

Preston Brook Parish Council

Annual Finance Report

2022-2023

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Prepared by Luke Trevaskis

**Preston Brook Parish Council - Cashbook
2022-2023**

RECEIPTS

Receipt No	Date	Tender	Supplier	Description	Budget Line	Net	VAT	Total
1	1.4.22	Online	Halton Borough Council	Precept	Precept	£19,427.00	£0.00	£19,427.00
2	19.4.22	Online	Lottery Funding	Grant - Queen's Jubilee		£2,733.00	£0.00	£2,733.00
TOTAL								£22,160.00

PAYMENTS

Payment No	Date	Tender	Supplier	Description	Budget Line	Net	Recoverable VAT	Unrecoverable VAT	Total
1	21.4.22	Online	L Trevaskis	Payroll - Sep 21	Staffing	£149.44	£0.00	£0.00	£149.44
2	21.4.22	Online	C Wyna	Weebly Renewal	Website	£53.29	£0.00	£0.00	£53.29
3	21.4.22	Online	ChALC	Chairmanship Training - L Sanders	Training	£25.00	£0.00	£0.00	£25.00
4	21.4.22	Online	ChALC	Induction Training - M Marlow	Training	£25.00	£0.00	£0.00	£25.00

5	21.4.22	Online	Trebor	Completed Tree Works	Garden Maintenance (planters, manweb corner, Bridgewater Green)	£550.00	£110.00	£0.00	£660.00
6	21.4.22	Online	Preston Brook Village Hall	Hall Hire - May 21 to Feb 22	Village Hall Rental	£240.00	£0.00	£0.00	£240.00
7	21.4.22	Online	Preston Brook Village Hall	Hall Hire - March 2022	Village Hall Rental	£24.00	£0.00	£0.00	£24.00
8	3.5.22	Direct Debit	CF Corporate Finance	Photocopier Lease	Printer Lease & Charges	£63.00	£12.60	£0.00	£75.60
9	3.5.22	Online	L Trevaskis	Payroll - Oct 21	Staffing	£233.31	£0.00	£0.00	£233.31
10	3.5.22	Online	HMRC	Payroll - Oct 21	Staffing	£192.60	£0.00	£0.00	£192.60
11	3.5.22	Online	HMRC	Payroll - Jan 22	Staffing	£160.80	£0.00	£0.00	£160.80
12	3.5.22	Online	L Trevaskis	Payroll - Dec 21	Staffing	£264.71	£0.00	£0.00	£264.71
13	3.5.22	Online	L Trevaskis	Payroll - Jan 22	Staffing	£265.11	£0.00	£0.00	£265.11
14	3.5.22	Online	L Trevaskis	Payroll - Nov 21	Staffing	£265.11	£0.00	£0.00	£265.11
15	3.5.22	Online	HMRC	Payroll - Nov 21	Staffing	£160.80	£0.00	£0.00	£160.80
16	3.5.22	Online	L Trevaskis	Payroll - Feb 22	Staffing	£264.71	£0.00	£0.00	£264.71
17	3.5.22	Online	HMRC	Payroll - Feb 22	Staffing	£161.20	£0.00	£0.00	£161.20
18	3.5.22	Online	HMRC	Payroll - Sep 21	Staffing	£31.40	£0.00	£0.00	£31.40
19	3.5.22	Online	L Trevaskis	Payroll - Mar 22	Staffing	£265.11	£0.00	£0.00	£265.11
20	3.5.22	Online	HMRC	Payroll - Dec 21	Staffing	£161.20	£0.00	£0.00	£161.20

21	3.5.22	Online	HMRC	Payroll - Mar 22	Staffing	£160.80	£0.00	£0.00	£160.80
22	20.5.22	Online	DM Payroll	Payroll Services	Payroll Services	£120.00	£0.00	£0.00	£120.00
23	20.5.22	Online	HMRC	Payroll	Staffing	£16.80	£0.00	£0.00	£16.80
24	20.5.22	Online	Trophies Plus Medals	Jubilee Event	Miscellaneous*	£185.42	£37.08	£0.00	£222.50
25	20.5.22	Online	HJ Mealey	Jubilee Event	Miscellaneous*	£500.00	£0.00	£0.00	£500.00
26	20.5.22	Online	Prinstat	Jubilee Event	Miscellaneous*	£150.00	£30.00	£0.00	£180.00
27	20.5.22	Online	Active Hire	Jubilee Event	Miscellaneous*	£980.00	£196.00	£0.00	£1,176.00
28	30.5.22	Online	Daresbury Dairy Ltd	Jubilee Event	Miscellaneous*	£725.00	£0.00	£0.00	£725.00
29	30.5.22	Online	Print Concern	Jubilee Print / Newsletter	Stationery / Postage / Office Supplies	£227.00	£3.30	£0.00	£230.20
30	30.5.22	Online	Chloe Leech	Face Painting	Miscellaneous*	£120.00	£0.00	£0.00	£120.00
31	30.5.22	Online	Francis Taylor Building	Planning Objection - Chester Road	Miscellaneous*	£3,000.00	£600.00	£0.00	£3,600.00
32	30.6.22	Direct Debit	Unity Trust Bank	Service Charge	Banking Charges	£18.00	£0.00	£0.00	£18.00
33	1.8.22	Online	CF Corporate Finance	Printer Lease & Charges	Printer Lease & Charges	£63.00	£12.60	£0.00	£75.60
34	30.9.22	Online	Unity Trust Bank	Service Charge	Banking Charges	£18.00	£0.00	£0.00	£18.00

35	1.11.22	Online	CF Corporate Finance	Printer Lease & Charges	Printer Lease & Charges	£63.00	£12.60	£0.00	£75.60
36	30.11.22	Online	HMRC	Payroll - Apr 22	Staffing	£160.80	£0.00	£0.00	£160.80
37	30.11.22	Online	HMRC	Payroll - May 22	Staffing	£161.20	£0.00	£0.00	£161.20
38	30.11.22	Online	HMRC	Payroll - Jun 22	Staffing	£160.80	£0.00	£0.00	£160.80
39	30.11.22	Online	HMRC	Payroll - Jul 22	Staffing	£161.20	£0.00	£0.00	£161.20
40	30.11.22	Online	HMRC	Payroll - Aug 22	Staffing	£160.80	£0.00	£0.00	£160.80
41	30.11.22	Online	HMRC	Payroll - Sep 22	Staffing	£161.20	£0.00	£0.00	£161.20
42	30.11.22	Online	HMRC	Payroll - Oct 22	Staffing	£160.80	£0.00	£0.00	£160.80
44	30.11.22	Online	L Trevaskis	Payroll - Apr 22	Staffing	£265.11	£0.00	£0.00	£265.11
45	30.11.22	Online	L Trevaskis	Payroll - May 22	Staffing	£264.71	£0.00	£0.00	£264.71
46	30.11.22	Online	L Trevaskis	Payroll - Jun 22	Staffing	£265.11	£0.00	£0.00	£265.11
47	30.11.22	Online	L Trevaskis	Payroll - Jul 22	Staffing	£264.71	£0.00	£0.00	£264.71
48	30.11.22	Online	L Trevaskis	Payroll - Aug 22	Staffing	£265.11	£0.00	£0.00	£265.11
49	30.11.22	Online	L Trevaskis	Payroll - Sep 22	Staffing	£264.71	£0.00	£0.00	£264.71
50	30.11.22	Online	L Trevaskis	Payroll - Oct 22	Staffing	£265.11	£0.00	£0.00	£265.11
51	30.11.22	Online	Preston Brook Village Hall	Hall Hire - Aug 22	Village Hall Rental	£24.00	£0.00	£0.00	£24.00
52	30.11.22	Online	Preston Brook Village Hall	Hall Hire - June 22 and Jubilee	Village Hall Rental	£84.00	£0.00	£0.00	£84.00
53	30.11.22	Online	Preston Brook Village Hall	Hall Hire - Mar - May 22	Village Hall Rental	£72.00	£0.00	£0.00	£72.00

54	30.11.22	Online	Print Concern	Newsletter	Stationary / Postage / Office Supplies	£290.00	£5.00	£0.00	£295.00
55	30.11.22	Online	Zurich	Insurance	Insurance	£257.60	£0.00	£0.00	£257.60
56	30.11.22	Online	L Trevaskis	Halton Green Bin Licence Re-Imbursement	Garden Maintenance (planters, manweb corner, Bridgewater Green)	£37.00	£0.00	£0.00	£37.00
57	31.12.22	Online	Unity Trust Bank	Banking Charges	Banking Charges	£18.00	£0.00	£0.00	£18.00
58	1.2.23	Direct Debit	CF Corporate Finance	Photocopier Lease	Printer Lease & Charges	£63.00	£12.60	£0.00	£75.60
59	28.3.23	Online	L Trevaskis	Payroll - Feb 23	Staffing	£282.11	£0.00	£0.00	£282.11
60	28.3.23	Online	ChALC	Membership Fee	ChALC	£261.00	£0.00	£0.00	£261.00
61	28.3.23	Online	Preston Brook Village Hall	Hall Hire - Jan 23	Village Hall Rental	£32.00	£0.00	£0.00	£32.00
62	28.3.23	Online	L Trevaskis	Payroll - Nov 22	Staffing	£264.71	£0.00	£0.00	£264.71
63	28.3.23	Online	ChALC	Induction Training - J Walton	Training	£25.00	£0.00	£0.00	£25.00
64	28.3.23	Online	Print Concern	Newsletter	Stationary / Postage / Office Supplies	£277.50	£2.50	£0.00	£280.00
65	28.3.23	Online	HMRC	Payroll - Nov 22	Staffing	£161.20	£0.00	£0.00	£161.20

66	28.3.23	Online	Preston Brook Village Hall	Hall Hire - Feb 23	Village Hall Rental	£32.00	£0.00	£0.00	£32.00
67	28.3.23	Online	HMRC	Payroll - Dec 22	Staffing	£161.20	£0.00	£0.00	£161.20
68	28.3.23	Online	HMRC	Payroll - Jan 23	Staffing	£275.20	£0.00	£0.00	£275.20
69	28.3.23	Online	L Trevaskis	Payroll - Mar 23	Staffing	£281.71	£0.00	£0.00	£281.71
70	28.3.23	Online	Preston Brook Village Hall	Hall Hire - Oct 22	Village Hall Rental	£24.00	£0.00	£0.00	£24.00
71	28.3.23	Online	L Trevaskis	Payroll - Jan 23	Staffing	£436.71	£0.00	£0.00	£436.71
72	28.3.23	Online	L Trevaskis	Payroll - Dec 22	Staffing	£264.71	£0.00	£0.00	£264.71
73	28.3.23	Online	HMRC	Payroll - Mar 23	Staffing	£172.80	£0.00	£0.00	£172.80
74	28.3.23	Online	HMRC	Payroll - Feb 23	Staffing	£172.40	£0.00	£0.00	£172.40
75	28.3.23	Online	Preston Brook Village Hall	Hall Hire - Nov 22	Village Hall Rental	£32.00	£0.00	£0.00	£32.00
76	31.3.23	Online	Unity Trust Bank	Bank Charges	Banking Charges	£18.00	£0.00	£0.00	£18.00
TOTAL							£1034.28		£17938.21

**Preston Brook Parish Council - End of Year Accounts
2022-2023**

Preston Brook Parish Council
Bank: Unity Trust Bank
Bank Account Number: 20332444
Sort Code: 60-83-01

Opening balance as at 1 April 2022: £10,842.50

INCOME

Income	Budget	Actual
Precept	£19,427.00	£19,427.00
Grant	£0.00	£2,733.00
Total	£19,427.00	£22,160.00

EXPENDITURE

Expenditure	Budget	Actual
Staffing	£5,300.00	£8,207.22
Staffing Expenses / Allowances	£35.00	£0.00
Stationary / Postage / Office Supplies	£210.00	£985.20
Training	£500.00	£75.00
Insurance	£300.00	£257.60

Audit	£325.00	£0.00
ChALC	£270.00	£261.00
Website	£300.00	£53.29
Software Subscriptions	£150.00	£0.00
Equipment / Assets	£100.00	£0.00
Repairs / Renewals	£100.00	£0.00
Village Hall Rental	£200.00	£564.00
Remembrance Sunday	£35.00	£0.00
Garden Maintenance (planters, manweb corner, Bridgewater Green)	£3,000.00	£697.00
Payroll Services	£120.00	£120.00
Banking Charges	£72.00	£72.00
Subscriptions (Other)	£75.00	£0.00
Miscellaneous*	£300.00	£6343.50
Printer Lease & Charges	£400.00	£302.40
Grants / Donations	£500.00	£0.00
Village Hall Refurbishment	£0.00	£0.00
Total	£12292.00	£17938.21

***Payments made during the year for which there was no budget line included costs for Jubilee and objection to a planning application.**

RESERVES

Reserve	Budget	Actual
Earmarked Bridgewater Green Reserve	£2,159.08	£2,159.08
General Reserve	£2,644.74	£2,644.74
		£4,803.82

The Council should note its levels of General Reserves are insufficient. The JPAG recommends a minimum of 25% of annual expenditure be held as a General Reserve.

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Sort Code: 60-83-01**

Closing balance at 31 March 2023: £15,064.29