

Horne Parish Council

**Final Accounts
Year End 31st March 2014**

Louise Meehan, Responsible Financial Officer, 6 May 2014

Horne Parish Council: Final Budget year end 31st March 2014

Payments	Budget 2013/14	Year End	Budget Compare	Notes
Audits	320.00	255.10	64.90	
Chairmans Allowance	50.00	0.00	50.00	
Clerks Salary	6,672.00	6,676.80	-4.80	
Clerks Expenses	392.00	247.85	144.15	
Donations	300.00	290.00	10.00	
Insurance	270.91	279.04	-8.13	
Legal costs	0.00	0.00	0.00	
Newsletter	1,200.00	1,029.00	171.00	
Room Hire	360.00	381.00	-21.00	
Salt bins	70.00	0.00	70.00	
Stationery	100.00	166.85	-66.85	
Subscriptions	355.64	369.51	-13.87	
Training	500.00	202.00	298.00	
VAT	0.00	18.66	-18.66	
Website	170.00	179.00	-9.00	
Contingency	100.00	480.00	-380.00	£480 for oak tree on Newchapel Rd
Totals	10,860.55	10,574.81	285.74	

Horne Parish Council
Trial Balance 31st March 2014

Opening Asset Balances

Cash	0.00
Bank	834.63
o/s cheques	<u>16.00</u>
	818.63

Debtors	0.00
Investments	5,800.00

Opening Liability Balances

Creditors	0.00
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<u>2013/14 Income</u>	11,241.21
	<u><u>17,859.84</u></u>

Closing Asset Balances

Cash	0.00
Bank	1,625.03
o/s cheques	<u>140.00</u>
	1,485.03

Debtors	0.00
Investments	5,800.00

Opening Liability Balances

Creditors	0.00
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<u>2013/14 Expenditure</u>	10,574.81
	<u><u>17,859.84</u></u>

Horne Parish Council: Reconciliation Year End 2013/14

Balance as at 27 March 2013	Bank	834.63	
	o/s cheques	16.00	818.63

Total Receipts		11,241.21	
Investments		<u>5,800.00</u>	
			<u>17,859.84</u>

Less Total Payments		10,574.81	
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Balance		<u>7,285.03</u>	
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Reconciliation

Balance as at 31 March 2013	Bank	1,625.03	<u>1,625.03</u>
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Less O/S cheques		140.00	
			<u>140.00</u>

Balance		<u>1,485.03</u>	
Investments		5,800.00	

		<u>7,285.03</u>	
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Horne Parish Council
Receipts and Payments Summary 2013/14

For the year ended 31st March 2013

Receipts	£
Precept	9,720.00
Wayleave - Yearly	0.95
Lloyds TSB - Interest	2.90
VAT return	1,217.36
Grant	0.00
Misc. (sale of timber)	300.00
TOTAL RECEIPTS	<u>11,241.21</u>
Payments	
Audits (internal and external)	255.10
Clerks Expenses	247.85
Clerks Salaries	6,676.80
S137	290.00
Insurance	279.04
Legal costs	0.00
Newsletter	1,029.00
Room Hire for PC meetings	381.00
Stationery	166.85
Subscriptions	369.51
Training	202.00
VAT	18.66
Website	179.00
Contingency/Miscellaneous costs	480.00
TOTAL PAYMENTS	<u>10,574.81</u>
Excess of Receipts over Payments	666.40

Horne Parish Council: Payments 2013/14

Cq No	Month	To Whom Paid	Description	Payments	Audits	Chairmans Allowance	Clerk Sal	Clerk Ex	Donations	Insurance	Legal	Newsletter	Room Hire	Stationery	Subs	Training	VAT	Website	Contingency
SO	s Apr	Mrs. L Meehan	Salary	556.40			556.40												
836	s Apr	Mrs. L Meehan	Expenses (mileage, phone bill, stamps)	165.45				30.45				135.00							
837	s Apr	St Catherine's Hospic	Donation	100.00					100.00										
838	s Apr	SALC	Annual Subscription	235.51											235.51				
839	s Apr	SALC	Surrey Local Council Forum	24.00												24.00			
840	s Apr	Amadeus	Envelopes	12.00										12.00					
841	s Apr	TVSC	Annual Subscription	10.00											10.00				
842	s Apr	Eden Press	Printing newsletter	127.50								127.50							
843	s May	R Coyle Larner	Oak tree maintenance Newchapel Rd	480															480.00
SO	s May	Mrs. L Meehan	Salary	556.40			556.40												
844	s May	Mrs. L Meehan	Expenses (petrol, phone bill, printer)	80.82				80.82											
845	s May	Came & Co.	Insurance renewal	279.04						279.04									
SO	s June	Mrs. L Meehan	Salary	556.40			556.40												
846	s June	Mrs. L Meehan	Expenses (mileage)	27.00				27.00											
847	s June	C&S Webs	Domain reg. & web hosting	39.00														39.00	
848	s June	Alison Hillman	Internal audit	135.10	135.10														
849	s June	Lingfield Centre	Room hire for flood forum	21.00									21.00						
SO	s July	Mrs. L Meehan	Salary	556.40			556.40												
850	s July	Mrs. L Meehan	Exenses (mileage, stamps)	147.20				11.20				136.00							
851	s July	ERP Printers	Printing newsletter	127.50								127.50							
SO	s August	Mrs. L Meehan	Salary	556.40			556.40												
852	s August	Mrs. L Meehan	Expenses	54.81				11.20						43.61					
853	s Sept	BDO	External audit	120.00	120.00														
SO	s Sept	Mrs. L Meehan	Salary	556.40			556.40												
854	s Sept	Mrs. L Meehan	Expenses	147.20				11.20				136.00							
855	s Sept	St Marys Church	Donation for upkeep of churchyard	150.00					150.00										
856	s Sept	ERP Printers	Printing newsletter	122.00								122.00							
857	s Sept	GACC	Seminar attendence - D. Brown	12.00												12.00			
858	s Sept	SALC	Clerks networking day	60.00												60.00			
SO	s Oct	Mrs. L Meehan	Salary	556.40			556.40												
860	s Oct	Burstow PC	Room hire for PC meetings	300.00									300.00						
861	s Oct	SSALC	CiLCA Fast Track	100.00															
SO	s Nov	Mrs. L Meehan	Salary	556.40			556.40												
859	s Oct	Mrs. L Meehan	Expenses (mileage, printer ink)	53.58				35.60						17.98					
862	s Oct	GACC	Membership	10.00												10.00			
864	s Oct	Royal British Legion	Wreath for RAF Memorial	40.00					40.00										
863	s Oct	SLCC	Clerk's membership	114.00												114.00			
865	s Nov	Mrs. L Meehan	Expenses (mileage, printer ink)	29.18				29.18											
866	s Nov	SSALC	4th Edition Good Councilor Guide	6.00												6.00			
867	c Nov	Lingfield Day Centre	Room Hire (Planning Meeting)	10.00									10.00						
SO	s Dec	Mrs. L Meehan	Salary	556.40			556.40												
SO	s Jan	Mrs. L Meehan	Salary	556.40			556.40												
868	s Jan	Amadeus	Stationery	111.92										93.26			18.66		
869	c Jan	Lingfield Day Centre	Room Hire (Planning Meeting)	20.00									20.00						
SO	s Feb	Mrs. L Meehan	Salary	556.40			556.40												
870	s Feb	Mrs. L Meehan	Expenses (mileage)	11.20				11.20											
871	s Mar	Communnity Care A	Room Hire (Planning Meeting)	30.00									30.00						
SO	s Mar	Mrs. L Meehan	Salary	556.40			556.40												
872	s Mar	Mrs. L Meehan	Expenses (stamps for newsletter)	135.00								135.00							
873	s Mar	ERP Printers	Printing newsletter	110.00								110.00							
874	o/s Mar	Simon Goodwin	Annual website support	140.00														140.00	
				10,574.81	255.10	0.00	6,676.80	247.85	290.00	279.04	0.00	1,029.00	381.00	166.85	369.51	202.00	18.66	179.00	480.00

Horne Parish Council: Receipts 2013/14

Date	Name		Amount	Precept	Wayleaves	Interest	VAT Refund	Grant	Misc
09/04/2013	Lloyds TSB	Interest	0.24			0.24			
12/04/2013	Tandridge District Council	Precept	4,860.00	4,860.00					
09/05/2013	Lloyds TSB	Interest	0.24			0.24			
10/06/2013	Lloyds TSB	Interest	0.25			0.25			
09/07/2013	Lloyds TSB	Interest	0.23			0.23			
09/08/2013	Lloyds TSB	Interest	0.25			0.25			
06/09/2013	Tandridge District Council	Precept	4,860.00	4,860.00					
09/09/2013	Lloyds TSB	Interest	0.25			0.25			
09/10/2013	Lloyds TSB	Interest	0.24			0.24			
01/11/2013	Lingfield Day Centre	Unbanked cheque	10.00						10.00
11/11/2013	Lloyds TSB	Interest	0.26			0.26			
12/11/2013	HMRC	VAT Rebate	1,217.36				1,217.36		
09/12/2013	Lloyds TSB	Interest	0.22			0.22			
05/01/2014	Lingfield Day Centre	Unbanked cheque	20.00						20.00
08/01/2014	BT	Wayleave	0.95		0.95				
09/01/2014	Lloyds TSB	Interest	0.25			0.25			
10/02/2014	Lloyds TSB	Interest	0.25			0.25			
25/02/2014	Laurence Crow Ltd	Timber	270.00						270.00
10/03/2014	Lloyds TSB	Interest	0.22			0.22			
			11,241.21	9,720.00	0.95	2.90	1,217.36	0.00	300.00
			<u>11,241.21</u>						