 required	n/a	
2. (+) Precept or Rates and Levies	15750	15750		0%	
3. (+) Total Other Receipts	21179	2604		-88%	Part Year
4. (-) Staff Costs	7550	4176		-45%	Part Year
5. (-) Loan Interest / Capital Repayments	1929	1929		0	
6. (-) All other Payments	34042	6663		-80%	Part Year
7. (=) Balances carried forward	14848	20433		n/a	
8. Total Value of cash and ST Invests.	14848	20433		n/a	
9. Total Fixed Assets	20523	tba	See Asset Register	0	
10. Total Borrowings	30867	tba		0	
11. For Locals Councils Only Disclosure Note re: Trust Funds	YES	NO	The council acts as sole trustee for and is responsible for managing Trust Funds or Assets		
		X			