

Preston Brook Parish Council

Annual Finance Report

2021-2022

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**Preston Brook Parish Council - Cashbook
2021-2022**

RECEIPTS

Receipt No	Date	Tender	Supplier	Description	Budget Line	Net	VAT	Total
1	1.4.21	Online	Halton Borough Council	Precept	Precept	£13,000.00	£0.00	£13,000.00
2	24.9.21	Online	Preston Brook Village Hall	Village Hall Toilet Refurbishment	Village Hall Match Funding	£18,064.00	£0.00	£18,064.00
3	26.10.21	Online	HMRC VTR	VAT Reclaim	VAT Refund	£1,597.77	£0.00	£1,597.77
TOTAL								£32,661.77

PAYMENTS

Payment No	Date	Tender	Supplier	Description	Budget Line	Net	Recoverable VAT	Unrecoverable VAT	Total
1	23.4.21	Online	ChALC	Chairmanship Training	Training	£25.00	£0.00	£0.00	£25.00
2	23.4.21	Online	DM Payroll	Administration of Payroll 2021-2022	Payroll Services	£120.00	£0.00	£0.00	£120.00
3	23.4.21	Online	J Kinross	Reimbursements for sign, gardening materials, and alcohol.	Earmarked Bridgewater Green Reserve				£373.14

4	23.4.21	Online	ChALC	Membership Fee	ChALC	£261.36	£0.00	£0.00	£261.36
5	23.4.21	Online	HMRC	PAYE	Staffing	£74.20	£0.00	£0.00	£74.20
6	23.4.21	Online	ChALC	Planning Workshops x 3	Training	£90.00	£0.00	£0.00	£90.00
7	23.4.21	Online	C Wyna	Payroll - Salary	Staffing	£320.42	£0.00	£0.00	£320.42
8	4.5.21	Direct Debit	CF Corporate Finance	Photocopier Lease	Printer Lease & Charges	£63.00	£12.60	£0.00	£75.60
9	24.5.21	Online	Zurich	Insurance	Insurance	£257.60	£0.00	£0.00	£257.60
10	24.5.21	Online	C Wyna	Donation of Washing Machine and Dishwasher to Preston Brook Village Hall.	Grants / Donations	£488.00	£0.00	£0.00	£488.00
11	24.5.21	Online	HMRC	PAYE	Staffing	£74.20	£0.00	£0.00	£74.20
12	24.5.21	Online	C Wyna	Payroll - Salary	Staffing	£320.42	£0.00	£0.00	£320.42
13	21.6.21	Online	Parish Online	Subscription for mapping software.	Software Subscriptions	£33.75	£6.75	£0.00	£40.50
14	21.6.21	Online	HMRC	PAYE	Staffing	£74.20	£0.00	£0.00	£74.20
15	21.6.21	Online	C Wyna	Payroll - Salary	Staffing	£320.42	£0.00	£0.00	£320.42
16	21.6.21	Online	Halton Borough Council	Election Costs (uncontested election 6.5.21)	Miscellaneous	£308.50	£0.00	£0.00	£308.50
17	30.6.21	Direct Debit	SBSUK Plc	Photocopier Maintenance	Printer Lease & Charges	£63.00	£12.60	£0.00	£75.60

18	30.6.21	Online	Unity Trust	Service Charge	Banking Charges	£18.00	£0.00	£0.00	£18.00
19	28.7.21	Online	C Wyna	Payroll - Salary	Staffing	£320.22	£0.00	£0.00	£320.22
20	28.7.21	Online	C Wyna	Re-imburement for Gift Voucher for David Felix	Grants / Donations	£25.00	£0.00	£0.00	£25.00
21	28.7.21	Online	ChALC	Training - Inv 2021/186 (Cllr Marlow Induction Training)	Training	£25.00	£0.00	£0.00	£25.00
22	28.7.21	Online	M Lacey	Village Hall Toilet Refurbishment	Village Hall Refurbishment	£3,469.17	£693.83	£0.00	£4,163.00
23	28.7.21	Online	HMRC	PAYE	Staffing	£74.40	£0.00	£0.00	£74.40
24	28.7.21	Online	P Bolton	Re-imburement for rockery plants	Garden Maintenance (planters, manweb corner, Bridgewater Green)	£170.00	£0.00	£0.00	£170.00
25	2.8.21	Direct Debit	CF Corporate Finance	Photocopier Lease	Printer Lease & Charges	£63.00	£12.60	£0.00	£75.60
26	17.8.21	Online	R Rainford	Tree Survey Report - Horse Chestnut @ Bridgewater Grange	Earmarked Bridgewater Green Reserve	£300.00	£0.00	£0.00	£300.00
27	17.8.21	Online	HMRC	PAYE	Staffing	£74.20	£0.00	£0.00	£74.20

28	17.8.21	Online	C Wyna	Re-imbusement for bench for Windmill Lane	Equipment / Assets	£337.46	£67.49	£0.00	£404.95
29	17.8.21	Online	C Wyna	Payroll - Salary	Staffing	£320.42	£0.00	£0.00	£320.42
30	25.8.21	Online	M Lacey	Village Hall Toilet Refurbishment	Village Hall Refurbishment	£15,610.00	£3,122.00	£0.00	£18,732.00
31	24.9.21	Online	ChALC	Training - Inv 2021/256 (Cllr Walton Finance Training)	Training	£30.00	£0.00	£0.00	£30.00
32	24.9.21	Online	L Tickle	Internal Audit Fee	Audit	£55.00	£0.00	£0.00	£55.00
33	24.9.21	Online	HMRC	PAYE	Staffing	£148.40	£0.00	£0.00	£148.40
34	24.9.21	Online	C Wyna	Payroll - Salary	Staffing	£246.22	£0.00	£0.00	£246.22
35	27.9.21	Online	M Lacey	Village Hall Toilet Refurbishment	Village Hall Refurbishment	£16,330.00	£3,266.00	£0.00	£19,596.00
36	30.9.21	Online	Unity Trust	Service Charge	Banking Charges	£18.00	£0.00	£0.00	£18.00
37	1.11.21	Direct Debit	CF Corporate Finance	Photocopier Lease	Printer Lease & Charges	£63.00	£12.60	£0.00	£75.60
38	24.12.21	Direct Debit	SBSUK Plc	Photocopier Maintenance	Printer Lease & Charges	£219.88	£36.65	£0.00	£219.88
39	31.12.21	Online	Unity Trust	Service Charge	Banking Charges	£18.00	£0.00	£0.00	£18.00

40	1.2.22	Direct Debit	CF Corporate Finance	Photocopier Lease	Printer Lease & Charges	£63.00	£12.60	£0.00	£75.60
41	31.3.22	Online	Unity Trust	Service Charge	Banking Charges	£18.00	£0.00	£0.00	£18.00
TOTAL									£48502.65

**Preston Brook Parish Council - End of Year Accounts
2021-2022**

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

Opening balance: £26,683.38

INCOME

Income	Budget	Actual	Variance
Precept	£13,000.00	£13,000.00	£0.00
Area Forum Grant	£0.00	£0.00	£0.00
VAT Refund	£1,597.77	£1,597.77	£0
Village Hall Match Funding	£17,344.60	£18,064.00	£719.40
Total	£31942.37	£32661.77	£719.40

EXPENDITURE

Expenditure	Budget	Actual	Variance
Staffing	£5,300.00	£2367.72	£2932.28
Staffing Expenses / Allowances	£35.00	£0.00	£35.00
Stationary / Postage / Office Supplies	£210.00	£0.00	£210.00

Training	£500.00	£170.00	£330.00
Insurance	£300.00	£257.60	£42.40
Audit	£325.00	£55.00	£270.00
ChALC	£270.00	£261.36	£8.64
Website	£300.00	£0.00	£300.00
Software Subscriptions	£150.00	£40.50	£109.50
Equipment / Assets	£100.00	£404.95	-£304.95
Repairs / Renewals	£100.00	£0.00	£100.00
Village Hall Rental	£200.00	£0.00	£200.00
Remembrance Sunday	£35.00	£0.00	£35.00
Garden Maintenance (planters, manweb corner, Bridgewater Green)	£3,000.00	£170.00	£2830.00
Payroll Services	£120.00	£120.00	£0.00
Banking Charges	£72.00	£72.00	£0.00
Subscriptions (Other)	£75.00	£0.00	£75.00
Miscellaneous	£300.00	£308.50	-£8.50
Printer Lease & Charges	£400.00	£597.88	-£197.88
Grants / Donations	£500.00	£513.00	-£13.00
Village Hall Refurbishment	£0.00	£42,491.00	-£42491.00
Total	£12292.00	£47829.51	-£35537.51

RESERVES

Reserve	Budget	Actual	Variance
Earmarked Bridgewater Green Reserve	£2,532.22	£673.14	£1859.08

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

Closing balance: £10,842.50

**Preston Brook Parish Council - End of Year Bank Reconciliation
2021-2022**

Preston Brook Parish Council operates one bank account.

**Bank: Unity Trust Bank
Bank Account Number: 20332444
Sort Code: 60-83-01**

Opening balance as at 1 April 2021: £26,683.38

**Total Receipts: £32,661.77
Total Payments: £48,502.65**

**LESS un-presented cheques: nil
LESS un-debited payments: nil
ADD un-credited receipts: nil**

Closing balance as at 31 March 2022: £10,842.50