

PENRYN TOWN COUNCIL

ACCOUNTS REPORT

1st April - 20th April 2014

CURRENT ACCOUNT

Opening Bank Balance as at 1st April		47,253.21
Receipts:		
Transfer from Business 30 day account	-	
VAT Repayment	1,746.59	
Museum Donations	-	
Hire Charges	389.00	
Hire Charges - Direct Deposit	144.00	
Contribution from SSMHT - re: caretaking	-	
Burial/Memorial Fees	-	
Total Income		<u>2,279.59</u>
		49,532.80
Payments:		
B.T. Direct debits	-	
Money transferred to investment (6 week)	-	
Eclipse Internet	43.08	
Drawn Payments (Exc. Direct Debits)	12,796.24	
Total Expenditure		<u>12,839.32</u>
Closing Bank Balance as at 20th April 2014		<u><u>36,693.48</u></u>

ALLOCATED MONIES

Money Held	-	
Undrawn Cheques/Payments	4,352.77	
Total Allocated Monies		<u>4,352.77</u>
Available Bank Balance as at 20th April 2014		<u><u>32,340.71</u></u>

INVESTMENT ACCOUNT

Opening Bank Balance as at 1st April		39,151.93
Receipts:		
Precept	101,500.00	
Council Tax Support	14,006.33	
Bank Interest	1.92	
Total Income		<u>115,508.25</u>
		154,660.18
Payments:		
Transfer to Current Account	-	
Total Outgoings		<u>-</u>
Available Bank Balance as at 20th April 2014		<u><u>154,660.18</u></u>

SUMMARY CURRENT ASSETS

Current Account	32,340.71	
Money Invested	-	
Business 30 day account	154,660.18	
Total Assets as at 20th April 2014		<u><u>£ 187,000.89</u></u>

PETTY CASH

Opening balance		128.18
Cash to replenish - 03/04/14		104.82
Petty Cash Payments	212.02	
		<u>£ 20.98</u>
Cash to replenish - 17/04/14	229.02	
Closing Balance		<u><u>£ 250.00</u></u>

PENRYN TOWN COUNCIL

ACCOUNTS REPORT

21st April - 20th May 2014

CURRENT ACCOUNT

Opening Bank Balance as at 21st April		36,693.48
Receipts:		
Transfer from Business 30 day account	-	
VAT Repayment	-	
Museum Donations	-	
Hire Charges	856.00	
Hire Charges - Direct Deposit	198.00	
Contribution from SSMHT - re: caretaking	-	
Burial/Memorial Fees	120.00	
Total Income		<u>1,174.00</u>
		37,867.48
Payments:		
B.T. Direct debits	-	
Money transferred to investment (6 week)	-	
Eclipse Internet	43.08	
Drawn Payments (Exc. Direct Debits)	20,371.00	
Total Expenditure		<u>20,414.08</u>
Closing Bank Balance as at 20th May 2014		<u><u>17,453.40</u></u>

ALLOCATED MONIES

Money Held	-	
Undrawn Cheques/Payments	3,435.36	
Total Allocated Monies		<u>3,435.36</u>
Available Bank Balance as at 20th May 2014		<u><u>14,018.04</u></u>

INVESTMENT ACCOUNT

Opening Bank Balance as at 21st April		154,660.18
Receipts:		
Precept	-	
Hall Hire	30.00	
Bank Interest	6.36	
Total Income		<u>36.36</u>
		154,696.54
Payments:		
Transfer to Current Account	-	
Total Outgoings		<u>-</u>
Available Bank Balance as at 20th May 2014		<u><u>154,696.54</u></u>

SUMMARY CURRENT ASSETS

Current Account	14,018.04	
Money Invested	-	
Business 30 day account	154,696.54	
Total Assets as at 20th May 2014		<u><u>£ 168,714.58</u></u>

PETTY CASH

Opening balance		250.00
Cash to replenish		-
Petty Cash Payments	24.65	
		<u>£ 225.35</u>
Cash to replenish		-
Closing Balance		<u><u>£ 225.35</u></u>

Penryn Town Council Accounts for Approval

Presented to Council - Monday 2nd June 2013

ACCOUNTS PAID OUT OF COUNCIL		TAX	NI	PENSION	OTHER	TOTAL	CHQ NO
Salaries & Wages	2,343.92	271.40	175.63	152.35	-	1,744.54	BP
	1,498.34	114.40	86.00	86.90	-	1,211.04	BP
	455.08	-	-	25.03	-	430.05	BP
	752.61	-	10.75	-	-	741.86	BP
	513.15	-	-	-	-	513.15	BP
	1,240.00	66.60	-	71.92	-	1,101.48	BP
	436.32	173.60	-	-	-	262.72	BP
TOTAL	7,239.42	626.00	272.38	336.20		6,004.84	

ACCOUNTS PAID OUT OF COUNCIL	NET	VAT	TOTAL	CHQ NO
Cornwall Council (rent Saracen House)	866.25	-	866.25	710222
SSE Contracting Ltd (lights Permarin)	35.75	7.15	42.90	710223
The Rotary Club of Penryn	40.00	-	40.00	710224
P & M News	10.59	0.60	11.19	710225
C.A.L.C (Annual Subscription)	1,253.36	169.10	1,422.46	710226
Information Commissioner (Data Protection)	35.00	-	35.00	710227
Falmouth Marine Band (Penryn Week)	400.00	-	400.00	710228
Robbie's Garden Services	448.75	-	448.75	710229
MWUK Limited (Alexandra)	203.83	40.77	244.60	710230
Trade UK (B&Q)	50.27	10.07	60.34	710231
British Gas	-	-	-	710232
David Morris Window Cleaning (Town Hall)	110.00	22.00	132.00	710233
Cash (replenish petty cash)	229.02	-	229.02	710234
Cornwall Council (NDR)	1,364.47	-	1,364.47	BP
Signscape (Noticeboard)	1,160.60	232.12	1,392.72	BP
Cornwall Council (Pensions - staff, employer & deficit)	1,482.72	-	1,482.72	BP
HM Revenues & Customs (Tax/NI, less SMP refund)	780.54	-	780.54	BP
Post Office (postage)	23.56	-	23.56	001 PCASH
Cornwall Council (parking fee)	1.67	0.33	2.00	002 PCASH
Post Office (postage)	13.02	-	13.02	003 PCASH
Post Office (postage)	115.00	-	115.00	004 PCASH
Asda (cleaning materials)	3.34	0.66	4.00	005 PCASH
Prize Money Fairy King/Queens (Penryn Week)	50.00	-	50.00	006 PCASH
Post Office (postage)	4.44	-	4.44	007 PCASH

DD = Direct Debit BP = Online Bulk Payment
 Cheques in red have been cancelled

8,682.18

482.80

9,164.98

TOTAL PAID OUT OF COUNCIL

SALARIES & WAGES	6,004.84
ACCOUNTS	9,164.98
	<hr/>
	15,169.82

Total Employers N.I. Paid	
Total N.I. Paid	272.38
Total Tax Paid	626.00
Total V.A.T. Paid	482.80

APPROVED

SIGNATURE

SIGNATURE

Penryn Town Council Accounts for Approval

Presented to Council - Monday 2nd June 2013

ACCOUNTS PAID OUT OF COUNCIL		TAX	NI	PENSION	OTHER	TOTAL	CHQ NO
Salaries & Wages	2,343.92	271.40	175.63	152.35	-	1,744.54	BP
	1,553.34	125.40	91.83	86.90	-	1,249.21	BP
	480.38	-	-	26.42	-	453.96	BP
	926.03	2.00	31.56	-	-	892.47	BP
	568.15	-	-	-	-	568.15	BP
	1,295.00	77.80	-	71.92	-	1,145.28	BP
	436.32	173.80	-	-	-	262.52	BP
TOTAL	7,603.14	650.40	299.02	337.59		6,316.13	

ACCOUNTS PAID OUT OF COUNCIL	NET	VAT	TOTAL	CHQ NO
Cornish Coffee	45.65	-	45.65	710235
British Gas - Gas Temp Hall	1,583.52	316.70	1,900.22	710236
British Gas - Electric Permarin Toilets	27.71	1.39	29.10	710237
Exco Fire & Safety Control Ltd - fire alarm/lights service	90.20	18.04	108.24	710238
Truro City Council - cctv monitoring balance 2013/2014	2,495.70	499.14	2,994.84	710239
Mr Brian Richards - cemetery seats/fence maint.	150.00	-	150.00	710240
Churchill Contract Services Ltd - Toilets monthly cleaning	585.59	117.11	702.70	710241
B E White - accountant professional fees	275.00	-	275.00	710242
The Sign Shop (Penryn) Ltd - Memorial Garden sign	45.00	9.00	54.00	710243
Martin Luck Group Ltd - stationery/cleaning materials	73.05	14.61	87.66	710244
P & M News - newspapers/cleaning materials	11.43	0.76	12.19	710245
Cornwall Association of Local Councils (CALC) - training course	245.00	49.00	294.00	710246
Cormac Solutions Limited - footpath/mem garden maint	155.64	31.13	186.77	710247
South West Water Ltd - water/sewerage Permarin Toilets	138.77	-	138.77	710248
British Telecommunications - Internet	84.00	16.80	100.80	710249
Cormac Solutions Limited - footpath/mem garden maint	155.64	31.13	186.77	710250
Ricoh UK Ltd (lease & copying)	441.52	88.30	529.82	710251
British Gas - Electric Temp Hall	264.32	13.21	277.53	710252
British Gas - Electric Town Hall	273.73	13.68	287.41	710253
Stroud Preservation Trust (training)	80.00	-	80.00	710254
Society of Local Council Clerks (SLCC) - subscriptions	207.00	-	207.00	710255
Trade UK (B&Q) - maintenance cemetery	104.92	20.98	125.90	710256
Mr N Hunter - Mace Bearer Expenses	20.00	-	20.00	710257
Hudson Accounting Ltd (year end internal audit 2013/14)	250.00	-	250.00	710258
British Gas - Electric Permarin Toilets	29.65	1.48	31.13	710259
South West Water Ltd - Temperance Hall	96.63	-	96.63	710260
South West Water Ltd - Saracen House	75.24	-	75.24	710260
South West Water Ltd - Town Hall	43.16	-	43.16	710260
Mr Brian Richards	130.00	-	130.00	710261
Cornwall Council (NDR)	1,364.00	-	1,364.00	BACS
Cornwall Council (pensions)	1,484.11	-	1,484.11	BACS
HM Revenues & Customs (Tax/NI/SMP recovered)	868.82	-	868.82	BACS
Eclipse Internet	35.90	7.18	43.08	DD
Party Showroom Ltd	9.77	-	9.77	008 PCASH
Postage	14.88	-	14.88	009 PCASH

DD = Direct Debit BP = Online Bulk Payment
 Cheques in red have been cancelled

11,955.55

1,249.64

13,205.19

TOTAL PAID OUT OF COUNCIL

SALARIES & WAGES	6,316.13
ACCOUNTS	13,205.19
	<hr/>
	19,521.32
Total Employers N.I. Paid	378.54
Total N.I. Paid	299.02
Total Tax Paid	650.40
Total V.A.T. Paid	1,249.64

APPROVED

SIGNATURE

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Penryn Town Council
Budget Detail - By Committee

Note : Expenditure upto 20 May 2014

	Agreed Budget	Current Year	
			Actual YTD
<u>Full Council</u>			
<u>100 Administration</u>			
4000 Salaries - Administration	58,000		9,549
4001 Salaries - Caretakers	16,800		2,772
4010 Tax/NI - Administration	11,500		991
4011 Tax/NI - Caretakers	1,689		659
4020 Pensions - Employees	4,100		674
4021 Pensions - Employers	14,410		1,993
4022 Pensions - ADC	1,800		300
4030 Mileage	200		0
4031 Travel	50		2
4035 Staff Clothing	450		204
4050 Training	1,750		325
4060 Postage	1,230		171
4065 Photocopier Lease	1,350		336
4070 Printing	1,040		105
4075 Advertising	300		-199
4080 Stationery	895		73
4085 Telephone/Fax/Internet	1,460		156
4090 Consultancy & Audit	1,520		-75

Budget Detail - By Committee

Note : Expenditure upto 20 May 2014

	Agreed Budget	Current Year
		Actual YTD
4095 Election Expenses	0	0
4100 Office - Other	1,520	25
4105 Computer Related	1,040	0
4110 Subscriptions	1,440	1,495
4115 Insurance	7,400	0
4120 Canteen	735	46
	<u>130,679</u>	<u>19,601</u>
OverHead Expenditure		
1900 Miscellaneous Income	0	105
	<u>0</u>	<u>105</u>
Total Income		
100 Net Expenditure	130,679	19,496
110 Amenities		
4180 Bus Shelter - Repairs & Maint.	380	0
4185 Footpath Maint	1,270	187
4190 Seats Maint.	500	30
4195 Treluswell Verge	1,200	0
4200 Packsaddle Verge	0	0
4205 Other General Maint.	950	80
4210 Quay Hill Shelter	0	0
4215 Doorstep Green/Glasney	1,620	0

Budget Detail - By Committee

Note : Expenditure upto 20 May 2014

	Agreed Budget	Current Year
		Actual YTD
4220 BMX Track	0	0
4225 Memorial Gardens Maint.	845	193
4230 Floral Displays/Penryn Pride	1,500	0
4235 Litter Bin Maintenance	1,000	0
4240 Weed Clearing	3,800	0
	<u>13,065</u>	<u>490</u>
OverHead Expenditure		
1000 Footpath Maintenance Income	225	0
	<u>225</u>	<u>0</u>
Total Income		
110 Net Expenditure	12,840	490
<u>120 Cemetery</u>		
4250 Non-Domestic Rates	155	114
4255 Burial Ground Maint.	3,000	298
4260 Other Burial Costs	0	0
	<u>3,155</u>	<u>412</u>
OverHead Expenditure		
1050 Burial Income	1,500	120
1060 Memorials Income	0	0
1070 Plot Reservations	0	0
	<u>1,500</u>	<u>120</u>
Total Income		
120 Net Expenditure	1,655	292

Budget Detail - By Committee

Note : Expenditure upto 20 May 2014

	<u>Agreed Budget</u>	<u>Current Year</u>
		<u>Actual YTD</u>
130 Capital Expenditure		
4300 Office Equipment	1,000	0
4305 Furniture & Fittings	1,500	0
4310 Bus Shelters	3,000	0
4315 Seats	0	0
4320 Town Signs	1,500	0
4325 Hanging Basket Posts	2,000	0
4330 Noticeboards	0	1,161
4335 Litter Bins	1,000	0
	<u>10,000</u>	<u>1,161</u>
OverHead Expenditure		
130 Net Expenditure	10,000	1,161
140 Car Parks		
4250 Non-Domestic Rates	2,430	467
4380 Permarin - Lease/Rent	6,500	0
4390 Permarin - Maint.	1,640	0
4395 Shute Meadow Maint.	500	0
4400 Saracen C/Park Refund Scheme	0	0
	<u>11,070</u>	<u>467</u>
OverHead Expenditure		
140 Net Expenditure	11,070	467

Budget Detail - By Committee

Note : Expenditure upto 20 May 2014

		<u>Agreed Budget</u>	<u>Current Year</u>
			<u>Actual YTD</u>
150	<u>Civic</u>		
4430	Civic - General	1,000	20
4435	Mayor's Allowance	2,750	0
4440	Civic Insignia/Regalia	700	0
	OverHead Expenditure	<u>4,450</u>	<u>20</u>
	150 Net Expenditure	4,450	20
160	<u>Grants</u>		
4480	Grants - Community	10,000	-125
4485	Grants - Other Powers	0	0
4490	Minor Repairs Grants	2,682	0
	OverHead Expenditure	<u>12,682</u>	<u>-125</u>
	160 Net Expenditure	12,682	-125
170	<u>Income</u>		
1076	Precept Received	203,000	101,500
1090	Interest Received	150	8
1100	Grants Received	12,180	0
1110	Council Tax Support	28,100	14,006

Budget Detail - By Committee

Note : Expenditure upto 20 May 2014

		<u>Current Year</u>	
		<u>Agreed Budget</u>	<u>Actual YTD</u>
1150	Other Income	0	0
	Total Income	<u>243,430</u>	<u>115,515</u>
170	Net Expenditure	-243,430	-115,515
<u>180</u>	<u>Other Services</u>		
4520	C.C.T.V.	13,000	0
	OverHead Expenditure	<u>13,000</u>	<u>0</u>
180	Net Expenditure	13,000	0
<u>190</u>	<u>Projects & Events</u>		
4560	Penryn Week Expenditure	1,500	460
4565	Town Enhancement	2,000	0
4570	Clean Up Penryn Campaign	1,000	0
	OverHead Expenditure	<u>4,500</u>	<u>460</u>
1200	Events Income	0	50
	Total Income	<u>0</u>	<u>50</u>
190	Net Expenditure	4,500	410

Budget Detail - By Committee

Note : Expenditure upto 20 May 2014

		<u>Current Year</u>	
		<u>Agreed Budget</u>	<u>Actual YTD</u>
200	<u>Public Conveniences</u>		
4250	Non-Domestic Rates	1,360	131
4600	Water	3,640	139
4610	Electricity	790	57
4615	Repairs & Maintenance	1,000	0
4620	Annual Contracts	7,930	586
4650	Consumables	585	0
		<u>15,305</u>	<u>913</u>
	OverHead Expenditure		
	200 Net Expenditure	15,305	913
210	<u>Saracen House</u>		
4250	Non-Domestic Rates	2,210	431
4600	Water	340	75
4610	Electricity	1,220	0
4615	Repairs & Maintenance	1,000	0
4620	Annual Contracts	235	0
4670	Rent	4,750	866
4900	Miscellaneous Expenditure	225	0
		<u>9,980</u>	<u>1,373</u>
	OverHead Expenditure		
	210 Net Expenditure	9,980	1,373

Budget Detail - By Committee

Note : Expenditure upto 20 May 2014

		<u>Current Year</u>	
		<u>Agreed Budget</u>	<u>Actual YTD</u>
<u>220</u>	<u>Temperance Hall</u>		
4250	Non-Domestic Rates	2,330	453
4600	Water	530	97
4605	Gas	1,960	0
4610	Electricity	1,960	264
4615	Repairs & Maintenance	1,000	0
4620	Annual Contracts	275	90
4900	Miscellaneous Expenditure	500	0
	OverHead Expenditure	<u>8,555</u>	<u>904</u>
1300	Temperance Hall Hire Income	6,500	619
	Total Income	<u>6,500</u>	<u>619</u>
	220 Net Expenditure	2,055	285
<u>230</u>	<u>Town Hall</u>		
4250	Non-Domestic Rates	5,820	1,132
4600	Water	190	43
4605	Gas	1,375	0
4610	Electricity	1,375	274
4615	Repairs & Maintenance	10,110	110

Note : Expenditure upto 20 May 2014

	<u>Current Year</u>	
	<u>Agreed Budget</u>	<u>Actual YTD</u>
4620 Annual Contracts	765	0
4700 Museum Expenditure	1,000	0
4900 Miscellaneous Expenditure	500	0
	<u>21,135</u>	<u>1,559</u>
1350 Town Hall Hire Income	5,000	-975
1360 Museum Donations	100	0
	<u>5,100</u>	<u>-975</u>
Total Income	16,035	2,534
230 Net Expenditure		
Full Council - Expenditure	257,576	27,235
Income	256,755	115,434
Net Expenditure	<u>821</u>	<u>-88,199</u>
Total Budget Expenditure	257,576	27,235
Income	256,755	115,434
Net Expenditure	<u>821</u>	<u>-88,199</u>

Date: 20/05/2014
Time: 16:55

Penryn Town Council

Page No: 1
User: HKP

Bank Reconciliation Statement as at: 20/05/2014 for Cash Book 1 Lloyds - Treasurer Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds - Treasurer Accounts	20/05/2014	48	17,453.40
			<u>17,453.40</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
11/04/2014 710228	Falmouth Marine Band	400.00	
01/05/2014 710243	The Sign Shop	54.00	
08/05/2014 710246	Cornwall Association of Local	294.00	
12/05/2014 710247	Cormac Solutions Ltd	186.77	
12/05/2014 710250	Cormac Solutions Ltd	186.77	
19/05/2014 710251	Ricoh UK Ltd	529.82	
19/05/2014 710252	British Gas	277.53	
19/05/2014 710253	British Gas	287.41	
19/05/2014 710254	Stroud Preservation Trust	80.00	
19/05/2014 710255	Society of Local Council Clerk	207.00	
19/05/2014 710256	B & Q (Trade UK)	125.90	
20/05/2014 710259	Hudson Accounting Ltd	250.00	
20/05/2014 0710259	British Gas	31.13	
20/05/2014 710260	South West Water	215.03	
20/05/2014 710257	Norman Hunter	20.00	
20/05/2014 710261	Brian Richards	130.00	
			<u>3,275.36</u>
			14,178.04
<u>Receipts not Banked/Cleared (Plus)</u>			<u>0.00</u>
			14,178.04
		Balance per Cash Book is :-	14,018.04
		Difference Excluding Adjustments is :-	160.00
Adjustments to Reconciliation			
06/02/2014 710181	Opening unpresented	40.00	
27/03/2014 710217	Opening unpresented	120.00	
			<u>160.00</u>
		Unreconciled Difference is :-	<u>0.00</u>