

Glynde & Beddingham Parish Council Bank Reconciliation

Reconciliation period: 1st April 2023 - 31/12/2023 (Q3)

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	£	13,599.98	✓
- Working Cash Book Payments	£	10,492.91	✓
Working Cash Book Total	£	21,304.26	

Bank Balances*


Current Account	£	16,937.97	✓
Business Banking Account - 07198467	£	4,366.29	✓
	£	21,304.26	
- unrepresented cheques/payments - *See Note 2			
Bank Balance Total:	£	21,304.26	

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

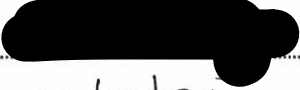
Print Name: LUCY GRIBBLE

Sign: 

Date: 18.01.24

Signatory 2

Print Name: Jane Pralley

Sign: 

Date: 18/3/24

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

Glynde & Beddingham Parish Council Bank Reconciliation

Bank Statements Detail at 31st December 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
Oct-23	31/10/2023	£ 21,449.56	£ 19,332.35	£ -	£ 2,117.21
Nov-23	30/11/2023	£ 19,332.35	£ 17,845.79	£ -	£ 1,486.56
Dec-23		£ 17,845.79	£ 16,937.97	£ -	£ 907.82
Total to date:				£ 13,568.00	£ 10,492.91
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	
Oct-23	01/11/2023	£ 4,352.50	£ 4,356.51	£ 4.01	
Nov-23	01/12/2023	£ 4,356.51	£ 4,361.32	£ 4.81	
Dec-23			£ 4,366.29	£ 4.97	
Total to date:				£ 31.98	£ -
All Bank Accounts Total IN/OUT:				£ 13,599.98	£ 10,492.91
Working Cashbook Total IN/OUT:				£ 13,599.98	£ 10,492.91
*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

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Mr S. Carter

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TREASURERS ACCOUNT 30 95 01 00437203
GLYNDE & BEDDINGHAM PARISH COUNCIL

£ 16,937.97 Current balance

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£16,937.97 Available funds

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

£ 4,366.29 Balance

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Payments and transfers

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14:56
03/07/2024

Your account statement

Issue date: 29 December 2023

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Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)

Visit us online: www.lloydsbank.com

Your branch: LEWES (306537)

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

BIC: LOYDGB21103

IBAN: GB87 LOYD 3095 0100 4372 03

J31DCU01E80MEA0000241944001002 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 30 Nov 2023	£17,845.79
Total Paid In	£0.00
Total Paid Out	£907.82
Balance On 22 Dec 2023	£16,937.97

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
30 Nov 23		STATEMENT OPENING BALANCE			17,845.79
04 Dec 23	FPO	STEVEN CARTER 300000001254794060 CLERK PAY MONTH 8 010123 10 04DEC23 14:53		417.40	17,428.39
15 Dec 23	DD	EDFENERGY CUST PLC 7483200000		158.02	17,270.37
22 Dec 23	BP	STEVEN CARTER		297.40	16,972.97
22 Dec 23	DD	ICO ZB486822		35.00	16,937.97
22 Dec 23		STATEMENT CLOSING BALANCE	0.00	907.82	16,937.97

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:

FPO - Faster Payment DD - Direct Debit BP - Bill Payment

OK 
11/01/2024 

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



Your account statement

Issue date: 30 November 2023

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Visit us online: www.lloydsbank.com

Your branch: LEWES (306537)

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 Oct 2023	£19,332.35
Total Paid In	£0.00
Total Paid Out	£1,486.56
Balance On 20 Nov 2023	£17,845.79

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
31 Oct 23		STATEMENT OPENING BALANCE			19,332.35
15 Nov 23	DD	EDFENERGY CUST PLC 7483200000		161.60	19,170.75
20 Nov 23	FPO	CHRIS JACKSON 100000001238803898 INVOICE 002 202794 10 20NOV23 18:30		610.00	18,560.75
20 Nov 23	FPO	GLYNDE ENDOWMENT 400000001247071791 59839 204976 10 20NOV23 19:16		16.55	18,544.20
20 Nov 23	FPO	JOHN O'CONNOR GM 600000001241999476 INVOICE NO 102097 602026 10 20NOV23 19:16		372.00	18,172.20
20 Nov 23	FPO	LEWES DISTRICT COU 100000001238829852 6253474 308012 10 20NOV23 19:17		18.60	18,153.60
20 Nov 23	FPO	STEVEN CARTER 400000001247072498 NETNERD HOSTING 010123 10 20NOV23 19:17		59.99	18,093.61
20 Nov 23	FPO	STEVEN CARTER 500000001242249109 N-NERD DOMAIN RNWL 010123 10 20NOV23 19:17		96.00	17,997.61
20 Nov 23	FPO	STREETLIGHTS 400000001247072849 GLYNDEBE 13972 600633 10 20NOV23 19:17		151.82	17,845.79
20 Nov 23		STATEMENT CLOSING BALANCE	0.00	1,486.56	17,845.79

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

FPO - Faster Payment

OK
 12/12/2023

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Your account statement

Issue date: 31 October 2023
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 Visit us online: www.lloydsbank.com
 Your branch: LEWES (306537)
 Sort code: 30-95-01 Account number: 00437203
 BIC: LOYDGB21103
 IBAN: GB87 LOYD 3095 0100 4372 03

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



TREASURERS ACCOUNT

GLYNDE & BEDDINGHAM PARISH COUNCIL

Account summary

Balance On 29 Sep 2023	£21,449.56
Total Paid In	£0.00
Total Paid Out	£2,117.21
Balance On 26 Oct 2023	£19,332.35

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
29 Sep 23		STATEMENT OPENING BALANCE			21,449.56
09 Oct 23	FPO	ARBUTHNOT LATHAM & 500000001217536874 822778 301393 10 09OCT23 16:44		70.48	21,379.08
09 Oct 23	FPO	EAST SUSSEX ALC LI 400000001222359250 INVOICE 1526 601309 10 09OCT23 16:45		48.00	21,331.08
09 Oct 23	FPO	EAST SUSSEX ALC LI 300000001220869293 INVOICE 1542 601309 10 09OCT23 16:45		48.00	21,283.08
09 Oct 23	FPO	GLYNDE ENDOWMENT 400000001222359625 59688 204976 10 09OCT23 16:45		69.05	21,214.03
09 Oct 23	FPO	JOHN O'CONNOR GM 600000001217284133 INVOICE NO 100246 602026 10 09OCT23 16:46		372.00	20,842.03
09 Oct 23	FPO	JOHN O'CONNOR GM 200000001213622915 INVOICE NO 101133 602026 10 09OCT23 16:46		372.00	20,470.03
09 Oct 23	FPO	LEWES DISTRICT COU 200000001213623087 6252365 308012 10 09OCT23 16:46		18.60	20,451.43
09 Oct 23	FPO	LEWES DISTRICT COU 600000001217284628 6253013 308012 10 09OCT23 16:47		18.60	20,432.83
09 Oct 23	FPO	SOUTH HEIGHTON PAR 600000001217284838 202301 089299 10 09OCT23 16:47		34.00	20,398.83
09 Oct 23	FPO	STEVEN CARTER 100000001214130950 STATIONARY 010123 10 09OCT23 16:48		11.61	20,387.22
09 Oct 23	FPO	STEVEN CARTER 200000001213625180 CLERK PAY-MONTH 6 010123 10 09OCT23 16:48		280.13	20,107.09
09 Oct 23	FPO	STEVEN CARTER 300000001220872227 EXPENSES ETC 010123 10 09OCT23 16:49		46.60	20,060.49
16 Oct 23	DD	EDFENERGY CUST PLC 7483200000		158.02	19,902.47
25 Oct 23	DD	HMRC SDDS 0000199855		210.00	19,692.47
26 Oct 23	BP	STEVEN CARTER		360.12	19,332.35
26 Oct 23		STATEMENT CLOSING BALANCE	0.00	2,117.21	19,332.35

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OK  11/12/2023



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



Your account statement

Issue date: 29 December 2023

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Your branch: LEWES (306537)

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 Dec 2023	£4,361.32
Total Paid In	£4.97
Total Paid Out	£0.00
Balance On 11 Dec 2023	£4,366.29

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
01 Dec 23		STATEMENT OPENING BALANCE			4,361.32
11 Dec 23		INTEREST (GROSS)	4.97		4,366.29
11 Dec 23		STATEMENT CLOSING BALANCE	4.97	0.00	4,366.29

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GLYNDE & BEDDINGHAM PARISH COUNCIL
84 BARNETT ROAD
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Your account statement

Issue date: 1 December 2023

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Your branch: LEWES (306537)

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 Nov 2023	£4,356.51
Total Paid In	£4.81
Total Paid Out	£0.00
Balance On 09 Nov 2023	£4,361.32

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
01 Nov 23		STATEMENT OPENING BALANCE			4,356.51
09 Nov 23		INTEREST (GROSS)	4.81		4,361.32
09 Nov 23		STATEMENT CLOSING BALANCE	4.81	0.00	4,361.32

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GLYNDE & BEDDINGHAM PARISH COUNCIL
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Your account statement

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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 29 Sep 2023	£4,352.50
Total Paid In	£4.01
Total Paid Out	£0.00
Balance On 09 Oct 2023	£4,356.51

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
29 Sep 23		STATEMENT OPENING BALANCE			4,352.50
09 Oct 23		INTEREST (GROSS)	4.01		4,356.51
09 Oct 23		STATEMENT CLOSING BALANCE	4.01	0.00	4,356.51

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Glynde and Beddingham Parish Council Working Cashbook 2023-2024

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 (Payments)	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	6249558	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'Conner 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 Stone	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'Conner 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	334PC002516592402	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	000015048263	Street Lights Energy+Mainten ance	EDF Energy	523 0432 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	6250965	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	NE88995496568	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 Heighton 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-27208389393	Insurance	Zurich Municipal-Zurich Insurance 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 -31/07/2023	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 -30/06/2023	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 2023-2024

Bank Account	Payment/ 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	£	164.09
Treasurers Account	Payment	Yes	01/06/2023	16/05/2023	CB2324-023	Online Banking	GB-TA - 31/05/23	6250870	Play Inspections	Lewes District Council	GB 191 5946 32	Period 01/06/2023 to 30/06/2023 Monthly Play Area Inspections Recharge	£	18.60	£	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 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	£	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	£	-	£	-
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	£	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	£	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	£	15.50
Treasurers Account	Payment	Yes	10/07/2023	26/07/2023	CB2324-029	Online Banking	GB TA - 31/07/2023	99328	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	£	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	£	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	Yes	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	£	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	£	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	£	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 - £25 Mileage Claim £21.60 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	Yes	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	Yes	05/10/2023	04/10/2023	CB2324-041	Online Banking	GB TA 31/10/2023	n/a	SICC	South Heighton Parish Council	No VAT Paid	South Heighton Parish Council's payment to SICC is increased from £112 by £34 to £146 - as a result of the Clerk now covering both Councils therefore South Heighton Parish Council are passing on this increase as Glynde & Beddingham Parish Council will also benefit from the service provided to the Clerk by SICC.	£	34.00	£	34.00
Treasurers Account	Payment	Yes	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	£	167.51
Treasurers Account	Payment	Yes	04/08/2023	04/10/2023	CB2324-043	Online Banking	GB TA 31/10/2023	GB34XD305AEUI	Stationery, Toner & Postage	Steve Carter	n/a	Reimbursement to 5 Carter for 3* Exacompta (Ref 918414SE) Lower Arch Files from Amazon	£	11.61	£	9.67
Treasurers Account	Payment	Yes	01/09/2023	04/10/2023	CB2324-044	Online Banking	GB TA 31/10/2023	6252365	Play Inspections	Lewes District Council	GB 191 5946 32	Period 01/09/2023 to 30/09/2023 Monthly Play Area Inspections Recharge	£	18.60	£	15.50
Treasurers Account	Payment	Yes	07/08/2023	04/10/2023	CB2324-045	Online Banking	GB TA 31/10/2023	100246	Grass Cutting Contract + ESCC Extra cuts	John O'Conner GM Limited	600555968	Site - Recreation Ground Grass cut at the above site August 2023	£	372.00	£	310.00
Treasurers Account	Receipt	Yes	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		

Glynde and Beddingham Parish Council Working Cashbook 2023-2024

Bank Account	Payment/ Receipt	On Bank Statement?	Invoice Date	Meeting Date	Cashbook ref	Payment Method	Bank Statement number/date	Invoice Number	Account Code	Payer	VAT Ref	Details	Receipt Value	Gross Value (Payment)	VAT Value	Net Value
Treasurers Account	Payment	Yes	25/08/2023	04/10/2023	CB2324-047	Online Banking	GB TA 31/10/2023	822778	Play equipment maintenance	Wickstead	119 1066 90	2900-070 Crotch Strap For old Cradle Seat - Manga 2176-153 M8 X 30 Pentagon Skt Button Head Screw 2176-152 M8 X 25 Pentagon Skt Button Head Screw 2372-003 Pentagon Key (M8) SPCARRIA Carriage	£	£ 70.48	£ 11.75	£ 58.73
Treasurers Account	Payment	Yes	26/09/2023	04/10/2023	CB2324-048	Online Banking	GB TA 31/10/2023	n/a	Clerk Salary (net)	Steve Carter	No VAT Paid	Clerk Pay - Month 6 - 26th September 2023	£	£ 280.13	£	£ 280.13
Treasurers Account	Payment	Yes	26/10/2023	04/10/2023	CB2324-049	Online Banking	GB TA 31/10/2023	n/a	Clerk Salary (net)	Steve Carter	No VAT Paid	Clerk Pay - Month 7 - 26th October 2023	£	£ 280.13	£	£ 280.13
Treasurers Account	Payment	Yes	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	***Note when checking bank statements - paid with line CB2324-057 on 26/10/23 - as lump sum - total £560.12	£	£ 161.60	£ 7.69	£ 153.91
Treasurers Account	Payment	Yes	07/09/2023	04/10/2023	CB2324-051	Online Banking	GB TA 31/10/2023	101133	Gross Cutting Contract + ESCC Extra cuts	John O'Conner GM Limited	600555968	Site - Recreation Ground Grass cut at the above site September 2023	£	£ 372.00	£ 62.00	£ 310.00
Business Banking	Receipt	Yes	09/08/2023	04/10/2023	CB2324-052	Online Banking	GB-88-01/09/2023	n/a	Bank Interest	Lloyds Bank	RECEIPT	Interest for August 2023	£	£ 3.21		
Business Banking	Receipt	Yes	11/09/2023	04/10/2023	CB2324-053	Online Banking	GB-88 - 29/09/2023	n/a	Bank Interest	Lloyds Bank	RECEIPT	Interest for September 2023	£	£ 4.06		
Treasurers Account	Payment	Yes	11/09/2023	04/10/2023	CB2324-054	Online Banking	GB TA 31/10/2023	1526	Councillors Training	ESALC Limited	372792172	1 * new councillor training 12/9/23 - Vice-Holt	£	£ 48.00	£ 8.00	£ 40.00
Treasurers Account	Payment	Yes	11/09/2023	04/10/2023	CB2324-055	Online Banking	GB TA 31/10/2023	1542	Councillors Training	ESALC Limited	372792172	1 * new councillor training in June 2023 - Pratley	£	£ 48.00	£ 8.00	£ 40.00
Treasurers Account	Payment	Yes	11/09/2023	04/10/2023	CB2324-056	Online Banking	GB TA 31/10/2023	n/a	Shared - manually entered across cost centres	Steve Carter	No VAT Paid	Clerk Quarterly Office Payment - Oct-Dec - £25 Mileage Claim £21.60. Home - Reading Room Home - for council meeting - 09/09 Home - Reading Room Home - for council meeting - 09/09	£	£ 46.60	£ -	£ 46.60
Treasurers Account	Payment	Yes	26/10/2023	04/10/2023	CB2324-057	Online Banking	GB TA 31/10/2023	n/a	Website, Anti-Virus and Office 365	Steve Carter	No VAT Paid	Reimbursement to Clerk for Automatic renewal of your Microsoft 365 Family subscription is scheduled for Monday, October 23, 2023. **Note when checking bank statements - paid with line CB2324-049 on 26/10/23 - as lump sum - total £360.12	£	£ 79.99	£ -	£ 79.99
Treasurers Account	Payment	Yes	01/10/2023	04/10/2023	CB2324-058	Online Banking	GB TA 31/10/2023	6253013	Play Inspections	Lewes District Council	GB 191 5946 32	Period 01/10/2023 to 31/10/2023 Monthly Play Area Inspections Recharge	£	£ 18.60	£ 3.10	£ 15.50
Treasurers Account	Payment	Yes	26/10/2023	04/10/2023	CB2324-059	Online Banking	GB TA 31/10/2023	59688	Water & Electric Events - inc. Bricklayers Store	Glynde Endowment Settlement	No VAT Paid	Recharge EDF energy invoice 14/03/23 (reading 2556) to 18/09/23 (reading 2561)	£	£ 69.05	£ -	£ 69.05
Treasurers Account	Payment	Yes	09/10/2023	15/11/2023	CB2324-060	Online Banking	GB TA 30/11/2023	13972	Street Lighting repairs contract	Streetlights	624 8915 19	Payment 2 (of 2) 2023/24 Street Lighting Maintenance Contract	£	£ 151.82	£ 25.30	£ 126.52
Treasurers Account	Payment	Yes	07/10/2023	15/11/2023	CB2324-061	Online Banking	GB TA 30/11/2023	102097	Gross Cutting Contract + ESCC Extra cuts	John O'Conner GM Limited	600555968	Site - Recreation Ground Grass cut at the above site October 2023	£	£ 372.00	£ 62.00	£ 310.00
Treasurers Account	Payment	Yes	07/10/2023	15/11/2023	CB2324-062	Online Banking	GB TA 31/10/2023		Street Lights Energy+Mainten ance	EDF Energy	523 0412 02	Streetlamp Electricity for the period - Sept 2023 ***For Information Only - Paid via Direct Debit*** Invoice Not Received - Figures taken from bank account and extrapolated	£	£ 158.02	£ 7.52	£ 150.50
Treasurers Account	Payment	Yes	07/10/2023	15/11/2023	CB2324-063	Online Banking	GB TA 30/11/2023	6253474	Play Inspections	Lewes District Council	GB 191 5946 32	Period 01/11/2023 to 30/11/2023 Monthly Play Area Inspections Recharge	£	£ 18.60	£ 3.10	£ 15.50
Treasurers Account	Payment	Yes	07/10/2023	15/11/2023	CB2324-064	Online Banking	GB TA 30/11/2023	59839	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=£ 0.00 Glynde Recreation Ground: Half yearly water supply 01/04/2023 - 30/09/2023	£	£ 16.55	£ -	£ 16.55
Treasurers Account	Payment	Yes	01/11/2023	15/11/2023	CB2324-065	Online Banking	GB TA 30/11/2023	#389428	Website, Anti-Virus and Office 365	Steve Carter	918 5782 83	Reimbursement to Clerk for payment of Net Nerd Invoice 389428 for Unlimited Hosting - glyndebeddingham-pc.gov.uk (13/11/2023 - 10/11/2024)	£	£ 59.99	£ 10.00	£ 49.99
Treasurers Account	Payment	Yes	05/11/2023	15/11/2023	CB2324-066	Online Banking	GB TA 30/11/2023	#389804	Website, Anti-Virus and Office 365	Steve Carter	918 5782 83	Reimbursement to Clerk for payment of Net Nerd Invoice 389428 for Domain Renewal - glyndebeddingham-pc.gov.uk - 2 Year/s (15/11/2023 - 14/11/2025)	£	£ 96.00	£ 16.00	£ 80.00
Treasurers Account	Payment	No	26/11/2023	15/11/2023	CB2324-067	Online Banking	tbc	n/a	Clerk Salary (net)	Steve Carter	No VAT Paid	Clerk Pay - Month 8 - 26th November 2023	£	£ 417.40	£ -	£ 417.40
Treasurers Account	Payment	No	22/12/2023	15/11/2023	CB2324-068	Online Banking	tbc	n/a	Clerk Salary (net)	Steve Carter	No VAT Paid	Clerk Pay - Month 9 - 22nd December 2023	£	£ 297.40	£ -	£ 297.40

Glynde and Beddingham Parish Council Working Cashbook 2023-2024

Bank Account	Payment/ 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	08/11/2023	15/11/2023	CB2324-070	Online Banking	GB TA 30/11/2023	2	General Repairs	Chris Jackson	No VAT Paid	Glynde and Beddingham Parish Council notice board restoration Line Reserved For: Period 01/12/2023 to 31/12/2023 Monthly Play Area Inspections Recharge	£	610.00	£	610.00
Treasurers Account	Payment	No	23/12/2023	17/01/2024	CB2324-071	Online Banking	Direct Debit	ICO:0001488749 2	Information Commissioners Office	Information Commissioners Office	n/a	Data protection renewal fee	£	35.00	£	35.00
Treasurers Account	Payment	Yes	15/11/2023	17/01/2024	CB2324-073	Direct Debit	GB TA 30/11/2023	17143857	Street Lights Energy+Mainten	EDF Energy	523 0412 02	Streetlamp Electricity for the period - Oct 2023 ***For information Only - Paid via Direct Debit***	£	161.60	£ 7.69	£ 153.91
Business Banking	Receipt	Yes	09/11/2023	17/01/2024	CB2324-074	Online Banking	GB BB 01/12/2023	n/a	Bank Interest	Lloyds Bank	RECEIPT	Interest for November 2023	£	158.02	£ 7.53	£ 150.49
Treasurers Account	Payment	Yes	15/12/2023	17/01/2024	CB2324-075	Direct Debit	GB TA 29/12/2023	17465223	Street Lights Energy+Mainten	EDF Energy	523 0412 02	Streetlamp Electricity for the period - Nov 2023 ***For information Only - Paid via Direct Debit***	£	210.00	£	210.00
Treasurers Account	Payment	Yes	25/10/2023	17/01/2024	CB2324-076	Direct Debit	GB BB 31/10/2023	n/a	PAVE	HMRC	No VAT Paid	Tax Associated with Clerk Pay - Month 4/5/6 - July, August, September 2023 - PAID BY DIRECT DEBIT 25th October 2023	£	210.00	£	210.00
Business Banking	Receipt	Yes	11/12/2023	17/01/2024	CB2324-079	Online Banking	GB BB 29/12/2023	n/a	Bank Interest	Lloyds Bank	RECEIPT	Line Reserved For: Period 01/01/2024 to 31/01/2024 Monthly Play Area Inspections Recharge Line Reserved For: Misc Rent for the Play Area/Recreation Ground. 25/12/23-24/12/24 Interest on Business Banking Account for December	£	10,492.91	£ 753.28	£ 9,739.63
TOTAL:													£	13,599.98	£	9,739.63

GLYNDE & BEDDINGHAM PARISH COUNCIL - Detailed Receipts & Payments Account to 31st December 2023 - 76% As At 03/01/2024

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	£ -	£ 31.98			
	VAT Claim	£ 650.00	£ -	0.00%		
	Rebate on overpayment of tax in previous years	£ -	£ -	0.00%		
3		£ 650.00			£ 31.98	
	EXPENDITURE:					
4	Staff Costs	£ 4,201.60	£ 3,095.71	73.68%	£ 3,095.71	
5	Loan		£ -	0.00%	£ -	
	Other:			0.00%		
	Expenditure from Precept			0.00%		
	Mileage	£ 90.40	£ 54.00			
	Clerk's Office	£ 210.00	£ 100.00			
	Room Hire/Virtual Meetings	£ 78.75	£ -	0.00%		
	Stationery, Toner & Postage	£ -	£ 29.87	0.00%		
	Information Commissioners Office	£ -	£ 35.00	0.00%		
	Website, Anti-Virus and Office 365	£ 225.75	£ 209.98	93.01%		
	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	£ 1,276.02	91.38%		
	Maintenance					
	Grass Cutting Contract + ESSC Extra cuts	£ 2,268.00	£ 2,480.00	109.35%		
	Play equipment maintenance	£ 262.50	£ 58.73	22.37%		
	General Repairs	£ 262.50	£ 610.00	232.38%		
	Play Inspections	£ 315.00	£ 124.00	39.37%		
	Water & Electric Events - inc Bricklayers Store	£ 367.50	£ 102.15	27.80%		
	Business Plan Projects	£ 262.50	£ -	0.00%		
	Glynde Rec & Lighting rental	£ 21.00	£ -	0.00%		
	Street Lighting maintenance/repairs contract	£ -	£ 253.04	0.00%		
	Street Lights Energy	£ 2,553.06	£ 1,424.04	55.78%		
	Maintenance Total:	£ 6,312.06	£ 5,051.96	80.04%		
	Memberships					
	SALC membership	£ 357.58	£ 96.27	26.92%		
	Lewes District Association	£ -	£ -	0.00%		
	NALC	£ 25.67	£ 25.67	100.00%		
	SLCC	£ -	£ 34.00	0.00%		
	Memberships Total:	£ 383.25	£ 155.94	40.69%		
	Training					
	Clerk	£ -	£ 40.00	0.00%		
	Councillors	£ 262.50	£ 120.00	45.71%		
	Training Total:	£ 262.50	£ 160.00	60.95%		
	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	£	-	£	753.28
6	Total Expenditure Excl. Staff Costs	£	12,221.69		61% £ 7,397.20
	inc Staff Costs	£	16,423.29		
7	(1+2+3) - (4+5+6)		Opening balance+Income-Expenditure		£ 21,304.26
	Closing Balances 30/06/23		£		
	Treasurers Account		£ 16,937.97		
	Business Banking Account		£ 4,366.29		
	Unpresented cheques			£ 21,304.26	Refer to list of unpresented cheques
			<i>Check total:</i>		-
	Income			£	13,599.98
	Expenditure			£	10,492.91
	Income over expenditure			£	3,107.07
	Opening balance			£	18,197.19
	Closing balance			£	21,304.26
	Movement			£	3,107.07

<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			

Glynde & Beddingham Parish Council - Q3 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 December 2023
- Screen Shot of Accounts showing year end position
- Bank Statements for Period for Treasurers and Business Banking Accounts
- 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 Q3 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.

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.

A copy of the budget is included for information

 11/01/2024
STEVE CARTER
RFO 