

**ABBOTTS ANN PARISH COUNCIL – THURSDAY, 4<sup>th</sup> DECEMBER 2014**

**SUMMARY ACCOUNTS FOR: NOVEMBER 2014**

	£	£	BALANCE £
<b>BALANCE TO OPEN</b> (at 01/11/14)			32,056.76

**RECEIPTS:**

Bank Interest	Direct	2.73	
Maddocks re RA Austin ashes	320	35.00	
Maddocks re Pike	321	165.00	
Cullens re Abrahams headstone	322	115.00	
TVBC Grant (Hall Lighting)	Direct	500.00	
VAT refund	Direct	1,144.49	1,962.22

**PAYMENTS:**

	Chq. No.	£	
Mr A. Hayter	869	2,000.00	
Mr A. Peters	870	526.58	
Mrs R. Griffiths	871	280.00	
Mr A. Rose	872	360.00	
Kate Bott	873	140.00	
Enham	874	88.01	
Enham	875	77.00	
Enham	876	165.00	
Hampshire County Council	877	16.77	
Keith Saunders	878	300.00	
Abbotts Ann Village Shop Committee	879	362.00	
Hampshire County Council	880	163.93	(4,479.29)
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<b>BALANCE TO CLOSE</b> (at 30/11/14)			<b>29,539.69</b>
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**RECONCILIATION:**

Bank statement at 18/11/14			28,890.20
<b>Plus:</b> Receipts not credited	320	35.00	
	321	165.00	
	322	115.00	
	VAT	1,144.49	1,459.49
<b>Less:</b> Unpresented cheques	835	448.00	
	879	362.00	(£810.00)
			<b>29,539.69</b>
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**PAYMENTS TO BE AUTHORISED AT THIS MEETING:**

Hampshire County Council – street lighting	880	163.93
Hampshire County Council – Rent for The Green	881	1.00
L.A.F. Stokes - Binding Minutes	882	30.00
L.A.F. Stokes – Clerk’s salary July – cheque reissued (cheque no. 835 cancelled)	883	448.00
Dyno-Rod – emergency drain clearance War Memorial Hall	884	828.00
Dyno-Rod – emergency drain clearance War Memorial Hall	885	216.00
Enham	886	88.01
(A. Peters – administration expenses	887	231.67)*
A. Peters – Clerk’s salary November plus NI adjustment	888	714.60
Mrs R. Griffiths – RFO salary	889	280.00
A. Peters – new dedicated clerk’s telephone line	890	151.49
Fawns Recreational Services Ltd	891	576.00
B.R. Griffiths – Mileage expenses collecting playground mats	892	63.00
Diane Malley, Payroll clerk – 2 <sup>nd</sup> half-year payment	893	27.50
A. Peters (administration expenses re-stated) 887 canx	894	54.80
Viking (administrative expenses re-stated)887 canx	895	176.87
		£3,819.20
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**Notes:**

**1)Clerk’s administration costs:**

Parish office telephone use of private line	£36.00	
Village telephone directory	£5.00	
Stamps	£13.80	£54.80
Stationery	<u>£176.87</u>	
	£231.67*	
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Cheque for £231.67 issued to Clerk but cancelled and reissued as cheques 894 and 895 for £54.80 and £176.87. VAT recoverable on stationery order for parish council use.

**2)Clerk’s salary** £840 gross, less tax and employee’s and employer’s NI. The adjustment in December’s pay is due to payroll clerk combining September part salary with October full salary in order to set-up the system with HMRC. Consequently there was an overcharge of National Insurance, which has now been rectified.

**3)C/fwd and due to HMRC by 19<sup>th</sup> January 2015:**

PAYE: £336.00      N.I. (EE): £42.48      N.I. (ER): £48.86      Total: £91.34

**NB The accounting spreadsheet supporting the above figures is available to view on request.**

