

ACCOUNT TRANSACTIONS 2016/17 - Expenses

Treasurers a/c No. 00687074

| Date     | Cheque No | Payee                         | Category    | Sub-category                      | Net     | Vat    | Gross   |   |
|----------|-----------|-------------------------------|-------------|-----------------------------------|---------|--------|---------|---|
| 17.5.16  | 424       | Community First Trading       | Admin       | Insurance                         | 254.15  |        | 254.15  | R |
| 17.5.16  | 425       | WALC                          | Admin       | Annual Subscription               | 46.73   | 9.35   | 56.08   | R |
| 17.5.16  | 426       | Mere Matters                  | S.137       | Donation                          | 75.00   |        | 75.00   | R |
| 17.5.16  | 427       | Mere & District Linkscheme    | S.137       | Donation                          | 75.00   |        | 75.00   | R |
| 17.5.16  | 428       | Wiltshire Citizens Advice     | S.137       | Donation                          | 50.00   |        | 50.00   | R |
| 22.6.17  | 429       | L. C. Wood                    | Payroll     | Salary Q1                         | 152.00  |        | 152.00  | R |
| 30.6.17  | 430       | HMRC                          | Payroll     | PAYE Q1                           | 38.00   |        | 38.00   | R |
| 17.5.16  | 431       | Mere Parish Council           | Admin       | Contribution towards office       | 72.00   |        | 72.00   | R |
| 17.5.16  | 432       | Rob Pearce Ground Maintenance | Play Area   | Grass Cutting                     | 120.00  |        | 120.00  | R |
| 17.5.16  | 433       | Tower Mint Ltd                | S.137       | Queens 90th Birthday Medals       | 107.00  | 21.40  | 128.40  | R |
| 13.9.16  | 434       | Cash                          | Admin       | Petty Cash reimbursement          | 20.00   |        | 20.00   | R |
| 13.9.16  | 435       | Rob Pearce Ground Maintenance | Play Area   | Grass Cutting                     | 240.00  |        | 240.00  | R |
| 13.9.16  | 436       | L. C. Wood                    | Payroll     | Salary Q2                         | 152.00  |        | 152.00  | R |
| 13.9.16  | 437       | HMRC                          | Payroll     | PAYE Q2                           | 38.00   |        | 38.00   | R |
| 6.10.16  | 438       | Playsafety Ltd                | Play Area   | Annual Inspection                 | 143.50  | 28.70  | 172.20  | R |
| 6.10.16  | 439       | West Knoyle Social Club       | Donation    | Village Hall Donation (insurance) | 314.80  |        | 314.80  | R |
| 17.10.16 | 440       | Alvian Ltd                    | Capital Spe | Swings & benches for play area    | 3843.00 | 768.60 | 4611.60 | R |
| 22.11.16 | 441       | Cash                          | Admin       | Petty Cash reimbursement          | 16.75   |        | 16.75   | R |
| 22.11.16 | 442       | Rob Pearce Ground Maintenance | Play Area   | Grass Cutting                     | 90.00   |        | 90.00   | R |
| 22.11.16 | 443       | L. C. Wood                    | Payroll     | Salary Q3                         | 152.00  |        | 152.00  | R |
| 6.1.17   | 444       | HMRC                          | Payroll     | Paye Q3                           | 38.00   |        | 38.00   | R |
| 9.3.17   | 445       | L. C. Wood                    | Payroll     | Salary Q4                         | 152.00  |        | 152.00  | R |
| 31.3.17  | 446       | HMRC                          | Payroll     | PAYE Q4                           | 38.00   |        | 38.00   |   |

|                       |                |               |                |
|-----------------------|----------------|---------------|----------------|
| <b>Total payments</b> | <b>6227.93</b> | <b>828.05</b> | <b>7055.98</b> |
|-----------------------|----------------|---------------|----------------|

|                |        |
|----------------|--------|
| General Admin  | 409.63 |
| Payroll        | 760.00 |
| S.137 Payments | 307.00 |

Play Area 593.50

General Admin

Staff Costs

S137 Donations

Grants & Donations

Play Area

Publicity, Tourism Promotion

ACCOUNT TRANSACTIONS 2016/17 - Income

Treasurers a/c No. 00687074

| Date    | From       | Category | Sub-category                | Net    | Vat | Gross  |
|---------|------------|----------|-----------------------------|--------|-----|--------|
| 13.5.16 | WALC       | Admin    | Transparency Fund           | 208.00 |     | 208.00 |
| 6.6.16  | HMRC       | Admin    | VAT refund                  | 36.64  |     | 36.64  |
| 31.3.17 | L. C. Wood | Payroll  | Salary refund (overpayment) |        |     |        |

Deposit a/c No. 07681519

|          |                   |          |                |         |  |                |
|----------|-------------------|----------|----------------|---------|--|----------------|
| 11.4.16  | Lloyds Bank       | Interest |                | 0.32    |  | 0.32           |
| 25.4.16  | Wiltshire Council | Precept  |                | 3973.91 |  | 3973.91        |
| 25.4.16  | Wiltshire Council | Grant    |                | 15.21   |  | 15.21          |
| 9.5.16   | Lloyds Bank       | Interest |                | 0.36    |  | 0.36           |
| 9.6.16   | Lloyds Bank       | Interest |                | 0.42    |  | 0.42           |
| 11.7.16  | Lloyds Bank       | Interest |                | 0.40    |  | 0.40           |
| 9.8.16   | Lloyds Bank       | Interest |                | 0.36    |  | 0.36           |
| 9.9.16   | Lloyds Bank       | Interest |                | 0.39    |  | 0.39           |
| 26.8.16  | Wiltshire Council | Grant    | Area Board     | 1618.00 |  | 1618.00        |
| 10.10.16 | Lloyds Bank       | Interest |                | 0.39    |  | 0.39           |
| 9.11.16  | Lloyds Bank       | Interest |                | 0.28    |  | 0.28           |
| 9.12.16  | Lloyds Bank       | Interest |                | 0.25    |  | 0.25           |
| 9.1.17   | Lloyds Bank       | Interest |                | 0.26    |  | 0.26           |
| 9.2.17   | Lloyds Bank       | Interest |                | 0.26    |  | 0.26           |
| 9.3.17   | Lloyds Bank       | Interest |                | 0.23    |  | 0.23           |
|          |                   |          | Total receipts |         |  | <u>5855.68</u> |

## West Knoyle Parish Council

Parish Clerk - Mrs. L. C. Wood

Duchy Manor, Springfield Road, Mere, Warminster, Wiltshire. BA12 6EW

### Bank Reconciliation

#### Financial Year ending 31 March 2017

Prepared by Lindsey Wood, Parish Clerk & Responsible Financial Officer on 6.4.17

Balance per bank statements as at 31.3.17

|                      |                                   |         |
|----------------------|-----------------------------------|---------|
| Account No. 07681519 | Business Instant Access (Deposit) | 5119.09 |
| Account No. 00687074 | Treasurers Account                | 1057.84 |
|                      |                                   | 6176.93 |

Less: any unpresented cheques at 31.3.17

446 -38.00

plus any receipts not shown on bank statement

38.00

### Net balances

6176.93

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

### CASH BOOK

|  |                |
|--|----------------|
| <b>Opening Balance at 1 April 2016</b> | <b>7377.23</b> |
| Add: Receipts in the year              | 5855.68        |
| Less: Payments in the year             | -7055.98       |
| <b>Closing Balance at 31.3.17</b>      | <b>6176.93</b> |

**WEST KNOYLE PARISH COUNCIL**

**YEAR ENDED 31ST MARCH 2017**

| <b>2015/16 RECEIPTS</b>      | <b>2016/17</b> |
|------------------------------|----------------|
| 3203.76 Precepts             | 3973.91        |
| 3.74 Interest on investments | 3.92           |
| Playing Field letting        |                |
| 74.82 VAT claim              | 36.64          |
| 408.92 Grants & Donations    | 1841.21        |
| <b>3691.24</b>               | <b>5855.68</b> |

**PAYMENTS**

|                               |                |
|-------------------------------|----------------|
| 614.71 General Administration | 409.63         |
| 688.00 Payroll                | 760            |
| Entertainment & the arts      |                |
| 200.00 S. 137 Payments        | 307            |
| 359.20 Grants & Donations     | 314.8          |
| Loan Repayments               |                |
| Capital Spending              | 3843           |
| 589.00 Play Area              | 593.5          |
| Bank Charges                  |                |
| 36.64 VAT                     | 828.05         |
| <b>2487.55</b>                | <b>7055.98</b> |

|   |                |
|---|----------------|
| <b>Opening Balance at 1 April 2016</b>  | <b>7377.23</b> |
| Add: Receipts in the year               | 5855.68        |
| Less: Payments in the year              | -7055.98       |
| <b>Closing Balance at 31 March 2017</b> | <b>6176.93</b> |

Signed

Chairman

Date .....

Signed .....

Responsible Financial Officer