

## MATTINGLEY PARISH COUNCIL - INCOME 2016/17

Balance brought forward 1st April 2016 £5,677.39

Date	Item	Paid via	Precept	Grants	S106	Land sale	VAT	Interest	Total Receipts
05/04/2016	Parish Precept		£8,100.00						£8,100.00
16/05/2016	VAT refund						£580.66		£580.66
14/07/2016	Fixed term deposit interest							£194.47	£194.47
01/08/2016	Land sale to Lanterns					£15,000.00			£15,000.00
2016/17	Bank interest 2016/17							£0.12	£0.12
<b>2016/17</b>	<b>TOTALS</b>		<b>£8,100.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£15,000.00</b>	<b>£580.66</b>	<b>£194.59</b>	<b>£23,875.25</b>

£23,875.25

### RECEIPTS & PAYMENTS SUMMARY

Bal brought forward 1st April 2016	£5,677.39
Plus income	£23,875.25
Plus bond matured from long term assets	£15,000.00
Minus expenditure	£14,218.98
<b>Balance</b>	<b>£30,333.66</b>

### BANK RECONCILIATION

Treasurers Account	£31,810.48
Bus 30-day notice at 9th November 2016	£101.22
plus income outstanding	£0.00
minus cheques not cleared	£1,578.04
<b>Balance</b>	<b>£30,333.66</b>

NOTE: Duplicate cheque of £15,000 for HG land sale was received and banked in error 16/11/2016, subsequently returned.

NOTE 2: £6,134 - worth of street furniture supplied by Hart to fulfil S106 allocation

MATTINGLEY PARISH COUNCIL - EXPENDURE 2016/17

Date	Chq No	Suppl	Description	Salary	Expenses	Office Admin	Insurance	Audit	Subscriptions	Hall Hire	WW mag	Grants Donations	Hound Green	Foot-paths	Bus shelters	Capital	VAT	TOTALS
18/04/2016	280	y	Heckfield MH	Hall hire 21/03/2016						£24.00								£24.00
18/04/2016	281	y	R Darley	Salary/allow/exp/April/	£252.52	£15.75	£17.90											
			One Litter bin													£135.00	£3.65	£424.82
18/04/2016	282	y	HMRC	PAYE: April 2016	£63.10													£63.10
18/04/2016	283	y	HALC	HALC /NALC 2016/17					£238.00									£238.00
18/04/2016	284	y	WhitewaterB Mag	Magazine insertion: April 2016							£45.00							£45.00
18/04/2016	285	y	GreenFlints	Install 3 gates, 3 stiles & 6 springs										£1,200.00				£1,200.00
16/05/2016	286	y	R Darley	Salary & allowances: May 2016	£252.42													£252.42
16/05/2016	287	y	HMRC	PAYE: May 2016	£63.20													£63.20
16/05/2016	288	y	R Darley	Expenses (mileage) May + stamps		£24.30	£4.50											£28.80
16/05/2016	289	y	Heckfield MH	Hall hire 18/04/2016						£24.00								£24.00
16/05/2016	290	y	PGGM	H Green Maint: Feb/March/April									£613.32		£100.00		£35.34	£748.66
16/05/2016	275	y	R Darley	CQ cancelled: (lost in transit)	£252.62	£22.35												£274.97
16/05/2016	291	y	R Darley	Replacement for CQ 275	£252.52	£22.35												£274.87
16/05/2016	292	y	Boundstone (via DS)	3 Lasermax notices for bus shelters													£13.50	£81.00
20/06/2016	270	y	Error Adjustment	Bank error CQ270	£0.54													£0.54
20/06/2016	293	y	Heckfield MH	Hall hire 16/05/2016						£24.00								£24.00
20/06/2016	294	y	R Darley	Salary & Allowance June 2016	£259.46													£259.46
20/06/2016	295	y	HMRC	PAYE June 2016	£64.80													£64.80
20/06/2016	296	y	R Darley	Expenses June 2016		£11.70											£6.44	£73.69
	*	*	Staples (RD)	Binding minutes (4yrs) + stamps			£35.30											
	*	*	Sainsburys (RD)	Parish Assembly expenses		£20.25												
20/06/2016	297	y	Came & Company	Insurance premium 2016/17				£579.56										£579.56
20/06/2016	298	y	Charterlith (via BA)	Photocopy A2 maps			£16.00											£16.00
20/06/2016	299	y	Longdown Gdn S	Strim footpaths/clear HoundGn ditch									£320.00	£120.00			£88.00	£528.00
18/07/2016	300	y	Whitewater PTA	Grant towards Library Project								£138.00						£138.00
18/07/2016	301	y	Heckfield MH	Hall Hire 20/06/2016						£24.00								£24.00
18/07/2016	302	y	PGGM	HoundG Maint May/ June									£303.32		£50.00		£70.68	£424.00
18/07/2016	303	y	R Darley	Salary/allowances July 2016	£254.70													£254.70
18/07/2016	304	y	HMRC	PAYE July 2016	£63.80													£63.80
18/07/2016	305	y	Whitewater BM	July Insertion							£45.00							£45.00
15/08/2016	306	y	Heckfield MH	Hall Hire 18/07/2016						£24.00								£24.00
15/08/2016	307	y	PGGM	Hound G Maint July									£151.66		£25.00		£35.34	£212.00
15/08/2016	308	y	R Darley	Salary/allowances August 2016	£254.90													£254.90
15/08/2016	309	y	HMRC	PAYE August 2016	£63.60													£63.60
15/08/2016	310	y	R Darley	Expenses Jul/Aug (mileage)		£23.40												£73.27
	*	*	Majestic Wine(RD)	ref Internal Audit				£23.32									£4.66	
	*	*	Wiz Ink (RD)	Printer ink			£18.24										£3.65	
15/08/2016	311	y	CPRE	Annual subscription					£36.00									£36.00
15/08/2016	312	y	Vistaprint (RD)	Printing new business cards			£59.92										£11.97	£71.89
19/09/2016	313	y	Heckfield MH	Hall hire 15/8/2016						£24.00								£24.00
19/09/2016	314	y	PGGM	HoundG Maint August									£151.66		£25.00		£35.34	£212.00
19/09/2016	315	y	BDO LLP	Audit Fee 2016				£100.00									£20.00	£120.00
28/09/2016	DD	y	ICO	Data Protection Renewal Fee					£35.00									£35.00
30/09/2016	316	y	R Darley	Salary/Allowances September	£254.80													£254.80
30/09/2016	317	y	HMRC	PAYE September	£63.80													£63.80
17/10/2016	318	y	Heckfield MH	Hall Hire 19/09/2016						£33.00								£33.00
17/10/2016	319	y	PGGM	HoundG Maint September									£151.66		£25.00		£35.34	£212.00
17/10/2016	320	y	Longdown Gdn S	HG-Footbridge/Cut footpaths W End									£310.00	£90.00			£80.00	£480.00
17/10/2016	321	y	R. Darley	Admin Expenses: August/September		£37.80	£68.58					£25.00					£13.33	£144.71
31/10/2016	322	y	R Darley	October Net Salary/Allowances	£254.90													£254.90
31/10/2016	323	y	HMRC	October PAYE	£63.60													£63.60
21/11/2016	324	y	R Darley	Expenses October/November		£40.50	£3.78											£44.28
21/11/2016	325	y	Heckfield MH	Hall Hire 17/10/2016						£33.00								£33.00
21/11/2016	326	y	PGGM	Hound Green Maint October									£151.66		£25.00		£35.34	£212.00
30/11/2016	327	y	R Darley	November Net Salary/Allowances	£254.70													£254.70
30/11/2016	328	y	HMRC	November PAYE	£63.80													£63.80
19/12/2016	329	y	Heckfield MH	Hall Hire Nov 2016						£33.00								£33.00
19/12/2016	330	y	MacAfee (RD)	Ref MacAfee Virus Cover Charge			£89.99											£89.99
19/12/2016	331	y	PGGM	Hound Green Maint November									£151.66		£25.00		£35.34	£212.00
19/12/2016	332	y	HCC	Refund:duplicated credit: HG Land Sale £15,000														
31/12/2016	333	y	R Darley	December Net Salary/Allowances	£254.90													£254.90
31/12/2016	334	y	HMRC	December PAYE	£63.60													£63.60
31/01/2017	335	y	R. Darley	Admin expenses Nov-Jan		£21.00	£21.53											£42.53
16/01/2017	336	y	PGGM	HoundG Maint December									£151.66		£25.00		£35.34	£212.00
31/01/2017	337	y	R. Darley	January Net Salary/Allowance	£254.70													£254.70
31/01/2017	338	y	HMRC	January PAYE	£63.80													£63.80
16/01/2017	339	y	HCC	Five Mapboards												£1,948.00	£389.60	£2,337.60
20/02/2017	340	y	Heckfield MH	Hall Hire Jan 2017						£33.00								£33.00
20/02/2017	341	y	PGGM	Hound Green Maint Jan 2017									£151.66		£25.00		£35.34	£212.00
20/02/2017	342	y	Susan Turner	Salary Feb 2017	£315.62													£315.62
20/03/2017	343	y	Heckfield MH	Hall Hire Feb/Mar 2017						£66.00								£66.00
20/03/2017	344	y	PGGM	Hound Green Maint Feb/Mar 2017									£303.32		£50.00		£70.68	£424.00
20/03/2017	345	y	Susan Turner	Salary Mar 2017	£315.62													£315.62
20/03/2017	346	y	Robert Mandry	Mole control 14 x mole@£10each									£140.00					£140.00
20/03/2017	347	y	Simon Wells	Mapboard staining										£220.00				£220.00
TOTAL at 31st March 2016				£3,815.70	£194.70	£335.74	£579.56	£123.32	£309.00	£342.00	£90.00	£163.00	£3,051.58	£1,630.00	£442.50	£2,083.00	£1,058.88	£14,218.98

# Mattingley Parish Council

## 2016 - 2017 Bank Reconciliation – AUDIT SHEET

Receipts and payments summary			
1	Balance Brought Forward from 1st April 2016	£5,677.39	
2	Plus Income 2016/17 to date	£23,875.25	
3	Plus bond maturing from long term assets	£15,000.00	
4	Less Expenditure 2016/17 to date	£14,218.98	
5	Balance to take over at 31st March 2017	£30,333.66	
Reconciliation			
6	Treasurers Account	£31,810.48	
7	Bus 30-day notice	£101.22	
8	TOTAL BANK ACCOUNTS	£31,911.70	
9	Plus Income outstanding	£0.00	
10	Less cheques to clear	£1,578.04	
11	Balance to take over at 31st March 2017	£30,333.66	
Notes			
<b>Cheques to clear at Box 10 =</b>			
338	HMRC	£63.80	
340	Heckfiled Village Hall Jan 2017	£33.00	
342	Susan Turner - clerk salary Feb 2017	£315.62	
343	Heckfiled Village Hall Feb/Mar	£66.00	
344	PGGM Hound Green maintenance Feb 2017	£424.00	
345	Susan Turner - clerk salary Mar 2017	£315.62	
346	Robert Mandry Moles - 14 moles at £10 per mole	£140.00	
347	Simon Wells - mapboard staining	£220.00	
		£1,578.04	

Signed:

Janice Hughes, Chairman ..... 15th May 2017

Susan Turner, RFO ..... 15th May 2017

## MATTINGLEY PARISH COUNCIL FINANCIAL RESERVES 2017/18

<b>BALANCE AT 31ST MARCH 2017</b>	<b>£30,333.66</b>
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General fund balance	£4,050.00
Earmarked reserves	
Contingencies	£4,050.00
Glebe Wood management *	£11,000.00
Hound Green tree mgmt (Arborsphere)	£4,600.00
Speed indicator device x2	£5,250.00
Data collection pack x2	£500.00
War memorial	£883.66
total	£30,333.66

Notes: \* Mattingley Parish Council has taken over the management of Glebe Wood from the Woodland Trust on a 25-year lease  
The bulk of the proceeds from the Land at Lanterns sale will contribute to the maintenance and improvement of the woodland for wildlife and recreational use.

# Mattingley Parish Council

## 2016 - 2017 Audit Year Significant Variations: AUDIT SHEET

Difference between current and previous year greater than both 10% and £100  
in Section 1, boxes 2, 3, 4, 5, 6, 9 and 10

	Item	Previous Year 2015/2016	Current Year 2016/2017	Difference	Diff %
1	Balance Brought Forward	£11,179.36	£5,677.39	£5,501.97	49.21%
2	Annual Precept	£7,030.00	£8,100.00	£1,070.00	15.22%
3	Total Other Receipts	£4,874.37	£30,775.25	£25,900.88	531.37%
			AMENDED		
4	Staff Costs	£3,394.15	£3,491.70	£97.55	2.87%
5	Loan interest/capital repayments	£0.00	£0.00	£0.00	0.00%
6	Total other payments (excl salaries)	£14,012.21	£10,727.28	£3,284.93	23.44%
7	Balance carried forward	£5,677.39	£30,333.66	£24,656.27	434.32%
8	Total cash and short term investments	£5,677.39	£30,333.66	£24,656.27	434.32%
9	Total fixed assets and long term assets	£27,702.45	£21,136.11	£6,566.34	23.70%
		AMENDED			
10	Total borrowings	0	0	0	0
11	Trust funds	NA	NA	NA	NA

### Box 2 Annual Precept

Explanation for variation of £1,070 = 15.22%

Councillors agreed to increase Precept by 15.22 to achieve budgeted project expenditure

### Box 3 Total other receipts

Explanation for variation of £25,900.88 = 531.37%

	2015/16	2016/17	Difference
Land sale (small parcel of land from Hound Green)	£0.00	£15,000.00	£15,000.00
Council tax support grant	£182.84	£0.00	£182.84
HCC grant Mapboards	£1,336.00	£0.00	£1,336.00
HCC grant - gates and stiles	£2,646.00	£0.00	£2,646.00
VAT refund	£513.34	£580.66	£67.32
Maturing fixed term bond	£0.00	£15,000.00	£15,000.00
Bank interest (including interest on £15,000 fixed term bond)	£196.19	£194.59	£1.60
	£4,874.37	£30,775.25	£25,900.88

### Box 6 Total other payments (excl salaries)

Explanation for variation of £3,284.93 = 23.44%

	2015/16	2016/17	Difference
Clerk's allowance	£324.00	£324.00	
Expenses	£249.47	£194.70	£54.77
Office admin	£354.60	£319.74	£34.86
Insurance	£555.48	£579.56	£24.08
Audit	£145.00	£123.32	£21.68
Subscriptions incl HALC, ICO, CPRE (15/16 SLCC, Open Space Soc)	£447.00	£309.00	£138.00
Training	£126.00	£0.00	£126.00
Hall hire: 15/16: 11x £24 = £264. 16/17: 6x 24, 6x£33 =£342	£264.00	£342.00	£78.00
WW Magazine articles	£0.00	£90.00	£90.00
Donations: Poppy Appeal: £25 + 16/17 donation to School library £138	£25.00	£163.00	£138.00
Hound Green	£5,440.00	£3,494.08	£1,945.92
15/16 Grass cutting incl environs bus shelters	£1,760		
15/16: Tree works	£3,500		
15/16: Valuation fee for land sale	£180		
16/17: grass cut, 5-a-side, wild flower mgmt	£2,281.58		
16/17 bus shelter maintenance incl memorial	£443		
16/17 ditching	£320		
16/17 mole control	£140		
16/17 footbridge	£310		
Footpaths	£2,520.00	£1,646.00	£874.00
15/16: installation 9 kissing gates	£2,520.00		
16/17: Install 3 gates, 3 stiles & 6 springs	£1,200		
16/17: Strim WestEnd FPs spring/autumn	£120 + £90		
Mapboard staining	£220.00		
Capital (15/16 gates & fences - 16/17 mapboards & bin)	£2,981.00	£2,083.00	£898.00
VAT	£580.66	£1,058.88	£478.22
	£14,012.21	£10,727.28	£3,284.93

### Box 9 Total fixed assets and long term assets

Explanation for variation of £6,566.34 = 23.70% (amended)

	2015/16	2016/17	Difference
Asset register	£12,702.45	£21,136.11	£8,433.66
2015/16 figure of £9291 amended +£3,411.45 as below			
Laptop & printer 2014/15: £430.45			
Gates & stiles 15/16: £2981			
Capital purchase 16/17	£2,083.00		
Acquisitions from S106 allocation (via Hart DC)	£6,350.66		
	£8,433.66		
Investment bond matured (transferred to 'cash & short term investments')	£15,000.00	£0.00	£15,000.00
	£27,702.45	£21,136.11	£6,566.34