

Glynde & Beddingham Parish Council Bank Reconciliation

Reconciliation period: 1st April 2023 - 30/09/2023 (Q2)

Working Cash Book

Opening Balance on 01/04/23 [opening bank balances of all three accounts minus unrepresented cheques for 2021-2022 - see note*]	£	18,197.19
+ Working Cash Book Receipts	£	13,586.19
- Working Cash Book Payments	£	5,981.32
Working Cash Book Total	£	25,802.06

Bank Balances*

Current Account	£	21,449.56
Business Banking Account - 07198467	£	4,352.50
	£	25,802.06
- unrepresented cheques/payments - *See Note 2		
Bank Balance Total:	£	25,802.06

COUNCILLOR SIGNATURES

By signing below, you are confirming that you have verified the above balances in the Parish Council Working Cashbook and Bank Statements. Please also sign the Working Cashbook and Bank Statements which confirm these balances for audit purposes.

Signatory 1

Print Name:

Sign:

Date:

Signatory 2

Print Name:

Sign:

Date:

*See page 2 for a list of all bank statements and balances

Glynde & Beddingham Parish Council Bank Reconciliation

Bank Statements Detail at 30th September 2023						
Treasurers Account - 00437203						
Statement Number	Statement Date	Opening Balance	Closing Balance	Total IN	Total OUT	
Apr-23	28/04/2023	£ 13,862.88	£ 20,207.12	£ 6,784.00	£ 439.76	
May-23	31/05/2023	£ 20,207.12	£ 17,639.27	£ -	£ 2,567.85	
Jun-23	30/06/2023	£ 17,639.27	£ 16,811.25	£ -	£ 828.02	
Jul-23	31/07/2023	£ 16,811.25	£ 15,283.18	£ -	£ 1,528.07	
Aug-23	31/08/2023	£ 15,283.18	£ 15,107.29	£ -	£ 175.89	
Sep-23	29/09/2023	£ 15,107.29	£ 21,449.56	£ 6,784.00	£ 441.73	
				Total to date:	£ 13,568.00	£ 5,981.32
Business Banking Account - 07198467						
Statement Number	Statement Date	Opening Balance	Closing Balance	Total IN	Total OUT	
Apr-23	28/04/2023	£ 4,334.31	£ 4,337.05	£ 2.74		
May-23	01/06/2023	£ 4,337.05	£ 4,339.52	£ 2.47		
Jun-23	30/06/2023	£ 4,339.52	£ 4,342.28	£ 2.76		
Jul-23	01/08/2023	£ 4,342.28	£ 4,345.23	£ 2.95		
Aug-23	01/09/2023	£ 4,345.23	£ 4,348.44	£ 3.21		
Sep-23	01/10/2023	£ 4,348.44	£ 4,352.50	£ 4.06		
				Total to date:	£ 18.19	£ -
All Bank Accounts Total IN/OUT:				£ 13,586.19	£ 5,981.32	
Working Cashbook Total IN/OUT:				£ 13,586.19	£ 5,981.32	
*Payments/Receipts (relating to prior year Cashbook but appearing in April)						
Bank Transfers				£ -	£ -	
Variance (excluding bank transfers):				£ 0.00	-£ 0.00	
Explanation of variances:				No Variance Noted		

**Note: the financial year opening balance is based on...*

Treasurers Account - 00437203 April Statement - Opening Bank Balance = £13,862.88 + Business Banking Account - 07198467 April Statement - Opening Bank Balance = £4334.31 = TOTAL = £18,197.19

GLYNDE & BEDDINGHAM PARISH COUNCIL - Detailed Receipts & Payments Account to 30th September 2023 - 51% As At 03/10/2023

Annual Return	Opening Balances 01/04/2023		£			Notes
	Treasurers Account		£ 13,862.88			
	Business Banking Account		£ 4,334.31			
	Unpresented cheques					
1	Total				£ 18,197.19	
	Budget Item	Budget	Actual	% of Budget	Totals	
			Year to Date		Year to Date	
	INCOME:					
2	Precept	£ 13,568.00	£ 13,568.00	100.00%	£13,568.00	
	Other:			0.00%		
	Other Income	£ -	£ -	0.00%		
	Bank Interest	£ -	£ 18.19			
	VAT Claim	£ 650.00	£ -	0.00%		
	Rebate on overpayment of tax in previous years	£ -	£ -	0.00%		
3		£ 650.00			£ 18.19	
	EXPENDITURE:					
4	Staff Costs	£ 4,201.60	£ 1,610.65	38.33%	£ 1,610.65	
5	Loan		£ -	0.00%	£ -	
	Other:			0.00%		
	Expenditure from Precept			0.00%		
	Mileage	£ 90.40	£ 32.40			
	Clerk's Office	£ 210.00	£ 75.00			
	Room Hire/Virtual Meetings	£ 78.75	£ -	0.00%		
	Stationery, Toner & Postage	£ -	£ 20.20	0.00%		
	Information Commissioners Office	£ -	£ -	0.00%		
	Website, Anti-Virus and Office 365	£ 225.75	£ -	0.00%		
	Parish Mobile Phone	£ -	£ 5.00	0.00%		
	Audit (Internal)	£ 204.75	£ 195.00	95.24%		
	Audit (external)	£ -	£ -	0.00%		
	Advertising	£ -	£ -	0.00%		
	Chairman's Allowance	£ -	£ -	0.00%		
	Insurance	£ 586.73	£ 647.17	110.30%		
	Office & Admin Total:	£ 1,396.38	£ 974.77	69.81%		
	Maintenance					
	Grass Cutting Contract + ESCC Extra cuts	£ 2,268.00	£ 1,550.00	68.34%		
	Play equipment maintenance	£ 262.50	£ -	0.00%		
	General Repairs	£ 262.50		0.00%		
	Play Inspections	£ 315.00	£ 77.50	24.60%		
	Water & Electric Events - inc Bricklayers Store	£ 367.50	£ 16.55	4.50%		
	Business Plan Projects	£ 262.50	£ -	0.00%		
	Glynde Rec & Lighting rental	£ 21.00	£ -	0.00%		
	Street Lighting maintenance/repairs contract	£ -	£ 126.52	0.00%		
	Street Lights Energy	£ 2,553.06	£ 969.14	37.96%		
	Maintenance Total:	£ 6,312.06	£ 2,739.71	43.40%		
	Memberships					
	SALC membership	£ 357.58	£ 96.27	26.92%		
	Lewes District Association	£ -	£ -	0.00%		
	NALC	£ 25.67	£ 25.67	100.00%		
	SLCC	£ -	£ -	0.00%		
	Memberships Total:	£ 383.25	£ 121.94	31.82%		
	Training					
	Clerk	£ -	£ 40.00	0.00%		
	Councillors	£ 262.50	£ 40.00	15.24%		
	Training Total:	£ 262.50	£ 80.00	30.48%		
	Other Payments					
	Contribution to election costs - £1000/yr	£ 1,000.00	£ -	0.00%		
	Other Payments Total:	£ 1,000.00	£ -	0.00%		
	Grants					
	Grants	£ 367.50	£ -	0.00%		
	Grants Total:	£ 367.50	£ -	0.00%		

	Purchases					
	Equipment	£ -	£ -	0.00%		
	Contribution to Play Area Depreciation	£ 400.00	£ -	0.00%		
	Purchases Total:	£ 400.00	£ -	0.00%		
	Reserves					
	Parish Plan	£ -	£ -	0.00%		
	Grit Bin Replacement	£ -	£ -	0.00%		
	Elections	£ 1,050.00	£ -	0.00%		
	Street Lamp Replacement	£ -	£ -	0.00%		
	Insurance Excess	£ -	£ -	0.00%		
	General Reserves	£ 1,050.00	£ -	0.00%		
	Reserves Total:	£ 2,100.00	£ -	0.00%		
	VAT	£ -	£ 454.25			
6	Total Expenditure Excl. Staff Costs	£ 12,221.69		36%	£ 4,370.67	
	inc Staff Costs	£ 16,423.29				
7	(1+2+3) - (4+5+6)		Opening balance+Income- Expenditure		£ 25,802.06	
	Closing Balances 30/06/23		£			
	Treasurers Account		£ 21,449.56			
	Business Banking Account		£ 4,352.50			
	Unpresented cheques			£ 25,802.06		Refer to list of unpresented cheques
			<i>Check total:</i>	-		
	Income			£ 13,586.19		
	Expenditure			£ 5,981.32		
	Income over expenditure			£ 7,604.87		
	Opening balance			£ 18,197.19		
	Closing balance			£ 25,802.06		
	Movement			£ 7,604.87		

Glynde & Beddingham Parish Council

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TREASURERS ACCOUNT 30-95-01 00437203
GLYNDE & BEDDINGHAM PARISH COUNCIL

£ 21,449.56 Current balance

£21,449.56 Available funds >

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BUS BANK INSTANT 30-95-01 07198476
GLYNDE & BEDDINGHAM PARISH COUNCIL

£ 4,352.50 Balance

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Issue date: 29 September 2023

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Your branch: CLIFFE LEWES

Sort code: 30-95-01 Account number: 00437203

BIC: LOYDGB21103

IBAN: GB87 LOYD 3095 0100 4372 03

J31D9U01ER3MGA0000408815001002 385 A 000

GLYNDE & BEDDINGHAM PARISH COUNCIL
84 BARNETT ROAD
BRIGHTON
EAST SUSSEX
BN1 7GH



TREASURERS ACCOUNT

GLYNDE & BEDDINGHAM PARISH COUNCIL

Account summary

Balance On 31 Aug 2023	£15,107.29
Total Paid In	£6,784.00
Total Paid Out	£441.73
Balance On 18 Sep 2023	£21,449.56

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
31 Aug 23		STATEMENT OPENING BALANCE			15,107.29
01 Sep 23	BGC	LEWES DISTRICT COU 100196	6,784.00		21,891.29
07 Sep 23	FPO	STEVEN CARTER 400000001203294245 CLERK PAY-MONTH 5 010123 10 07SEP23 09:19		280.13	21,611.16
18 Sep 23	DD	EDFENERGY CUST PLC 7483200000		161.60	21,449.56
18 Sep 23		STATEMENT CLOSING BALANCE	6,784.00	441.73	21,449.56

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

BGC - Bank Giro Credit

FPO - Faster Payment

DD - Direct Debit

OK  29/09/23

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LLOYDS BANK



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GLYNDE & BEDDINGHAM PARISH COUNCIL
84 BARNETT ROAD
BRIGHTON
EAST SUSSEX
BN1 7GH



Your account statement

Issue date: 31 August 2023

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Sort code: 30-95-01 Account number: 00437203

BIC: LOYDGB21103

IBAN: GB87 LOYD 3095 0100 4372 03



TREASURERS ACCOUNT

GLYNDE & BEDDINGHAM PARISH COUNCIL

Account summary

Balance On 31 Jul 2023	£15,283.18
Total Paid In	£0.00
Total Paid Out	£175.89
Balance On 16 Aug 2023	£15,107.29

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
31 Jul 23		STATEMENT OPENING BALANCE			15,283.18
16 Aug 23	DD	EDFENERGY CUST PLC 7483200000		175.89	15,107.29
16 Aug 23		STATEMENT CLOSING BALANCE	0.00	175.89	15,107.29

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

DD - Direct Debit

OK *[Signature]* 11/09/2023

PL110JB3100000

M31D9103U6

D31D9103U6

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Issue date: 31 July 2023

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Your branch: CLIFFE LEWES

Sort code: 30-95-01 Account number: 00437203

BIC: LOYDGB21103

IBAN: GB87 LOYD 3095 0100 4372 03

J31D8101EDBMA0000042667001002 385 A 000

GLYNDE & BEDDINGHAM PARISH COUNCIL
 84 BARNETT ROAD
 BRIGHTON
 EAST SUSSEX
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TREASURERS ACCOUNT

GLYNDE & BEDDINGHAM PARISH COUNCIL

Account summary

Balance On 30 Jun 2023	£16,811.25
Total Paid In	£0.00
Total Paid Out	£1,528.07
Balance On 28 Jul 2023	£15,283.18

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
30 Jun 23		STATEMENT OPENING BALANCE			16,811.25
10 Jul 23	BP	JOHN O'CONNOR GM		372.00	16,439.25
18 Jul 23	DD	EDFENERGY CUST PLC 7483200000		172.29	16,266.96
25 Jul 23	DD	HMRC SDDS 0000199855		140.00	16,126.96
28 Jul 23	FPO	EAST SUSSEX ALC LI 500000001174998107 INVOICE 1458 601309 10 28JUL23 16:44		48.00	16,078.96
28 Jul 23	FPO	EAST SUSSEX ALC LI 600000001174723521 INVOICE 1427 601309 10 28JUL23 16:44		48.00	16,030.96
28 Jul 23	FPO	JOHN O'CONNOR GM 300000001178355256 INVOICE NO 99328 602026 10 28JUL23 16:44		372.00	15,658.96
28 Jul 23	FPO	LEWES DISTRICT COU 200000001171065068 6251800 308012 10 28JUL23 16:45		18.60	15,640.36
28 Jul 23	FPO	LEWES DISTRICT COU 300000001178355801 6252146 308012 10 28JUL23 16:45		18.60	15,621.76
28 Jul 23	FPO	STEVEN CARTER 100000001171587365 CLERK MOBILE PHONE 010123 10 28JUL23 16:45		5.00	15,616.76
28 Jul 23	FPO	STEVEN CARTER 100000001171587610 CLERK OFFICE/FUEL 010123 10 28JUL23 16:46		46.60	15,570.16
28 Jul 23	FPO	STEVEN CARTER 500000001174999883 CLERK POSTAGE 010123 10 28JUL23 16:46		6.85	15,563.31
28 Jul 23	FPO	STEVEN CARTER 300000001178356741 CLERK PAY-MONTH 4 010123 10 28JUL23 16:46		280.13	15,283.18
28 Jul 23		STATEMENT CLOSING BALANCE	0.00	1,528.07	15,283.18

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

BP - Bill Payment

DD - Direct Debit

FPO - Faster Payment

o.r.c. J. Hunt 08/08/23

PLH10LL3100000

M31D8102U7P D31D8102U7P

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Issue date: 29 September 2023

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Your branch: CLIFFE LEWES

Sort code: 30-95-01 Account number: 07198476

BIC: LOYDGB21103

IBAN: GB07 LOYD 3095 0107 1984 76

J31D9U01ER3MGA0000408816001002 385 A 000

GLYNDE & BEDDINGHAM PARISH COUNCIL
84 BARNETT ROAD
BRIGHTON
EAST SUSSEX
BN1 7GH



BUS BANK INSTANT

GLYNDE & BEDDINGHAM PARISH COUNCIL

Account summary

Balance On 01 Sep 2023	£4,348.44
Total Paid In	£4.06
Total Paid Out	£0.00
Balance On 11 Sep 2023	£4,352.50

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
01 Sep 23		STATEMENT OPENING BALANCE			4,348.44
11 Sep 23		INTEREST (GROSS)	4.06		4,352.50
11 Sep 23		STATEMENT CLOSING BALANCE	4.06	0.00	4,352.50

exc. JTL f *09/10/23*
JTL

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GLYNDE & BEDDINGHAM PARISH COUNCIL
 84 BARNETT ROAD
 BRIGHTON
 EAST SUSSEX
 BN1 7GH



Your account statement

Issue date: 1 September 2023

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Your branch: CLIFFE LEWES

Sort code: 30-95-01 Account number: 07198476

BIC: LOYDGB21103

IBAN: GB07 LOYD 3095 0107 1984 76



BUS BANK INSTANT

GLYNDE & BEDDINGHAM PARISH COUNCIL

Account summary

Balance On 01 Aug 2023	£4,345.23
Total Paid In	£3.21
Total Paid Out	£0.00
Balance On 09 Aug 2023	£4,348.44

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
01 Aug 23		STATEMENT OPENING BALANCE			4,345.23
09 Aug 23		INTEREST (GROSS)	3.21		4,348.44
09 Aug 23		STATEMENT CLOSING BALANCE	3.21	0.00	4,348.44

OK SJA 14/9/23

PL120SP3100000

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LLOYDS BANK



J31D8201EFVMCA0000120258001002 385 A 000

GLYNDE & BEDDINGHAM PARISH COUNCIL
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Your account statement

Issue date: 1 August 2023

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Your branch: CLIFFE LEWES

Sort code: 30-95-01 Account number: 07198476

BIC: LOYDGB21103

IBAN: GB07 LOYD 3095 0107 1984 76



BUS BANK INSTANT

GLYNDE & BEDDINGHAM PARISH COUNCIL

Account summary

Balance On 30 Jun 2023	£4,342.28
Total Paid In	£2.95
Total Paid Out	£0.00
Balance On 10 Jul 2023	£4,345.23

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
30 Jun 23		STATEMENT OPENING BALANCE			4,342.28
10 Jul 23		INTEREST (GROSS)	2.95		4,345.23
10 Jul 23		STATEMENT CLOSING BALANCE	2.95	0.00	4,345.23

*OK g/l/s
14/08/2023*

PLH20PO3100000

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Glynde and Beddingham Parish Council Working Cashbook 2022-2023

Bank Account	Payments/ Receipt	On Bank Statement?	Invoice Date	Meeting Date	Cashbook ref	Payment Method	Bank Statement number/date	Invoice Number	Accounts Code	Payee	VAT Ref	Details	Receipt Value	Gross Value (Payment)	VAT Value	Net Value
Treasurers Account	Receipt	Yes	04/04/2023	16/05/2023	CB2324-001	Online Banking	GB-TA - 28/04/2023	n/a	Precept	Lewes District Council	RECEIPT	Precept - 1st half payment	£ 6,784.00			
Business Banking	Receipt	Yes	11/04/2023	16/05/2023	CB2324-002	Online Banking	GB-BB - 28/04/2023	n/a	Bank interest	Lloyds Bank	RECEIPT	Interest for April 23	£ 2.74			
Treasurers Account	Payment	Yes	01/04/2023	16/05/2023	CB2324-003	Online Banking	GB-TA - 31/05/2023	6249358	Play Inspections	Lewes District Council	GB 191 5946 32	Period 01/04/2023 to 30/04/2023 Monthly Play Area Inspections Recharge	£ 18.60	£ 3.10	£ 15.50	
Treasurers Account	Payment	Yes	17/03/2023	16/05/2023	CB2324-004	Online Banking	GB-TA - 31/05/2023	96341	Grass Cutting Contract + ESCC Extra cuts	John O'Connor GM Limited	600555968	Grass cut of Recreation ground for March 2023	£ 372.00	£ 62.00	£ 310.00	
Treasurers Account	Payment	Yes	01/04/2023	16/05/2023	CB2324-005	Online Banking	GB-TA - 31/05/2023	1322	Shared - manually entered across cost centres	ESALC Limited	No VAT Paid	ESALC subscrip on 2023/24 - £96.27 NALC subscrip on 2023/24 - £25.67	£ 121.94	£ -	£ 121.94	
Treasurers Account	Payment	Yes	30/03/2023	16/05/2023	CB2324-006	Online Banking	GB-TA - 31/05/2023	58304	Water & Electric Events - Inc. Bricklayers Store	Glynde Endowment Settlement	No VAT Paid	Half yearly water supply: Current meter reading 1 cubic metres less previous meter reading 1 cubic metres = 0 cubic metres Glynde Recreation Ground: Half yearly water supply 01/10/2022 - 31/03/2023 - Water Charge Rates 2023/2024 For the year 2023/2024 the metered rate will increase from £1.89 to £2.10 per cubic metre. The standing charge will remain the same at £16.55 per half year.	£ 16.55	£ -	£ 16.55	
Treasurers Account	Payment	Yes	10/04/2023	16/05/2023	CB2324-007	Online Banking	GB-TA - 31/05/2023	96848	Grass Cutting Contract + ESCC Extra cuts	John O'Connor GM Limited	600555968	Grass cut of Recreation ground for April 2023	£ 372.00	£ 62.00	£ 310.00	
Treasurers Account	Payment	Yes	13/04/2023	16/05/2023	CB2324-008	Online Banking	GB-TA - 31/05/2023	13633	Street Lighting maintenance/repairs contract	Streetlights	624 8915 19	Payment 1 (of 2) 2023/24 Street Lighting Maintenance Contract.	£ 151.82	£ 25.30	£ 126.52	
Treasurers Account	Payment	Yes	26/04/2023	16/05/2023	CB2324-009	Online Banking	GB-TA - 28/04/2023	n/a	Clerk Salary (net)	Steve Carter	No VAT Paid	Clerk Pay - Month 1 - 26th April 2023 - For information Only Approved in March 2023 Meeting	£ 280.13	£ -	£ 280.13	
Treasurers Account	Payment	Yes	26/04/2023	16/05/2023	CB2324-010	Online Banking	GB-TA - 31/05/2023	334PC002518592 402	PAYE	HMRC	No VAT Paid	Tax Relating to Clerk Pay - Month 1 - 26th April 2023 - For information Only Approved in March 2023 Meeting	£ 70.00	£ -	£ 70.00	
Treasurers Account	Payment	Yes	18/04/2023	16/05/2023	CB2324-011	Direct Debit	GB-TA - 28/04/2023	000015048283	Street Lights Energy/Maintanance	EDF Energy	523 0412 02	Streetlamp Electricity for the period - March 2023	£ 159.63	£ 7.60	£ 152.03	
Treasurers Account	Payment	Yes	01/05/2023	16/05/2023	CB2324-012	Online Banking	GB-TA - 31/05/2023	6250865	Play Inspections	Lewes District Council	GB 191 5946 32	Period 01/05/2023 to 31/05/2023 Monthly Play Area Inspections Recharge	£ 18.60	£ 3.10	£ 15.50	
Treasurers Account	Payment	Yes	26/04/2023	16/05/2023	CB2324-013	Online Banking	GB-TA - 31/05/2023	NE88994365GB	Stationery, Toner & Postage	Steve Carter	No VAT Paid	Postage for letter and evidence to HMRC concerning their underpayment of our VAT Claim made Jan 2023	£ 6.85	£ -	£ 6.85	
Treasurers Account	Payment	Yes	26/05/2023	16/05/2023	CB2324-014	Online Banking	GB-TA - 31/05/2023	n/a	Shared - manually entered across cost centres	Steve Carter	No VAT Paid	Jan-Mar £25 and Apr-June £25 - Clerk quarterly office allowance as per minute GB22-23-64 - 13.4 and Contract Clause 10.5 Clerk Mileage for Meeting 16/05/2023 - 24 miles @45p/mile - £10.80 - total £60.80	£ 60.80	£ -	£ 60.80	
Treasurers Account	Payment	Yes	05/05/2023	16/05/2023	CB2324-015	Online Banking	GB-TA - 31/05/2023	21151	Audit (Internal)	Mulberry & Co	GB 899 7279 28	Professional services rendered in connection with the provision of an internal audit for the 2022-23 council year. Fee based on time spent 3.25 hours at £60ph - Plus variable expenses travel, postage & stationery	£ 234.00	£ 39.00	£ 195.00	
Treasurers Account	Payment	Yes	05/05/2023	16/05/2023	CB2324-016	Online Banking	GB-TA - 31/05/2023	n/a	Stationery, Toner & Postage	Steve Carter	No VAT Paid	One ream of paper as contribution for use of South Houghton Printer/Ink	£ 6.50	£ -	£ 6.50	
Treasurers Account	Payment	Yes	05/04/2023	16/05/2023	CB2324-017	Online Banking	GB-TA - 31/05/2023	YLL-2720839393	Insurance	Zurich Municipal-Company Ltd	No VAT Paid	One year of three year fixed Insurance Payment	£ 647.17	£ -	£ 647.17	
Treasurers Account	Payment	Yes	26/05/2023	16/05/2023	CB2324-018	Online Banking	GB-TA - 31/05/2023	n/a	Clerk Salary (net)	Steve Carter	No VAT Paid	Clerk Pay - Month 2 - 26th May 2023	£ 280.13	£	£ 280.13	
Treasurers Account	Payment	Yes	26/05/2023	16/05/2023	CB2324-019	Direct Debit	GB TA - 30/06/2023	n/a	PAYE	HMRC	No VAT Paid	Tax Associated with Clerk Pay - Month 2 - 26th May 2023 - PAID BY DIRECT DEBIT 25th July 2023	£ 70.00	£	£ 70.00	
Treasurers Account	Payment	Yes	26/06/2023	16/05/2023	CB2324-020	Online Banking	GB TA - 30/07/2023	n/a	Clerk Salary (net)	Steve Carter	No VAT Paid	Clerk Pay - Month 3 - 26th June 2023	£ 280.13	£	£ 280.13	
Treasurers Account	Payment	Yes	26/06/2023	16/05/2023	CB2324-021	Direct Debit	GB TA - 31/07/2023	n/a	PAYE	HMRC	No VAT Paid	Tax Associated with Clerk Pay - Month 3 - 26th June 2023 - PAID BY DIRECT DEBIT 25th July 2023	£ 70.00	£	£ 70.00	

Glynde and Beddingham Parish Council Working Cashbook 2022-2023

Bank Account	Payments/ Receipt	On Bank Statement?	Invoice Date	Meeting Date	Cashbook ref	Payment Method	Bank Statement number/date	Invoice Number	Account Code	Payee	VAT Ref	Details	Receipt Value	Gross Value (Payment)	VAT Value	Net Value
Treasurers Account	Payment	Yes	17/05/2023	16/05/2023	CB2324-022	Direct Debit	GB TA - 31/05/23	15242846	Street Lights Energy+Mainten ance	EDF Energy	523 0412 02	Streetlamp Electricity for the period - April 2023 ***For Information Only - Paid via Direct Debit***	£ 172.29	£ 8.20	£ 164.09	
Treasurers Account	Payment	Yes	01/06/2023	16/05/2023	CB2324-023	Online Banking	GB TA - 31/05/23	62550870	Play Inspections	Lewes District Council	GB 191 5946 32	Period 01/06/2023 to 30/06/2023 Monthly Play Area Inspections Recharge	£ 18.60	£ 3.10	£ 15.50	
Treasurers Account	Payment	Yes	10/05/2023	26/07/2023	CB2324-024	Online Banking	GB TA - 30/06/2023	97516	Grass Cutting Contract + ESCC Extra cuts	John O'Conner GM Limited	600555968	Grass cut of Recreation ground for May 2023 - Paid 30 days after invoice date as agreed at Council Meeting 16th May 2023 Minute ref: GB23-24-125 8.8	£ 372.00	£ 62.00	£ 310.00	
Business Banking	Receipt	Yes	09/05/2023	26/07/2023	CB2324-025	Online Banking	GB BB- 01/06/2023	n/a	Bank Interest	Lloyds Bank	RECEIPT	Interest for May 2023	£ 2.47	£ -	£ -	
Treasurers Account	Payment	Yes	16/06/2023	26/07/2023	CB2324-026	Direct Debit	GB TA - 30/06/2023	15596675	Street Lights Energy+Mainten ance	EDF Energy	523 0412 02	Streetlamp Electricity for the period - May 2023 ***For Information Only - Paid via Direct Debit***	£ 175.89	£ 8.38	£ 167.51	
Treasurers Account	Payment	Yes	10/06/2023	26/07/2023	CB2324-027	Online Banking	GB TA - 31/07/2023	98498	Grass Cutting Contract + ESCC Extra cuts	John O'Conner GM Limited	600555968	Site - Recreation Ground Grass cut at the above site June 2023 For Information Only - Paid 30 days after invoice date as agreed at Council Meeting 16th May 2023 Minute ref: GB23-24-125 8.8	£ 372.00	£ 62.00	£ 310.00	
Treasurers Account	Payment	Yes	01/07/2023	26/07/2023	CB2324-028	Online Banking	GB TA - 31/07/2023	6251800	Play Inspections	Lewes District Council	GB 191 5946 32	Period 01/07/2023 to 31/07/2023 Monthly Play Area Inspections Recharge	£ 18.60	£ 3.10	£ 15.50	
Treasurers Account	Payment	Yes	10/07/2023	26/07/2023	CB2324-029	Online Banking	GB TA - 31/07/2023	99528	Grass Cutting Contract + ESCC Extra cuts	John O'Conner GM Limited	600555968	Site - Recreation Ground Grass cut at the above site July 2023	£ 372.00	£ 62.00	£ 310.00	
Treasurers Account	Payment	Yes	03/07/2023	26/07/2023	CB2324-030	Online Banking	GB TA - 31/07/2023	6252146	Play Inspections	Lewes District Council	GB 191 5946 32	Period 01/08/2023 to 31/08/2023 Monthly Play Area Inspections Recharge	£ 18.60	£ 3.10	£ 15.50	
Business Banking	Receipt	Yes	09/06/2023	26/07/2023	CB2324-031	Online Banking	GB BB - 30/06/2023	n/a	Bank Interest	Lloyds Bank	RECEIPT	Interest for June 2023	£ 2.76	£ -	£ -	
Business Banking	Receipt	No	10/07/2023	26/07/2023	CB2324-032	Online Banking	GA BB - 01/08/2023	n/a	Bank Interest	Lloyds Bank	RECEIPT	Interest for July 2023	£ 2.95	£ -	£ -	
Treasurers Account	Payment	Yes	18/07/2023	26/07/2023	CB2324-033	Online Banking	GB TA - 31/07/2023	15893408	Street Lights Energy+Mainten ance	EDF Energy	523 0412 02	Streetlamp Electricity for the period - June 2023 ***For Information Only - Paid via Direct Debit***	£ 172.29	£ 8.20	£ 164.09	
Treasurers Account	Payment	Yes	19/07/2023	26/07/2023	CB2324-034	Online Banking	GB TA - 31/07/2023	1458	Clerk Training	ESALC Limited	372792172	Planning training x1 - Carter	£ 48.00	£ 8.00	£ 40.00	
Treasurers Account	Payment	Yes	19/07/2023	26/07/2023	CB2324-035	Online Banking	GB TA - 31/07/2023	1427	Councillors Training	ESALC Limited	372792172	Finance for New Councillors - 3rd July - Paolo De Paolis	£ 48.00	£ 8.00	£ 40.00	
Treasurers Account	Payment	Yes	26/07/2023	26/07/2023	CB2324-036	Online Banking	GB TA - 31/07/2023	n/a	Parish Mobile Phone	Steve Carter	No VAT Paid	reimbursement for mobile phone top up 30th May 2023	£ 5.00	£ -	£ 5.00	
Treasurers Account	Payment	Yes	26/07/2023	26/07/2023	CB2324-037	Online Banking	GB TA - 31/07/2023	n/a	Shared - manually entered across cost centres	Steve Carter	No VAT Paid	Clerk Quarterly Office Payment - F25 Mileage Claim E21.60, Home - Reading Room Home - for council meeting Home - Social Club - Home - for SLR Meeting	£ 46.60	£ -	£ 46.60	
Treasurers Account	Payment	Yes	26/07/2023	26/07/2023	CB2324-038	Online Banking	GB TA - 31/07/2023	n/a	Stationery, Toner & Postage	Steve Carter	No VAT Paid	recorded delivery post for voting details for SDNP	£ 6.85	£ -	£ 6.85	
Treasurers Account	Payment	Yes	26/07/2023	26/07/2023	CB2324-039	Online Banking	GB TA - 31/07/2023	n/a	Clerk Salary (net)	Steve Carter	No VAT Paid	Clerk Pay - Month 4-26th July 2023	£ 280.13	£ -	£ 280.13	
Treasurers Account	Payment	No	26/08/2023	26/07/2023	CB2324-040	Online Banking	GB TA 29/09/2023	n/a	Clerk Salary (net)	Steve Carter	No VAT Paid	Clerk Pay - Month 5 - 26th August 2023	£ 280.13	£ -	£ 280.13	
Treasurers Account	Payment	No	16/08/2023	04/10/2023	CB2324-042	Direct Debit	GB TA - 31/08/2023	16201244	Street Lights Energy+Mainten ance	EDF Energy	523 0412 02	Streetlamp Electricity for the period - July 2023 ***For Information Only - Paid via Direct Debit***	£ 175.89	£ 8.38	£ 167.51	
Treasurers Account	Receipt	No	01/09/2023	04/10/2023	CB2324-046	Online Banking	GB TA 29/09/2023	100196	Precept	Lewes District Council	RECEIPT	Precept payment for second half of year.	£ 6,784.00	£ -	£ 6,784.00	
Treasurers Account	Payment	No	18/09/2023	04/10/2023	CB2324-050	Direct Debit	GB TA 29/09/2023	16511763	Street Lights Energy+Mainten ance	EDF Energy	523 0412 02	Streetlamp Electricity for the period - Aug 2023 ***For Information Only - Paid via Direct Debit***	£ 161.60	£ 7.69	£ 153.91	
Business Banking	Receipt	Yes	09/08/2023	04/10/2023	CB2324-052	Online Banking	GB BB- 01/09/2023	n/a	Bank Interest	Lloyds Bank	RECEIPT	Interest for August 2023	£ 3.21	£ -	£ 3.21	
Business Banking	Receipt	No	11/09/2023	04/10/2023	CB2324-053	Online Banking	GB BB - 29/09/2023	n/a	Bank Interest	Lloyds Bank	RECEIPT	Interest for September 2023	£ 4.06	£ -	£ 4.06	
												TOTAL: £	£ 13,586.19	£ 5,961.32	£ 454.25	£ 5,527.07

<u>RECEIPTS</u>	2022/2023 Budget	2022/2023 Actual Receipts	2023-2024 Budget
Income			
Precept	£ 11,853.24	£ 11,854.00	£ 13,568.00
Bank Interest			
Other Income	£ 229.39	£ 559.16	
VAT Claim	£ 650.00	£ 2,701.37	£ 650.00
Rebate on overpayment of tax in previous years		£ 244.14	
Receipts Total:	£ 12,732.63	£ 15,358.67	£ 14,218.00
TOTAL RECEIPTS (EXCLUDING VAT REFUND)		£ 15,633.66	
<u>PAYMENTS</u>	2022/2023 Budget	Actual Payments to date	2023-2024 Budget
Staff Costs			
Clerk Salary (net)	£ 3,800.00	£ 3,277.46	£ 3,361.28
PAYE	£ -	£ 210.00	£ 840.32
Staff Costs Total:	£ 3,800.00	£ 3,487.46	£ 4,201.60
Office & Admin			
Mileage	£ -	£ 54.00	£ 90.40
Clerk's Office	£ 200.00	£ 44.70	£ 210.00
Room Hire/Virtual Meetings	£ 100.00		£ 78.75
Stationery, Toner & Postage			
Information Commissioners Office			
Website, Anti-Virus and Office 365	£ 215.00	£ 179.97	£ 225.75
Parish Mobile Phone			
Audit (Internal)	£ 154.50	£ 195.00	£ 204.75
Audit (external)			
Advertising			
Chairman's Allowance			
Insurance	£ 566.86	£ 558.79	£ 586.73
Office & Admin Total:	£ 1,036.36	£ 933.76	£ 1,396.38
Maintenance			
Grass Cutting Contract + ESCC Extra cuts	£ 2,160.00	£ 1,950.00	£ 2,268.00
Play equipment maintenance	£ 250.00	£ -	£ 262.50
General Repairs	£ 250.00	£ -	£ 262.50
Play Inspections	£ 300.00	£ 207.50	£ 315.00
Water & Electric Events	£ 350.00	£ 84.36	£ 367.50
Business Plan Projects	£ 250.00	£ -	£ 262.50
Glynde Rec & Lighting rental	£ 20.00	£ 10.10	£ 21.00
Street Lighting maintenance/repairs contract	£ 248.23	£ 241.00	
Street Lights Energy	£ 1,500.00	£ 1,944.86	£ 2,553.06
Maintenance Total:	£ 5,328.23	£ 4,437.82	£ 6,312.06
Memberships			

SALC membership	£ 365.00	£ 122.30	£ 357.58
Lewes District Association			
NALC			£ 25.67
SLCC			
Memberships Total:	£ 365.00	£ 122.30	£ 383.25
Training			
Clerk			
Councillors	£ 250.00	£ 40.00	£ 262.50
Training Total:	£ 250.00	£ 40.00	£ 262.50
Other Payments			
Contribution to election costs - £1000/yr			£ 1,000.00
Other Payments Total:	£ -	£ -	£ 1,000.00
Grants			
Grants	£ 350.00	£ 800.00	£ 367.50
Grants Total:	£ 350.00	£ 800.00	£ 367.50
Purchases			
Equipment		£ -	
Contribution to Play Area Depreciation			£ 400.00
Purchases Total:	£ -	£ -	£ 400.00
Reserves			
Parish Plan			
Grit Bin Replacement			
Elections	£ 1,000.00	£ -	£ 1,050.00
Street Lamp Replacement			
Insurance Excess			
General Reserves	£ 1,000.00	£ 1,077.40	£ 1,050.00
Reserves Total:	£ 2,000.00	£ 1,077.40	£ 2,100.00
TOTAL PAYMENTS/PRECEPT SPEND (excluding VAT)	£ 13,129.59	£ 10,898.74	£ 16,423.29
VAT	£ 350.00	£ 800.00	
TOTAL PAYMENTS (including VAT)	£ 13,479.59	£ 11,698.74	£ 16,423.29

0.155454

Glynde & Beddingham Parish Council - Q2 2023/2024 Banking Reconciliation

Glynde & Beddingham Parish Council Financial Regulations (section 2.2) state that:

On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.

This pack is created to enable the formal review and contains the following documents:

- Bank Reconciliation Document
- Live copy of Working Cash Book up to end June
- Bank Statements for Period for Current Account
- Detailed Receipts and Payments Account
- The 2023-24 Annual Budget

Therefore the purpose of this review process is to confirm that our internal accounting documents are aligned to the bank details by signing the "Banking Reconciliation" document, Working Cashbook, Detailed Receipts and Payments Account and Bank Statements to confirm

Narrative - To assist in this review the following description may be useful

We finished the 2022-2023 financial year cleanly with no unpaid cheques/transactions outstanding. This means that there is no requirement to normalise any figures and so the "Opening Balances" are straight from the Bank Statements.

The "Banking Reconciliation" document then shows a consolidated view of the starting point, payments and receipts, for Q1 2023/24 and shows how the Council maintained documentation is reflected by the Bank Account.


The "Working Cash Book" shows all transactions line by line with full invoice details.

The lines highlighted in Amber are there as a prompt as these were the first payments to be paid by direct debit to HMRC. The October payment to HMRC covering the Clerks taxation for July/Aug/Sept has not been entered in the Cashbook as it has not yet been paid drawn down by direct debit.

Bank Statements are provided for verification and cross checking

For further information the "Detailed Receipts and Payments" sheet shows how the transactions are broken down to our various allocations for tracking - this document is maintained for visibility of expenditure against our budget lines.

The copy of the budget is included for information

 14/09/2023
RFO