Steep Parish Council PAYMENTS Accounts 2016/17

	teep Parish Council	•			P/	ALMENIO		-				Accounts 20	10/1/
Date	To whom	Particulars	Cheque number	Hangers & Common	Affiliation/ Professional Costs	Miscellaneo us	Lengthsman	Footpaths	Salaries	Admin & Training	VAT Amount	Provider VAT Number	Grants
4.4.16	HALC	Affiliation fees	100071		260.00								
4.4.16	HALC	NALC Affiliation fees	100072		53.00								
4.4.16	Mrs. J. Hollington	Salary - Feb	100073						520.00				
4.4.16	Mrs. F. Box (Steep History)	Dist. Cllr. Grant Trnsfr	100074										250.00
24.5.16	Petersfield Town Council	Dog Bin	100075	10.50							2.10	397618790	
	HALC	Postage - housing book	100076							3.00			
24.5.16	Mrs. J. Hollington	Salary - March/April	100077						1040.00	17.57			
24.5.16	Came & Co.	Insurance	100078		345.82								
24.5.16	Steep School	Hall hire (comm event)	100079			20.00							
6.6.16	N.W. Adams	Annual Play Inspection	100080	45.50							9.10	631665932	
6.6.16	Mythic Beasts	domain renewal	100081		59.17						11.83	890086605	
6.6.16	J. Street	website management	100082		60.00								
6.6.16	HALC	HR consultancy fee	100083		150.00						30.00	989005388	
4.7.16	Signs Express	No parking sign	100084	50.00							10.00	201068559	
4.7.16	Neil Bower	New path	100085					420.00					
	Do The Numbers	Internal Audit	100086		185.00								
4.7.16	Chris Budd	Footpath 12	100087					1410.00			282.00	293565131	
	J. Hollington	Salary - May	100088			46.06			520.00				
	N. Rook-Blackstone	Lengthsman	100089				800.00						
12.8.16		Audit 2015-16	100090		100.00						20.00	830847032	
	J. Hollington	Clerk + Lengthsman	100091						1140.00	77.18			
	Mythic Beasts	website hosting	100092		50.00						10.00	890086605	
	J. Street	website management	100093		60.00								
	N. Rook-Blackstone	Lengthsman	100094				250.00						
	J. Hollington	Clerk	100095						570.00				
3.10.16	Parkwood Arts Ltd	Fingerpost - Common	100096					125.00	0.0.00		25.00	188632328	
0	Chris Budd	Footpath 36	100097					880.00			176.00	293565131	
	Chris Budd	Footpath 13	100098					1570.00			314.00	293565131	
	S. Lamont	Noticeboard Maint.	100099			200.00					000	200000101	
	Petersfield Town Council	Dog Bin	100100	63.00							12.60	397618790	
7.11.16	Information Commissioner	Data Protection	100101		35.00								
	N. Rourke Blackstone	Lengthsman	100102		00.00		640.00	25.00					
	Petersfield Town Council	Dog Bin	100103	14.00			0.0.00	20.00			2.80	397618790	
	Steep PCC	Churchyard Mainten.	100104								2.00	30.0.00	250.00
	J. Hollington	Salary (Sept/Oct)	100105						1140.00				
9.1.17	N. Rook-Blackstone	Lengthsman	100106				290.00						
0.11.17	J. Street	website management	100107		60.00		200.00						
	Petersfield Town Council	Dog Bin	100107	24.40	00.00						4.90	397618790	+
	J. Hollington	Clerk	100109	2-1.40					1140.00		4.00	551515150	+
6.2.17	N. Rook-Blackstone	Lengthsman	100103				240.00						+
5.2.17	Petersfield Town Council	Dog Bin	100111	27.50			2⊣0.00				3.50	397618790	+
	J. Hollington	clerk (+ Hedges Direct, '	100111	27.00		79.90			570.00		15.98	881293601`	+
6.3.17	Get Mapping Plc	Parish on-line mapping	100112		28.00				0,0.00		5.60	709391128	+
3.3.17	J. Street	website management	100113		60.00						5.00	700001120	+
	o. Olieet	wobsite management	100114		00.00								

 Steep Parish Council				P/	AYMENTS						Accounts 20	16/17
HAĖC	VAT Training	100115							40.00	8.00	989005388	
N. Rook-Blackstone	Lengthsman	100116				460.00						
HCC	Iron signpost	100117			930.00							
J. Hollington	Clerk + Expenses	100118						570.00	20.97			
Steep PCC	Newsletter	100119										200.00
			234.90	1505.99	1275.96	2680.00	4430.00	7210.00	158.72	943.41		700.00

S	ıncil		
s.137	TOTAL	ncile d	
	260.00	Υ	
	53.00	Υ	
	520.00	Υ	
	250.00	Υ	
	12.60	У	
	3.00	У	
	1057.57	y	
	345.82	У	
	20.00	У	
	54.60	У	
	71.00	n	
	60.00	У	
	180.00	У	
	60.00	У	
	420.00	У	
	185.00	У	
		у	
	566.06	у	
	800.00	у	
	120.00	у	
	1217.18	у	
	60.00	у	
	60.00	у	
	250.00	У	
	570.00	У	
	150.00	У	
	1056.00	у	
	1884.00	у	
	200.00		
	75.60	у	
	35.00	y	
	665.00	у	
	16.80	у	
		у	
		у	
	290.00	у	
	60.00	у	
	29.40	у	
	1140.00	у	
	240.00	у	
	31.00	У	
	665.88	У	
	33.60	У	
	60.00	y	

PAYMENTS Accounts 2016/17

S	teep Paris	h Coı	uncil
	48.00	у	
	460.00	у	
	930.00	n	
	590.97	у	
	200.00	у	
	19138.98		

RECEIPTS 2016/17

Date	Item	Precept	Lengthsman	Grants	Interest	VAT	Other	TOTAL	Reconciled
14.4.16	EHDC	6928.08		71.92				7000.00	
9.5.16	Hampshire County Council		6600.00					6600.00	Υ
2.6.16	Sheet P.C. (filing cabinet)						50.00	50.00	Y
2.6.16	HMRC (unchashed cheque)						33.80		
24.6.16	HCC (SGS Footpath 12 steps)			705.00				705.00	у
29.7.16	HMRC (VAT return 15-16)					427.30		427.30	Υ
21.9.16	EHDC	6928.08		71.92				7000.00	у
27.9.16	EHDC (grant - permissive path)			272.50				272.50	у
31.10.16	HCC (SGS waterfall path)			440.00				440.00	Y
29.3.17	HCC (SGS map board)			650.00				650.00	у
		13856.16	6600.00	2211.34	0.00	427.30	83.80	23178.60	

RECEIPTS 2016/17

# **Current Account**

Balance carried forward as at 31.3.16	7511.37
Add Parish Receipts	23178.60
	30689.97
Less total Payments (incl VAT)	19138.98
Bank Account Balance as at 31.3.17 (from Bank Statement)	12551.89
HSBC Account balance brought forward	12551.89
less cheques drawn but not yet debited	1001.00
Add receipts not banked	
Balance carried forward as at 31.3.17	11550.89

# **Deposit Account**

H.C.C. 31.3.16 (from HCC Statement)	14251.13
Interest earned 2016-17	2.14
Balance carried forward 31.3.17 (from investments w/s)	14253.27

# **Total Council Cash and Investments**

Bank Accounts (from statement)	12551.89
HCC deposit (from Statement)	14253.27
Total Balance at 31.3.17	26805.16

Tha	above statement	ranraganta	fairly t	ha financia	1 position	of the	Authority	00 01 2	12	17
1 ne	above statement	represents	Tairiv I	ne iinancia	u bosilion	or the	Authority as	asara	1.3.	17

Signed	Signed
	J. Hollington
Chairman	Clerk

# **HCC Deposit Account**

Balance carried forward as at 31.3.16	14251.13
Add Interest 30 Sep 16	2.14
Add Interest 31 Mar 17	0.00
Deposit Account Balance as at 31.3.17	14253.27
USDC Current Associat balance brought forward	12551 90
HSBC Current Account balance brought forward less cheques drawn but not yet debited	12551.89 -1001.00
Add receipts not banked	0.00
Balance carried forward as at 31.3.17	11550.89

The above statement represents fairly the financial position of the	Authority as at 31.3.15
C' 1	
Signed	
Chairman	J. Hollington
	Clerk

## Financial Year Ending 31.3.17

### Prepared by Jenny Hollington, Clerk, Steep Parish Council

Balance as per bank statement 31.3.16	£	
HSBC		12,551.89
Less: any unpresented cheques at 31 March		1,001.00
Add: any unbanked cash at 31 March		1,001.00
Net balance as at 31.3.17		
		11,550.89
Add Descrit Account		
Add: Deposit Account HCC – Temporary Loan to HCC	14,251.13	
Interest 2016/17	2.14	
		14,253.27
Total cash and deposits - 31st March 2017		25,804.16

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

#### CASH BOOK

Opening Balance	£21,762.50
Add: Receipts in the year	23,178.60
Less: Payments in the year -	19,138.98
Closing balance per cash book (receipts and payments) at 31.3.17	11,550.89
Add value of deposit at 31.3.17	14,253.27
Total Cash and Deposit as at 31.3.17	25,804.16

Ref. No.	Description	Identification	Date Acquired	Value	Custodian	Disposal/Discharge
001	Steep Common	Church Road		1	Councillors	
005	Bus Stop	C18	Jun-03	£9,467.00	Councillors	
006	War Memorial	Church Road		5,975.00	Councillors	
007	Play Equipment	Steep Common	2008	£9,885.00	Councillors	
800	Memorial Bench	Steep Marsh	2008	1	Councillors	
009	B.T. Phone Box	Village Hall	2009	1	Councillors	
010	Map Board	Mill Lane	2010	£749.00	Councillors	
011	Lap Top	Clerk's Office	2010	£400		
012	Dog Waste Bin	Steep Common	2012	£140.00	Councillors	
013	2 x signboards	Steep Common	2011	£1,620.00	Councillors	
014	2 x Kissing Gates	Footpath 13	2012	£500.00	Councillors	
015	2 x Noticeboard	V. Hall/Ridge Common La	2013	£2,357.00	Councillors	
016	2 x Kissing Gates	footpath 22	2014	472		
017	Bench	Steep Common	2014	700		
018	2 x Kissing Gates	Footpath 12	2015	650		
	1 x Finger Post	Steep Common	2016	250		
				33168		

	Annual Return No.	last year	this year	difference	10% of last year	bigger :diff or 10%	Explain if difference
AnnualPrecept	2	13,856	13,856	0	1,385.60		
Other receipts	3	8,367.00	9,325.00	958	836.70	difference	See attached note
Staff costs	4	6,274.00	7,210.00	936	627.40		See attached note
	5			0	-	0	
Other payments	6	10,482.00	11,928.98	-1,447	1,048.20	difference	See attached note
Total cash as short term invesments		21,796.00	25,804.00	4008	2,179.60	difference	See attached note
Total Fixed assests and long term							
assets	9	32918	33168	250	3,291.80		

Percentage difference to be used:

10%

Signed Jenny Hollington Clerk, Steep PC

#### **Steep Parish Council**

#### Summary of Receipts and Payments for year ended 31.3.17 (Check Column)

#### **Receipts**

Precept	13856.16
Lengthsman	6600.00
VAT recovery	427.30
Grants/other	2211.34
Miscellaneous	83.80
Total Bank Interest	0.00

**Total 23178.60** 23178.60

#### **Payments**

	10138 08	101
VAT	943.41	
Miscellaneous	1275.96	
S142 payments	700.00	
S 137 payment	0.00	
Hangers and Common	234.90	
Footpaths	4430.00	
Lengthsman	2680.00	
Affiliation fees/professional costs	1505.99	
Salary	7210.00	
General administration and training	158.72	

**19138.98** 19138.98

#### **CUMULATIVE NET ASSET BALANCE**

Balance brought forward (current and Deposit) 21762.00
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Income (add)	23178.60
Interest	2.14
Interest	0.00
Expenses (less)	-19138.98

£25,803.76

26805 16
14253.27
12551.89

Error Check

**26805.16 26805.16** 0.00

					Allotments and			Chairman's					
Date	To/From whom	Particulars	Cheque no.	Precept	Common	Interest	Other	allowance	Salaries	Admin.	s.137	TOTAL	Recon.
	Portman Building Society	Account Fee	Transfer							-5.00		-5.00	
13-04-04				3500.00								3500.00	
	Haywood				120.00							120.00	
22-04-04					60.00							60.00	
	Jenkinson				30.00							30.00	
01-05-04	Portman Building Society	Account Fee	Transfer							-5.00		-5.00	R
13-05-04	EHDC	Election Charges	800164							-41.30		-41.30	R
	Peter Cruttenden	Web Site Charges	800165							-70.21		-70.21	
13-05-04	Steep Village Hall	Windows Donation	800166								-250.00	-250.00	R
13-05-04	Petersfield & Dist. Sports Council	Donation	800169								-50.00	-50.00	R
01-06-04	Portman Building Society	Account Fee	Transfer							-5.00		5.00	R
04-06-04	Allianz Cornhill	Insurance	800170							-291.34		-291.34	R
01-07-04	Portman Building Society	Account Fee	Transfer							-5.00		5.00	R
05-07-04	B. MacMillan	Salary	800171						-671.40			-671.40	R
	n n	Expenses	800171							-37.50		-37.50	R
05-07-04	Steep PCC	Newsletter	800172								-230.00	-230.00	R
05-07-04	Steep PCC	Churchyard	800173								-155.00	-155.00	R
08-07-04	Jenkinson				30.00							30.00	R
01-08-04	Portman Building Society	Account Fee	Transfer							-5.00		-5.00	R
01-09-04	Portman Building Society	Account Fee	Transfer							-5.00		-5.00	R
06-09-04	B. MacMillan	Salary	800174						-708.34			-708.34	R
	п	Expenses	800174							-37.50		-37.50	R
20-09-04	SLCC	Training Course	800175							-30.00		-30.00	R
21-09-04	Sue Coles	PM Refreshments	800201					-64.45				-64.45	R
24-09-04	EHDC			3500.00								3500.00	R
29-09-04	Information Commissioner	Notification	800202							-35.00		-35.00	
01-10-04	Portman Building Society	Account Fee	Transfer							-5.00		-5.00	
01-11-04	Portman Building Society	Account Fee	Transfer							-5.00		-5.00	
01-11-04	Audit Commission	Audit Fees	800203							-141.00		-141.00	
				7000.00	240.00	0.00	0.00	-64.45	-1379.74	-723.85	-685.00	4406.96	4406.9
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