

# Llanelidan Community Council

## FINANCIAL REPORTS FOR THE PERIOD ENDED 31st March 2018

including Bank Reconciliations, Budgetary Control & Reserves

PREPARED BY:

David Rose

Clerk & Responsible Financial Officer

[Clerk@LlanelidanCC.Wales](mailto:Clerk@LlanelidanCC.Wales)

REVIEWED BY COUNCIL on 7th June 2018

under MINUTE ref: 29 b)

signed off by: *John Brooks*  
name: JOHN BROOKS

**INCOME & EXPENDITURE REPORT OF**  
**FOR THE PERIOD ENDING**

**Llanelidan Community Council**  
31st March 2018

**INCOME**

|                        |
|------------------------|
| Bank interest received |
| Precept income         |

|          |
|----------|
| 2.85     |
| 4,100.00 |

**TOTAL INCOME**

**4,102.85**

**EXPENDITURE**

|                                   |
|-----------------------------------|
| Clerk's mileage                   |
| Clerk's salary                    |
| Conferences & meetings            |
| Contractual home expenses (Clerk) |
| Election expenses                 |
| External auditor fees             |
| Insurance                         |
| Internal auditor fees             |
| Membership fees                   |
| PAYE paid                         |
| Payroll services                  |
| Periodic donations & grants       |
| Postage                           |
| Projects                          |
| Repairs and maintenance           |
| Room hire                         |
| s137 & Power of Well-being        |
| Stationery and printing           |
| Telephone & Broadband             |
| Training (Clerk)                  |
| Training (Councillors)            |
| Website expenses                  |

|        |
|--------|
| 78.30  |
| 756.18 |
| -      |
| 28.00  |
| 161.40 |
| 178.05 |
| 386.39 |
| 144.00 |
| 44.00  |
| 198.40 |
| -      |
| 140.00 |
| 4.01   |
| -      |
| -      |
| -      |
| 68.92  |
| 15.00  |
| -      |
| 35.00  |
| 83.86  |

**TOTAL EXPENDITURE**

**2,321.51**

**Llanelidan** COMMUNITY COUNCIL  
CYNGOR CYMUNED

**SURPLUS/ (DEFICIT) OF INCOME OVER EXPENDITURE**

**1,781.34**

**PREPARED BY David Rose, Clerk & Responsible Financial Officer** [Clerk@LlanelidanCC.Wales](mailto:Clerk@LlanelidanCC.Wales)

**Llanelidan Community Council**

**Receipts Summary**

**For Period Ended**

31st March 2018

**Prepared by**

David Rose, Clerk & Responsible Financial Officer



expected to be received      reconciled to bank statement      **4102.85**      **4102.85**      **0.00**

| Date       | Customer name               | Ref/ Inv No | Detail   | Gross    | Net      | VAT | Receipt method                 | Receipt detail         |
|------------|-----------------------------|-------------|----------|----------|----------|-----|--------------------------------|------------------------|
| 04/04/2017 | HSBC                        |             | Interest | 0.20     | 0.20     | -   | Community Savings bank account | Bank interest received |
| 27/04/2017 | Denbighshire County Council |             | Precept  | 1,366.00 | 1,366.00 | -   | Bank main account              | Precept income         |
| 04/05/2017 | HSBC                        |             | Interest | 0.20     | 0.20     | -   | Community Savings bank account | Bank interest received |
| 04/06/2017 | HSBC                        |             | Interest | 0.20     | 0.20     | -   | Community Savings bank account | Bank interest received |
| 04/07/2017 | HSBC                        |             | Interest | 0.20     | 0.20     | -   | Community Savings bank account | Bank interest received |
| 04/08/2017 | HSBC                        |             | Interest | 0.20     | 0.20     | -   | Community Savings bank account | Bank interest received |
| 31/08/2017 | Denbighshire County Council |             | Precept  | 1,367.00 | 1,367.00 | -   | Bank main account              | Precept income         |
| 04/09/2017 | HSBC                        |             | Interest | 0.20     | 0.20     | -   | Community Savings bank account | Bank interest received |
| 04/10/2017 | HSBC                        |             | Interest | 0.20     | 0.20     | -   | Community Savings bank account | Bank interest received |
| 04/11/2017 | HSBC                        |             | Interest | 0.20     | 0.20     | -   | Community Savings bank account | Bank interest received |
| 04/12/2017 | HSBC                        |             | Interest | 0.21     | 0.21     | -   | Community Savings bank account | Bank interest received |
| 27/12/2017 | Denbighshire County Council |             | Precept  | 1,367.00 | 1,367.00 | -   | Bank main account              | Precept income         |
| 04/01/2018 | HSBC                        |             | Interest | 0.36     | 0.36     | -   | Community Savings bank account | Bank interest received |
| 04/02/2018 | HSBC                        |             | Interest | 0.36     | 0.36     | -   | Community Savings bank account | Bank interest received |
| 04/03/2018 | HSBC                        |             | Interest | 0.32     | 0.32     | -   | Community Savings bank account | Bank interest received |

For Period Ended

31st March 2018

Prepared by

David Rose, Clerk & Responsible Financial Officer

to be approved & paid

reconciled to bank statement

2321.51

2279.50

42.01

| Date       | Payee name                         | Cheque and/or Invoice Number | Minute Ref: | Detail                       | Gross  | Net    | VAT   | Payment Method    | Expense Detail                    |
|------------|------------------------------------|------------------------------|-------------|------------------------------|--------|--------|-------|-------------------|-----------------------------------|
| 03/06/2017 | One Voice Wales                    | 100545                       |             | Membership                   | 44.00  | 44.00  | -     | Bank main account | Membership fees                   |
| 03/06/2017 | Harold Smith Chartered Accountants | 100546                       |             | Internal Audit fees          | 144.00 | 120.00 | 24.00 | Bank main account | Internal auditor fees             |
| 06/07/2017 | Cennin Ltd                         | 100547                       |             | Website hosting fee          | 83.86  | 69.88  | 13.98 | Bank main account | Website expenses                  |
| 18/07/2017 | Denbighshire County Council        | 100548                       |             | Election costs               | 161.40 | 161.40 | -     | Bank main account | Election expenses                 |
| 07/09/2017 | Mrs C Edwards                      | 100549                       |             | Salary                       | 312.00 | 312.00 | -     | Bank main account | Clerk's salary                    |
| 07/09/2017 | HMRC                               | 100550                       |             | Income tax                   | 88.00  | 88.00  | -     | Bank main account | PAYE paid                         |
| 02/11/2017 | Mr D Rose, Clerk                   | 100551                       | 19 a)       | Salary                       | 106.50 | 106.50 | -     | Bank main account | Clerk's salary                    |
| 02/11/2017 | HMRC                               | 100552                       | 19 a)       | Income tax                   | 26.60  | 26.60  | -     | Bank main account | PAYE paid                         |
| 02/11/2017 | Mr D Rose, Clerk                   | 100553                       | 19 a)       | Postage                      | 0.56   | 0.56   | -     | Bank main account | Postage                           |
| 02/11/2017 | Mr D Rose, Clerk                   | 100553                       | 19 a)       | Printing                     | 9.71   | 9.71   | -     | Bank main account | Stationery and printing           |
| 02/11/2017 | Mr D Rose, Clerk                   | 100553                       | 19 a)       | Mileage claim                | 18.90  | 18.90  | -     | Bank main account | Clerk's mileage                   |
| 02/11/2017 | Royal British Legion Poppy Appeal  | 100554                       | 19 a)       | Poppy wreath                 | 40.00  | 40.00  | -     | Bank main account | Periodic donations & grants       |
| 02/11/2017 | Wales Audit Office                 | 100555                       | 19 a)       | External Auditor fees        | 178.05 | 178.05 | -     | Bank main account | External auditor fees             |
| 04/01/2018 | Mr D Rose, Clerk                   | 100556                       | 35 a)       | Salary                       | 106.70 | 106.70 | -     | Bank main account | Clerk's salary                    |
| 04/01/2018 | HMRC                               | 100557                       | 35 a)       | Income tax                   | 26.40  | 26.40  | -     | Bank main account | PAYE paid                         |
| 04/01/2018 | Mr D Rose, Clerk                   | 100558                       | 35 a)       | Postage                      | 1.77   | 1.77   | -     | Bank main account | Postage                           |
| 04/01/2018 | Mr D Rose, Clerk                   | 100558                       | 35 a)       | Printing                     | 15.53  | 15.53  | -     | Bank main account | Stationery and printing           |
| 04/01/2018 | Mr D Rose, Clerk                   | 100558                       | 35 a)       | Ring binders & tabs          | 24.20  | 20.17  | 4.03  | Bank main account | Stationery and printing           |
| 04/01/2018 | Mr D Rose, Clerk                   | 100558                       | 35 a)       | Mileage claim                | 30.15  | 30.15  | -     | Bank main account | Clerk's mileage                   |
| 04/01/2018 | Mr D Roberts                       | 100559                       | 35 a)       | Planning training session    | 35.00  | 35.00  | -     | Bank main account | Training (Councillors)            |
| 04/01/2018 | BHIB Ltd                           | 100560                       | 35 a)       | Insurance                    | 386.39 | 386.39 | -     | Bank main account | Insurance                         |
| 08/03/2018 | Mr D Rose, Clerk                   | 100561                       | 50 a)       | Salary                       | 230.98 | 230.98 | -     | Bank main account | Clerk's salary                    |
| 08/03/2018 | HMRC                               | 100562                       | 50 a)       | Income tax                   | 57.40  | 57.40  | -     | Bank main account | PAYE paid                         |
| 08/03/2018 | Mr D Rose, Clerk                   | 100563                       | 50 a)       | Postage                      | 1.68   | 1.68   | -     | Bank main account | Postage                           |
| 08/03/2018 | Mr D Rose, Clerk                   | 100563                       | 50 a)       | Printing                     | 19.48  | 19.48  | -     | Bank main account | Stationery and printing           |
| 08/03/2018 | Mr D Rose, Clerk                   | 100563                       | 50 a)       | Mileage claim                | 29.25  | 29.25  | -     | Bank main account | Clerk's mileage                   |
| 08/03/2018 | Mr D Rose, Clerk                   | 100563                       | 50 a)       | Telephone & broadband        | 15.00  | 15.00  | -     | Bank main account | Telephone & Broadband             |
| 08/03/2018 | Mr D Rose, Clerk                   | 100563                       | 50 a)       | Contractual home expenses    | 28.00  | 28.00  | -     | Bank main account | Contractual home expenses (Clerk) |
| 08/03/2018 | Ysgol Pentrecelyn                  | 100564                       | 55 a)       | Donation to swimming lessons | 100.00 | 100.00 | -     | Bank main account | Periodic donations & grants       |

Llanelidan Community Council

**Section 137 & "Power of Well-being" Payments Summary**

**For Period Ended**

31st March 2018

**Prepared by**

David Rose, Clerk & Responsible Financial Officer



**ADVICE NOTE**

Relevant Population for 2017-18 is

??

Maximum sum per elector for 2017-18 is

£

Maximum available for 2017-18 is therefore ...

#VALUE!

7.57

Balance available ...

#VALUE!

0.00

0.00

0.00

| Date | Recipient | Cheque or Invoice No | Detail | Gross | Net | VAT | Payment Method | Expense Detail |
|------|-----------|----------------------|--------|-------|-----|-----|----------------|----------------|
|      |           |                      |        |       | -   | -   |                |                |

## HSBC Community Account Reconciliation

Llanelidan COMMUNITY COUNCIL  
CYNGOR CYMUNED

31st March 2018

|   |                 |
|---|-----------------|
| Opening bank balance at 1st April           | 894.31          |
| Bank receipts in the year                   | 4,100.00        |
| Previous year outstanding receipts received | 0.00            |
| Total bank receipts                         | 4,100.00        |
| Bank outgoings in the year                  | (2,321.51)      |
| Previous year outstanding cheque cleared    | 0.00            |
| Total bank outgoings                        | (2,321.51)      |
| Closing bank balance                        | <u>2,672.80</u> |

Balance cross check 0.00  
(If there is **no** difference this will be zero)

### Reconciliation

|                                     |                 |
|-------------------------------------|-----------------|
| Last bank statement balance         | 2,772.80        |
| Add:                                |                 |
| Outstanding receipts - Total Figure | 0.00            |
| Less:                               |                 |
| Cheques not cleared - Total Figure  | 100.00          |
| Equals = closing bank balance       | <u>2,672.80</u> |

Prepared by David Rose, RFO

## **HSBC Community Savings Reconciliation**

**Llanelidan** COMMUNITY COUNCIL  
CYNGOR CYMUNED

31st March 2018

|                                   |                 |
|-----------------------------------|-----------------|
| Opening bank balance at 1st April | 6,008.66        |
| Bank receipts in the year         | 2.85            |
| Bank outgoings in the year        | 0.00            |
| Closing bank balance              | <u>6,011.51</u> |

Balance cross check 0.00  
(If there is **no** difference this will be zero)

### Reconciliation

|                                      |                 |
|--------------------------------------|-----------------|
| Last bank statement balance          | 6,011.51        |
| Add:                                 |                 |
| Outstanding receipts - Total Figure  | 0.00            |
| Less:                                |                 |
| Outstanding transfers - Total figure | 0.00            |
| Equals = closing bank balance        | <u>6,011.51</u> |

Prepared by David Rose, RFO

# Budgetary Control Report

|                                   | <b>Budget<br/>2017-18</b> | <b>Actual<br/>to 31 Mar 18</b> | <b>Budget<br/>Remaining</b> |
|-----------------------------------|---------------------------|--------------------------------|-----------------------------|
| <b>Expenditure</b>                |                           |                                |                             |
| Clerk's Salary incl PAYE          |                           | £ 955                          | -£ 955                      |
| Clerk's mileage                   |                           | £ 78                           | -£ 78                       |
| Conferences & Meetings            |                           |                                | £ -                         |
| Contractual Home Expenses (Clerk) |                           | £ 28                           | -£ 28                       |
| Election Costs                    |                           | £ 161                          | -£ 161                      |
| External Auditor Fees             |                           | £ 178                          | -£ 178                      |
| Insurance                         |                           | £ 386                          | -£ 386                      |
| Internal Auditor Fees             |                           | £ 144                          | -£ 144                      |
| Membership Fees                   |                           | £ 44                           | -£ 44                       |



# Budgetary Control Report

|  | <b>Budget<br/>2017-18</b> | <b>Actual<br/>to 31 Mar 18</b> | <b>Budget<br/>Remaining</b> |     |
|--|---------------------------|--------------------------------|-----------------------------|-----|
| Payroll Services   |                           |                                | £                           | -   |
| Periodic Donations & Grants                                    |                           | £ 100                          | -£                          | 100 |
| Periodic Donations & Grants; Royal British Legion Poppy Appeal |                           | £ 40                           | -£                          | 40  |

# Budgetary Control Report

|                         | Budget<br>2017-18 | Actual<br>to 31 Mar 18 | Budget<br>Remaining |
|-------------------------|-------------------|------------------------|---------------------|
| Postage                 |                   | £ 4                    | -£ 4                |
| Projects                |                   |                        | £ -                 |
| Repairs and Maintenance |                   |                        | £ -                 |
| Room Hire               |                   |                        | £ -                 |
| Stationery & Printing   |                   | £ 69                   | -£ 69               |
| Telephone & Broadband   |                   | £ 15                   | -£ 15               |
| Training (Clerk)        |                   |                        | £ -                 |
| Training (Councillors)  |                   | £ 35                   | -£ 35               |
| Website Expenses        |                   | £ 84                   | -£ 84               |
|                         | <b>£ 4,100</b>    | <b>£ 2,322</b>         | <b>£ 1,778</b>      |

# Budgetary Control Report

|  | Budget<br>2017-18 | Actual<br>to 31 Mar 18 | Budget<br>Remaining |
|--|-------------------|------------------------|---------------------|
| <b>Income</b>                                    |                   |                        |                     |
| Precept (DCC)                                    | £ 4,100           | £ 4,100                |                     |
| Clerk's Training Bursary Scheme                  |                   |                        |                     |
| Councillor's Training Bursary Scheme             |                   |                        |                     |
| Bank Interest                                    |                   | £ 3                    |                     |
| VAT Refund                                       |                   |                        |                     |
|  | <b>£ 4,100</b>    | <b>£ 4,103</b>         |                     |
| <b><i>Variances of Expenditure to Income</i></b> | <b>£ -</b>        | <b>£ 1,781</b>         |                     |

## Section 137/Power of Wellbeing

|                            |                |
|----------------------------|----------------|
| Earmarked Reserves         | £ 6,012        |
| Unearmarked Reserves       | £ 994          |
| Budget balance             | £ 1,778        |
| <b>TOTAL Council Funds</b> | <b>£ 8,784</b> |

|  |         |
|--|---------|
| Money Manager balance                        | £ 6,012 |
| Current Account actual balance at 31st March | £ 2,773 |
| budget balance at 31st March                 | £ 1,778 |

# Budgetary Control Report

Prepared by David Rose, RFO



Presented to Council for approval under MINUTE ref: 29 b)

**Budget  
2017-18**

**Actual  
to 31 Mar 18**

**Budget  
Remaining**

# Budgetary Control Report

## EARMARKED RESERVES

| Reason                    | Reserves in savings | Reserves in current | Spent      | Reserves Remaining |
|---------------------------|---------------------|---------------------|------------|--------------------|
| Operating costs           | £ 6,012             | £ -                 |            | £ 6,012            |
|                           | £ -                 | £ -                 | £ -        | £ -                |
|                           | £ -                 |                     |            | £ -                |
|                           | £ -                 | £ -                 | £ -        | £ -                |
|                           | £ -                 | £ -                 | £ -        | £ -                |
| <b>Earmarked Reserves</b> | <b>£ 6,012</b>      | <b>£ -</b>          | <b>£ -</b> | <b>£ 6,012</b>     |

### Earmarked Reserves Location

|                          |               |
|--------------------------|---------------|
| in Money Manager account | £6,012        |
| in current account       | £0            |
|                          | <b>£6,012</b> |

### Unearmarked Reserves Location

|                          |              |
|--------------------------|--------------|
| in Money Manager account | £ -          |
| in current account       | £ 994        |
|                          | <b>£ 994</b> |

### Budget Funds Location

|                         |                |
|-------------------------|----------------|
| Money Manager balance   | £ -            |
| current account balance | £ 1,778        |
|                         | <b>£ 1,778</b> |

**Total Council Funds** **£8,784**

Prepared by David Rose, RFO



Presented to Council for approval under MINUTE ref: 29 b)