# **Bredfield Parish Council Bank Reconciliation**

1	Bank Reconciliation	31st March, 2022				(Date as appropriate)
A:	Balance on	31st March, 2021	Cash		£8,772.89 £13.90	
	Bank Balance	31st March, 2022	Total		£8,786.79	(Date as appropriate)
		Community		£	13,359.83	
		Parish Reserve		£	4,085.07	
		BJMO Reserve		£	2,318.40	
		Balance at Bank		£	19,763.30	
		Balance at Bank		£	19,763.30	
		CASH		£	33.90	
		-	TOTAL	<u>£</u>	19,797.20	
2	Cash Book Recei	pts and Payments Y	ear to	Dat	e	
B:	Receipts since Ma	rch 31st. 2021		£	17,669.06	
C:	Expenditure since	March 31 st, 2021		£	6,664.75	
	Actual Balance	A+B-C			£19,777.20	

3 Forecast outgoing and year to date actuals

	Account		Forecast O/G		YTD	Out	standing
	Community	£	6,664.75	£	6,664.75	£	-
	Meadow	£	685.38	£	685.38	£	-
	C.I.L	£	-	£	-	£	-
D:	TOTAL	£	7,350.13	£	7,350.13	£	-

4 Estimated outturn 31st March 2022

	BALANCE: (A+B-C)		£19,777.20	
	<b>D</b> : Less Outstanding	£	-	
	Estimated outturn	£	19,777.20	
	Including Est.VAT Refund	£	666.16	£621.21 received as £44.95
	<b>Grand Total</b>	£	20,443.36	claimed in previous year)
5	Account transfers: BJMO O/G NET cost above	£7	20 transfer t	o Community account

Transfer Date:	£	NET O/G YTD		
31st. March 2022	N/A	£	575.32	

# **INCOME ALLOCATION**

# From bank reconciliation:

Carry over total at 31st March 2021 £8,772.89

Carry over breakdown:

Bredfield Wildlife Friendly Village Grant remainder £600.0

BJMO Reserve account £2,316.51

Agreed Contingency brought forward £5,500.00

Asset maintenance brought forward £0.00

Cash £13.90

Money brought forward not spent £342.48

Total carry over £8,772.89

	Income Source	Forecast I/C £	YTD	OUTSTANDING
FIXED	Carry over	8,772.89	£8,772.89	
INCOME	Precept & East Suffolk & grant £12	5,408.67	£5,408.67	
	Interest	TBA	£0.66	
	Shop Waste contribution	299.68	£299.68	£0.00
VARIABLE	Hall waste contribution	299.68	£299.68	£0.00
INCOME	VAT Refund year ending 31/03/2020	982.88	666.16	
	C.I.L.	10,093.01	10093.01	
	Cash	20.00	33.90	
	Sub total other receipts - less carry over	17,103.92		
	Total including carry over & precept	£25,876.81		

TOTAL Capital (A) £25,876.81

Sub account allocation

	COMMUNITY		BJMO	C.I.L	TOTAL
Bank	£12,711.50	£	2,318.40	£10,093.01	
		£	720.00		
Cash		£	33.90		
_	£12,711.50		£3,072.30	£10,093.01	£25,876.81

# **CASH BOOK YTD**

# **BREDFIELD CASH BOOK 2021 - 2022**

		Drop down	Drop down			D	rop down	
RECEI	PTS							
	REF DATE	FROM	TRANS TYPE	GR	OSS AMOUNT	IN	ICOME CATEGORY	DETAIL
	1 April 4 2021	BLANK	Bank Payment	£	292.24	W	ASTE	Shop year end 31/3 2021
	2 April 20 2021	BLANK	Bank Payment	£	292.24	W	ASTE	Hall year end 31/3 2021
	3 May 14 2021	EAST SUFFOLK	Bank Payment	£	5,408.67	PF	RECEPT	Precept
	4 June 29 2021	HMRC	Bank Payment	£	982.88	VA	AT REFUND	VAT refund 2020/21
	5 July 26 2021	HALL	Bank Payment	£	74.92	V	/ASTE	Hall waste
	6 July 27 2021	SHOP	Bank Payment	£	74.92	V	/ASTE	Shop waste
	7 July 28 2021	SHOP	Bank Payment	£	74.92	V	/ASTE	Shop waste
	8 Aug 3 2021	HALL	Bank Payment	£	74.92	V	/ASTE	Hall waste
	9 Oct 26 2021	EAST SUFFOLK	Bank Payment	£	10,093.01	С	IL	CIL grant 1
	10 Oct 27 2021	SHOP	Bank Payment	£	74.92	V	/ASTE	Shop waste
	11 Nov 16 2021	HALL	Bank Payment	£	74.92	V	/ASTE	Hall waste
	12 Jan 31 2022	SHOP	Bank Payment	£	74.92	V	/ASTE	Shop waste
	13 Feb 01 2022	HALL	Bank Payment	£	74.92	V	/ASTE	Hall Waste
	14 Dec 31, 2021	Bank	Bank Payment	£	0.41	II.	NTEREST	Interest PC Reserve
	15 Dec 31, 2021	Bank	Bank Payment	£	0.25	IN	NTEREST	Interest BJMO
	19							
				_				

19 TOTAL

£ 17,669.06

# **PAYMENTS**

REF	DATE	PAYEE	TRAN'S TYPE	NE	T AMOUNT		VAT	COST CATEGORY	NOTES
1	April 6, 2021	Anne Henderson	Bank payment	£	18.84			SUPPLIES WEB	Printing etc
	April 6, 2021	Norse	Bank payment	£	224.77	£	44.95		Quarterly bill
	April 22, 2021	Rod Caird	Bank payment	£	208.64				April/May
	April 22, 2021	SALC	Bank payment	£	189.76				Subscription
	May 14, 2021	CAS Ltd	Bank payment	£	262.15			INSURANCE	
	June 11, 2021	HMRC	Bank payment	£	37.60			WAGES	
	June 21, 2021	Rod Caird	Bank payment	£	150.64				Jun/July
	July 26, 2022	Norse	Bank Payment	£	20.00	£	4.00	WASTE	
	July 25, 2021	Norse	Bank payment	£	224.77	£	44.95		Quarterly bill
	August 6, 2021	HMRC	Bank payment	£	37.60			WAGES	
	August 10, 2021	KA Smith	Bank payment	£	360.00			MAINTENANCE	
	August 18, 2021	Rod Caird	Bank payment	£	150.64				Aug/Sept
	August 20, 2021	ICO	DD	£	35.00			SUPPLIES WEB	_ • •
	August 23, 2021	Henchman Ltd	Bank payment	£	328.33	£	65.67	MEADOW	
	Sept 16, 2021	Stewart Belfield	Bank payment	£	95.87				BFV W Grant
	Sept 21, 2021	SALC	Bank payment	£	158.00	£	31.60	AUDT ETC	
	October 22, 2021	Westocot	Bank Payment	£	284.50	£	56.90		Sign Repair
	October 22, 2021	Norse	Bank Payment	£	224.77	£	44.95		Quarterly Bill
	October 26, 2021	Salc	Bank Payment	£	22.50	£	4.50	WAGES	
	Nov 5, 2021	Rod Caird	Bank Payment	£	6.80			WAGES	
	Nov 5, 2021	HMRC	Bank Payment	£	37.60				HMRC Oct
	Nov 5, 2021	Rod Caird	Bank Payment	£	27.15				HMRC Nov
	Nov 29 2021	Socttish School	Bank Payment	£	100.00				R. Caird Donation
	Dec 9 2021	SWT	Bank Payment	£	100.00	£	20.00	MEADOW	
	Dec 9 2021	S.J.Belfield	Bank Payment	£	30.00				Seed & things
	Dec 14, 2021	A. Depford	Bank Payment	£	99.00	£	19.80		Defib supplies Inv. 13335
	Jan 11, 2022	Earnest Doe	Bank Payment	£	122.01	£	24.39		Mower Service
	Feb 3, 2022	Bredfield Viillage	Bank Payment	£	42.50			COMMUNITY	Hire of Village Hall
	Feb 4, 2022	Norse	Bank Payment	£	224.77	£	44.95		Waste Payment
	Feb 4, 2022	V.Buckman	Bank Payment	£	483.31	£	96.66	SUPPLIES WEB	
31	Feb 9, 2022	41MPRINRT	Bank Payment	£	301.23	£	60.24	OTHER	Juilee Mugs
	Feb 22, 2022	V Buckman	Bank Payment	£	380.75				Jan/Feb Wages
	Mar 4, 2022	CAS IT Services	Bank Payment	£	113.50				Website Hosting
	Mar 4 2022	CAS Ltd	Bank Payment	£	50.00	£	10.00	SUPPLIES WEB	PC Website Hosting
35	Mar 16 2022	SALC	Bank Payment	£	180.00	£	36.00	TRAINING	Training
36	Mar 30, 2022	A Derham	Bank Payment	£	24.98			MEADOW	BJMO Supplies
	Mar 30, 2022	SALC	Bank Payment	£	15.00	£	3.00		6 Months Payroll Service
38	Mar 30, 2022	Bredfield Viillage	Bank Payment	£	20.00				Hire of Village Hall
39	Mar 30, 2022	L Buckman	Bank Payment	£	219.79			WAGES	March Wages
40	· · · · · · · · · · · · · · · · · · ·	HMRC	Bank Payment	£	5.20				HMRC March
41	· · · · · · · · · · · · · · · · · · ·	D Harker	Bank Payment	£	112.62				NoticeBoard Repairs
42	· · · · · · · · · · · · · · · · · · ·	Suffolk Digital	Bank Payment	£	268.00	£	53.60	COMMUNITY	
TOTAL				£	5,998.59	£	666.16		U1

Gross £ 6,664.75

# **CASH BOOK YTD**

# **INCOME SUMMARY YEAR TO DATE**

		CIL	WASTE INCOME YEAR TO DATE		CAS	H YTD	PRECEPT YTD	INTEREST YTD	
CIL IN	£	10,093.01	HALL	£	299.68	Cash 1st April	£13.90	£5,408.67	£0.66
CIL OUT	£	-	SHOP	£	299.68	CASH IN	£20.00		
CIL REMAINING	£	10,093.01	INCOME TOTAL	£	599.36	CASH OUT	£0.00		
			OUTSTANDING	£	_	REMAINING	£33 90		

#### **PAYMENTS SUMMARY YEAR TO DATE**

	WAGES	SUPPLIES WEB	INSURANCE	SALC	MEADOW	AUDT ETC	WILDLIFE
NET	£1,399.91	£686.15	£262.15	£189.76	£575.32	£158.00	£239.37
VAT	7.50	126.46	0.00	0.00	110.06	31.60	0.00
GROSS	1,407.41	812.61	262.15	189.76	685.38	189.60	239.37

Budget	1,700.00	374.00	400.00	200.00	720.00	210.00	600.00
_							
	WASTE	TRAINING	CIL	ENVIRONMENT	OTHER	MAINTENANCE	COMMUNITY
NET	£919.08	£180.00	£0.00	£0.00	£585.73	£472.62	£330.50
VAT	£183.80	£36.00	£0.00	£0.00	£117.14	£0.00	£53.60
GROSS	£1,102.88	£216.00	£0.00	£0.00	£702.87	£472.62	£384.10
Budget	£1,150.00	£50.00	£10,093.01	£300.00	£1,080.00	£150.00	£300.00

INCOME TOTAL	GROSS O/G TOTAL	NET TOTAL	VAT TOTAL	INTEREST TOTAL	BJMO NET O/G	BJMO NET+ CASH O/G
£17,669.06	£6,664.75	5,998.59	£666.16	£0.66	£550.34	£550.34

COMMUNITY ACCOUNT					
BUDGET	£	7,211.50			
ALLOCATED	£	6,664.75			

**BUDGET TOTAL** £ 17,327.01

# **BREDFIELD CASH BOOK 2021 - 2022**

Р	Δ	Υ	M	F	N.	TS

MENTS									
REF	DATE	PAYEE	TRAN'S TYPE	COST CATEGORY		T AMOUNT		VAT	NOTES
16	Sept 21, 2021	SALC	Bank payment	AUDT ETC AUDT ETC Total	£	158.00 <b>158.00</b>	£	31.60	Audit Fee
28	Feb 3, 2022	Bredfield Viillage	Bank Payment	COMMUNITY	£	42.50			Hire of Village Hall
38	Mar 30, 2022	Bredfield Viillage	Bank Payment	COMMUNITY	£	20.00			Hire of Village Hall
42	Mar 31, 2022	Suffolk Digital	Bank Payment	COMMUNITY COMMUNITY Total		268.00 <b>330.50</b>	£	53.60	Village Map
5	May 14, 2021	CAS Ltd	Bank payment	INSURANCE INSURANCE Total		262.15 <b>262.15</b>			Premium
11	August 10, 2021	KA Smith	Bank payment	MAINTENANCE	£	360.00			Mole control
41	Mar 30, 2022	D Harker	Bank Payment	MAINTENANCE MAINTENANCE Total		112.62 <b>472.62</b>			NoticeBoard Repairs
14	August 23, 2021	Henchman Ltd	Bank payment	MEADOW	£	328.33	£	65.67	Ladder
24	Dec 9 2021	SWT	Bank Payment	MEADOW	£	100.00	£	20.00	Mowing
27	Jan 11, 2022	Earnest Doe	Bank Payment	MEADOW	£	122.01	£	24.39	Mower Service
36	Mar 30, 2022	A Derham	Bank Payment	MEADOW MEADOW Total	£	24.98 <b>575.32</b>			BJMO Supplies
17	October 22, 2021	Westocot	Bank Payment	OTHER	£	284.50	£	56.90	Sign Repair
31	Feb 9, 2022	41MPRINRT	Bank Payment	OTHER OTHER Total	£	301.23 <b>585.73</b>	£	60.24	Juilee Mugs
4	April 22, 2021	SALC	Bank payment	SALC SALC Total	£	189.76 <b>189.76</b>			Subscription
1	April 6, 2021	Anne Henderson	Bank payment	SUPPLIES WEB	£	18.84			Printing etc
13	August 20, 2021	ICO	DD	SUPPLIES WEB	£	35.00			Subscription
26	Dec 14, 2021	A. Depford	Bank Payment	SUPPLIES WEB	£	99.00	£	19.80	Defib supplies Inv. 13335
30	Feb 4, 2022	V.Buckman	Bank Payment	SUPPLIES WEB	£	483.31	£	96.66	Laptop & S/W
34	Mar 4 2022	CAS Ltd	Bank Payment	SUPPLIES WEB SUPPLIES WEB Total	£	50.00 <b>686.15</b>	£	10.00	PC Website Hosting
35	Mar 16 2022	SALC	Bank Payment	TRAINING TRAINING TRAINING Total		180.00 <b>180.00</b>	£	36.00	Training
3	April 22, 2021	Rod Caird	Bank payment	WAGES	£	208.64			April/May
6	June 11, 2021	HMRC	Bank payment	WAGES	£	37.60			PAYE
7	June 21, 2021	Rod Caird	Bank payment	WAGES	£	150.64			Jun/July
10	August 6, 2021	HMRC	Bank payment	WAGES	£	37.60			PAYE
12	August 18, 2021	Rod Caird	Bank payment	WAGES	£	150.64			Aug/Sept
19	October 26, 2021	Salc	Bank Payment	WAGES	£	22.50	£	4.50	PAYE
20	Nov 5, 2021	Rod Caird	Bank Payment	WAGES	£	6.80			Pay
21	Nov 5, 2021	HMRC	Bank Payment	WAGES	£	37.60			HMRC Oct
22	Nov 5, 2021	Rod Caird	Bank Payment	WAGES	£	27.15			HMRC Nov
23	Nov 29 2021	Socttish School	Bank Payment	WAGES	£	100.00			R. Caird Donation
32	Feb 22, 2022	V Buckman	Bank Payment	WAGES	£	380.75			Jan/Feb Wages
37	Mar 30, 2022	SALC	Bank Payment	WAGES	£	15.00	£	3.00	6 Months Payroll Service
39	Mar 30, 2022	L Buckman	Bank Payment	WAGES	£	219.79			March Wages
40	Mar 30, 2022	HMRC	Bank Payment	WAGES WAGES Total		5.20 <b>1,399.91</b>			HMRC March
2	April 6, 2021	Norse	Bank payment	WASTE	£	224.77	£	44.95	Quarterly bill
8	July 26, 2022	Norse	Bank Payment	WASTE	£	20.00	£	4.00	Locks
9	July 25, 2021	Norse	Bank payment	WASTE	£	224.77	£	44.95	Quarterly bill
18	October 22, 2021	Norse	Bank Payment	WASTE	£	224.77	£	44.95	Quarterly Bill
29	Feb 4, 2022	Norse	Bank Payment	WASTE WASTE Total		224.77 <b>919.08</b>	£	44.95	Waste Payment
15	Sept 16, 2021	Stewart Belfield	Bank payment	WILDLIFE	£	95.87			BFV W Grant
	Dec 9 2021	S.J.Belfield	Bank Payment	WILDLIFE		30.00			Seed & things
33	Mar 4, 2022	CAS IT Services	Bank Payment	WILDLIFE <b>WILDLIFE Total</b>	£	113.50 <b>239.37</b>			Website Hosting
				Grand Total	£	5,998.59			
TOTAL					£	5,998.59	£	666.16	
			Gross		£	6,664.75			

# PC MAIN AND SAVINGS ACCOUNT

Community & Saving accounts budget £ 12,711.50

Less Reserve £ 5,500.00

Community & Saving Account available to spend (A) £ 7,211.50

COST CATEGORY		Current Estimate Inc VAT	ESTIMATED VAT £	VAT	YTD TOTAL GROSS	O/G EST. REMAINING
Wages	Wages & HMRC	1,407.41	7.50		1,407.41	0.00
	Defib Supplies	118.80	19.80	2		
			-			
SUPPLIES WEB	ICO Registration, subscription	35.00	-			
ICO	Stationary & printing	18.84	=		812.61	0.00
ico	CAS PC Web Site Hosting	60.00	10.00	Z		
	Printer for the clerk		-			
	PC Laptop Mouse, S/W & Mouse	579.97	96.66	Z		
INSURANCE	CAS LTD	262.15	-		262.15	0.00
SALC	SALC Subscription	189.76	-		189.76	0.00
MEADOW	ВЈМО	685.38	110.06	7	685.38	0.00
ALIDIT	Audit & Accountancy ETC	189.60	31.60	2	400.50	0.00
AUDIT			-		189.60	0.00
	Bredfield wildlife friendly village grant	95.87	-			
WILDLIFE	CAS Website Hosting	113.50	-		239.37	0.00
	Seeds and things	30.00	-			
WASTE	Waste - Norse	1,102.88	183.80	Z	1,102.88	0.00
TRAINING	Training/Clerk Networking	216.00	36.00	2	216.00	0.00
SPARE			-	Ш		0.00
			-			
ENVIRONMENT			1		0.00	0.00
			-			
			-			
OTHER	SID Sign repair	341.40	56.90	Z	702.07	0.00
	4Imprint for Jubilee Mugs	361.47	60.24	2	702.87	0.00
			-			
			-			
MAINTENANCE	Pest Control	360.00	-		472.62	0.00
IVIAIIVI LIVAINCE	Refurbishment of existing notice board.	112.62	,		4/2.02	0.00
			-			
			-			
			-			
	Bredfield map	321.60	53.60	2		
COMMUNITY			-		384.10	0.00
COIVIIVIUNITY	Hire of Village Hall & catering	42.50	-		304.10	0.00
	Village Hall Hire 30 Jan 2022	20.00	-			
			-			
	PLANDED TOTAL GROSS OUTGOING (B)	£6,664.75	666.16	_	£6,664.75	£0.00

OUTGOING	Wages	SUPPLIES WEB ICO	INSURANCE
Revised Estimate	1,407.41	£812.61	£262.15
Initial Budget	£1,700.00	£374.00	£400.00

OUTGOING	WASTE	TRAINING	SPARE
<b>Revised Estimate</b>	£1,102.88	£216.00	£0.00
Initial Budget	£1,150.00	£50.00	£0.00

#### SUMMARY

Community & Saving Account available to spend (A) f 7,211.50
Planned gross O/G (B) £6,664.75
Community and Saving account remainder (A-B) f 546.75

SALC	MEADOW	AUDIT	WILDLIFE
£189.76	£685.38	£189.60	£239.37
£200.00	£720.00	£210.00	£600.00

ENVIRONMENT	OTHER	MAINTENANCE	COMMUNITY
£0.00	£702.87	£472.62	£384.10
£300.00	£1,080.00	£150.00	£300.00
Revised to	£6,664.75		

Revised totals check YTD + Outstanding Initial budget totals check V Cash Book £7,234.00

# **BJMO PLAN**

COST CA	PLANNED O/G Estimate Inc VAT	Estimated /Actual VAT	VAT	YTD TOTAL Inc. VAT	O/G Estimate Remaining Inc VAT	
	Ladder	394	65.67	2		
CAPITAL COST	New posts and Ties		-		394.00	0.00
CAPITAL COST			-		334.00	0.00
	Straining Bags & materials		-			
	Stationery Expenses		-			
MANAGEMENT			-		-	0.00
			-			
	Meadow Topping		-			
	Mower service	146.4	24.40	Ø		
	SWT Mowing	120	20.00	Ø		
MAINTENANCE			-		266.40	0.00
	Repair of roadside sign		-			
			-			
			-			
	A.Derham	24.98	-			
OTHER			-		24.98	0.00
			-			
_	Planned total gross O/G	£685.38	£110.07		£685.38	£0.00

SUMMARY YTD O/G SPEND from CASH BOOK

	CAPITAL COST	MANAGEMENT	MAINTENANCE	OTHER	TOTAL
NET	328.33	-	222.01	1	550.34
VAT	65.67	-	44.39	-	110.06
GROSS	£ 394.00	£ -	£ 266.40	£ -	£ 660.40

#### PLANNED

OUTGOING INC VAT		CAPITAL COST	M	ANAGEMENT	MAINTENA NCE	(	OTHER		TOTALS
REVISED BUDGET		394.00		-	266.40		24.98		685.38
INITIAL BUDGET	£	394.00	£	30.00	£ 770.00	£	50.00	£	1,244.00

A: Income	£	3,072.30	Revised totals check YTD + Est remaining
B: Planned O/G ESTIMATE Inc VAT	£	685.38	£685.38
C: Balance remaining A-B	£	2,386.92	

#### Information only

PC Allowance Gross £ 720.00
PC allowance remaining YTD Gross £ 34.62

CASH RECEIPTS

REFERENCE	DATE	AMOUNT		DETAILS
1	August 2nd 2021	£	20.00	Wild Flower walk donation
2				
3				
TOTAL		£	20.00	

 CASH PAYMENTS

 REFFERENCE
 DATE
 AMOUNT
 DETAILS

 1
 2
 3
 TOTAL
 0