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## Summary Income &amp; Expenditure by Budget Heading 30/06/20

Month No: 3 CTC 4/8/20

## Cost Centre Report

ACCOUNTS TO END JUNE 2020

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	General Administration							
	Income	356	329,600	663,051	333,451			49.7%
	Expenditure	19,899	66,130	282,150	216,020		216,020	23.4%
	Movement to/(from) Gen Reserve	(19,542)	263,470					
102	Civic Activities							
	Expenditure	725	1,528	24,835	23,307		23,307	6.2%
109	Capital and Projects							
	Income	1,428	3,910	2,500	(1,410)			156.4%
	Expenditure	0	10,050	0	(10,050)		(10,050)	0.0%
	Movement to/(from) Gen Reserve	1,428	(6,140)					
110	Capital Costessey Centre							
	Expenditure	31,651	31,651	63,302	31,651		31,651	50.0%
201	Breckland Hall							
	Income	0	152	25,025	24,873			0.6%
	Expenditure	1,701	6,152	54,170	48,018		48,018	11.4%
	Movement to/(from) Gen Reserve	(1,701)	(6,001)					
202	Costessey Centre							
	Income	(21)	875	54,550	53,675			1.6%
	Expenditure	3,541	9,640	114,000	104,361		104,361	8.5%
	Movement to/(from) Gen Reserve	(3,562)	(8,764)					
203	Fete							
	Income	0	0	9,000	9,000			0.0%
	Expenditure	0	0	12,000	12,000		12,000	0.0%
	Movement to/(from) Gen Reserve	0	0					
205	Queen's Hills Community Centre							
	Income	0	220	23,050	22,830			1.0%
	Expenditure	2,257	4,523	52,050	47,527		47,527	8.7%
	Movement to/(from) Gen Reserve	(2,257)	(4,303)					
211	Breckland Recreation Grd							
	Expenditure	3,736	4,289	16,298	12,009		12,009	26.3%
212	Longwater Lane Rec'n Ground							
	Income	0	0	3,025	3,025			0.0%
	Expenditure	190	755	5,600	4,845		4,845	13.5%
	Movement to/(from) Gen Reserve	(190)	(755)					
215	Queens Hill Recreation Areas							
	Expenditure	0	0	1,550	1,550		1,550	0.0%
221	Cemetery & Closed Churchyard							
	Income	1,508	4,682	29,500	24,818			15.9%
	Expenditure	277	2,027	6,540	4,513		4,513	31.0%
	Movement to/(from) Gen Reserve	1,231	2,655					
231	Allotments							
	Income	0	0	1,200	1,200			0.0%
	Expenditure	0	0	775	775		775	0.0%
	Movement to/(from) Gen Reserve	0	0					
241	Open Spaces							
	Income	0	0	13,600	13,600			0.0%
	Expenditure	2,685	3,595	20,416	16,821		16,821	17.6%
	Movement to/(from) Gen Reserve	(2,685)	(3,595)					
251	Street Furniture							
	Income	0	230	0	(230)			0.0%
	Expenditure	0	0	4,100	4,100		4,100	0.0%
	Movement to/(from) Gen Reserve	0	230					
252	Road and Streetlights							
	Expenditure	509	1,137	22,346	21,209		21,209	5.1%
291	Outside Services							
	Expenditure	7,247	23,535	131,875	108,340		108,340	17.8%
	<b>Grand Totals:- Income</b>	<b>3,272</b>	<b>339,669</b>	<b>824,501</b>	<b>484,832</b>			<b>41.2%</b>
	<b>Expenditure</b>	<b>74,417</b>	<b>165,011</b>	<b>812,007</b>	<b>646,996</b>	<b>0</b>	<b>646,996</b>	<b>20.3%</b>
	<b>Net Income over Expenditure</b>	<b>(71,145)</b>	<b>174,658</b>	<b>12,494</b>	<b>(162,164)</b>			
	<b>Movement to/(from) Gen Reserve</b>	<b>(71,145)</b>	<b>174,658</b>					

## Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 30/06/2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<i>Current Assets</i>			
100	Trade Debtors	3,564	
105	VAT Control	5,628	
115	Prepaid Fete costs 2021-22	2,676	
201	Barclays Current/Premium Acct	711,278	
202	Barclays Salaries Account	36,659	
211	Barclays Treasurers Account	140,000	
212	Clerks Imprest Acc 1	2,000	
213	Groundsman Imprest Acc 2	3,000	
231	Petty Cash	300	
	<b>Total Current Assets</b>		<b>905,105</b>
<i>Current Liabilities</i>			
500	Trade Creditors	856	
520	PAYE & NI Due	5,639	
525	Superannuation Due	5,020	
533	Income in Advance Fete 2021/22	3,538	
540	Deposits -Breckland	6,814	
541	Deposits - Costessey Centre	372	
542	Deposits - QHCC	820	
570	Retentions Payable	3,751	
	<b>Total Current Liabilities</b>		<b>26,810</b>
	<b>Net Current Assets</b>		<b>878,295</b>
	<b>Total Assets less Current Liabilities</b>		<b>878,295</b>
<i>Represented by :-</i>			
300	Current Year Fund	174,658	
310	General Fund	181,178	
320	EMR Elections	18,712	
321	Rolling Capital Fund	316,582	
327	EMR Property Maintenance	31,648	
328	EMR Legal Fees	15,000	
329	EMR New Cemetery Fund	97,894	
330	EMR Recruitment	1,000	
334	EMR CIL 2018-19	19,165	
335	EMR CIL 2019-20	10,030	
337	EMR Streetlight Maintenance	12,428	
	<b>Total Equity</b>		<b>878,295</b>

Payments over £500

Jun-20

Date	Payee	Description	Cost Centre	Amount £
01/06/2020	Breakwater IT Ltd	IT Support	101	£514.62
01/06/2020	Public Works Loan Board	Loans on Costeressey Centre & Breckland Hall	110 & 211	£35,386.99
05/06/2020	The Fresh Air Company	Major service to Air Con systems, CC	202	£1,305.60
09/06/2020	DCK Accounting Solutions	Year End Closure	101	£1,104.00
15/06/2020	South Norfolk Council	Rates Breckland Hall	201	£728.00
15/06/2020	South Norfolk Council	Rates Costessey Centre	202	£1,487.00
15/06/2020	Havenpower Ltd	QHCC Electricity 01/05/20-31/05/20	205	£543.17
23/06/2020	Vincent Bunn	Grass cutting agency contract - 3rd Cut	241	£1,074.00
23/06/2020	Vincent Bunn	Grass cutting agency contract - 4th cut	241	£1,074.00
23/06/2020	Zurich Municipal	Play area inspection contract	241/212/211	£528.46
30/06/2020	Transfer	PP3 Salaries	101, 201 & 291	£24,559.78
30/06/2020	Purslows Chartered Surveyors	Survey for insurance rebuild costs	201,202,212,205,221	£760.00
30/06/2020	P J Plumbing	Pump & showerhead replacement	205	£798.79

**Bank Reconciliation Statement as at 06/07/2020  
for Cashbook 1 - Barclays Current/Premium Acct**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Current Acct	30/06/2020		5,000.00 ✓
Barclays Business Premium Acct	30/06/2020		717,786.45 ✓
			<u>722,786.45</u>
<b><u>Unpresented Cheques (Minus)</u></b>			
		<u>Amount</u>	
13/12/2019 112201	Queen's Hill Primary School	290.00	
16/12/2019 112203	██████████	100.00	
17/02/2020 112289	██████████	60.00	
19/02/2020 112294	Downs Syndrome Norfolk	100.00	
12/03/2020 112321	Norwich Mayalees	268.00	
13/03/2020 112322	WAW Wrestling	100.00	
18/03/2020 112327	██████████	100.00	
25/03/2020 112338	██████████	124.00	
06/04/2020 112375	██████████	30.00	
06/04/2020 112354	MTM Youth	19.00	
16/04/2020 112381	East Anglian Tuition	90.00	
05/05/2020 112399	██████████	100.00	
12/05/2020 112402	D S & D Mack	954.00	
14/05/2020 112403	██████████	90.00	
27/05/2020 112420	██████████	90.00	
27/05/2020 112419	Norwich Group of Flower Clubs	60.00	
03/06/2020 112482	██████████	100.00	
09/06/2020 112422	NORFOLK PARISH TRAINING & SUPP	80.00	
09/06/2020 112423	Norfolk Association of Local C	54.00	
09/06/2020 112421	DCK Accounting Solutions Ltd	1,104.00	
10/06/2020 112425	██████████	260.10	
16/06/2020 112426	KJ Youth Work Services	379.45	
16/06/2020 112427	██████████	100.00	
23/06/2020 112428	J R Vincent-Bunn	1,074.00	
23/06/2020 112430	J R Vincent-Bunn	1,074.00	
23/06/2020 112429	ZURICH MUNICIPAL	528.46	
26/06/2020 112431	T T Jones Electrical Ltd	346.37	
30/06/2020 112436	██████████	85.00	
30/06/2020 112436	██████████	-25.00	
30/06/2020 112441	Purslows Chartered Surveyors	2,280.00	
30/06/2020 112434	PJ Plumbing, Heating & Mainten	798.79	
30/06/2020 112433	Norfolk Association of Local C	48.00	
30/06/2020 112432	Ben Burgess Gardening Equipmen	393.75	
30/06/2020 112435	Petty Cash	104.66	
30/06/2020 112437	Ian Smith Stationers	123.00	
			<u>11,483.58</u>
			711,302.87
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
30/06/2020 112436		-25.00	

**Bank Reconciliation Statement as at 06/07/2020  
for Cashbook 1 - Barclays Current/Premium Acct**

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<u>Amount</u>	<u>Balances</u>
	-25.00
	<u>711,277.87</u>
<b>Balance per Cash Book is :-</b>	<b>711,277.87</b>
<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 30/06/2020  
for Cashbook 2 - Barclays Salaries Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Salaries Account	30/06/2020		36,658.94
			<u>36,658.94</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			36,658.94
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			36,658.94
		<b>Balance per Cash Book is :-</b>	<b>36,658.94</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 30/04/2020  
for Cashbook 3 - Barclays Treasurers Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Treasury Deposit 23123826	30/06/2020		140,000.00
			<u>140,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			140,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			140,000.00
		<b>Balance per Cash Book is :-</b>	<b>140,000.00</b>
		<b>Difference is :-</b>	<b>0.00</b>



**Bank Reconciliation Statement as at 30/06/2020  
for Cashbook 4 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	30/06/2020	0	300.00
			<u>300.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			300.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			300.00
		<b>Balance per Cash Book is :-</b>	<b>300.00</b>
		<b>Difference is :-</b>	<b>0.00</b>




## Payments for Month 3

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/06/2020	Co-op	VCH1088	1.50			4010	101	1.50	Milk
02/06/2020	The Range	VCH1091	10.47		1.74	4016	201	2.18	Cleaning Supplies
						4016	205	2.18	Cleaning Supplies
						4016	202	4.37	Cleaning Supplies
03/06/2020	SAINSBURYS	VCH1089	7.70		0.49	4010	101	5.25	Tea Bags & Sugar
						4016	202	1.96	Cleaning Supplies
04/06/2020	WENSUM DIY	VCH1092	15.75		2.62	4016	201	4.38	Ant Traps
						4016	205	4.38	Ant Traps
						4016	202	4.37	Ant Traps
05/06/2020	The Range	VCH1093	26.91		4.48	4016	202	22.43	Sanitiser & Hand Wash
05/06/2020	The Post Office & The Range	VCH1094	4.05		0.33	4022	101	2.06	Signed For Postage
						4016	202	1.66	Anti-Bacterial Spray
05/06/2020	M&S	VCH41096	1.15			4010	101	1.15	Milk
05/06/2020	M&S	VCH41096C	-1.15			4010	101	-1.15	Reversal
05/06/2020	M&S	VCH1096	1.15			4010	101	1.15	Milk
07/06/2020	Taverham Garden Centre	VCH1095	9.98		1.66	4016	201	4.16	Ant Traps
						4016	202	4.16	Ant Traps
11/06/2020	The Range	VCH1097	16.16		2.53	4043	201	4.64	Cutlery Tray
						4043	202	4.65	Cutlery Tray
						4016	201	1.67	Oven Cleaner
						4016	202	1.67	Oven Cleaner
						4016	201	0.50	Vinegar For Cleaning
						4016	202	0.50	Vinegar For Cleaning
11/06/2020	The Post Office	VCH1098	1.41			4022	101	1.41	Signed for Postage
11/06/2020	Budgens	VCH1099	3.06			4010	101	3.06	Milk
23/06/2020	Co-op	VCH1100	3.10			4010	101	3.10	Milk
26/06/2020	Lidl	VCH1101	3.42		0.57	4016	202	2.85	Cleaning Supplies
<b>Total Payments for Month</b>			104.66	0.00	14.42			90.24	
<b>Balance Carried Fwd</b>			300.00						
<b>Cashbook Totals</b>			404.66	0.00	14.42			390.24	

**Bank Reconciliation Statement as at 30/06/2020  
for Cashbook 5 - Clerks Imprest Acc 2**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays CPC Petty Cash No2	30/06/2020	0	2,000.00
			<u>2,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,000.00
		<b>Balance per Cash Book is :-</b>	<b>2,000.00</b>
		<b>Difference is :-</b>	<b>0.00</b>



THE CLERK  
 THE COSTESSEY CENTRE  
 LONGWATER LANE  
 COSTESSEY  
 NORWICH  
 NR8 5AH





# Your Business Current Account

## At a glance

### 30 May - 30 Jun 2020

Start balance	£2,000.00
Money out	£79.65
▶ Commission charges	£6.50
▶ Interest paid	£0.00
Money in	£79.65
End balance	£2,000.00

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Date	Description	Money out £	Money in £	Balance £
30 May	Start Balance			2,000.00
1 Jun	 Card Payment to Wix.Com Luxembourg On 26 May	4.16		1,995.84
4 Jun	 Card Payment to Slcc Enterprises L On 03 Jun	36.00		1,959.84
5 Jun	Ⓢ Commission Charges For The Period 14 Apr /12 May	6.50		1,953.34
19 Jun	 Card Payment to Amznmktplace On 18 Jun	32.99		1,920.35
30 Jun	 Internet Banking Transfer From Account 70291323 at 20-62-68 Cmp June Reimburs		79.65	2,000.00
30 Jun	Balance carried forward			2,000.00
	Total Payments/Receipts	79.65	79.65	

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

**Bank Reconciliation Statement as at 30/06/2020  
for Cashbook 6 - Groundsman Imprest Acc 1**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Costesseypc Petty Cash No 1	30/06/2020		3,000.00
			<u>3,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			3,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			3,000.00
		<b>Balance per Cash Book is :-</b>	<b>3,000.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

**THE CLERK  
 THE COSTESSEY CENTRE  
 LONGWATER LANE  
 COSTESSEY  
 NORWICH  
 NR8 5AH**

# Your Business Current Account

## At a glance

### 30 May - 30 Jun 2020

Date	Description	Money out £	Money in £	Balance £
30 May	<b>Start Balance</b>			<b>3,000.00</b>
2 Jun	Card Payment to Eoe Coop On 01 Jun	5.00		2,995.00
5 Jun	Commission Charges For The Period 14 Apr /12 May	6.50		2,988.50
8 Jun	Card Payment to Builders Equipment On 05 Jun	113.20		2,875.30
9 Jun	Card Payment to Co-Op Group Petrol On 08 Jun	21.55		2,853.75
10 Jun	Card Payment to Mrh Oval Garage On 08 Jun	20.98		2,832.77
11 Jun	Card Payment to Screwfix Direct On 10 Jun	6.49		2,826.28
12 Jun	Card Payment to Screwfix Direct On 11 Jun	5.99		2,820.29
24 Jun	Card Payment to Mfg Oval Garage On 22 Jun	21.46		2,798.83
30 Jun	Internet Banking Transfer From Account 70291323 at 20-62-68 Gimp Reimbursement		201.17	3,000.00
30 Jun	<b>Balance carried forward</b>			<b>3,000.00</b>
	<b>Total Payments/Receipts</b>	<b>201.17</b>	<b>201.17</b>	

Start balance	£3,000.00
Money out	£201.17
▶ Commission charges £6.50	
▶ Interest paid £0.00	
Money in	£201.17
End balance	£3,000.00

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

