

## Brookland Parish Council

### Finance Summary July Meeting

#### Bank Reconciliation to 30 June 2024

#### **Brookland Parish Council**

Prepared by: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

Date: \_\_\_\_\_

<b>A</b>	<b>Bank Reconciliation at 30/06/2024</b>		
	Cash in Hand 01/04/2024		67,428.32
	<b>ADD</b> Receipts 01/04/2024 - 30/06/2024		8,190.95
	<b>SUBTRACT</b> Payments 01/04/2024 - 30/06/2024		75,619.27
			4,339.41
	<b>Cash in Hand 30/06/2024</b> (per Cash Book)		<b>71,279.86</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 05/04/2024	0.00	
	Unity Current 14/06/2024	71,453.96	
	Savings 05/04/2024	0.00	
	Other 05/04/2024	0.00	
			<b>71,453.96</b>
	Less unrepresented payments		174.10
			71,279.86
	Plus unrepresented receipts		
	<b>Adjusted Bank Balance</b>		<b>71,279.86</b>
	<b>A = B Checks out OK</b>		

Payments Awaiting Authorisation

Brookland Parish Council											11 July 2024 (2024 - 2025)
PAYMENTS (AWAITING AUTHORISATION) LIST											
Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
28	Open Spaces	26/05/2024		Unity Current		Grass Cutting	M Coleman	S	50.00	10.00	60.00
40	Communications (Phone, Webs	20/06/2024		Unity Current		Website Hosting	Ionos	S	20.00	4.00	24.00
39	Communications (Phone, Webs	20/06/2024		Unity Current		Email Accounts	Ionos	S	1.25	0.25	1.50
38	Communications (Phone, Webs	20/06/2024		Unity Current		Website Hosting	Ionos	S	8.00	1.60	9.60
43	Communications (Phone, Webs	20/06/2024		Unity Current		Email Accounts	Ionos	S	1.25	0.25	1.50
42	Communications (Phone, Webs	20/06/2024		Unity Current		Website Hosting	Ionos	S	10.00	2.00	12.00
41	Communications (Phone, Webs	20/06/2024		Unity Current		Email Accounts	Ionos	S	1.25	0.25	1.50
45	Grants/Donations	28/06/2024		Unity Current		Hall Hire	Village Hall	X	48.00		48.00
45	Other/Miscellaneous	28/06/2024		Unity Current		Hall Hire	Village Hall	X	16.00		16.00
48	Grants/Donations	03/07/2024		Unity Current		Grass Cutting	M Coleman	S	50.00	10.00	60.00
47	Open Spaces	03/07/2024		Unity Current		Grass Cutting	M Coleman	S	150.00	30.00	180.00
51	Grants/Donations	05/07/2024		Unity Current		Hall Hire	Village Hall	X	64.00		64.00
52	Staff Costs	05/07/2024		Unity Current		HMRC TAX & NI	HMRC TAX	X	70.60		70.60
53	Staff Costs	25/07/2024		Unity Current		Salary	Brookland Parish Council	X	282.57		282.57
53	Staff Expenses & Training	25/07/2024		Unity Current		Salary	Brookland Parish Council	X	15.00		15.00
Total									787.92	58.35	846.27

Payments made in May & June

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
19	Audit & Professional Fees	01/05/2024		Unity Current		Internal Audit	Lionel Robbins	X	105.00		105.00
20	Staff Costs	03/05/2024		Unity Current		Salary	Brookland Parish Council	X	282.57		282.57
21	Staff Costs	03/05/2024		Unity Current		HMRC TAX & NI	HMRC TAX	X	70.60		70.60
20	Admin (Stationery, Printer, Post	03/05/2024		Unity Current		Salary	Brookland Parish Council	X	15.00		15.00
22	Grants/Donations	06/05/2024		Unity Current		Hall Hire	Village Hall	X	48.00		48.00
24	Grants/Donations	26/05/2024		Unity Current		Grass Cutting	M Coleman	S	50.00	10.00	60.00
25	Grants/Donations	26/05/2024		Unity Current		Donation	Marsh Harrier	X	500.00		500.00
26	Communications (Phone, Webs	26/05/2024		Unity Current		IT Support	IT Outcomes	S	15.30	3.06	18.36
23	Open Spaces	26/05/2024		Unity Current		Grass Cutting	M Coleman	S	230.00	46.00	276.00
28	Open Spaces	26/05/2024		Unity Current		Grass Cutting	M Coleman	S	50.00	10.00	60.00
27	Open Spaces	26/05/2024		Unity Current		Waste Collection	Trident Waste Managemen	S	25.00	5.00	30.00
30	Grants/Donations	05/06/2024		Unity Current		Grass Cutting	M Coleman	R		276.00	276.00
33	Communications (Phone, Webs	05/06/2024		Unity Current		Website Bronze Subs	Hugo Fox	S	9.99	2.00	11.99
29	Communications (Phone, Webs	05/06/2024		Unity Current		IT Support	IT Outcomes	S	15.30	3.06	18.36
32	Audit & Professional Fees	05/06/2024		Unity Current		Accounting Software	Starboard Systems Ltd	S	12.00	2.40	14.40
31	Open Spaces	05/06/2024		Unity Current		Grass Cutting	M Coleman	S	250.00	50.00	300.00
36	Staff Costs	12/06/2024		Unity Current		HMRC TAX & NI	HMRC TAX	Z	70.60		70.60
35	Communications (Phone, Webs	14/06/2024		Unity Current		Website Bronze Subs	Hugo Fox	S	9.99	2.00	11.99
37	Audit & Professional Fees	14/06/2024		Unity Current		Defib aftercare	Hopkins	S	207.90	41.58	249.48
43	Communications (Phone, Webs	20/06/2024		Unity Current		Email Accounts	Ionos	S	1.25	0.25	1.50
42	Communications (Phone, Webs	20/06/2024		Unity Current		Website Hosting	Ionos	S	10.00	2.00	12.00
41	Communications (Phone, Webs	20/06/2024		Unity Current		Email Accounts	Ionos	S	1.25	0.25	1.50
40	Communications (Phone, Webs	20/06/2024		Unity Current		Website Hosting	Ionos	S	20.00	4.00	24.00
39	Communications (Phone, Webs	20/06/2024		Unity Current		Email Accounts	Ionos	S	1.25	0.25	1.50
38	Communications (Phone, Webs	20/06/2024		Unity Current		Website Hosting	Ionos	S	8.00	1.60	9.60
44	Open Spaces	20/06/2024		Unity Current		Waste Collection	Trident Waste Managemen	S	25.00	5.00	30.00
34	Staff Costs	25/06/2024		Unity Current		Salary	Brookland Parish Council	X	282.57		282.57
34	Admin (Stationery, Printer, Post	25/06/2024		Unity Current		Salary	Brookland Parish Council	X	15.00		15.00
45	Grants/Donations	28/06/2024		Unity Current		Hall Hire	Village Hall	X	48.00		48.00
45	Other/Miscellaneous	28/06/2024		Unity Current		Hall Hire	Village Hall	X	16.00		16.00
54	Audit & Professional Fees	30/06/2024		Unity Current		Bank Charges	Unity Trust Bank	X	18.00		18.00
Total									2,413.57	464.45	2,878.02

## Year to Date Expenditure

### Receipts

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	12,870.00	6,435.00	-6,435.00				-6,435.00 (-50%)
2	Grants/Donations				2,000.00	824.00	1,176.00	1,176.00 (58%)
3	Bank Interest				72.00		72.00	72.00 (100%)
4	VAT Refund							(N/A)
5	Other Income		400.00	400.00				400.00 (N/A)
<b>SUB TOTAL</b>		<b>12,870.00</b>	<b>6,835.00</b>	<b>-6,035.00</b>	<b>2,072.00</b>	<b>824.00</b>	<b>1,248.00</b>	<b>-4,787.00 (-32%)</b>

### Payments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6	Staff Costs				4,160.00	1,412.68	2,747.32	2,747.32 (66%)
7	Staff Expenses & Training				250.00	30.00	220.00	220.00 (88%)
8	Subscriptions & Memberships				310.00	288.14	21.86	21.86 (7%)
9	Insurance				500.00	402.00	98.00	98.00 (19%)
10	Utilities							(N/A)
11	Communications (Phone, Websi				420.00	169.09	250.91	250.91 (59%)
12	Admin (Stationery, Printer, Post				180.00	30.00	150.00	150.00 (83%)
13	Audit & Professional Fees				655.00	354.90	300.10	300.10 (45%)
14	Elections				1,000.00		1,000.00	1,000.00 (100%)
15	S.137				50.00		50.00	50.00 (100%)
16	Loan Repayment							(N/A)
17	Open Spaces				3,050.00	930.00	2,120.00	2,120.00 (69%)
18	Reserves 1							(N/A)
19	Reserves 2							(N/A)
20	Other/Miscellaneous				595.00	32.00	563.00	563.00 (94%)
<b>SUB TOTAL</b>					<b>11,170.00</b>	<b>3,648.81</b>	<b>7,521.19</b>	<b>7,521.19 (67%)</b>