

## CPC Cashbook Summary 2021/22 ( including earmarked reserves )

Opening Bank Balances	<b>£14,848.08</b>	
Plus, Income receipts	<b>£18,797.83</b>	<i>Auto-Cell</i>
( Balance plus receipts )	<b>£33,645.91</b>	
Less, payments previously approved	<b>£13,755.96</b>	<i>Auto-Cell</i>
Balance as per reconciliation	<b>£19,889.95</b>	<b>A</b>
Less, payments still to be approved	<b>£2,376.39</b>	<b>B</b>
Total Payments made y.t.d (cashbook)	<b>£16,132.35</b>	
Balance as per cash book figures	<b>£17,513.56</b>	<b>C ( A - B )</b>

Represented by,		
Lloyds Bank Plc - Treasurers Cur/A	Nov-21	£2,026.98
Lloyds Bank Plc - Instant Access account	Nov-21	£0.00
Unity Trust Bank - Current Account	Nov-21	£23,513.20
Unity Trust Bank - Instant Access Account	Nov-21	£0.00

**£25,540.18** **A**

Less, payments not yet cleared / paid through accounts	<b>-£6,614.73</b>	
Less, payments not yet approved for DEC2021	<b>-£2,376.39</b>	
Plus, receipts not yet reconciled	<b>£964.50</b>	
	<b>£17,513.56</b>	<b>C</b>

### Earmarked reserves as at ( 31/11/2021 )

Notes:

#### Revisions / Virements 1/4/2021 \*

	Election Reserve	£1,400.00	<i>Pending May 2022</i>
	IT / Comms. Reserve	£378.82	<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	£351.39	
*	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	£981.84	

**£11,940.03** **D**

**£5,573.53** **E**

**£17,513.56** **F (= D + E)**

**£30,867.00** **D**

Paul Hayward, RFO      08/12/2021 \_\_\_\_\_

Cllr. C Wilson, Chair      08/12/2021 \_\_\_\_\_





CV19	£376.55
	£17,513.56

## Chardstock Parish Council - PAYMENTS TO BE APPROVED

Payments for month of:

Dec-21

To be approved on:

12/01/2022

Date:	Description	Method	Folio#	Coding	Gross Amount	VAT	Net Amount
30/12/2021	Unity Trust Bank - charges	DR	DEC/001	Bank Charges	£18.00	£0.00	£18.00
20/12/2021	Function 28 - web hosting	BACS	DEC/002	IT	£12.00	£2.00	£10.00
20/12/2021	Clerk Reimbursement	BACS	DEC/003	VAR.	£710.56	£45.09	£665.47
20/12/2021	Clerk remuneration - P9	BACS	DEC/004	STAFF	£413.23	£0.00	£413.23
20/12/2021	HMRC - PAYE P9	BACS	DEC/005	STAFF	£103.20	£0.00	£103.20
20/12/2021	Plusnet Comms.	DD	DEC/006	HALL	£24.40	£4.07	£20.33
20/12/2021	Tinderbox Firewood (to be reimb)	BACS	DEC/007	MAINT	£67.00	£0.00	£67.00
20/12/2021	Chardstock Community Hall	BACS	DEC/008	Hall Hire	£78.00	£0.00	£78.00
20/12/2021	J B Wilson	BACS	DEC/009	PLAY	£150.00	£0.00	£150.00
15/12/2021	CCSC	BACS	DEC/010	GRANT	£800.00	£0.00	£800.00

Total to be approved:

**£2,376.39**

£51.16 to be reclaimed

Signed \_\_\_\_\_ RFO \_\_\_\_\_ 12/01/2022 \_\_\_\_\_ Date

Signed \_\_\_\_\_ Chair \_\_\_\_\_ 12/01/2022 \_\_\_\_\_ Date

*Payments made under Chair / Clerk / RFO delegated authority*

Date	Description	Amount	Code

**CHARDSTOCK PARISH COUNCIL - PAYMENTS 2021-22**

Date	Description	CQ #	Invoice	Cost Centre	Amount	
						<b>£16,132.35</b>
						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	<b>April</b>
26/04/2021	Tinderbox (P3 & Maint)	BACS	APR/8	P3/Maint	£70.50	<b>£1,985.34</b>
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	<b>May</b>
24/05/2021	Parish Lengthsman (P3)	BACS	MAY/012	P3	£431.29	<b>£2,922.07</b>
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	<b>June</b>
25/06/2021	Unity Trust Bank - charges	DR	JUN/007	Charges	£18.00	<b>£809.54</b>
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	<b>July</b>
26/07/2021	Williams and Triggs	BACS	JUL/007	War Mem.	£180.00	<b>£1,001.60</b>
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	<b>August</b>
27/08/2021	All Saints Parish Council	BACS	AUG/007	AED	£35.00	<b>£953.08</b>
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	<b>September</b>
30/09/2021	Unity Trust Bank - charges	DR	SEP/010	Bank Charges	£18.00	<b>£1,326.69</b>
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	<b>October</b>
25/10/2021	Parish Lengthsman	BACS	OCT/009	MAINT	£36.00	<b>£2,370.27</b>
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	
26/11/2021	Axminster Printing	BACS	NOV/007	PST	£35.47	
26/11/2021	Greentech Planting	BACS	NOV/008	TREE	£168.00	
26/11/2021	Tinderbox Firewood (to be reimb)	BACS	NOV/009	MAINT	£198.00	<b>November</b>
26/11/2021	Viatec UK Limited	BACS	NOV/010	CRWS	£621.60	<b>£2,387.37</b>
30/12/2021	Unity Trust Bank - charges	DR	DEC/001	Bank Charges	£18.00	
20/12/2021	Function 28 - web hosting	BACS	DEC/002	IT	£12.00	
20/12/2021	Clerk Reimbursement	BACS	DEC/003	VAR.	£710.56	
20/12/2021	Clerk remuneration - P9	BACS	DEC/004	STAFF	£413.23	
20/12/2021	HMRC - PAYE P9	BACS	DEC/005	STAFF	£103.20	
20/12/2021	Plusnet Comms.	DD	DEC/006	HALL	£24.40	
20/12/2021	Tinderbox Firewood (to be reimb)	BACS	DEC/007	MAINT	£67.00	
20/12/2021	Chardstock Community Hall	BACS	DEC/008	Hall Hire	£78.00	
20/12/2021	J B Wilson	BACS	DEC/009	PLAY	£150.00	<b>December</b>
15/12/2021	CCSC	BACS	DEC/010	GRANT	£800.00	<b>£2,376.39</b>

## Bank Reconciliation Report for CHARDSTOCK PARISH COUNCIL

Lloyds Current Account	<b>Online</b>	Cur. a/c	<b>30/11/2022</b>	<b>£2,026.98</b>
Unity Trust Bank Current Account	<b>Online</b>	Cur. a/c	<b>30/11/2022</b>	<b>£23,513.20</b>
Unity Trust Bank Access Account	<b>Online</b>	SAV. a/c	<b>30/11/2022</b>	<b>£0.00</b>
				<b>£25,540.18</b>

Less, any unrepresented cheque already issued and approved:

Cheque No.	Online	<b>£6,614.73</b>	for: Payments pending for SEP/OCT/NOV 2021
			for: _____
			for: _____
			for: _____
			for: _____
			for: _____
			for: _____
			for: _____
			for: _____
			for: _____
			for: _____
			for: _____
			for: _____
			for: _____
			for: _____

**Total:** **£6,614.73**

Plus, any payments received not yet reconciled **£964.50**  
**£19,889.95**

CashBook Balance as at 30.11.21 ( date ) **£19,889.95** **(A)**

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

**Cash Book**

Opening Balance:		<b>£14,848.08</b>	
Add: Receipts	ADD	<b>£18,797.83</b>	
Less: payments	LESS	<b>£13,755.96</b>	
Current / Closing Balance:		<b>£19,889.95</b>	<b>(B)</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 08/12/2021 Date

Approved By: \_\_\_\_\_

\_\_\_\_\_ Sign 08/12/2021 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	3048		-86%	Part Year
4. (-) Staff Costs	7550	4693		-38%	Part Year
5. (-) Loan Interest / Capital Repayments	1929	1929		0	
6. (-) All other Payments	34042	9511		-72%	Part Year
7. (=) Balances carried forward	14848	17514		n/a	
8. Total Value of cash and ST Invests.	14848	17514		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			