

FINANCIAL EXTRACT FROM MINUTES

Monday 3rd October 2022

2803. Financial Matters (for consideration or report)

2803.1 To receive the Summary of Accounts to date. This includes all transactions since the July meeting.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Business Reserve A/C				
11-Jul-22	Balance			37443.00
13-Jul-22	Transfer to Community Account		400.00	37043.00
10-Aug-22	Transfer to Community Account		1200.00	35843.00
05-Sep-22	Interest Received	11.37		35854.37
12-Sep-22	Transfer to Community Account		1800.00	34054.37
03-Oct-22	Transfer to Community Account		2600.00	31454.37
Community Account				
11-Jul-22	Balance			174.15
13-Jul-22	Transferred from Business Reserve	400.00		574.15
15-Jul-22	Party Tent Income (inv. 157)	75.00		649.15
15-Jul-22	Party Tent Income (inv. 158)	75.00		724.15
20-Jul-22	Party Tent Income (inv. 159)	50.00		774.15
10-Aug-22	Transferred from Business Reserve	1200.00		1974.15
10-Aug-22	August Debits		1417.74	556.41
17-Aug-22	Npower Credit	28.54		584.95
12-Sep-22	Transferred from Business Reserve	1800.00		2384.95
12-Sep-22	September Debits		1735.47	649.48
12-Sep-22	St Michael's Church - payment for wreath	50.00		521.88
03-Oct-22	Transferred from Business Reserve	2600.00		3121.88
03-Oct-22	October Debits		2706.72	415.16

RESOLVED to accept the statement of accounts.

2803.2 To authorise the payments as listed in the payment schedule for August, September and October payments.

OUTSTANDING DEBITS					
Ref:	Payee	Method	Gross	VAT	Net
2778.2.6	MDC (Playground Bin Servicing)	BACS	56.56	9.43	47.13
AUGUST PAYMENTS					
Ref:	Payee	Method	Gross	VAT	Net
2803.2.1	HMRC Payment (Month 3)	BACS	345.61	0.00	345.61
2803.2.2	Npower	DD	37.58	1.79	35.79
2803.2.3	A&J Lighting Solutions	DD	25.20	4.20	21.00
2803.2.4	Mrs J Bannerman (Salary & Allowance)	BACS	924.62	0.00	924.62
2803.2.5	Nest Pension (Employer £ 61.72 Employee £ 98.75)	DD	160.47	0.00	160.47
2803.2.6	Barclaycard * (email/parking)	DD	30.10	4.78	25.32
2803.2.7	Esliip Payroll	BACS	20.36	3.39	16.97
2803.2.8	Woodham Walter Village Hall (Queen Vic Meeting)	BACS	20.00	0.00	20.00
2803.2.9	LJ Print (Queen Vic Questionnaire)	BACS	43.47	0.00	43.47
2803.2.10	A&J Lighting Solutions (Call Out & Repairs at Mead Pastures and Top Rd)	BACS	155.94	25.99	129.95
SEPTEMBER PAYMENTS					
Ref:	Payee	Method	Gross	VAT	Net
2803.2.11	Npower	DD	37.76	1.80	35.96
2803.2.12	A&J Lighting Solutions	DD	25.20	4.20	21.00
2803.2.13	Mrs J Bannerman (Salary & Allowance)	BACS	545.60	0.00	545.60

2803.2.14	Nest Pension (Employer £34.05 Employee £54.48)	DD	88.53	0.00	88.53
2803.2.15	Barclaycard * (fasthosts/Street Party Photobook/Black Toner)	DD	158.02	26.75	131.27
2803.2.16	Eslip Payroll	DD	20.36	3.39	16.97
2803.2.17	Skippers Ground Maintenance Ltd (Estimate)	BACS	500.00	100.00	400.00
2803.2.18	A&J Lighting Solutions (Top Road) (Estimate)	DD	537.60	89.60	448.00
OCTOBER PAYMENTS					
Ref:	Payee	Method	Gross	VAT	Net
2803.2.19	Npower	DD	37.76	1.80	35.96
2803.2.20	A&J Lighting Solutions	DD	25.20	4.20	21.00
2803.2.21	Mrs J Bannerman (Salary & Allowance)	BACS	565.10	0.00	565.10
2803.2.22	Nest Pension (Employer £35.31 Employee £56.50)	DD	91.81	0.00	91.81
2803.2.23	Barclaycard (Bench painting/Stationery/Shredding/fasthosts/wreath)	DD	272.59	48.77	223.82
2803.2.24	Eslip Payroll	DD	20.36	3.39	16.97
2803.2.25	Maldon District Council (Comm Engagement Team)	BACS	646.92	107.82	539.10
2803.2.26	PKF Littlejohn LLP	BACS	360.00	60.00	300.00
2803.2.27	HMRC (Month 4,5,6)	BACS	583.96	0.00	583.96

* Barclaycard payments: (July Statement)

02/07/22	Fasthosts Internet Ltd (Emails)	28.70
28/06/22	MDC Car Parking	1.40
TOTAL	(inc. VAT: £4.78)	30.10

* Barclaycard payments: (August Statement)

21/7/22	Amazon (Black Toner)	69.65
2/8/22	Fasthosts	28.70
5/8/22	Fasthosts	1.20
8/8/22	Amazon (Paper)	27.99
15/08/22	Photobox (Street Party Photobook)	30.48
TOTAL	(inc. VAT: £26.75)	158.02

* Barclaycard payments: (September Statement)

24/08/22	Simply Shredding (W Harris)	24.00
2/9/22	Fasthosts	1.20
2/9/22	Fasthosts	28.70
24/08/22	Amazon (Paint etc for benches)	71.24
31/08/22	Amazon (Colour Toner (to be refunded))	19.54
02/09/22	Amazon (Refund for incorrect toner)	+19.54
30/08/22	Amazon (Laminating Pouches)	12.93
6/9/22	Amazon (Colour Toner)	34.52
9/9/22	Dillys Florist (Wreaths)	100.00
TOTAL	(inc. VAT: £48.77)	272.59

To note the following Barclaycard payments are scheduled for October Statement.

	Fasthosts	£29.90
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The BACS payments for August and September were drawn up by the Parish Clerk, shared with councillors and authorised by councillor signatory. The BACS payments for October will be drawn up by the Parish Clerk and require authorisation by councillor signatory by Payment Date of 10th October 2022.

RESOLVED to approve the payments as listed.

2803.3 Review of Bank Statements, Credit Card Statements and Account sheets for July, August and September.

RESOLVED that having discussed and actioned the reporting of a disputed payment on the accounts sheet, Cllr. Brown will conclude the review and report at the next meeting.

2803.4 Quarterly Expenditure Review to 30th September 2022

RESOLVED to accept the review. Cllr. Brown will make an amendment to the spreadsheet to correct the opening balance.

2803.5 AGAR Section 2 Figures restated. To approve that the figures have been restated in Section 2 – Accounting Statements 2021/22 and an “other matter” will be recorded by the Auditor. Boxes 6,7, and 8 have been restated because unpaid direct debits and BACS payments of £259.88 had been incorrectly included as items of expenditure and as reconciling items in the bank reconciliation.

The restated form was signed by the Parish Clerk/RFO and Chairman and submitted to Auditors PKF Littlejohn along with an updated Bank Reconciliation. The updated form has been published on the website and noticeboard.

RESOLVED to approve the corrected Section 2 AGAR document.

2803.6 Notice of Conclusion of Audit. The audit of accounts for Woodham Walter Parish Council for year ended 31 March 2022 has been completed and the accounts have been published. The Annual Governance and Accountability Return is available for inspection by any local government elector. The notice has been published on the noticeboard and website along with the relevant documents. There is one matter not affecting the opinion which has been drawn to the attention of the authority: The AGAR was not accurately completed before submission for review. The AGAR had to be sent back for amendment. This is in line with the details in minute ref: 2803.5 above.

2803.7 Audit appointment – to consider the Option to Opt out of the SAAA (Smaller Authorities Audit Appointments) central external audit appointment arrangements.

RESOLVED to accept the Clerks’ advice that we do not opt out and that we continue as part of the SAAA sector led Audit appointment regime and no action is required.

2803.8 To consider request from Parish News Magazine for funding.

RESOLVED to suggest the editor completes the Parish Council grant application form. To suggest the editor asks for contributions from individuals which had been collected in previous years (although not recently). Cllr. Rushton will also speak to the St Michael’s to establish the Church’s role in the magazine.

2803.9 Grant applications – to note the deadline for local organisations to submit requests is 30th September. Due to the postponement of the September meeting, to agree an extension to the deadline to 30th October.

RESOLVED to extend the deadline to 30th October.