

Holme Valley Parish Council

To all Members of the Finance & Management Committee

You are hereby summoned to attend a virtual meeting of the **Finance & Management Committee** to be held on **MONDAY, 12 OCTOBER 2020** at **7pm** via the **Zoom Teleconferencing Platform** <https://us02web.zoom.us/j/83136429220> to transact the following business -

- AGENDA – (A)

Please note that timings on the agenda are given for guidance of the Chairman and the Council only and should not be taken as the time at which discussion of a particular item will commence. The Committee may agree to defer (in whole or part) any items on the Agenda, if necessary.

	Welcome	7.00 pm
	Public Question Time Prior to the commencement of the business session of the Council, there will be an open session lasting 15 minutes, for members of the public to speak to the Council.	
2021 22	Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014 As Local (Parish & Town) Council meetings can now be recorded, the Chairman to check if anybody wishes to record the meeting, to ensure reasonable facilities can be provided. As the meeting is a virtual meeting, the Deputy Clerk/RFO will be recording the meeting	7.15 pm
2021 23	To accept apologies for absence	7.16 pm
2021 24	To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda	7.17 pm
2021 25	To consider written requests for new DPI dispensations	7.18 pm
2021 26	To consider whether items on the agenda should be discussed in private session	7.19 pm
2021 27	To confirm the Minutes of the previous Committee meeting - To note the Minutes of the Finance & Management Committee Meeting held on 13 July 2020, numbered 2021 01 to 2021 21 inclusive – previously distributed; already confirmed by Council (B)	7.20 pm
2021 28	Applications for Grant - i) To consider a grant application from Honley Library – application enclosed – £1000 towards publicity, resources and workshop leaders (C) - ii) To consider a grant application from Honley Community Growers – application enclosed – £1300 for a community growing space towards publicity and resources (D) - iii) To consider a grant application from Honley Cricket Club – application enclosed – £1000 towards purchase of replacement sight screens (E)	7.21 pm
2021 29	Accounts for Payment (1) To note, the former Chairman of Council reclaimed £460.00 of expenses in September 2020. The former Chairman of Council intends to make donations to two local charities of £270.00 each from the Charity Fund in October 2020. These are to 1) the Full Life Church Food Bank and 2) Square Peg. (2) To approve the full Schedule of Accounts for September (F) and October 2020 (G) , part-approved by Council already	7.35 pm

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- 2021 30 Financial Statements 7.40 pm**
- To approve accounting summaries – copies enclosed
- For July 2020 (H):
- (1) Cash Books All Accounts Receipts and Payments (to end 31 July 2020)
 - (2) Bank Reconciliation All Accounts (to end 31 July 2020)
 - (3) Year-to-date Budget Report (to end 31 July 2020)
 - (4) Cash and Investment Reconciliation (to end 31 July 2020)
 - (5) Trial Balance (to end 31 July 2020)
- For August 2020 (I):
- (1) Cash Books All Accounts Receipts and Payments (to end 31 August 2020)
 - (2) Bank Reconciliation All Accounts (to end 31 August 2020)
 - (3) Year-to-date Budget Report (to end 31 August 2020)
 - (4) Cash and Investment Reconciliation (to end 31 August 2020)
 - (5) Trial Balance (to end 31 August 2020)
- For September 2020 (J):
- (1) Cash Books All Accounts Receipts and Payments (to end 30 September 2020)
 - (2) Bank Reconciliation All Accounts (to end 30 September 2020)
 - (3) Year-to-date Budget Report (to end 30 September 2020)
 - (4) Cash and Investment Reconciliation (to end 30 September 2020)
 - (5) Trial Balance (to end 30 September 2020)
- 2021 31 Budget/Precept 2021-22 7.55 pm**
- To note, Council, Standing Committees and Members will be asked to start their budget-planning for Council year 2021-22; the RFO will support budget-planners
- 2021 32 Tenancies 7.56 pm**
- To note, the Council is now receiving payments for the tenancy on the lettable space occupied by Monty's Loft.
- 2021 33 Bank Matters 7.57 pm**
- To note, the Clerk and Deputy Clerk/RFO will be updating bank mandates with HSBC, Handelsbanken CCLA over the next few weeks; new mandatees will be forwarded paperwork to complete.
- Mandatees will be:
HSBC – Cllrs Hogley, Pogson, T Bellamy, Blacka, Brook, Carré, Colling, Davies and the RFO
Handelsbanken – Cllrs Hogley, Pogson, Brook, Blacka and the Clerk
CCLA - Cllrs Hogley, Pogson, Brook and the RFO
- 2021 34 Statement of Intent on Training 7.58 pm**
- To receive report of any training by Councillors and Officers since the last Finance and Management meeting, – attendees to report
- 2021 35 Financial Records for the website 8.05 pm**
- Given the change to the new accounts package: To consider the financial records that are uploaded to the Parish Council website

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2021 36	Chairman's Charity Donations - The Parish Council has received two donations to the Chairman's Charity (one of £200; one of £50) for the upkeep of dedicated benches. To consider: what we do with this money. The RFO suggests establishing an earmarked reserve.	8.10 pm
2021 37	Petty Cash - Under its latest Financial Regulations, the Parish Council approved stopping its Petty Cash system. There is £95.02 in the cash box. To consider: What the Council resolves to do with the remaining Petty Cash.	8.15 pm
2021 38	Holmfirth 2021: The Year of Festivals - Stephen Dorril speaking on behalf of the Holmfirth Film Festival, Festival of Folk and Arts Festival has proposed a joint co-operation between the Holmfirth Festivals for 2021 whereby the festivals would share a level of branding, publicity, and timetables/ brochures for the year; some funding (including grants) would be pooled To consider: how Holme Valley Parish Council might support this venture	8.20 pm
2021 39	Grants – Referral from the Grants Working Party: review of the grant giving process: <ul style="list-style-type: none">• To approve the adoption of the new Grant Application Form for all grants - Clerk to report (K)• To approve the adoption of the new Criteria and Guidelines for Grant Applications – Clerk to report (L)• To approve the adoption of a decision to take grant applications on two dates across the financial year from 2021-22 onwards – Clerk to report	8.30 pm
2021 40	Internal Monitoring of the Council's financial systems - The Committee to consider using an Internal Control Checklist to monitor the financial and management practices and systems; suggestion attached (M) - The Committee to consider appointing someone to monitor the systems of the Council using an Internal Control Checklist on at least a quarterly basis; this cannot be the Chairman	8.40 pm
2021 41	Equipment replacement - To consider: The Clerk has requested to have her laptop replaced This is an old laptop with the letters all worn off the keys; It is extremely slow-running despite regular clean-ups by computer techs	8.50 pm
2021 42	Representation - To receive report (if any) of representatives to outside bodies	8.55 pm
	Close of Meeting	9.00 pm

Richard McGill

Mr Richard McGill
Responsible Finance Officer to the Council

Holme Valley Parish Council
Holmfirth Civic Hall, Huddersfield Road, HOLMFIRTH HD9 3AS
Telephone: 01484 687460
Email: deputyclerk@holmevalleyparishcouncil.gov.uk

Holme Valley Parish Council

MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD VIA ZOOM ON MONDAY 13TH JULY 2020

Those present:

Chairman: Cllr RP Dixon

Councillors: Cllrs M Blacka, D Carré, P Davies, S East, D Hall, R Hogley, M Pogson

Officer: Mr Richard McGill

Also present: Mrs E Bennett, Clerk to the Council

Welcome

Chairman, Cllr RP Dixon, welcomed Committee members to this virtual meeting of the Finance and Management Committee.

Ahead of the agenda, Cllr RP Dixon asked for members to pay tribute to a recently deceased former Chairman of the Council by observing a minute of silence, which they did.

Public Question Time

No members of the public were present.

2021 01 Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014

The RFO/Deputy Clerk was recording the meeting in audio and video formats through the Zoom platform.

2021 02 To accept apologies for absence

RESOLVED: Apologies for absence were accepted from Cllr Colling and Cllr Feeney.

No apologies were received from Cllrs Gould and Sweeney.

Cllr Sheard had instructed the Clerk that she was resigning from the Finance and Management Standing Committee.

2021 03 To receive Members' personal and disclosable pecuniary interests in items on the agenda

None were disclosed.

2021 04 To receive Officers' personal and disclosable pecuniary interests in items on the agenda

None were disclosed.

2021 05 To consider written requests for new DPI dispensations

None had been received.

2021 06 To consider whether items on the agenda should be discussed in private session

RESOLVED: It was agreed that no items on the agenda needed to be discussed in private session.

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2021 07 To confirm the Minutes of the previous Committee meeting

RESOLVED: That the Minutes of the Finance & Management Committee Meeting held on 2 March 2020, numbered 1920 74 to 1920 98 inclusive –previously distributed, and already approved by Council – be approved.

2021 08 Schedules of Accounts for Payment

(1) **RESOLVED:** The remaining payments on the Schedule of Accounts for June 2020 were approved, prior payments having already been approved by Council
(2) **NOTED:** Members noted that the Chairman had made no expenditure or donations in the interim

2021 09 Financial Statements

RESOLVED: The Committee approved the following accounting summaries

For February 2020:

- (1) Receipts to 05 March 2020
- (2) Payments to 05 March 2020
- (3) Bank Reconciliation All Accounts (to 5 March 2020)
- (4) Year-to-date Budget Report to 05 March 2020

1904hrs: At this point Cllr Carré joined the meeting.

For March 2020:

- (1) Receipts to 31 March 2020
- (2) Payments to 31 March 2020
- (3) Bank Reconciliations All Accounts (to 31 March 2020)
- (4) Year-to-date Budget Report to 31 March 2020

For April 2020:

- (1) Receipts to 05 May 2020
- (2) Payments to 05 May 2020
- (3) Bank Reconciliations All Accounts (to 05 May 2020)
- (4) Year-to-date Budget Report to 05 May 2020

For May 2020:

- (1) Receipts to 05 June 2020
- (2) Payments to 05 June 2020
- (3) Bank Reconciliation All Accounts (to 05 June 2020)
- (4) Year-to-date Budget Report to 05 June 2020

For June 2020:

- (1) Receipts to 05 July 2020
- (2) Payments to 05 July 2020
- (3) Bank Reconciliation All Accounts (to 05 July 2020)
- (4) Year-to-date Budget Report to 05 July 2020

2021 10 Final Accounts 2019/20

RESOLVED: The Committee noted the preparation of the final accounts before presentation at Council on the 20th July 2020 for approval.

1913hrs: At this point Cllr Hogley joined the meeting.

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2021 11 Internal Audit

NOTED: The Committee noted the RFOs report on the draft Internal Audit Report including the corrective action taken by Officers.

2021 12 Budget/Precept 2020-21

NOTED: The Committee noted that the precept is being received in two instalments this year. The first of £139119 had been received 1 May 2020; the second of £140000 would be received 1 November 2020.

2020 13 Anchor Tenancy - Holmfirth Civic Hall

NOTED: The Committee noted the RFO has paid the annual rent on the Council office.

2020 14 Tenancies

NOTED: The Committee noted that the Council has received all payments for its tenancies.

2020 15 Bank Matters

RESOLVED: The Committee reaffirmed its resolve to implement the direct debit request of Grenke who lease us the photocopier. Cllr Dixon and Cllr Pogson agreed to be signatories of the direct debit agreement on behalf of the Council.

2020 16 Statement of Intent on Training

NOTED: Cllr Blacka reported positively regarding her attendance on Chairmanship training. The RFO/Deputy Clerk reported on his training on the Omega accounts package. The Clerk reported on the webinars she had attended: Contracts and Specifications, Freedom of Information, Grants and Payments, and Charities. The Clerk further disclosed that she had completed her ILCA training, and had attended webinars on Roles and Communities.

2020 17 Rialtas Omega Accounting Software

NOTED: The Committee noted that the Council was moving over to the Rialtas Omega accountancy package for 2020-21, and the RFO/Deputy Clerk has received a day's training.

2020 18 NALC/YLCA

NOTED: The Committee noted that the meetings of the South Pennine Branch of YLCA will continue to be held virtually using the Go To Meeting platform until further notice. The Clerk reported that she had attended and had not found it especially relevant.

2020 19 Grants

NOTED: - The Committee noted that the RFO has uploaded details of all last year's grants onto the website, accessible from the Home Page Quick Links. He and the Clerk are also maintaining a running record of grants awarded this current year, again, in the Quick Links from the Home Page.

The Clerk reported on the findings of the Grants Working Party. A discussion followed on how the Council should best manage its grants processes.

RESOLVED: The Committee decided that the Clerk's report should be put forward at the next meeting of the full Council with a recommendation from the Finance and Management Standing Committee.

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2020 20 Bank Reconciliations against Bank Statements by a member of the Committee

The RFO/Deputy Clerk reported that Cllr Feeney has undertaken the onerous task of checking the RFO's bank reconciliations.

RESOLVED: That the RFO/Deputy Clerk passes on his thanks and the thanks of the Committee on behalf of the Parish Council for the work she had done with regard to checking the bank reconciliations as an action to combat fraud.

2020 21 Representation

No reports were received from representatives to outside bodies.

Cllr Pogson reported that he felt the financial statements produced this year by the RFO/Deputy Clerk were of good quality, and easier to understand than previously produced documents. The RFO/Deputy Clerk thanked him for his comment.

Close of Meeting

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Chairman

HOLME VALLEY PARISH COUNCIL



HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS
Tel: 01484 687460 Email: clerk@holmevalleyparishcouncil.gov.uk

Please complete this form as clearly as possible and return it to the clerk by email or by post to the above address.

CONTACT DETAILS	
Name of organisation	Friends of Honley Library
Contact person for this application:	Known to clerk
Position eg Chair, Secretary, Treasurer:	Vice chair
Correspondence address:	Known to clerk
Email address:	
Telephone numbers:	

TYPE OF COMMUNITY GRANT APPLIED FOR

Please refer to our criteria on our website for details of the three categories and tick the most appropriate.

If you are unsure, please tick any that might apply, and our clerk will consider which Committee the application should be considered by.

Community Assets

Community Services

Community Events or Projects Y

ABOUT YOUR GROUP	
What type of group are you?	<ul style="list-style-type: none">Registered charity/CIO

Charity registration no. (if applicable)	1181829
When did the group start?	2013
Do you have a constitution or a set of governing rules?	Yes
What area does your group cover? <i>The Council can only fund grants to groups which directly benefit residents of the Holme Valley</i>	Honley, Brockholes, Netherton
Describe the people you <u>mainly</u> work with: For the purposes of this grant application, the main focus is children from birth and families (parents, grandparents) plus volunteers. An inclusive approach ensures that children with disabilities are made very welcome and participate. Several age groups are involved in this project.	<ul style="list-style-type: none"> • Children under 16 • Young people under 25 • Older people over 60 • People with disabilities • People of minority ethnic origin • Other groups (please state):
How many people are involved in running your group?	Paid staff: 0 Volunteers involved in Book Festival, including Committee members: 10

FINANCES	
Financial year	
Income	£
Expenditure	£
Reserves	£
Has the group previously received a grant from the Parish Council?	<p>A grant of £500 for the children's book festival from Holme Valley Parish Council in 2017. Other funding for Honley Library has been made possible through CASC, pending asset transfer of Honley Library to Holme Valley Parish Council.</p> <p>In addition grants to Friends of Honley Library for Children's Book Festival activities have been received in recent years from:</p> <p>Kirklees Council District Committee £1000</p> <p>Kirklees One Community £1000</p>

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How much money are you requesting from the Parish Council?		£1000	
Project start date:	April 2021	Project end date:	March 2022

Introduction – what we want to do:

- Friends of Honley Library supports Kirklees Library Service in sustaining a library and a community hub, including the Children’s Book Festival to attract families into literacy focused events during school holidays.
- Beneficiaries
Children and families in local neighbourhoods. Since 2016 the Children’s Book Festival has run as part of the community hub at Honley Library. Activities attract families to engage with books. Local authors, artists, poets and musicians run events centred on book themes, and involve craft, music, creative writing, drama, poetry. Our aims are:
*to help children begin early in life to develop a love of books and literacy
*to encourage non-library users to visit and enjoy
*to contribute to the development of the library as a community hub.
- Need
Participating families’ evaluations that our events are highly rated and have a good reputation. For some, attending an event will be the family’s first visit and experience of Honley Library, encouraging them to become more frequent library users. Another outcome is increased use of books at home, thus supporting children’s learning. Events for families are informal and enjoyable. Planning and organisation are managed by volunteers. The Book Festival offer supports and complements the school-based literacy curriculum. Because the pandemic has negatively influenced children’s education, consistent access to literacy-related events and resources in a safe environment is important. In particular, it is important for later educational achievement to support parents with under-fives, so that children become familiar with and experience books, developing pre-reading skills before they start school.
- Partnership
Children’s activities will be an important part of the launch of the library after asset transfer. Partners include schools, community groups, businesses and authors. In 2020 we connected with Honley Community Growers. Our planned activities will work well with their outdoor education programme.
- Numbers of beneficiaries
In 2019 – 2020 616 people benefited from the Children’s Book Festival

Attendance breakdown

26% of families said it was their first visit to Honley Library

78% said the events encouraged them to visit the library more often

380+ children

236 adults

The events are supported in various ways by 10 volunteers. Their time and skills add value in kind to funding.

- Evaluation of project

At the end of each session children and their parents evaluate. We ask for their ideas and suggestions about activities for the future. This way we have feedback about what works and what we need to improve on. We also receive positive feedback through community networks and our contacts in the Holme Valley.

PROJECT BUDGET		
Item	Total cost	Requested from the Parish Council
<p>Workshop leaders</p> <p>a) Authors, artists, educational environmentalists, musicians, dramatists</p> <p>b) Volunteer led</p> <p>Volunteer hours = 40+ (volunteers will lead 5 workshops in addition to those paid for as above)</p>	<p>£950 for 6/7 sessions (costs gauged through contacting people include £95 - £165 for 1 ½ hours / £150 for 2 sessions in a day / £150 for 2 hours / £250+ for a morning)</p>	<p>£580</p>
<p>Publicity</p> <p>e.g. printing of fliers, photocopying, photographs, lamination of posters/photographs, displays in library</p> <p>Volunteer hours = 40+ to manage all aspects of the Book festival including bookings on Eventbrite, organize fliers and distribute, attend school assemblies)</p>	<p>£320</p>	<p>£220</p>
<p>Resources</p> <p>a) Consumable e.g. paper, card, pens (all sorts!), flipchart paper & craft items Resources for 5 volunteer led sessions</p> <p>b) Permanent Small plastic tables for children Flipchart stand</p>	<p>£180</p> <p>£160</p> <p>£50</p> <p>£48 Section subtotal = £438</p>	<p>£200</p>
<p>Volunteer expenses</p>	<p>£40</p>	
<p>TOTALS</p>	<p>£1748</p>	<p>£1000</p>

OTHER FUNDING

Has the group applied elsewhere for other grants to fund this project?

No

If yes, please give details below. Include date of application, amount requested and the outcome (if known).

Other sources of funding for this project, eg donations, reserves, fund raising.
Please list, with amounts.

Fund raising through sponsored swims raises between £250-400. There is a small charge per child booked into each event (last year this raised £160)

BANK ACCOUNT DETAILS

Account name	Friends of Honley Library
Sort code	
Account number	8872783507

Declaration

This declaration must be signed by an authorised person, e.g. Committee Member, Office Holder or Trustee.

- I am authorised to make the application on behalf of the above organisation.
- I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded.
- I certify that the information contained in this application is correct.
- If the information in the application changes, I will inform the Council.
- I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding this application.

- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

Name: known to clerk

Signature:

Date: 28th September 2020

HOLME VALLEY PARISH COUNCIL



HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS
Tel: 01484 687460 Email: clerk@holmevalleyparishcouncil.gov.uk

Please complete this form as clearly as possible and return it to the clerk by email or by post to the above address.

CONTACT DETAILS	
Name of organisation	Honley Community Growers
Contact person for this application:	Name known to Clerk
Position eg Chair, Secretary, Treasurer:	Chair
Correspondence address:	Known to clerk
Email address:	
	etc
Telephone numbers:	
	etc

TYPE OF COMMUNITY GRANT APPLIED FOR

Please refer to our criteria on our website for details of the three categories and tick the most appropriate.

If you are unsure, please tick any that might apply, and our clerk will consider which Committee the application should be considered by.

Community Assets

Community Services

Community Events or Projects **yes**

ABOUT YOUR GROUP	
What type of group are you?	Unregistered community group
Charity registration no. (if applicable)	N/A
When did the group start?	20 th November 2019
Do you have a constitution or a set of governing rules?	Yes
What area does your group cover? <i>The Council can only fund grants to groups which directly benefit residents of the Holme Valley</i>	Honley
Describe the people you <u>mainly</u> work with:	Children under 16
How many people are involved in running your group?	Paid staff: 0
	Volunteers, including Committee members: 60

FINANCES	
Financial year	2020
Income	£0
Expenditure	£0
Reserves	£0
Has the group previously received a grant from the Parish Council?	No

YOUR PROJECT

How much money are you requesting from the Parish Council?

£1,300

Project start date:

November 2020

Project end date:

N/A

Please describe what you want to do with the money. Use no more than 500 words. Please answer the following questions in your answer:

- Who will benefit from this project?
- How do you know there is a need for this project?
- Are you working in partnership with other groups?
- How many people are involved in your activities each year?
- How will you know that the project is a success?

Our aim is to create a volunteer-run community growing space within the grounds that surround Honley Library. Our emphasis will be on outdoor education for children, promoting physical and mental well being for all, as well as teaching the local community how to grow their own food.

Our plans are to construct a series of raised beds and containers built to a height so that they may be accessible to anyone, inclusive of those with movement or mobility requirements. These will be used to grow an assortment of vegetables, herbs, fruit and flowers. Any produce will be donated and people will be encouraged to donate if possible, with money raised going back into funding the garden (purchasing new plants etc).

Though there are many green spaces throughout the Holme Valley we intend for our project to offer a hands on approach to growing, where anyone, regardless of experience, is welcome to participate and when used as an informal meeting space the garden will encourage learning about the environment, growing techniques and strengthen people's connection to the land their food comes from.

We also plan to use funds to purchase a metal, shed-style cabin, which will be used to store tools and equipment but also as an extra storage space for library itself, and for the Honley litter picking group to store their tools. Future plans include recruiting a local artist

to decorate the shed appropriately to avoid spoiling any neighbouring views. As well as Friends of Honley Library, Honley Litter Pickers, and Friends of Honley we also anticipate working with Honley Junior and Infant School. Through their continued use of the library we would love to encourage their use of the community garden as an extension of their learning space. We are also currently communicating with Natural Kirklees who not only offer advice and a tool share but also provide free basic insurance to groups who become members. We currently have 59 members in our group (via Facebook), though once we can begin groundwork on the project we will be advertising the group to encourage more individuals to join.

If, once our small garden is constructed, we have people communicating, growing and learning then our project will have achieved it's objective.

Honley is a vibrant, friendly village constantly evolving and with the library being a central hub we would love to be part of improving Honley further and aiding the community as soon as possible.

PROJECT BUDGET		
Item	Total cost	Requested from the Parish Council
Metal storage shed	£300	£300
Timber, nails, screws, paint	£250	£250
Compost and topsoil	£200	£200
Starter seeds, bulbs and plants	£100	£100
Starter tools, compost bin and water butt	£100	£100
Site clearance	£200	£200
Flyers, posters and educational signage	£150	£150
TOTALS	£1,300.00	£1,300.00

OTHER FUNDING

Has the group applied elsewhere for other grants to fund this project?

No

Other sources of funding for this project, eg donations, reserves, fund raising. Please list, with amounts.

N/A

BANK ACCOUNT DETAILS

Account name	
Sort code	
Account number	

Declaration

This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.

- I am authorised to make the application on behalf of the above organisation.
- I have read and noted the Council’s criteria relating to this application and agree to abide by the conditions listed if a grant is awarded.
- I certify that the information contained in this application is correct.
- If the information in the application changes, I will inform the Council.
- I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding this application.
- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

Name: ASHLEIGH RAGSDALE

Signature:
Known to clerk

Date: 30/09/20

HOLME VALLEY PARISH COUNCIL

HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS
Tel: 01484 687460 Email: clerk@holmevalleyparishcouncil.gov.uk



GRANT APPLICATION FORM – FINANCE & MANAGEMENT COMMITTEE

Please complete this form as clearly as possible and return it to the above address. The application form (only) will be circulated to all Members of the Council for consideration. The supporting documentation will be assessed by the Council's Portfolio Holder (Finance & Management) and the Clerk/Responsible Financial Officer, to ensure the application meets the Council's criteria.

Please refer to the criteria before the completing this form.

Where * please delete as appropriate.

CONTACT DETAILS	
Name of organisation, e.g. Club, Group or Organising Group (for Event): Honley Cricket Club	
Contact person for this application: [REDACTED]	
Position held (e.g. Chairman, Secretary or Treasurer): Secretary & Treasure of Facilities Development Group	
Correspondence address: [REDACTED]	
Email address: [REDACTED]	
Telephone number: [REDACTED]	
ABOUT YOUR ORGANISATION/GROUP	
What type of organisation/group are you?	Unregistered community club
Charity Registration No. (if applicable)	N/A
How long has the organisation/group been in existence?	Since 1878
Do you have a Constitution or a set of governing rules?	Yes - attached

What area does your organisation/group cover? <i>The Council can only fund grants to organisations/groups who can demonstrate direct benefit to residents of the Valley</i>	Holme Valley in general. Honley and surrounding communities in particular.	
Describe the people you <u>mainly</u> work with: We work with people of both sexes and all ages. Young people are coached in cricket and football at the Ground and form more than 75% of our membership	Children under 16* Young people under 25* Older people over 60* Disabled people People of minority ethnic origin Other (please state):	
What is the normal membership fee?	Junior:	£25
	Adult:	£40
Does the organisation/group have a licensed bar?	Yes	
YOUR ORGANISATION'S FINANCES		
Financial year (please state):	30 th September 2019	
Income	£36470	
Expenditure	£44518	
Reserves	£50,075	
DESCRIBE THE PROJECT OR ACTIVITY THIS GRANT WOULD BE USED FOR		
<p>The Club need to purchase two sight screens for each end of the Ground. The existing sight screens were 13 years old and have been continually repaired but were damaged beyond repair during this summer as a result of two separate storms.</p> <p>Sight screens are needed to create a contrast between the red ball and white screen which helps the batsman track the ball and besides helping the batsman play better shots are also a safety measure.</p>		
Is it for a community event or festival?	No	
Is it for an item of capital expenditure or project?	Yes	
SECTION A - GRANT FUNDING FOR AN EVENT		
Please provide a detailed description of the event for which you are seeking funding. Detailed projected costings <i>must</i> also be supplied.		
What is the total cost of the event?	£	
For which element of the event is your organisation seeking funding?		

Who will benefit from this event?	
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SECTION B – GRANT FUNDING FOR CAPITAL PURCHASE/PROJECT

This application must relate to a specific item of capital expenditure or project; it must not be for a regular item of maintenance or such other revenue item, e.g. ongoing expenses and staffing costs. Please provide a detailed description of the capital purchase or project for which you are seeking funding. *Detailed projected costings or quotations **must** also be supplied.*

The Club need to purchase two sight screens for each end of the Ground. The existing sight screens were 13 years old and have been continually repaired but were damaged beyond repair during this summer as a result of two separate storms.

Sight screens are needed to create a contrast between the red ball and white screen which helps the batsman track the ball and besides helping the batsman play better shots are also a safety measure.

The sight screens are made of extra-large poly screen 5m wide and 4.5m high. They are £1200 each including VAT and there is a further £180 including VAT for delivery and erection. A total of £2760 including VAT or £2300 excluding VAT. For further details please see the supplier's website as follows;

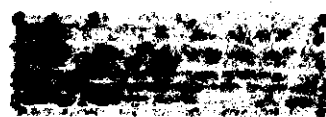
http://www.acsricricket.co.uk/polyvand_meshscreens.html

What is the total cost of the capital purchase or project?	£ 2300 excluding VAT
Who will benefit from this capital purchase or project?	All those playing and watching cricket at Honley Cricket Ground particularly the batsmen. The sight screens will help the batsmen track the ball which will result in better shots and a better quality of cricket which will also benefit the spectators. In addition the sight screens are a safety measure for the batsmen and fielders as they help them track the ball better thus helping to prevent injuries.

SECTION C – GENERAL TO BE COMPLETED BY ALL APPLICANTS

Amount for which the organisation or group is seeking grant aid from the Parish Council (max. £1,000):	£1,000
How much does the organisation or group expect to raise by its own efforts and how?	£1300
How will the rest of the cost be financed?	Through Club fund raising such as sponsorship, donations and raffles such as the Premier Club. Due to Covid-19 the Club are limited to what they can do on other funding such as bar income, teas and social events.
What other organisations may use the organisation or group's facilities?	Honley Casuals, Honley Junior Football Club, Honley Senior Football Club, Holmfirth Harriers AC. And all their visiting teams and supporters. Representative cricket matches are held at the Ground for the MCC, Yorkshire U19s, Honley High School, Honley Junior School and Huddersfield New College.

<p>What other organisations will benefit from this event, project or scheme?</p>	<p>Honley Casuals, visiting teams and supporters, the MCC, Yorkshire U19s, Honley High School, Honley Junior School and Huddersfield New College.</p>
<p>What facilities have been provided or improved as a result of the organisation or group's own efforts?</p>	<p>Since 2012 there have been the following improvements to the Ground and Facilities;</p> <ul style="list-style-type: none"> • Two new artificial wickets • Nets • New pitch covers • Bar refurbished • Two new changing rooms • Refurbishment of Pavilion including young persons changing rooms and room for the umpire • New drive way and drainage • New kitchen
<p>Has the organisation or group previously applied for a grant from this Parish Council?</p>	<p>Yes</p> <p>New Heavy Roller – Grant of £500 received 18th April 2019</p> <p>Refurbishment of kitchen facilities – Grant of £1000 received 12th November 2018</p> <p>New CCTV system – Grant of £400 received 6th April 2017</p> <p>Cost of new changing rooms on lower floor of the Pavilion for use by young people – Grant of £1000 from Youth's Facilities Budget received 6th October 2016</p> <p>Cost of separate new changing rooms for adults – Grant of £1,000 received 22nd July 2016.</p>



<p>Has the organisation or group made any grant application to any other Authority or grant making body for funding support for this event, project or scheme?</p>	<p>No</p>
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PAYEE DETAILS FOR ANY FUNDING AWARD

All grant funding will be paid by cheque

Name of payee organisation as it appears on bank account:

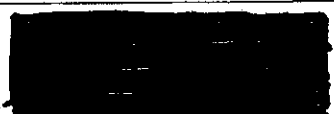
HONLEY CRICKET CLUB

If there is any other information which you consider to be relevant to your application, please provide details below or on a separate sheet.

DECLARATION

This declaration must be signed by an authorised person within the organisation or group, e.g. Committee Member, Office Holder or Trustee.

1. I am authorised to make the application on behalf of the above organisation.
2. I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded by the Council.
3. I certify that the information contained in this application is correct.
4. If the information in the application changes in any way, I will inform the Council.
5. I give permission for the Council to record the details of my organisation electronically and to contact my organisation by phone, mail or email regarding this application.
6. If the application is successful, I give permission for the Council to publicise the project/activity in the local media and on its website.
7. I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within **TWO MONTHS OF COMPLETION.**

<p>Signed </p>	<p>Date 14/9/2020</p>
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CHECKLIST

Please enclose the following with your application. We will only process your application when we have received them.

	Please Tick
Signed application form, with every question answered	✓
Latest audited annual accounts	✓
Constitution or set of rules (if not applicable please state so)	✓
Copy of bank statements for past six months	✓
Copies of written estimates/quotations for equipment/capital items	✓
If possible, please email a copy of the grant application (only) to the Clerk (clerk@holmevalleyparishcouncil.gov.uk).	✓

Please send completed application form (with all supporting documentation) to:

**Holme Valley Parish Council
Holmfirth Civic Hall
Huddersfield Road
Holmfirth HD9 3AS**

If you have any queries, please contact the Clerk on:

Tel: 01484 687460 (Tuesdays/Thursdays 10am to 3pm – please leave a message if outside office hours) – any response will be made as soon as feasible

Email: clerk@holmevalleyparishcouncil.gov.uk

You are advised to keep a copy of this application for your own records.

For internal admin use only:

Date application received:	
Application reference no:	
Application meets criteria:	Yes/No* If no, give reasons:
Meeting Date/Minute No.	
Date applicant notified of outcome:	

Holme Valley Parish Council Cash Book 2020-21

HSBC Community Current Account

Schedule of Payments September 2020:

HVPC ref	Payment Date	Payment method	Check v statement	Paid	Supplier	Inv date	Inv number	Services	Net	Vat	Gross
2021/06/01	15/09/2020	DD	<input checked="" type="checkbox"/>		O2			iPad and mobile data monthly contract	£44.76	£0.00	£44.76
2021/06/02	15/09/2020	SO	<input checked="" type="checkbox"/>		WYPF			Pensions	£445.16	£0.00	£445.16
2021/06/03	15/09/2020	SO	<input checked="" type="checkbox"/>		Staff 02			Salary - September	£1,122.12	£0.00	£1,122.12
2021/06/04	15/09/2020	SO	<input checked="" type="checkbox"/>		Staff 01			Salary - September	£1,446.26	£0.00	£1,446.26
2021/06/05	15/09/2020	SO	<input checked="" type="checkbox"/>		HMRC			PAYE Tax and NI contributions	£927.73	£0.00	£927.73
2021/06/06	15/09/2020	BACS	<input checked="" type="checkbox"/>		Staff 03			Salary - August and September	£1,410.47	£0.00	£1,410.47
2021/06/07	17/09/2020	BACS	<input checked="" type="checkbox"/>		WYPF			Pensions - Staff 03	£198.09	£0.00	£198.09
2021/06/08	17/09/2020	BACS	<input checked="" type="checkbox"/>		HMRC			PAYE Tax and NI contributions - Staff 03	£53.66	£0.00	£53.66
2021/06/09	17/09/2020	BACS	<input checked="" type="checkbox"/>		Barnsley Chronicle	18/08/2020	S000014110	Holme Valley Review - Annual Report	£1,200.00	£240.00	£1,440.00
2021/06/10	17/09/2020	BACS	<input checked="" type="checkbox"/>		Barnsley Chronicle	18/08/2020	S000014123	Holme Valley Review August 2020	£250.00	£50.00	£300.00
2021/06/11	17/09/2020	BACS	<input checked="" type="checkbox"/>		Barnsley Chronicle	15/09/2020	S000015005	Holme Valley Review August 2020	£250.00	£50.00	£300.00
2021/06/12	17/09/2020	BACS	<input checked="" type="checkbox"/>		Document Logic	14/08/2020	329999	Photocopying	£31.65	£6.33	£37.98
2021/06/13	17/09/2020	BACS	<input checked="" type="checkbox"/>		Vision ICT	01/09/2020	11859	Email accounts, web hosting, SSL certificate	£423.00	£84.60	£507.60
2021/06/14	17/09/2020	BACS	<input checked="" type="checkbox"/>		The Phone-Coop	07/04/2020	126561	Website Domain	£76.00	£15.20	£91.20
2021/06/15	17/09/2020	BACS	<input checked="" type="checkbox"/>		Staff 02	27/08/2020	INV38270320	Reimbursement for Zoom subscription	£11.99	£2.40	£14.39
2021/06/16	24/09/2020	BACS	<input checked="" type="checkbox"/>		Councillor 03			Reimbursement for Chairman's Allowance	£460.00	£0.00	£460.00
2021/06/06	28/09/2020	DD	<input checked="" type="checkbox"/>		Plusnet	21/09/2020	00003729320-029	Internet and telephone	£24.66	£4.93	£29.59
									£8,375.55	£453.46	£8,829.01

Holme Valley Parish Council Cash Book 2020-21

HSBC Community Current Account

Schedule of Payments month-to-date October 2020:

HVPC REF	Payment Date	Payment method	Check v statement	Paid	Supplier	Inv date	Inv number	Services	Net	Vat	Gross
		BACS	<input type="checkbox"/>		Maintenance Contractor			Expenses - i) benches/shelters; ii) toilets; iii) phone boxes	£304.99	£60.99	£365.98
		BACS	<input type="checkbox"/>		Maintenance Contractor	31/08/2020	076	Maintenance - i) benches/shelters; ii) toilets; iii) phone boxes; 4) churchyard	£2,562.10	£0.00	£2,562.10
		BACS	<input type="checkbox"/>		Staff 03			Reimbursement for Climate Emergency Local Response Training	£60.00	£0.00	£60.00
		BACS	<input type="checkbox"/>		Staff 03			Reimbursement for iPad case	£19.92	£3.98	£23.90
		BACS	<input type="checkbox"/>		Staff 01			Reimbursement: flowers for Cllr 11	£35.00	£0.00	£35.00
		BACS	<input type="checkbox"/>		Grenke			Photocopier Lease	£117.99	£23.60	£141.59
		BACS	<input type="checkbox"/>		Holme Valley Transport Scheme			Grant: Patient Transport	£2,000.00	£0.00	£2,000.00
		BACS	<input type="checkbox"/>		Honley Business Association			Grant: Honley Youth Club	£1,000.00	£0.00	£1,000.00
		BACS	<input type="checkbox"/>		Honley Business Association			Grant: Honley Christmas Lights	£1,000.00	£0.00	£1,000.00
		BACS	<input type="checkbox"/>		Oates Hanson	27/07/2020	16872	Solicitor Fees - Lease of Holmfirth Civic Hall	£750.00	£150.00	£900.00
		BACS	<input type="checkbox"/>		Councillors 2 and 3			Flowers and cards for the funeral of Cllr Briggs	£27.16	£0.43	£27.59
		BACS	<input type="checkbox"/>		Staff 02	27/09/2020	INV43556301	Reimbursement for Zoom subscription	£11.99	£2.40	£14.39
		BACS	<input type="checkbox"/>		Principal Hygiene Services Ltd			Quarterly Supply and Service Nappy Unit	£52.00	£10.40	£62.40
		BACS	<input type="checkbox"/>		Document Logic			Photocopying	£39.24	£7.84	£47.08
		DD	<input type="checkbox"/>		Information Commissioners Office		Z5094963	Data Protection renewal fee	£35.00	£0.00	£35.00
		BACS	<input type="checkbox"/>		SLCC	25/09/2020	q1198069	ILCA Fees: staff 02	£99.00	£19.80	£118.80
		BACS	<input type="checkbox"/>		Full Life Church Food Bank			Donation from Chairman's Charity by Cllr 03	£270.00	£0.00	£270.00
		BACS	<input type="checkbox"/>		Square Peg			Donation from Chairman's Charity by Cllr 03	£270.00	£0.00	£270.00
		DD	<input type="checkbox"/>		O2			iPad and data contract	£37.30	£7.46	£44.76
									£8,691.69	£286.90	£8,978.59

Receipts for Month 4**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		145,069.07					145,069.07	
2021/03/02	Banked: 02/07/2020	18.59						
2021/03/02	CCLA	18.59			1090	100	18.59	Interest on PSDA
2021/04/01	Banked: 16/07/2020	300.00						
2021/04/01	Beardsell	200.00			1300	500	200.00	Rent - garage - Thirstin Road
2021/04/01	Bostock	100.00			1300	500	100.00	Rent - garage - Dunford Road
2021/04/02	Banked: 17/07/2020	598.81						
2021/04/02	HMRC VAT Return	598.81			105		598.81	HMRC VAT Return
Total Receipts for Month		917.40	0.00	0.00			917.40	
Cashbook Totals		<u>145,986.47</u>	<u>0.00</u>	<u>0.00</u>			<u>145,986.47</u>	

Payments for Month 4

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
09/07/2020	Principal Hygiene	2021/03/15	249.60		41.60	4320	200	208.00	Service Nappy Unit 2/4
09/07/2020	Staff 01	2021/03/16	49.99			4400	250	49.99	Staff 01 - reimburse antivirus
09/07/2020	Staff 02	2021/03/17	14.39		2.40	4400	250	11.99	Reimburse: Zoom Subs
09/07/2020	HCHCT	2021/03/26	30.00			4265	150	30.00	Repay Joint Mmbrship Yorks 1st
15/07/2020	West Yorkshire Pension Fund	2021/04/03	445.16			4000	110	445.16	Pension Payments
15/07/2020	Salaries Staff	2021/04/05	1,122.12			4000	110	1,122.12	Salaries Staff 02
15/07/2020	Salaries Staff	2021/04/04	1,446.26			4000	110	1,446.26	Salaries Staff 01
15/07/2020	HMRC	2021/04/06	927.73			4000	110	927.73	PAYE Tax and NI
21/07/2020	Document Logic	2021/04/02	83.36		13.89	4205	150	69.47	Photocopying
21/07/2020	HCHCT	2021/03/25	1,000.00			5000	600	1,000.00	Grant: Civic Hall Deep Clean
						327	0	-1,000.00	Grant: Civic Hall Deep Clean
						6000	600	1,000.00	Grant: Civic Hall Deep Clean
21/07/2020	Holmfirth Bowling Club	2021/03/19	5,000.00			4315	200	5,000.00	Grant: Disabled Toilets
21/07/2020	Upperthong Village Hall	2021/03/20	5,000.00			4315	200	5,000.00	Grant: Hall Improvements
21/07/2020	Holmbridge Cricket Club	2021/03/24	5,000.00			4315	200	5,000.00	Grant: Pavilion Pathway
21/07/2020	River Holme Connections	2021/03/21	4,994.00			4315	200	4,994.00	Grant: Thongsbridge Riverside
21/07/2020	Wooldale Comm Assoc	2021/03/23	2,000.00			4315	200	2,000.00	Grant: children's play area
23/07/2020	Business Stream	2021/04/08	91.15			4320	200	91.15	Toilets - Water and Sewerage
28/07/2020	Plusnet	2021/04/18	30.12		5.02	4275	150	25.10	Internet and Phone
29/07/2020	Brockholes Village Trust	2021/03/22	2,000.00			4315	200	2,000.00	Grant: Fencing to Boules Court
29/07/2020	Simon Blyth	2021/04/07	570.00			4315	200	570.00	Fees re Garside Buildings Let
						331	0	-570.00	Fees re Garside Buildings Let
						6000	200	570.00	Fees re Garside Buildings Let
29/07/2020	YLCA	2021/04/09	48.00			4061	150	48.00	Webinar - Chairmship - Cllr 4
29/07/2020	Internal Audit Yorkshire	2021/04/10	373.31			4210	150	373.31	Internal Audit Plus Travel
29/07/2020	Principal Hygiene	2021/04/11	62.40		10.40	4320	200	52.00	Service Nappy Unit
29/07/2020	Rialtas	2021/04/12	2,077.20		346.20	4400	250	1,731.00	Omega Accounts Setup, Training
29/07/2020	Document Logic	2021/04/13	50.53		8.42	4205	150	42.11	Photocopying
29/07/2020	Maintenance Contractor	2021/04/15	101.19		6.67	4320	200	61.19	Expenses - Holmfirth Toilets
						4735	400	33.33	Expenses - Phone Boxes
29/07/2020	Maintenance Contractor	2021/04/16	1,616.79			4740	400	1,467.62	Maintenance - Benches/Shelters
						4740	400	75.60	Mileage - Benches/Shelters
						4320	200	66.37	Maintenance - Toilets
						4320	200	7.20	Mileage - Toilets
29/07/2020	Simon Blyth	2021/04/07	-570.00			4315	200	-570.00	Correction
29/07/2020	Simon Blyth	2021/04/07	570.00		95.00	4315	200	475.00	Fees re Garside Buildings Let

Total Payments for Month	34,383.30	0.00	529.60	33,853.70
Balance Carried Fwd	111,603.17			
Cashbook Totals	<u>145,986.47</u>	<u>0.00</u>	<u>529.60</u>	<u>145,456.87</u>

Receipts for Month 4**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		55,679.13					55,679.13	
	Banked:	0.00						
			0.00					0.00
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>55,679.13</u>	<u>0.00</u>	<u>0.00</u>			<u>55,679.13</u>	

Payments for Month 4**Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		55,679.13						
	Cashbook Totals		55,679.13	0.00	0.00			55,679.13	

Receipts for Month 4**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>0.00</u>	

Payments for Month 4

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		0.00						
	Cashbook Totals		0.00	0.00	0.00			0.00	

Receipts for Month 4**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	85,183.96					85,183.96	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>85,183.96</u>	<u>0.00</u>	<u>0.00</u>			<u>85,183.96</u>	

Payments for Month 4**Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
14/07/2020	Handelsbanken	2021/04/19	25.00			4215	150	25.00	Bank Charge
Total Payments for Month			25.00	0.00	0.00			25.00	
Balance Carried Fwd			85,158.96						
Cashbook Totals			85,183.96	0.00	0.00			85,183.96	

Receipts for Month 4**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		75,000.00					75,000.00	
	Banked:	0.00						
			0.00					0.00
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>75,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>75,000.00</u>	

Payments for Month 4**Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		75,000.00						
	Cashbook Totals		75,000.00	0.00	0.00			75,000.00	

Receipts for Month 4**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		95.02					95.02	
	Banked:	0.00						
			0.00					0.00
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>95.02</u>	<u>0.00</u>	<u>0.00</u>			<u>95.02</u>	

Payments for Month 4

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		95.02						
	Cashbook Totals		95.02	0.00	0.00			95.02	

**Bank Reconciliation Statement as at 31/07/2020
for Cashbook 1 - HSBC Current A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current A/C	31/07/2020		111,603.17
			<hr/> 111,603.17
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			111,603.17
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			111,603.17
		Balance per Cash Book is :-	111,603.17
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/07/2020
for Cashbook 2 - Money Manager - HSBC**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC - Money Manager	31/07/2020		55,679.13
			<hr/> 55,679.13
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			55,679.13
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			55,679.13
		Balance per Cash Book is :-	55,679.13
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/07/2020
for Cashbook 3 - Notice Deposit-Handelsbanken**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Notice Deposit - Handelsbanken	31/07/2020		0.00
			<hr/> 0.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/07/2020
for Cashbook 4 - Current Account-Handelsbanken**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Handelsbanken Current A/C	31/07/2020		85,158.96
			<hr/> 85,158.96
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			85,158.96
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			85,158.96
		Balance per Cash Book is :-	85,158.96
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/07/2020
for Cashbook 5 - CCLA Deposit Fund**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Deposit Fund	31/07/2020		75,000.00
			<hr/> 75,000.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			75,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			75,000.00
		Balance per Cash Book is :-	75,000.00
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/07/2020
for Cashbook 6 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/07/2020		95.02
			<hr/> 95.02
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			95.02
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			95.02
		Balance per Cash Book is :-	95.02
		Difference is :-	0.00

Time: 12:00

Bank Reconciliation up to 31/07/2020 for Cashbook No 4 - Current Account-Handelsbanken

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
16/04/2020	2021/01/19	25.00		25.00		R <input type="checkbox"/>	Handelsbanken
30/04/2020	2021/01/05		14.10	14.10		R <input type="checkbox"/>	Receipt(s) Banked
15/05/2020	2021/02/17	25.00		25.00		R <input type="checkbox"/>	Handelsbanken
29/05/2020	2021/02/04		6.58	6.58		R <input type="checkbox"/>	Receipt(s) Banked
12/06/2020	2021/03/27	25.00		25.00		R <input type="checkbox"/>	HSBC Current A/C
14/07/2020	2021/04/19	25.00		25.00		R <input type="checkbox"/>	Handelsbanken
		<u>100.00</u>	<u>20.68</u>				

Time: 16:28

Bank Reconciliation up to 31/07/2020 for Cashbook No 1 - HSBC Current A/C

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/05/2020	Precept 1		139,119.00	139,119.00		R <input type="checkbox"/>	Receipt(s) Banked
04/05/2020	2021/01/04		24.11	24.11		R <input type="checkbox"/>	Receipt(s) Banked
19/05/2020	2021/02/01	445.16		445.16		R <input type="checkbox"/>	West Yorkshire Pension Fund
19/05/2020	2021/02/02	1,446.26		1,446.26		R <input type="checkbox"/>	Salaries Staff
19/05/2020	2021/02/03	1,122.12		1,122.12		R <input type="checkbox"/>	Salaries Staff
19/05/2020	2021/02/04	927.73		927.73		R <input type="checkbox"/>	HMRC
21/05/2020	2021/02/05	28.20		28.20		R <input type="checkbox"/>	Plusnet
29/05/2020	2021/02/16	2,000.00		2,000.00		R <input type="checkbox"/>	Holmfirth Tech
01/06/2020	2020/02/01		440.00	440.00		R <input type="checkbox"/>	Receipt(s) Banked
02/06/2020	2021/02/02		21.56	21.56		R <input type="checkbox"/>	Receipt(s) Banked
03/06/2020	2021/02/06	300.00		300.00		R <input type="checkbox"/>	Barnsley Chronicle
03/06/2020	2021/02/07	30.00		30.00		R <input type="checkbox"/>	Document Logic
03/06/2020	2021/02/08	30.00		30.00		R <input type="checkbox"/>	Document Logic
03/06/2020	2021/02/09	1,764.00		1,764.00		R <input type="checkbox"/>	Kirkwells Ltd
03/06/2020	2021/02/10	324.00		324.00		R <input type="checkbox"/>	Vision ICT
03/06/2020	2021/02/11	15.00		15.00		R <input type="checkbox"/>	YLCA
03/06/2020	2021/02/12	15.00		15.00		R <input type="checkbox"/>	YLCA
03/06/2020	2021/02/13	2,271.00		2,271.00		R <input type="checkbox"/>	YLCA
03/06/2020	2021/02/14	14.39		14.39		R <input type="checkbox"/>	Staff 02
05/06/2020	2021/02/15	274.25		274.25		R <input type="checkbox"/>	HMRC
05/06/2020	2021/02/03		26.33	26.33		R <input type="checkbox"/>	Receipt(s) Banked
08/06/2020	2021/03/01		172.00	172.00		R <input type="checkbox"/>	Receipt(s) Banked
10/06/2020	2021/03/02		2,218.44	2,218.44		R <input type="checkbox"/>	Receipt(s) Banked
12/06/2020	2021/03/27	25.00		25.00		R <input type="checkbox"/>	Handelsbanken
12/06/2020	2021/03/27		25.00	25.00		R <input type="checkbox"/>	Receipt(s) Banked
17/06/2020	2021/03/07	445.16		445.16		R <input type="checkbox"/>	West Yorkshire Pension Fund
17/06/2020	2021/03/08	1,446.26		1,446.26		R <input type="checkbox"/>	Salaries Staff
17/06/2020	2021/03/09	1,122.12		1,122.12		R <input type="checkbox"/>	Salaries Staff
17/06/2020	2021/03/10	927.73		927.73		R <input type="checkbox"/>	HMRC
29/06/2020	2021/03/18	29.53		29.53		R <input type="checkbox"/>	Plusnet
29/06/2020	2021/03/26	30.00		30.00		R <input type="checkbox"/>	HCHCT
29/06/2020	2021/03/26	-30.00		-30.00		R <input type="checkbox"/>	HCHCT
30/06/2020	2021/03/01	18.75		18.75		R <input type="checkbox"/>	YLCA
30/06/2020	2021/03/02	15.00		15.00		R <input type="checkbox"/>	YLCA
30/06/2020	2021/03/03	141.59		141.59		R <input type="checkbox"/>	Grenke
30/06/2020	2021/03/06	1,025.62		1,025.62		R <input type="checkbox"/>	Maintenance Contractor
30/06/2020	2021/03/05	86.10		86.10		R <input type="checkbox"/>	Maintenance Contractor
30/06/2020	2021/03/04	237.05		237.05		R <input type="checkbox"/>	Viking
30/06/2020	2021/03/11	68.74		68.74		R <input type="checkbox"/>	npower
30/06/2020	2021/03/12	125.55		125.55		R <input type="checkbox"/>	npower
30/06/2020	2021/03/14	170.00		170.00		R <input type="checkbox"/>	YLCA
30/06/2020	2021/03/13	15.00		15.00		R <input type="checkbox"/>	YLCA
02/07/2020	2021/03/02		18.59	18.59		R <input type="checkbox"/>	Receipt(s) Banked
09/07/2020	2021/03/15	249.60		249.60		R <input type="checkbox"/>	Principal Hygiene
09/07/2020	2021/03/16	49.99		49.99		R <input type="checkbox"/>	Staff 01
09/07/2020	2021/03/17	14.39		14.39		R <input type="checkbox"/>	Staff 02
09/07/2020	2021/03/26	30.00		30.00		R <input type="checkbox"/>	HCHCT
15/07/2020	2021/04/03	445.16		445.16		R <input type="checkbox"/>	West Yorkshire Pension Fund

Time: 16:28

Bank Reconciliation up to 31/07/2020 for Cashbook No 1 - HSBC Current A/C

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
15/07/2020	2021/04/05	1,122.12		1,122.12		R <input type="checkbox"/>	Salaries Staff
15/07/2020	2021/04/04	1,446.26		1,446.26		R <input type="checkbox"/>	Salaries Staff
15/07/2020	2021/04/06	927.73		927.73		R <input type="checkbox"/>	HMRC
16/07/2020	2021/04/01		300.00	300.00		R <input type="checkbox"/>	Receipt(s) Banked
17/07/2020	2021/04/02		598.81	598.81		R <input type="checkbox"/>	Receipt(s) Banked
21/07/2020	2021/04/02	83.36		83.36		R <input type="checkbox"/>	Document Logic
21/07/2020	2021/03/25	1,000.00		1,000.00		R <input type="checkbox"/>	HCHCT
21/07/2020	2021/03/19	5,000.00		5,000.00		R <input type="checkbox"/>	Holmfirth Bowling Club
21/07/2020	2021/03/20	5,000.00		5,000.00		R <input type="checkbox"/>	Upperthong Village Hall
21/07/2020	2021/03/24	5,000.00		5,000.00		R <input type="checkbox"/>	Holmbridge Cricket Club
21/07/2020	2021/03/21	4,994.00		4,994.00		R <input type="checkbox"/>	River Holme Connections
21/07/2020	2021/03/23	2,000.00		2,000.00		R <input type="checkbox"/>	Wooldale Comm Assoc
23/07/2020	2021/04/08	91.15		91.15		R <input type="checkbox"/>	Business Stream
28/07/2020	2021/04/18	30.12		30.12		R <input type="checkbox"/>	Plusnet
29/07/2020	2021/03/22	2,000.00		2,000.00		R <input type="checkbox"/>	Brockholes Village Trust
29/07/2020	2021/04/07	570.00		570.00		R <input type="checkbox"/>	Simon Blyth
29/07/2020	2021/04/09	48.00		48.00		R <input type="checkbox"/>	YLCA
29/07/2020	2021/04/10	373.31		373.31		R <input type="checkbox"/>	Internal Audit Yorkshire
29/07/2020	2021/04/11	62.40		62.40		R <input type="checkbox"/>	Principal Hygiene
29/07/2020	2021/04/12	2,077.20		2,077.20		R <input type="checkbox"/>	Rialtas
29/07/2020	2021/04/13	50.53		50.53		R <input type="checkbox"/>	Document Logic
29/07/2020	2021/04/15	101.19		101.19		R <input type="checkbox"/>	Maintenance Contractor
29/07/2020	2021/04/16	1,616.79		1,616.79		R <input type="checkbox"/>	Maintenance Contractor
		<u>51,289.61</u>	<u>142,963.84</u>				

Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income								
1076 Precept	0	137,935	275,871	137,936			50.0%	
1078 Special Expenses Grant	0	1,184	3,248	2,064			36.5%	
1090 Bank Interest	19	149	750	601			19.9%	
1092 Toilets Donations	0	172	5,000	4,828			3.4%	
1095 Other income	(4)	21	4,730	4,709			0.4%	
Income :- Income	14	139,461	289,599	150,138			48.2%	0
Net Income	14	139,461	289,599	150,138				
110 Staff Expenditure								
4000 Salaries	3,941	15,891	50,000	34,109		34,109	31.8%	
4055 Sub-contractor Services	0	0	5,000	5,000		5,000	0.0%	
4060 Staff Training	0	264	900	636		636	29.3%	
Staff Expenditure :- Indirect Expenditure	3,941	16,155	55,900	39,745	0	39,745	28.9%	0
Net Expenditure	(3,941)	(16,155)	(55,900)	(39,745)				
150 Administration								
4061 Councillor Training	48	63	900	837		837	7.0%	
4200 Chairman's Allowance	0	0	1,000	1,000		1,000	0.0%	
4205 APS & Petty Cash	112	670	1,500	830		830	44.7%	
4210 Audit	373	373	1,200	827		827	31.1%	
4215 Bank Charges	25	100	50	(50)		(50)	200.0%	
4220 Conference / Seminars	0	0	500	500		500	0.0%	
4225 Elections	0	0	9,789	9,789		9,789	0.0%	
4230 Repairs & Maintenance	0	0	1,000	1,000		1,000	0.0%	
4235 Insurance	0	1,729	2,250	521		521	76.8%	
4240 Travel Allowance	0	0	300	300		300	0.0%	
4245 Office Equipment	0	0	300	300		300	0.0%	
4250 Office/Room Hire	0	10,000	10,000	0		0	100.0%	
4255 Legal Advice Contingency	0	0	5,000	5,000		5,000	0.0%	
4260 FOIA/EIR requests	0	0	500	500		500	0.0%	
4265 Subscriptions	30	2,301	3,000	699		699	76.7%	
4270 Local Council Award Scheme	0	0	100	100		100	0.0%	
4275 Telephone and Broadband	25	97	500	403		403	19.3%	
4280 Civic Regalia	0	0	750	750		750	0.0%	
4298 VAT Error 19/20	0	71	0	(71)		(71)	0.0%	
4299 Contingency	0	0	3,000	3,000		3,000	0.0%	
Administration :- Indirect Expenditure	613	15,404	41,639	26,235	0	26,235	37.0%	0
Net Expenditure	(613)	(15,404)	(41,639)	(26,235)				

Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>200 CASC</u>								
4300 Honley Library	0	0	15,000	15,000		15,000	0.0%	
4310 Holmfirth Civic Hall-Projects	0	0	15,000	15,000		15,000	0.0%	
4315 Other Community Assets	23,994	23,994	15,000	(8,994)		(8,994)	160.0%	9,000
4320 Public Toilet - Day to Day	528	1,767	16,000	14,233		14,233	11.0%	
4325 Public Toilet - Lettable Space	475	475	5,000	4,525		4,525	9.5%	
CASC :- Indirect Expenditure	24,997	26,236	66,000	39,764	0	39,764	39.8%	9,000
Net Expenditure	(24,997)	(26,236)	(66,000)	(39,764)				
6000 plus Transfer from EMR	9,000	9,000						
Movement to/(from) Gen Reserve	(15,997)	(17,236)						
<u>250 Finance & Management</u>								
4400 Electronic Support	1,795	2,075	500	(1,575)		(1,575)	415.0%	
4405 Grants	0	20	10,000	9,980		9,980	0.2%	
4410 Public Clocks	0	0	600	600		600	0.0%	
Finance & Management :- Indirect Expenditure	1,795	2,095	11,100	9,005	0	9,005	18.9%	0
Net Expenditure	(1,795)	(2,095)	(11,100)	(9,005)				
<u>300 Planning</u>								
4505 Neighbourhood Plan	0	1,470	5,000	3,530		3,530	29.4%	
Planning :- Indirect Expenditure	0	1,470	5,000	3,530	0	3,530	29.4%	0
Net Expenditure	0	(1,470)	(5,000)	(3,530)				
<u>350 Publications & Communication</u>								
4600 Community Champion	0	0	250	250		250	0.0%	
4605 Community Engagement	0	0	100	100		100	0.0%	
4610 Publications	0	500	6,000	5,500		5,500	8.3%	
4615 Royal Events	0	0	1,000	1,000		1,000	0.0%	
4620 Tidy Trader Awards	0	0	100	100		100	0.0%	
4625 Website & Media	0	0	1,000	1,000		1,000	0.0%	
4630 Special Projects	0	0	1,000	1,000		1,000	0.0%	
Publications & Communication :- Indirect Expenditure	0	500	9,450	8,950	0	8,950	5.3%	0
Net Expenditure	0	(500)	(9,450)	(8,950)				

Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
400 Service Provision								
4700 CCTV	0	0	5,000	5,000		5,000	0.0%	
4705 Christmas Provision	0	0	5,500	5,500		5,500	0.0%	
4710 New Mill - Churchyard	0	0	400	400		400	0.0%	
4720 Dog Waste	0	0	750	750		750	0.0%	
4725 Patient Transport Scheme	0	0	1,000	1,000		1,000	0.0%	
4730 Minibus	0	0	25,000	25,000		25,000	0.0%	
4735 Phone Boxes	33	33	300	267		267	11.1%	
4740 Seats & Shelters-Maintenance	1,543	1,598	12,000	10,402		10,402	13.3%	
4750 War Memorial	0	0	500	500		500	0.0%	
4755 Youth Facilities	0	0	5,000	5,000		5,000	0.0%	
Service Provision :- Indirect Expenditure	1,577	1,631	55,450	53,819	0	53,819	2.9%	0
Net Expenditure	(1,577)	(1,631)	(55,450)	(53,819)				
450 Climate Emergency								
4805 Community Mobilisation	0	0	17,500	17,500		17,500	0.0%	
4810 Energy Strategy	0	0	14,000	14,000		14,000	0.0%	
4815 Transport Strategy	0	0	13,000	13,000		13,000	0.0%	
4820 Waste Strategy	0	0	500	500		500	0.0%	
4825 Environment Strategy	0	0	1,000	1,000		1,000	0.0%	
Climate Emergency :- Indirect Expenditure	0	0	46,000	46,000	0	46,000	0.0%	0
Net Expenditure	0	0	(46,000)	(46,000)				
500 Allotments/Garage plots								
1200 Allotment Rents	0	240	940	700			25.5%	
1300 Garage plot income	300	700	0	(700)			0.0%	
Allotments/Garage plots :- Income	300	940	940	0			100.0%	0
Net Income	300	940	940	0				
600 COVID Response								
5000 HCHCT Relief Costs	1,000	5,000	0	(5,000)		(5,000)	0.0%	5,000
5005 Grant to Food Bank	0	6,300	0	(6,300)		(6,300)	0.0%	6,300
5010 Grant to HVCMA - EXPENSES	0	2,000	0	(2,000)		(2,000)	0.0%	
5015 Grant to HVCMA - SUPPLIES	0	200	0	(200)		(200)	0.0%	200
COVID Response :- Indirect Expenditure	1,000	13,500	0	(13,500)	0	(13,500)		11,500
Net Expenditure	(1,000)	(13,500)	0	13,500				
6000 plus Transfer from EMR	1,000	11,500						
Movement to/(from) Gen Reserve	0	(2,000)						

Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	314	140,401	290,539	150,138			48.3%	
Expenditure	33,923	76,991	290,539	213,548	0	213,548	26.5%	
Net Income over Expenditure	(33,608)	63,409	0	(63,409)				
plus Transfer from EMR	10,000	20,500						
Movement to/(from) Gen Reserve	(23,608)	83,909						

Holme Valley Parish Council

Bank - Cash and Investment Reconciliation as at 31 July 2020

Confirmed Bank & Investment Balances

Bank Statement Balances

31/07/2020	HSBC Current A/C	111,603.17
31/07/2020	HSBC - Money Manager	55,679.13
31/07/2020	Notice Deposit - Handelsbanken	0.00
31/07/2020	Handelsbanken Current A/C	85,158.96
31/07/2020	CCLA Deposit Fund	75,000.00
31/07/2020	Petty Cash	95.02

327,536.28

All Cash & Bank Accounts

1	HSBC Current A/C	111,603.17
2	Money Manager - HSBC	55,679.13
3	Notice Deposit-Handelsbanken	0.00
4	Current Account-Handelsbanken	85,158.96
5	CCLA Deposit Fund	75,000.00
6	Petty Cash	95.02
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	327,536.28

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
100	Debtors			4,613.23	
105	VAT Control A/c			481.43	
200	HSBC Current A/C			111,603.17	
205	Money Manager - HSBC			55,679.13	
215	Current Account-Handelsbanken			85,158.96	
220	CCLA Deposit Fund			75,000.00	
225	Petty Cash			95.02	
310	General Reserves				139,927.06
323	EMR Com Asset-Others in Valley				9,723.00
325	EMR Election Fund				10,000.00
326	EMR Special Projects Reserve F				500.00
327	EMR Covid Response - HCHCT				10,000.00
328	EMR Covid Response - HVCMA				13,500.00
329	EMR Holmfirth Civic Hall (capi				30,000.00
330	EMR Office/Meeting Room				15,000.00
331	EMR Holmfirth Toilets				5,000.00
332	EMR Honley Library				15,000.00
500	Creditors				71.47
1076	Precept	100	Income		137,935.00
1078	Special Expenses Grant	100	Income		1,184.00
1090	Bank Interest	100	Income		149.05
1092	Toilets Donations	100	Income		172.00
1095	Other income	100	Income		20.85
1200	Allotment Rents	500	Allotments/Garage plots		240.00
1300	Garage plot income	500	Allotments/Garage plots		700.00
4000	Salaries	110	Staff Expenditure	15,891.47	
4060	Staff Training	110	Staff Expenditure	263.75	
4061	Councillor Training	150	Administration	63.00	
4205	APS & Petty Cash	150	Administration	670.21	
4210	Audit	150	Administration	373.31	
4215	Bank Charges	150	Administration	100.00	
4235	Insurance	150	Administration	1,728.56	
4250	Office/Room Hire	150	Administration	10,000.00	
4265	Subscriptions	150	Administration	2,301.00	
4275	Telephone and Broadband	150	Administration	96.71	
4298	VAT Error 19/20	150	Administration	71.47	
4315	Other Community Assets	200	CASC	23,994.00	
4320	Public Toilet - Day to Day	200	CASC	1,766.64	
4325	Public Toilet - Lettable Space	200	CASC	475.00	
4400	Electronic Support	250	Finance & Management	2,074.97	
4405	Grants	250	Finance & Management	20.00	
4505	Neighbourhood Plan	300	Planning	1,470.00	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4610	Publications	350	Publications & Communication	500.00	
4735	Phone Boxes	400	Service Provision	33.33	
4740	Seats & Shelters-Maintenance	400	Service Provision	1,598.07	
5000	HCHCT Relief Costs	600	COVID Response	5,000.00	
5005	Grant to Food Bank	600	COVID Response	6,300.00	
5010	Grant to HVCMA - EXPENSES	600	COVID Response	2,000.00	
5015	Grant to HVCMA - SUPPLIES	600	COVID Response	200.00	
6000	Transfer from EMR	200	CASC		9,000.00
6000	Transfer from EMR	600	COVID Response		11,500.00
Trial Balance Totals :				409,622.43	409,622.43
Difference				0.00	

Receipts for Month 5**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		111,603.17					111,603.17	
2021/05/01	Banked: 04/08/2020	12.22						
2021/05/01	CCLA	12.22			1090	100	12.22	Interest on PSDA
Total Receipts for Month		12.22	0.00	0.00			12.22	
Cashbook Totals		<u>111,615.39</u>	<u>0.00</u>	<u>0.00</u>			<u>111,615.39</u>	

Payments for Month 5

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
05/08/2020	Cllr 21	2021/04/01	222.00		37.00	4320	200	185.00	Reimbursement sanitiser
						328	0	-185.00	Reimbursement sanitiser
						6000	200	185.00	Reimbursement sanitiser
11/08/2020	Staff 01	2021/05/03	95.88		4400	250		95.88	Reimbursement Dropbox
11/08/2020	Staff 02	2021/05/04	14.39		2.40	4400	250	11.99	Reimbursement Zoom
11/08/2020	YLCA	2021/05/05	48.00			4061	150	48.00	Webinar - Spread Ws - Cllr 04
11/08/2020	Barnsley Chronicle	2021/05/06	300.00		50.00	4610	350	250.00	Holme Valley Review - JUN
11/08/2020	YLCA	2021/05/07	45.00			4061	150	45.00	Webinar- Planning - Cllr 4, 21
11/08/2020	Staff 02	2021/05/11	30.00			4805	450	30.00	Reimbursement Street Stall
11/08/2020	Vision ICT	2021/05/12	21.60		3.60	4400	250	18.00	Hosted email account
11/08/2020	npower	2021/05/15	120.37		5.73	4320	200	114.64	Electricity - toilets - MAYJUL
17/08/2020	West Yorkshire Pension Fund	2021/05/16	445.16			4000	110	445.16	Pension Payments
17/08/2020	Salaries Staff	2021/05/18	1,122.12			4000	110	1,122.12	Salaries Staff 02
17/08/2020	Salaries Staff	2021/05/17	1,446.26			4000	110	1,446.26	Salaries Staff 01
17/08/2020	HMRC	2021/05/19	927.73			4000	110	927.73	PAYE Tax and NI
18/08/2020	Royal British Legion	2021/05/08	136.00			4405	250	136.00	Normal wreaths x 8
20/08/2020	Campaign to Protect Rural Engl	2021/04/14	36.00			4265	150	36.00	Annual Subscription
20/08/2020	Leander Architectural	2021/05/01	957.60		159.60	4310	200	399.00	Plaques x 2
						4325	200	399.00	Plaques x 2
20/08/2020	MIW Water Cooler Experts	2021/04/17	2,308.20		384.70	4805	450	1,923.50	Bottle Filling Station
20/08/2020	MIW Water Cooler Experts	2021/05/09	154.80		25.80	4805	450	129.00	Vinyl Bottle Decal
20/08/2020	Maintenance Contractor	2021/05/13	2,843.72			4740	400	1,225.02	Maintenance - Benches/Shelters
						4320	200	1,618.70	Maintenance - Benches/Shelters
20/08/2020	Maintenance Contractor	2021/05/14	232.98		29.81	4740	400	110.06	Expenses - Benches
						4320	200	93.11	Expenses - Toilets
28/08/2020	Plusnet	2021/05/21	28.43		4.74	4275	150	23.69	Internet and telephone
Total Payments for Month			11,536.24	0.00	703.38			10,832.86	
Balance Carried Fwd			100,079.15						
Cashbook Totals			<u>111,615.39</u>	<u>0.00</u>	<u>703.38</u>			<u>110,912.01</u>	

Receipts for Month 5**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		55,679.13					55,679.13	
	Banked:	0.00						
			0.00					0.00
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>55,679.13</u>	<u>0.00</u>	<u>0.00</u>			<u>55,679.13</u>	

Payments for Month 5

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		55,679.13						
	Cashbook Totals		55,679.13	0.00	0.00			55,679.13	

Receipts for Month 5**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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Banked:

0.00

0.00

0.00

Total Receipts for Month

0.00

0.00

0.00

0.00

Cashbook Totals0.000.000.000.00

Payments for Month 5

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		0.00						
	Cashbook Totals		0.00	0.00	0.00			0.00	

Receipts for Month 5**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	85,158.96					85,158.96	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>85,158.96</u>	<u>0.00</u>	<u>0.00</u>			<u>85,158.96</u>	

Payments for Month 5**Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
14/08/2020	Handelsbanken	2021/05/22	25.00			4215	150	25.00	Bank charge
Total Payments for Month			25.00	0.00	0.00			25.00	
Balance Carried Fwd			85,133.96						
Cashbook Totals			85,158.96	0.00	0.00			85,158.96	

Receipts for Month 5**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		75,000.00					75,000.00	
	Banked:	0.00						
			0.00					0.00
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>75,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>75,000.00</u>	

Payments for Month 5

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		75,000.00						
	Cashbook Totals		75,000.00	0.00	0.00			75,000.00	

Receipts for Month 5**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	95.02					95.02	
	Banked:	0.00						
			0.00					0.00
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>95.02</u>	<u>0.00</u>	<u>0.00</u>			<u>95.02</u>	

Payments for Month 5**Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		95.02						
	Cashbook Totals		95.02	0.00	0.00			95.02	

**Bank Reconciliation Statement as at 31/08/2020
for Cashbook 1 - HSBC Current A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current A/C	31/08/2020		100,079.15
			<hr/> 100,079.15
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			100,079.15
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			100,079.15
		Balance per Cash Book is :-	100,079.15
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/08/2020
for Cashbook 2 - Money Manager - HSBC**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC - Money Manager	31/08/2020		55,679.13
			<hr/> 55,679.13
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			55,679.13
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			55,679.13
		Balance per Cash Book is :-	55,679.13
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/08/2020
for Cashbook 3 - Notice Deposit-Handelsbanken**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Notice Deposit - Handelsbanken	31/08/2020		0.00
			<hr/> 0.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/08/2020
for Cashbook 4 - Current Account-Handelsbanken**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Handelsbanken Current A/C	31/08/2020		85,133.96
			<hr/> 85,133.96
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			85,133.96
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			85,133.96
		Balance per Cash Book is :-	85,133.96
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/08/2020
for Cashbook 5 - CCLA Deposit Fund**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Deposit Fund	31/08/2020		75,000.00
			<hr/> 75,000.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			75,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			75,000.00
		Balance per Cash Book is :-	75,000.00
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/08/2020
for Cashbook 6 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/08/2020		95.02
			<hr/> 95.02
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			95.02
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			95.02
		Balance per Cash Book is :-	95.02
		Difference is :-	0.00

Time: 11:36

Bank Reconciliation up to 31/08/2020 for Cashbook No 1 - HSBC Current A/C

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/05/2020	Precept 1		139,119.00	139,119.00		R <input type="checkbox"/>	Receipt(s) Banked
04/05/2020	2021/01/04		24.11	24.11		R <input type="checkbox"/>	Receipt(s) Banked
19/05/2020	2021/02/01	445.16		445.16		R <input type="checkbox"/>	West Yorkshire Pension Fund
19/05/2020	2021/02/02	1,446.26		1,446.26		R <input type="checkbox"/>	Salaries Staff
19/05/2020	2021/02/03	1,122.12		1,122.12		R <input type="checkbox"/>	Salaries Staff
19/05/2020	2021/02/04	927.73		927.73		R <input type="checkbox"/>	HMRC
21/05/2020	2021/02/05	28.20		28.20		R <input type="checkbox"/>	Plusnet
29/05/2020	2021/02/16	2,000.00		2,000.00		R <input type="checkbox"/>	Holmfirth Tech
01/06/2020	2020/02/01		440.00	440.00		R <input type="checkbox"/>	Receipt(s) Banked
02/06/2020	2021/02/02		21.56	21.56		R <input type="checkbox"/>	Receipt(s) Banked
03/06/2020	2021/02/06	300.00		300.00		R <input type="checkbox"/>	Barnsley Chronicle
03/06/2020	2021/02/07	30.00		30.00		R <input type="checkbox"/>	Document Logic
03/06/2020	2021/02/08	30.00		30.00		R <input type="checkbox"/>	Document Logic
03/06/2020	2021/02/09	1,764.00		1,764.00		R <input type="checkbox"/>	Kirkwells Ltd
03/06/2020	2021/02/10	324.00		324.00		R <input type="checkbox"/>	Vision ICT
03/06/2020	2021/02/11	15.00		15.00		R <input type="checkbox"/>	YLCA
03/06/2020	2021/02/12	15.00		15.00		R <input type="checkbox"/>	YLCA
03/06/2020	2021/02/13	2,271.00		2,271.00		R <input type="checkbox"/>	YLCA
03/06/2020	2021/02/14	14.39		14.39		R <input type="checkbox"/>	Staff 02
05/06/2020	2021/02/15	274.25		274.25		R <input type="checkbox"/>	HMRC
05/06/2020	2021/02/03		26.33	26.33		R <input type="checkbox"/>	Receipt(s) Banked
08/06/2020	2021/03/01		172.00	172.00		R <input type="checkbox"/>	Receipt(s) Banked
10/06/2020	2021/03/02		2,218.44	2,218.44		R <input type="checkbox"/>	Receipt(s) Banked
12/06/2020	2021/03/27	25.00		25.00		R <input type="checkbox"/>	Handelsbanken
12/06/2020	2021/03/27		25.00	25.00		R <input type="checkbox"/>	Receipt(s) Banked
17/06/2020	2021/03/07	445.16		445.16		R <input type="checkbox"/>	West Yorkshire Pension Fund
17/06/2020	2021/03/08	1,446.26		1,446.26		R <input type="checkbox"/>	Salaries Staff
17/06/2020	2021/03/09	1,122.12		1,122.12		R <input type="checkbox"/>	Salaries Staff
17/06/2020	2021/03/10	927.73		927.73		R <input type="checkbox"/>	HMRC
29/06/2020	2021/03/18	29.53		29.53		R <input type="checkbox"/>	Plusnet
29/06/2020	2021/03/26	30.00		30.00		R <input type="checkbox"/>	HCHCT
29/06/2020	2021/03/26	-30.00		-30.00		R <input type="checkbox"/>	HCHCT
30/06/2020	2021/03/01	18.75		18.75		R <input type="checkbox"/>	YLCA
30/06/2020	2021/03/02	15.00		15.00		R <input type="checkbox"/>	YLCA
30/06/2020	2021/03/03	141.59		141.59		R <input type="checkbox"/>	Grenke
30/06/2020	2021/03/06	1,025.62		1,025.62		R <input type="checkbox"/>	Maintenance Contractor
30/06/2020	2021/03/05	86.10		86.10		R <input type="checkbox"/>	Maintenance Contractor
30/06/2020	2021/03/04	237.05		237.05		R <input type="checkbox"/>	Viking
30/06/2020	2021/03/11	68.74		68.74		R <input type="checkbox"/>	npower
30/06/2020	2021/03/12	125.55		125.55		R <input type="checkbox"/>	npower
30/06/2020	2021/03/14	170.00		170.00		R <input type="checkbox"/>	YLCA
30/06/2020	2021/03/13	15.00		15.00		R <input type="checkbox"/>	YLCA
02/07/2020	2021/03/02		18.59	18.59		R <input type="checkbox"/>	Receipt(s) Banked
09/07/2020	2021/03/15	249.60		249.60		R <input type="checkbox"/>	Principal Hygiene
09/07/2020	2021/03/16	49.99		49.99		R <input type="checkbox"/>	Staff 01
09/07/2020	2021/03/17	14.39		14.39		R <input type="checkbox"/>	Staff 02
09/07/2020	2021/03/26	30.00		30.00		R <input type="checkbox"/>	HCHCT
15/07/2020	2021/04/03	445.16		445.16		R <input type="checkbox"/>	West Yorkshire Pension Fund

Time: 11:36

Bank Reconciliation up to 31/08/2020 for Cashbook No 1 - HSBC Current A/C

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
15/07/2020	2021/04/05	1,122.12		1,122.12		R <input type="checkbox"/>	Salaries Staff
15/07/2020	2021/04/04	1,446.26		1,446.26		R <input type="checkbox"/>	Salaries Staff
15/07/2020	2021/04/06	927.73		927.73		R <input type="checkbox"/>	HMRC
16/07/2020	2021/04/01		300.00	300.00		R <input type="checkbox"/>	Receipt(s) Banked
17/07/2020	2021/04/02		598.81	598.81		R <input type="checkbox"/>	Receipt(s) Banked
21/07/2020	2021/04/02	83.36		83.36		R <input type="checkbox"/>	Document Logic
21/07/2020	2021/03/25	1,000.00		1,000.00		R <input type="checkbox"/>	HCHCT
21/07/2020	2021/03/19	5,000.00		5,000.00		R <input type="checkbox"/>	Holmfirth Bowling Club
21/07/2020	2021/03/20	5,000.00		5,000.00		R <input type="checkbox"/>	Upperthong Village Hall
21/07/2020	2021/03/24	5,000.00		5,000.00		R <input type="checkbox"/>	Holmbridge Cricket Club
21/07/2020	2021/03/21	4,994.00		4,994.00		R <input type="checkbox"/>	River Holme Connections
21/07/2020	2021/03/23	2,000.00		2,000.00		R <input type="checkbox"/>	Wooldale Comm Assoc
23/07/2020	2021/04/08	91.15		91.15		R <input type="checkbox"/>	Business Stream
28/07/2020	2021/04/18	30.12		30.12		R <input type="checkbox"/>	Plusnet
29/07/2020	2021/04/07	-570.00		-570.00		R <input type="checkbox"/>	Simon Blyth
29/07/2020	2021/03/22	2,000.00		2,000.00		R <input type="checkbox"/>	Brockholes Village Trust
29/07/2020	2021/04/07	570.00		570.00		R <input type="checkbox"/>	Simon Blyth
29/07/2020	2021/04/09	48.00		48.00		R <input type="checkbox"/>	YLCA
29/07/2020	2021/04/10	373.31		373.31		R <input type="checkbox"/>	Internal Audit Yorkshire
29/07/2020	2021/04/11	62.40		62.40		R <input type="checkbox"/>	Principal Hygiene
29/07/2020	2021/04/12	2,077.20		2,077.20		R <input type="checkbox"/>	Rialtas
29/07/2020	2021/04/13	50.53		50.53		R <input type="checkbox"/>	Document Logic
29/07/2020	2021/04/15	101.19		101.19		R <input type="checkbox"/>	Maintenance Contractor
29/07/2020	2021/04/16	1,616.79		1,616.79		R <input type="checkbox"/>	Maintenance Contractor
29/07/2020	2021/04/07	570.00		570.00		R <input type="checkbox"/>	Simon Blyth
04/08/2020	2021/05/01		12.22	12.22		R <input type="checkbox"/>	Receipt(s) Banked
05/08/2020	2021/04/01	222.00		222.00		R <input type="checkbox"/>	Cllr 21
11/08/2020	2021/05/03	95.88		95.88		R <input type="checkbox"/>	Staff 01
11/08/2020	2021/05/04	14.39		14.39		R <input type="checkbox"/>	Staff 02
11/08/2020	2021/05/05	48.00		48.00		R <input type="checkbox"/>	YLCA
11/08/2020	2021/05/06	300.00		300.00		R <input type="checkbox"/>	Barnsley Chronicle
11/08/2020	2021/05/07	45.00		45.00		R <input type="checkbox"/>	YLCA
11/08/2020	2021/05/11	30.00		30.00		R <input type="checkbox"/>	Staff 02
11/08/2020	2021/05/12	21.60		21.60		R <input type="checkbox"/>	Vision ICT
11/08/2020	2021/05/15	120.37		120.37		R <input type="checkbox"/>	npower
17/08/2020	2021/05/16	445.16		445.16		R <input type="checkbox"/>	West Yorkshire Pension Fund
17/08/2020	2021/05/18	1,122.12		1,122.12		R <input type="checkbox"/>	Salaries Staff
17/08/2020	2021/05/17	1,446.26		1,446.26		R <input type="checkbox"/>	Salaries Staff
17/08/2020	2021/05/19	927.73		927.73		R <input type="checkbox"/>	HMRC
18/08/2020	2021/05/08	136.00		136.00		R <input type="checkbox"/>	Royal British Legion
20/08/2020	2021/04/14	36.00		36.00		R <input type="checkbox"/>	Campaign to Protect Rural Engl
20/08/2020	2021/05/01	957.60		957.60		R <input type="checkbox"/>	Leander Architectural
20/08/2020	2021/04/17	2,308.20		2,308.20		R <input type="checkbox"/>	MIW Water Cooler Experts
20/08/2020	2021/05/09	154.80		154.80		R <input type="checkbox"/>	MIW Water Cooler Experts
20/08/2020	2021/05/13	2,843.72		2,843.72		R <input type="checkbox"/>	Maintenance Contractor
20/08/2020	2021/05/14	232.98		232.98		R <input type="checkbox"/>	Maintenance Contractor
28/08/2020	2021/05/21	28.43		28.43		R <input type="checkbox"/>	Plusnet
		<u>62,825.85</u>	<u>142,976.06</u>				

Time: 11:38

Bank Reconciliation up to 31/08/2020 for Cashbook No 4 - Current Account-Handelsbanken

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
16/04/2020	2021/01/19	25.00		25.00		R <input type="checkbox"/>	Handelsbanken
30/04/2020	2021/01/05		14.10	14.10		R <input type="checkbox"/>	Receipt(s) Banked
15/05/2020	2021/02/17	25.00		25.00		R <input type="checkbox"/>	Handelsbanken
29/05/2020	2021/02/04		6.58	6.58		R <input type="checkbox"/>	Receipt(s) Banked
12/06/2020	2021/03/27	25.00		25.00		R <input type="checkbox"/>	HSBC Current A/C
14/07/2020	2021/04/19	25.00		25.00		R <input type="checkbox"/>	Handelsbanken
14/08/2020	2021/05/22	25.00		25.00		R <input type="checkbox"/>	Handelsbanken
		<u>125.00</u>	<u>20.68</u>				

Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income								
1076 Precept	0	137,935	275,871	137,936			50.0%	
1078 Special Expenses Grant	0	1,184	3,248	2,064			36.5%	
1090 Bank Interest	12	161	750	589			21.5%	
1092 Toilets Donations	0	172	5,000	4,828			3.4%	
1095 Other income	0	21	4,730	4,709			0.4%	
Income :- Income	12	139,473	289,599	150,126			48.2%	0
Net Income	12	139,473	289,599	150,126				
110 Staff Expenditure								
4000 Salaries	3,941	19,833	50,000	30,167		30,167	39.7%	
4055 Sub-contractor Services	0	0	5,000	5,000		5,000	0.0%	
4060 Staff Training	0	264	900	636		636	29.3%	
Staff Expenditure :- Indirect Expenditure	3,941	20,096	55,900	35,804	0	35,804	36.0%	0
Net Expenditure	(3,941)	(20,096)	(55,900)	(35,804)				
150 Administration								
4061 Councillor Training	93	156	900	744		744	17.3%	
4200 Chairman's Allowance	0	0	1,000	1,000		1,000	0.0%	
4205 APS & Petty Cash	0	670	1,500	830		830	44.7%	
4210 Audit	0	373	1,200	827		827	31.1%	
4215 Bank Charges	25	125	50	(75)		(75)	250.0%	
4220 Conference / Seminars	0	0	500	500		500	0.0%	
4225 Elections	0	0	9,789	9,789		9,789	0.0%	
4230 Repairs & Maintenance	0	0	1,000	1,000		1,000	0.0%	
4235 Insurance	0	1,729	2,250	521		521	76.8%	
4240 Travel Allowance	0	0	300	300		300	0.0%	
4245 Office Equipment	0	0	300	300		300	0.0%	
4250 Office/Room Hire	0	10,000	10,000	0		0	100.0%	
4255 Legal Advice Contingency	0	0	5,000	5,000		5,000	0.0%	
4260 FOIA/EIR requests	0	0	500	500		500	0.0%	
4265 Subscriptions	36	2,337	3,000	663		663	77.9%	
4270 Local Council Award Scheme	0	0	100	100		100	0.0%	
4275 Telephone and Broadband	24	120	500	380		380	24.1%	
4280 Civic Regalia	0	0	750	750		750	0.0%	
4298 VAT Error 19/20	0	71	0	(71)		(71)	0.0%	
4299 Contingency	0	0	3,000	3,000		3,000	0.0%	
Administration :- Indirect Expenditure	178	15,582	41,639	26,057	0	26,057	37.4%	0
Net Expenditure	(178)	(15,582)	(41,639)	(26,057)				

Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>200 CASC</u>								
4300 Honley Library	0	0	15,000	15,000		15,000	0.0%	
4310 Holmfirth Civic Hall-Projects	399	399	15,000	14,601		14,601	2.7%	
4315 Other Community Assets	0	23,994	15,000	(8,994)		(8,994)	160.0%	9,000
4320 Public Toilet - Day to Day	2,011	3,778	16,000	12,222		12,222	23.6%	185
4325 Public Toilet - Lettable Space	399	874	5,000	4,126		4,126	17.5%	
CASC :- Indirect Expenditure	2,809	29,045	66,000	36,955	0	36,955	44.0%	9,185
Net Expenditure	(2,809)	(29,045)	(66,000)	(36,955)				
6000 plus Transfer from EMR	185	9,185						
Movement to/(from) Gen Reserve	(2,624)	(19,860)						
<u>250 Finance & Management</u>								
4400 Electronic Support	126	2,201	500	(1,701)		(1,701)	440.2%	
4405 Grants	136	156	10,000	9,844		9,844	1.6%	
4410 Public Clocks	0	0	600	600		600	0.0%	
Finance & Management :- Indirect Expenditure	262	2,357	11,100	8,743	0	8,743	21.2%	0
Net Expenditure	(262)	(2,357)	(11,100)	(8,743)				
<u>300 Planning</u>								
4505 Neighbourhood Plan	0	1,470	5,000	3,530		3,530	29.4%	
Planning :- Indirect Expenditure	0	1,470	5,000	3,530	0	3,530	29.4%	0
Net Expenditure	0	(1,470)	(5,000)	(3,530)				
<u>350 Publications & Communication</u>								
4600 Community Champion	0	0	250	250		250	0.0%	
4605 Community Engagement	0	0	100	100		100	0.0%	
4610 Publications	250	750	6,000	5,250		5,250	12.5%	
4615 Royal Events	0	0	1,000	1,000		1,000	0.0%	
4620 Tidy Trader Awards	0	0	100	100		100	0.0%	
4625 Website & Media	0	0	1,000	1,000		1,000	0.0%	
4630 Special Projects	0	0	1,000	1,000		1,000	0.0%	
Publications & Communication :- Indirect Expenditure	250	750	9,450	8,700	0	8,700	7.9%	0
Net Expenditure	(250)	(750)	(9,450)	(8,700)				

Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
400 Service Provision								
4700 CCTV	0	0	5,000	5,000		5,000	0.0%	
4705 Christmas Provision	0	0	5,500	5,500		5,500	0.0%	
4710 New Mill - Churchyard	0	0	400	400		400	0.0%	
4720 Dog Waste	0	0	750	750		750	0.0%	
4725 Patient Transport Scheme	0	0	1,000	1,000		1,000	0.0%	
4730 Minibus	0	0	25,000	25,000		25,000	0.0%	
4735 Phone Boxes	0	33	300	267		267	11.1%	
4740 Seats & Shelters-Maintenance	1,335	2,933	12,000	9,067		9,067	24.4%	
4750 War Memorial	0	0	500	500		500	0.0%	
4755 Youth Facilities	0	0	5,000	5,000		5,000	0.0%	
Service Provision :- Indirect Expenditure	1,335	2,966	55,450	52,484	0	52,484	5.3%	0
Net Expenditure	(1,335)	(2,966)	(55,450)	(52,484)				
450 Climate Emergency								
4805 Community Mobilisation	2,083	2,083	17,500	15,418		15,418	11.9%	
4810 Energy Strategy	0	0	14,000	14,000		14,000	0.0%	
4815 Transport Strategy	0	0	13,000	13,000		13,000	0.0%	
4820 Waste Strategy	0	0	500	500		500	0.0%	
4825 Environment Strategy	0	0	1,000	1,000		1,000	0.0%	
Climate Emergency :- Indirect Expenditure	2,083	2,083	46,000	43,918	0	43,918	4.5%	0
Net Expenditure	(2,083)	(2,083)	(46,000)	(43,918)				
500 Allotments/Garage plots								
1200 Allotment Rents	0	240	940	700			25.5%	
1300 Garage plot income	0	700	0	(700)			0.0%	
Allotments/Garage plots :- Income	0	940	940	0			100.0%	0
Net Income	0	940	940	0				
600 COVID Response								
5000 HCHCT Relief Costs	0	5,000	0	(5,000)		(5,000)	0.0%	5,000
5005 Grant to Food Bank	0	6,300	0	(6,300)		(6,300)	0.0%	6,300
5010 Grant to HVCMA - EXPENSES	0	2,000	0	(2,000)		(2,000)	0.0%	
5015 Grant to HVCMA - SUPPLIES	0	200	0	(200)		(200)	0.0%	200
COVID Response :- Indirect Expenditure	0	13,500	0	(13,500)	0	(13,500)		11,500
Net Expenditure	0	(13,500)	0	13,500				
6000 plus Transfer from EMR	0	11,500						
Movement to/(from) Gen Reserve	0	(2,000)						

Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	12	140,413	290,539	150,126			48.3%	
Expenditure	10,858	87,849	290,539	202,690	0	202,690	30.2%	
Net Income over Expenditure	(10,846)	52,564	0	(52,564)				
plus Transfer from EMR	185	20,685						
Movement to/(from) Gen Reserve	(10,661)	73,249						

Holme Valley Parish Council

Bank - Cash and Investment Reconciliation as at 31 August 2020

Confirmed Bank & Investment Balances

Bank Statement Balances

31/08/2020	HSBC Current A/C	100,079.15
31/08/2020	HSBC - Money Manager	55,679.13
31/08/2020	Notice Deposit - Handelsbanken	0.00
31/08/2020	Handelsbanken Current A/C	85,133.96
31/08/2020	CCLA Deposit Fund	75,000.00
31/08/2020	Petty Cash	95.02

315,987.26

All Cash & Bank Accounts

1	HSBC Current A/C	100,079.15
2	Money Manager - HSBC	55,679.13
3	Notice Deposit-Handelsbanken	0.00
4	Current Account-Handelsbanken	85,133.96
5	CCLA Deposit Fund	75,000.00
6	Petty Cash	95.02
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	315,987.26

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
100	Debtors			4,613.23	
105	VAT Control A/c			1,184.81	
200	HSBC Current A/C			100,079.15	
205	Money Manager - HSBC			55,679.13	
215	Current Account-Handelsbanken			85,133.96	
220	CCLA Deposit Fund			75,000.00	
225	Petty Cash			95.02	
310	General Reserves				139,927.06
323	EMR Com Asset-Others in Valley				9,723.00
325	EMR Election Fund				10,000.00
326	EMR Special Projects Reserve F				500.00
327	EMR Covid Response - HCHCT				10,000.00
328	EMR Covid Response - HVCMA				13,315.00
329	EMR Holmfirth Civic Hall (capi				30,000.00
330	EMR Office/Meeting Room				15,000.00
331	EMR Holmfirth Toilets				5,000.00
332	EMR Honley Library				15,000.00
500	Creditors				71.47
1076	Precept	100	Income		137,935.00
1078	Special Expenses Grant	100	Income		1,184.00
1090	Bank Interest	100	Income		161.27
1092	Toilets Donations	100	Income		172.00
1095	Other income	100	Income		20.85
1200	Allotment Rents	500	Allotments/Garage plots		240.00
1300	Garage plot income	500	Allotments/Garage plots		700.00
4000	Salaries	110	Staff Expenditure	19,832.74	
4060	Staff Training	110	Staff Expenditure	263.75	
4061	Councillor Training	150	Administration	156.00	
4205	APS & Petty Cash	150	Administration	670.21	
4210	Audit	150	Administration	373.31	
4215	Bank Charges	150	Administration	125.00	
4235	Insurance	150	Administration	1,728.56	
4250	Office/Room Hire	150	Administration	10,000.00	
4265	Subscriptions	150	Administration	2,337.00	
4275	Telephone and Broadband	150	Administration	120.40	
4298	VAT Error 19/20	150	Administration	71.47	
4310	Holmfirth Civic Hall-Projects	200	CASC	399.00	
4315	Other Community Assets	200	CASC	23,994.00	
4320	Public Toilet - Day to Day	200	CASC	3,778.09	
4325	Public Toilet - Lettable Space	200	CASC	874.00	
4400	Electronic Support	250	Finance & Management	2,200.84	
4405	Grants	250	Finance & Management	156.00	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4505	Neighbourhood Plan	300	Planning	1,470.00	
4610	Publications	350	Publications & Communication	750.00	
4735	Phone Boxes	400	Service Provision	33.33	
4740	Seats & Shelters-Maintenance	400	Service Provision	2,933.15	
4805	Community Mobilisation	450	Climate Emergency	2,082.50	
5000	HCHCT Relief Costs	600	COVID Response	5,000.00	
5005	Grant to Food Bank	600	COVID Response	6,300.00	
5010	Grant to HVCMA - EXPENSES	600	COVID Response	2,000.00	
5015	Grant to HVCMA - SUPPLIES	600	COVID Response	200.00	
6000	Transfer from EMR	200	CASC		9,185.00
6000	Transfer from EMR	600	COVID Response		11,500.00
Trial Balance Totals :				409,634.65	409,634.65
Difference				0.00	

Receipts for Month 6**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		100,079.15					100,079.15	
2021/06/01	Banked: 02/09/2020	8.55						
2021/06/01	CCLA	8.55			1090	100	8.55	Interest on PSDA
2021/06/02	Banked: 05/09/2020	1.40						
2021/06/02	HSBC	1.40			1090	100	1.40	Interest on BMM account
Total Receipts for Month		9.95	0.00	0.00			9.95	
Cashbook Totals		<u>100,089.10</u>	<u>0.00</u>	<u>0.00</u>			<u>100,089.10</u>	

Payments for Month 6

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
15/09/2020	O2	2020/06/01	44.76		7.46	4805	450	37.30	iPad and data contract
15/09/2020	West Yorkshire Pension Fund	2021/06/02	445.16			4000	110	445.16	Pension Payments
15/09/2020	Salaries Staff	2021/06/03	1,122.12			4000	110	1,122.12	Salaries Staff 02
15/09/2020	Salaries Staff	2021/06/04	1,446.26			4000	110	1,446.26	Salaries Staff 01
15/09/2020	HMRC	2021/06/05	927.73			4000	110	927.73	PAYE Tax and NI
15/09/2020	Salaries Staff	2021/06/06	1,410.47			4000	450	1,410.47	Salaries Staff 03
17/09/2020	West Yorkshire Pension Fund	2021/06/07	198.09			4000	450	198.09	Pension Payments Staff 03
17/09/2020	HMRC	2021/06/08	53.66			4000	450	53.66	PAYE Tax and NI Staff 03
17/09/2020	Barnsley Chronicle	2021/06/09	1,440.00		240.00	4610	350	1,200.00	HV Review - Annual Report
17/09/2020	Barnsley Chronicle	2021/06/10	300.00		50.00	4610	350	250.00	Holme Valley Review - AUG 2020
17/09/2020	Barnsley Chronicle	2021/06/11	300.00		50.00	4610	350	250.00	Holme Valley Review -SEP 2020
17/09/2020	Document Logic	2021/06/12	37.98		6.33	4205	150	31.65	Photocopying
17/09/2020	Vision ICT	2021/06/13	507.60		84.60	4625	350	423.00	Website & Email Hosting / SLL
17/09/2020	Phone Co-op	2021/06/14	91.20		15.20	4625	350	76.00	Website Domain
17/09/2020	Staff 02	2021/06/15	14.39		2.40	4400	250	11.99	Repay for Zoom subscription
24/09/2020	CIlr 03	2021/06/16	460.00			4200	150	460.00	Chairman's Charity - Expenses
28/09/2020	Plusnet	2021/06/17	29.59		4.93	4275	150	24.66	Internet and Phone
Total Payments for Month			8,829.01	0.00	460.92			8,368.09	
Balance Carried Fwd			91,260.09						
Cashbook Totals			100,089.10	0.00	460.92			99,628.18	

Receipts for Month 6**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		55,679.13					55,679.13	
	Banked:	0.00						
			0.00					0.00
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>55,679.13</u>	<u>0.00</u>	<u>0.00</u>			<u>55,679.13</u>	

Payments for Month 6

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		55,679.13						
	Cashbook Totals		55,679.13	0.00	0.00			55,679.13	

Receipts for Month 6**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>0.00</u>	

Payments for Month 6

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		0.00						
	Cashbook Totals		0.00	0.00	0.00			0.00	

Receipts for Month 6**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		85,133.96					85,133.96	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>85,133.96</u>	<u>0.00</u>	<u>0.00</u>			<u>85,133.96</u>	

Payments for Month 6**Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
14/09/2020	Handelsbanken	2021/06/18	25.00			4215	150	25.00	Handelsbanken
Total Payments for Month			25.00	0.00	0.00			25.00	
Balance Carried Fwd			85,108.96						
Cashbook Totals			85,133.96	0.00	0.00			85,133.96	

Receipts for Month 6**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		75,000.00					75,000.00	
	Banked:	0.00						
			0.00					0.00
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>75,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>75,000.00</u>	

Payments for Month 6

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		75,000.00						
	Cashbook Totals		<u>75,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>75,000.00</u>	

Receipts for Month 6**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	95.02					95.02	
	Banked:	0.00						
			0.00					0.00
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>95.02</u>	<u>0.00</u>	<u>0.00</u>			<u>95.02</u>	

Payments for Month 6

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		95.02						
	Cashbook Totals		95.02	0.00	0.00			95.02	

**Bank Reconciliation Statement as at 30/09/2020
for Cashbook 1 - HSBC Current A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current A/C	30/09/2020		91,260.09
			<hr/> 91,260.09
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			91,260.09
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			91,260.09
		Balance per Cash Book is :-	91,260.09
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/09/2020
for Cashbook 2 - Money Manager - HSBC**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC - Money Manager	30/09/2020		55,679.13
			<hr/> 55,679.13
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			55,679.13
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			55,679.13
		Balance per Cash Book is :-	55,679.13
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/09/2020
for Cashbook 3 - Notice Deposit-Handelsbanken**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Notice Deposit - Handelsbanken	31/08/2020		0.00
			<hr/> 0.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/09/2020
for Cashbook 4 - Current Account-Handelsbanken**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Handelsbanken Current A/C	30/09/2020		85,108.96
			<hr/> 85,108.96
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			85,108.96
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			85,108.96
		Balance per Cash Book is :-	85,108.96
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/09/2020
for Cashbook 5 - CCLA Deposit Fund**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Deposit Fund	30/09/2020		75,000.00
			<hr/> 75,000.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			75,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			75,000.00
		Balance per Cash Book is :-	75,000.00
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/09/2020
for Cashbook 6 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	30/09/2020		95.02
			<hr/> 95.02
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			95.02
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			95.02
		Balance per Cash Book is :-	95.02
		Difference is :-	0.00

Time: 10:55

Bank Reconciliation up to 30/09/2020 for Cashbook No 1 - HSBC Current A/C

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/05/2020	Precept 1		139,119.00	139,119.00		R <input type="checkbox"/>	Receipt(s) Banked
04/05/2020	2021/01/04		24.11	24.11		R <input type="checkbox"/>	Receipt(s) Banked
19/05/2020	2021/02/01	445.16		445.16		R <input type="checkbox"/>	West Yorkshire Pension Fund
19/05/2020	2021/02/02	1,446.26		1,446.26		R <input type="checkbox"/>	Salaries Staff
19/05/2020	2021/02/03	1,122.12		1,122.12		R <input type="checkbox"/>	Salaries Staff
19/05/2020	2021/02/04	927.73		927.73		R <input type="checkbox"/>	HMRC
21/05/2020	2021/02/05	28.20		28.20		R <input type="checkbox"/>	Plusnet
29/05/2020	2021/02/16	2,000.00		2,000.00		R <input type="checkbox"/>	Holmfirth Tech
01/06/2020	2020/02/01		440.00	440.00		R <input type="checkbox"/>	Receipt(s) Banked
02/06/2020	2021/02/02		21.56	21.56		R <input type="checkbox"/>	Receipt(s) Banked
03/06/2020	2021/02/06	300.00		300.00		R <input type="checkbox"/>	Barnsley Chronicle
03/06/2020	2021/02/07	30.00		30.00		R <input type="checkbox"/>	Document Logic
03/06/2020	2021/02/08	30.00		30.00		R <input type="checkbox"/>	Document Logic
03/06/2020	2021/02/09	1,764.00		1,764.00		R <input type="checkbox"/>	Kirkwells Ltd
03/06/2020	2021/02/10	324.00		324.00		R <input type="checkbox"/>	Vision ICT
03/06/2020	2021/02/11	15.00		15.00		R <input type="checkbox"/>	YLCA
03/06/2020	2021/02/12	15.00		15.00		R <input type="checkbox"/>	YLCA
03/06/2020	2021/02/13	2,271.00		2,271.00		R <input type="checkbox"/>	YLCA
03/06/2020	2021/02/14	14.39		14.39		R <input type="checkbox"/>	Staff 02
05/06/2020	2021/02/15	274.25		274.25		R <input type="checkbox"/>	HMRC
05/06/2020	2021/02/03		26.33	26.33		R <input type="checkbox"/>	Receipt(s) Banked
08/06/2020	2021/03/01		172.00	172.00		R <input type="checkbox"/>	Receipt(s) Banked
10/06/2020	2021/03/02		2,218.44	2,218.44		R <input type="checkbox"/>	Receipt(s) Banked
12/06/2020	2021/03/27	25.00		25.00		R <input type="checkbox"/>	Handelsbanken
12/06/2020	2021/03/27		25.00	25.00		R <input type="checkbox"/>	Receipt(s) Banked
17/06/2020	2021/03/07	445.16		445.16		R <input type="checkbox"/>	West Yorkshire Pension Fund
17/06/2020	2021/03/08	1,446.26		1,446.26		R <input type="checkbox"/>	Salaries Staff
17/06/2020	2021/03/09	1,122.12		1,122.12		R <input type="checkbox"/>	Salaries Staff
17/06/2020	2021/03/10	927.73		927.73		R <input type="checkbox"/>	HMRC
29/06/2020	2021/03/18	29.53		29.53		R <input type="checkbox"/>	Plusnet
29/06/2020	2021/03/26	30.00		30.00		R <input type="checkbox"/>	HCHCT
29/06/2020	2021/03/26	-30.00		-30.00		R <input type="checkbox"/>	HCHCT
30/06/2020	2021/03/01	18.75		18.75		R <input type="checkbox"/>	YLCA
30/06/2020	2021/03/02	15.00		15.00		R <input type="checkbox"/>	YLCA
30/06/2020	2021/03/03	141.59		141.59		R <input type="checkbox"/>	Grenke
30/06/2020	2021/03/06	1,025.62		1,025.62		R <input type="checkbox"/>	Maintenance Contractor
30/06/2020	2021/03/05	86.10		86.10		R <input type="checkbox"/>	Maintenance Contractor
30/06/2020	2021/03/04	237.05		237.05		R <input type="checkbox"/>	Viking
30/06/2020	2021/03/11	68.74		68.74		R <input type="checkbox"/>	npower
30/06/2020	2021/03/12	125.55		125.55		R <input type="checkbox"/>	npower
30/06/2020	2021/03/14	170.00		170.00		R <input type="checkbox"/>	YLCA
30/06/2020	2021/03/13	15.00		15.00		R <input type="checkbox"/>	YLCA
02/07/2020	2021/03/02		18.59	18.59		R <input type="checkbox"/>	Receipt(s) Banked
09/07/2020	2021/03/15	249.60		249.60		R <input type="checkbox"/>	Principal Hygiene
09/07/2020	2021/03/16	49.99		49.99		R <input type="checkbox"/>	Staff 01
09/07/2020	2021/03/17	14.39		14.39		R <input type="checkbox"/>	Staff 02
09/07/2020	2021/03/26	30.00		30.00		R <input type="checkbox"/>	HCHCT
15/07/2020	2021/04/03	445.16		445.16		R <input type="checkbox"/>	West Yorkshire Pension Fund

Time: 10:55

Bank Reconciliation up to 30/09/2020 for Cashbook No 1 - HSBC Current A/C

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
15/07/2020	2021/04/05	1,122.12		1,122.12		R <input type="checkbox"/>	Salaries Staff
15/07/2020	2021/04/04	1,446.26		1,446.26		R <input type="checkbox"/>	Salaries Staff
15/07/2020	2021/04/06	927.73		927.73		R <input type="checkbox"/>	HMRC
16/07/2020	2021/04/01		300.00	300.00		R <input type="checkbox"/>	Receipt(s) Banked
17/07/2020	2021/04/02		598.81	598.81		R <input type="checkbox"/>	Receipt(s) Banked
21/07/2020	2021/04/02	83.36		83.36		R <input type="checkbox"/>	Document Logic
21/07/2020	2021/03/25	1,000.00		1,000.00		R <input type="checkbox"/>	HCHCT
21/07/2020	2021/03/19	5,000.00		5,000.00		R <input type="checkbox"/>	Holmfirth Bowling Club
21/07/2020	2021/03/20	5,000.00		5,000.00		R <input type="checkbox"/>	Upperthong Village Hall
21/07/2020	2021/03/24	5,000.00		5,000.00		R <input type="checkbox"/>	Holmbridge Cricket Club
21/07/2020	2021/03/21	4,994.00		4,994.00		R <input type="checkbox"/>	River Holme Connections
21/07/2020	2021/03/23	2,000.00		2,000.00		R <input type="checkbox"/>	Wooldale Comm Assoc
23/07/2020	2021/04/08	91.15		91.15		R <input type="checkbox"/>	Business Stream
28/07/2020	2021/04/18	30.12		30.12		R <input type="checkbox"/>	Plusnet
29/07/2020	2021/04/07	-570.00		-570.00		R <input type="checkbox"/>	Simon Blyth
29/07/2020	2021/03/22	2,000.00		2,000.00		R <input type="checkbox"/>	Brockholes Village Trust
29/07/2020	2021/04/07	570.00		570.00		R <input type="checkbox"/>	Simon Blyth
29/07/2020	2021/04/09	48.00		48.00		R <input type="checkbox"/>	YLCA
29/07/2020	2021/04/10	373.31		373.31		R <input type="checkbox"/>	Internal Audit Yorkshire
29/07/2020	2021/04/11	62.40		62.40		R <input type="checkbox"/>	Principal Hygiene
29/07/2020	2021/04/12	2,077.20		2,077.20		R <input type="checkbox"/>	Rialtas
29/07/2020	2021/04/13	50.53		50.53		R <input type="checkbox"/>	Document Logic
29/07/2020	2021/04/15	101.19		101.19		R <input type="checkbox"/>	Maintenance Contractor
29/07/2020	2021/04/16	1,616.79		1,616.79		R <input type="checkbox"/>	Maintenance Contractor
29/07/2020	2021/04/07	570.00		570.00		R <input type="checkbox"/>	Simon Blyth
04/08/2020	2021/05/01		12.22	12.22		R <input type="checkbox"/>	Receipt(s) Banked
05/08/2020	2021/04/01	222.00		222.00		R <input type="checkbox"/>	Cllr 21
11/08/2020	2021/05/03	95.88		95.88		R <input type="checkbox"/>	Staff 01
11/08/2020	2021/05/04	14.39		14.39		R <input type="checkbox"/>	Staff 02
11/08/2020	2021/05/05	48.00		48.00		R <input type="checkbox"/>	YLCA
11/08/2020	2021/05/06	300.00		300.00		R <input type="checkbox"/>	Barnsley Chronicle
11/08/2020	2021/05/07	45.00		45.00		R <input type="checkbox"/>	YLCA
11/08/2020	2021/05/11	30.00		30.00		R <input type="checkbox"/>	Staff 02
11/08/2020	2021/05/12	21.60		21.60		R <input type="checkbox"/>	Vision ICT
11/08/2020	2021/05/15	120.37		120.37		R <input type="checkbox"/>	npower
17/08/2020	2021/05/16	445.16		445.16		R <input type="checkbox"/>	West Yorkshire Pension Fund
17/08/2020	2021/05/18	1,122.12		1,122.12		R <input type="checkbox"/>	Salaries Staff
17/08/2020	2021/05/17	1,446.26		1,446.26		R <input type="checkbox"/>	Salaries Staff
17/08/2020	2021/05/19	927.73		927.73		R <input type="checkbox"/>	HMRC
18/08/2020	2021/05/08	136.00		136.00		R <input type="checkbox"/>	Royal British Legion
20/08/2020	2021/04/14	36.00		36.00		R <input type="checkbox"/>	Campaign to Protect Rural Engl
20/08/2020	2021/05/01	957.60		957.60		R <input type="checkbox"/>	Leander Architectural
20/08/2020	2021/04/17	2,308.20		2,308.20		R <input type="checkbox"/>	MIW Water Cooler Experts
20/08/2020	2021/05/09	154.80		154.80		R <input type="checkbox"/>	MIW Water Cooler Experts
20/08/2020	2021/05/13	2,843.72		2,843.72		R <input type="checkbox"/>	Maintenance Contractor
20/08/2020	2021/05/14	232.98		232.98		R <input type="checkbox"/>	Maintenance Contractor
28/08/2020	2021/05/21	28.43		28.43		R <input type="checkbox"/>	Plusnet
02/09/2020	2021/06/01		8.55	8.55		R <input type="checkbox"/>	Receipt(s) Banked

Time: 10:55

Bank Reconciliation up to 30/09/2020 for Cashbook No 1 - HSBC Current A/C

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
05/09/2020	2021/06/02		1.40	1.40		R <input type="checkbox"/>	Receipt(s) Banked
15/09/2020	2020/06/01	44.76		44.76		R <input type="checkbox"/>	O2
15/09/2020	2021/06/02	445.16		445.16		R <input type="checkbox"/>	West Yorkshire Pension Fund
15/09/2020	2021/06/03	1,122.12		1,122.12		R <input type="checkbox"/>	Salaries Staff
15/09/2020	2021/06/04	1,446.26		1,446.26		R <input type="checkbox"/>	Salaries Staff
15/09/2020	2021/06/05	927.73		927.73		R <input type="checkbox"/>	HMRC
15/09/2020	2021/06/06	1,410.47		1,410.47		R <input type="checkbox"/>	Salaries Staff
17/09/2020	2021/06/07	198.09		198.09		R <input type="checkbox"/>	West Yorkshire Pension Fund
17/09/2020	2021/06/08	53.66		53.66		R <input type="checkbox"/>	HMRC
17/09/2020	2021/06/09	1,440.00		1,440.00		R <input type="checkbox"/>	Barnsley Chronicle
17/09/2020	2021/06/10	300.00		300.00		R <input type="checkbox"/>	Barnsley Chronicle
17/09/2020	2021/06/11	300.00		300.00		R <input type="checkbox"/>	Barnsley Chronicle
17/09/2020	2021/06/12	37.98		37.98		R <input type="checkbox"/>	Document Logic
17/09/2020	2021/06/13	507.60		507.60		R <input type="checkbox"/>	Vision ICT
17/09/2020	2021/06/14	91.20		91.20		R <input type="checkbox"/>	Phone Co-op
17/09/2020	2021/06/15	14.39		14.39		R <input type="checkbox"/>	Staff 02
24/09/2020	2021/06/16	460.00		460.00		R <input type="checkbox"/>	Cllr 03
28/09/2020	2021/06/17	29.59		29.59		R <input type="checkbox"/>	Plusnet
		<u>71,654.86</u>	<u>142,986.01</u>				

Time: 10:56

Bank Reconciliation up to 30/09/2020 for Cashbook No 4 - Current Account-Handelsbanken

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
16/04/2020	2021/01/19	25.00		25.00		R <input checked="" type="checkbox"/>	Handelsbanken
30/04/2020	2021/01/05		14.10	14.10		R <input checked="" type="checkbox"/>	Receipt(s) Banked
15/05/2020	2021/02/17	25.00		25.00		R <input checked="" type="checkbox"/>	Handelsbanken
29/05/2020	2021/02/04		6.58	6.58		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/06/2020	2021/03/27	25.00		25.00		R <input checked="" type="checkbox"/>	HSBC Current A/C
14/07/2020	2021/04/19	25.00		25.00		R <input checked="" type="checkbox"/>	Handelsbanken
14/08/2020	2021/05/22	25.00		25.00		R <input checked="" type="checkbox"/>	Handelsbanken
14/09/2020	2021/06/18	25.00		25.00		R <input checked="" type="checkbox"/>	Handelsbanken
		<u>150.00</u>	<u>20.68</u>				

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income								
1076 Precept	0	137,935	275,871	137,936			50.0%	
1078 Special Expenses Grant	0	1,184	3,248	2,064			36.5%	
1090 Bank Interest	10	171	750	579			22.8%	
1092 Toilets Donations	0	172	5,000	4,828			3.4%	
1095 Other income	0	21	4,730	4,709			0.4%	
Income :- Income	10	139,483	289,599	150,116			48.2%	0
Net Income	10	139,483	289,599	150,116				
110 Staff Expenditure								
4000 Salaries	3,941	23,774	50,000	26,226		26,226	47.5%	
4055 Sub-contractor Services	0	0	5,000	5,000		5,000	0.0%	
4060 Staff Training	0	264	900	636		636	29.3%	
Staff Expenditure :- Indirect Expenditure	3,941	24,038	55,900	31,862	0	31,862	43.0%	0
Net Expenditure	(3,941)	(24,038)	(55,900)	(31,862)				
150 Administration								
4061 Councillor Training	0	156	900	744		744	17.3%	
4200 Chairman's Allowance	460	460	1,000	540		540	46.0%	
4205 APS & Petty Cash	32	702	1,500	798		798	46.8%	
4210 Audit	0	373	1,200	827		827	31.1%	
4215 Bank Charges	25	150	50	(100)		(100)	300.0%	
4220 Conference / Seminars	0	0	500	500		500	0.0%	
4225 Elections	0	0	9,789	9,789		9,789	0.0%	
4230 Repairs & Maintenance	0	0	1,000	1,000		1,000	0.0%	
4235 Insurance	0	1,729	2,250	521		521	76.8%	
4240 Travel Allowance	0	0	300	300		300	0.0%	
4245 Office Equipment	0	0	300	300		300	0.0%	
4250 Office/Room Hire	0	10,000	10,000	0		0	100.0%	
4255 Legal Advice Contingency	0	0	5,000	5,000		5,000	0.0%	
4260 FOIA/EIR requests	0	0	500	500		500	0.0%	
4265 Subscriptions	0	2,337	3,000	663		663	77.9%	
4270 Local Council Award Scheme	0	0	100	100		100	0.0%	
4275 Telephone and Broadband	25	145	500	355		355	29.0%	
4280 Civic Regalia	0	0	750	750		750	0.0%	
4298 VAT Error 19/20	0	71	0	(71)		(71)	0.0%	
4299 Contingency	0	0	3,000	3,000		3,000	0.0%	
Administration :- Indirect Expenditure	541	16,123	41,639	25,516	0	25,516	38.7%	0
Net Expenditure	(541)	(16,123)	(41,639)	(25,516)				

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>200 CASC</u>								
4300 Honley Library	0	0	15,000	15,000		15,000	0.0%	
4310 Holmfirth Civic Hall-Projects	0	399	15,000	14,601		14,601	2.7%	
4315 Other Community Assets	0	23,994	15,000	(8,994)		(8,994)	160.0%	9,000
4320 Public Toilet - Day to Day	0	3,778	16,000	12,222		12,222	23.6%	185
4325 Public Toilet - Lettable Space	0	874	5,000	4,126		4,126	17.5%	
CASC :- Indirect Expenditure	0	29,045	66,000	36,955	0	36,955	44.0%	9,185
Net Expenditure	0	(29,045)	(66,000)	(36,955)				
6000 plus Transfer from EMR	0	9,185						
Movement to/(from) Gen Reserve	0	(19,860)						
<u>250 Finance & Management</u>								
4400 Electronic Support	12	2,213	500	(1,713)		(1,713)	442.6%	
4405 Grants	0	156	10,000	9,844		9,844	1.6%	
4410 Public Clocks	0	0	600	600		600	0.0%	
Finance & Management :- Indirect Expenditure	12	2,369	11,100	8,731	0	8,731	21.3%	0
Net Expenditure	(12)	(2,369)	(11,100)	(8,731)				
<u>300 Planning</u>								
4505 Neighbourhood Plan	0	1,470	5,000	3,530		3,530	29.4%	
Planning :- Indirect Expenditure	0	1,470	5,000	3,530	0	3,530	29.4%	0
Net Expenditure	0	(1,470)	(5,000)	(3,530)				
<u>350 Publications & Communication</u>								
4600 Community Champion	0	0	250	250		250	0.0%	
4605 Community Engagement	0	0	100	100		100	0.0%	
4610 Publications	1,700	2,450	6,000	3,550		3,550	40.8%	
4615 Royal Events	0	0	1,000	1,000		1,000	0.0%	
4620 Tidy Trader Awards	0	0	100	100		100	0.0%	
4625 Website & Media	499	499	1,000	501		501	49.9%	
4630 Special Projects	0	0	1,000	1,000		1,000	0.0%	
Publications & Communication :- Indirect Expenditure	2,199	2,949	9,450	6,501	0	6,501	31.2%	0
Net Expenditure	(2,199)	(2,949)	(9,450)	(6,501)				

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
400 Service Provision								
4700 CCTV	0	0	5,000	5,000		5,000	0.0%	
4705 Christmas Provision	0	0	5,500	5,500		5,500	0.0%	
4710 New Mill - Churchyard	0	0	400	400		400	0.0%	
4720 Dog Waste	0	0	750	750		750	0.0%	
4725 Patient Transport Scheme	0	0	1,000	1,000		1,000	0.0%	
4730 Minibus	0	0	25,000	25,000		25,000	0.0%	
4735 Phone Boxes	0	33	300	267		267	11.1%	
4740 Seats & Shelters-Maintenance	0	2,933	12,000	9,067		9,067	24.4%	
4750 War Memorial	0	0	500	500		500	0.0%	
4755 Youth Facilities	0	0	5,000	5,000		5,000	0.0%	
Service Provision :- Indirect Expenditure	0	2,966	55,450	52,484	0	52,484	5.3%	0
Net Expenditure	0	(2,966)	(55,450)	(52,484)				
450 Climate Emergency								
4000 Salaries	1,662	1,662	0	(1,662)		(1,662)	0.0%	
4805 Community Mobilisation	37	2,120	17,500	15,380		15,380	12.1%	
4810 Energy Strategy	0	0	14,000	14,000		14,000	0.0%	
4815 Transport Strategy	0	0	13,000	13,000		13,000	0.0%	
4820 Waste Strategy	0	0	500	500		500	0.0%	
4825 Environment Strategy	0	0	1,000	1,000		1,000	0.0%	
Climate Emergency :- Indirect Expenditure	1,700	3,782	46,000	42,218	0	42,218	8.2%	0
Net Expenditure	(1,700)	(3,782)	(46,000)	(42,218)				
500 Allotments/Garage plots								
1200 Allotment Rents	0	240	940	700			25.5%	
1300 Garage plot income	0	700	0	(700)			0.0%	
Allotments/Garage plots :- Income	0	940	940	0			100.0%	0
Net Income	0	940	940	0				
600 COVID Response								
5000 HCHCT Relief Costs	0	5,000	0	(5,000)		(5,000)	0.0%	5,000
5005 Grant to Food Bank	0	6,300	0	(6,300)		(6,300)	0.0%	6,300
5010 Grant to HVCMA - EXPENSES	0	2,000	0	(2,000)		(2,000)	0.0%	
5015 Grant to HVCMA - SUPPLIES	0	200	0	(200)		(200)	0.0%	200
COVID Response :- Indirect Expenditure	0	13,500	0	(13,500)	0	(13,500)		11,500
Net Expenditure	0	(13,500)	0	13,500				
6000 plus Transfer from EMR	0	11,500						
Movement to/(from) Gen Reserve	0	(2,000)						

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	10	140,423	290,539	150,116			48.3%	
Expenditure	8,393	96,242	290,539	194,297	0	194,297	33.1%	
Net Income over Expenditure	(8,383)	44,181	0	(44,181)				
plus Transfer from EMR	0	20,685						
Movement to/(from) Gen Reserve	(8,383)	64,866						

Holme Valley Parish Council

Bank - Cash and Investment Reconciliation as at 30 September 2020

Confirmed Bank & Investment Balances

Bank Statement Balances

30/09/2020	HSBC Current A/C	91,260.09
30/09/2020	HSBC - Money Manager	55,679.13
31/08/2020	Notice Deposit - Handelsbanken	0.00
30/09/2020	Handelsbanken Current A/C	85,108.96
30/09/2020	CCLA Deposit Fund	75,000.00
30/09/2020	Petty Cash	95.02

307,143.20

All Cash & Bank Accounts

1	HSBC Current A/C	91,260.09
2	Money Manager - HSBC	55,679.13
3	Notice Deposit-Handelsbanken	0.00
4	Current Account-Handelsbanken	85,108.96
5	CCLA Deposit Fund	75,000.00
6	Petty Cash	95.02
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	307,143.20

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
100	Debtors			4,613.23	
105	VAT Control A/c			1,645.73	
200	HSBC Current A/C			91,260.09	
205	Money Manager - HSBC			55,679.13	
215	Current Account-Handelsbanken			85,108.96	
220	CCLA Deposit Fund			75,000.00	
225	Petty Cash			95.02	
310	General Reserves				139,927.06
323	EMR Com Asset-Others in Valley				9,723.00
325	EMR Election Fund				10,000.00
326	EMR Special Projects Reserve F				500.00
327	EMR Covid Response - HCHCT				10,000.00
328	EMR Covid Response - HVCMA				13,315.00
329	EMR Holmfirth Civic Hall (capi				30,000.00
330	EMR Office/Meeting Room				15,000.00
331	EMR Holmfirth Toilets				5,000.00
332	EMR Honley Library				15,000.00
500	Creditors				71.47
1076	Precept	100	Income		137,935.00
1078	Special Expenses Grant	100	Income		1,184.00
1090	Bank Interest	100	Income		171.22
1092	Toilets Donations	100	Income		172.00
1095	Other income	100	Income		20.85
1200	Allotment Rents	500	Allotments/Garage plots		240.00
1300	Garage plot income	500	Allotments/Garage plots		700.00
4000	Salaries	110	Staff Expenditure	23,774.01	
4000	Salaries	450	Climate Emergency	1,662.22	
4060	Staff Training	110	Staff Expenditure	263.75	
4061	Councillor Training	150	Administration	156.00	
4200	Chairman's Allowance	150	Administration	460.00	
4205	APS & Petty Cash	150	Administration	701.86	
4210	Audit	150	Administration	373.31	
4215	Bank Charges	150	Administration	150.00	
4235	Insurance	150	Administration	1,728.56	
4250	Office/Room Hire	150	Administration	10,000.00	
4265	Subscriptions	150	Administration	2,337.00	
4275	Telephone and Broadband	150	Administration	145.06	
4298	VAT Error 19/20	150	Administration	71.47	
4310	Holmfirth Civic Hall-Projects	200	CASC	399.00	
4315	Other Community Assets	200	CASC	23,994.00	
4320	Public Toilet - Day to Day	200	CASC	3,778.09	
4325	Public Toilet - Lettable Space	200	CASC	874.00	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4400	Electronic Support	250	Finance & Management	2,212.83	
4405	Grants	250	Finance & Management	156.00	
4505	Neighbourhood Plan	300	Planning	1,470.00	
4610	Publications	350	Publications & Communication	2,450.00	
4625	Website & Media	350	Publications & Communication	499.00	
4735	Phone Boxes	400	Service Provision	33.33	
4740	Seats & Shelters-Maintenance	400	Service Provision	2,933.15	
4805	Community Mobilisation	450	Climate Emergency	2,119.80	
5000	HCHCT Relief Costs	600	COVID Response	5,000.00	
5005	Grant to Food Bank	600	COVID Response	6,300.00	
5010	Grant to HVCMA - EXPENSES	600	COVID Response	2,000.00	
5015	Grant to HVCMA - SUPPLIES	600	COVID Response	200.00	
6000	Transfer from EMR	200	CASC		9,185.00
6000	Transfer from EMR	600	COVID Response		11,500.00
Trial Balance Totals :				409,644.60	409,644.60
Difference				0.00	

HOLME VALLEY PARISH COUNCIL



HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS
Tel: 01484 687460 Email: clerk@holmevalleyparishcouncil.gov.uk

Please complete this form as clearly as possible and return it to the clerk by email or by post to the above address.

There will be two dates in the Council Year on which grants are considered. Your application needs to be submitted by the last day of August to be considered in September or by the last day of January to be considered in February.

CONTACT DETAILS	
Name of organisation	
Contact person for this application:	
Position e.g. Chair, Secretary, Treasurer:	
Correspondence address:	
Email address:	
Telephone numbers:	

TYPE OF COMMUNITY GRANT APPLIED FOR

If you are unsure, please tick any that might apply, and our clerk will consider which Committee the application should be considered by.

- Community Assets
- Community Services
- Community Events or Projects

What will your grant pay for?

ABOUT YOUR GROUP	
What type of group are you?	<ul style="list-style-type: none"> • Unregistered community group • Registered charity • Other (please state):
Charity registration no. (if applicable)	
When did the group start?	
Do you have a constitution or a set of governing rules?	<p>Yes / No</p> <p><i>If yes, please provide copy with this application</i></p> <p><i>If no, please explain your management structure on a separate sheet.</i></p>
What area does your group cover? <i>The Council can only fund grants to groups which directly benefit residents of the Holme Valley</i>	
Describe the people you <u>mainly</u> work with:	<ul style="list-style-type: none"> • Children under 16 • Young people under 25 • Older people over 60 • People with disabilities • People of minority ethnic origin • Other groups (please state):
How many people are involved in running your group?	Paid staff:
	Volunteers, including Committee members:

FINANCES	
Financial year	
Income	£
Expenditure	£
Reserves	£
Has the group previously received a grant from the Parish Council?	<p>Yes / No</p> <p><i>If 'Yes' please give the date and brief details of any grants received in the last five years.</i></p>

YOUR PROJECT

How much money are you requesting from the Parish Council?

£

Project start date:

Project end date:

Please describe what you want to do with the money. Use no more than 500 words. Please answer the following questions in your answer:

- Who will benefit from this project?
- How do you know there is a need for this project?
- Are you working in partnership with other groups?
- How many people are involved in your activities each year?
- How will you know that the project is a success?

PROJECT BUDGET

Item	Total cost	Requested from the Parish Council
	£	£
TOTALS	£	£

OTHER FUNDING

Has the group applied elsewhere for other grants to fund this project?

Yes / No

If yes, please give details below. Include date of application, amount requested and the outcome (if known).

Other sources of funding for this project, e.g. donations, reserves, fund raising. Please list, with amounts.

BANK ACCOUNT DETAILS

Account name

Sort code

Account number

Declaration

This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.

- I am authorised to make the application on behalf of the above organisation.
- I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded.
- I certify that the information contained in this application is correct.
- If the information in the application changes, I will inform the Council.
- I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding this application.
- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

Name:

Signature:

Date:

Name of Organisation	
CHECKLIST	
Please enclose the following with your application	
	Please Tick
Signed application form, with every question answered	
Have you addressed sustainability issues? See the criteria on the council website.	
Last three years audited annual accounts (if available)	
Constitution or set of rules (if not applicable please state so)	
Copy of bank statements for past six months	
Copies of written estimates/quotations for capital purchases?	
For projects or items over £5000 have you completed a Business Plan or for grants over £2.000 have you provided a forward plan of activities for the next year ?	
If possible, please email a copy of the grant application to the Clerk (clerk@holmevalleyparishcouncil.gov.uk). With the Application in WORD not PDF.	
OR: send completed application form (with all supporting documentation) to: Holme Valley Parish Council ,Holmfirth Civic Hall, Huddersfield Road Holmfirth HD9 3AS	
If you have any queries, please contact the Clerk - Tel: 01484 687460 Email: clerk@holmevalleyparishcouncil.gov.uk	
<i>You are advised to keep a copy of this application for your own records.</i>	

For internal admin use only:	
Date application received:	
Application meets criteria:	Yes/No*
Meeting Date/Minute No.	
Grant approved . Yes/No	
Legislation under which grant is made.	
Date applicant notified of outcome:	

Holme Valley Parish Council



Criteria & Guidelines for Grant Applications

Holme Valley Parish Council operates a number of community grant schemes, overseen by the Finance & Management, Community Assets Support and Service Provision Committees. These all have budgets set each financial year and consider applications at their Committee meetings each autumn and spring.

We have three different community funding streams each year as follows:



Community Assets

- Buildings transferred from Kirklees to HVPC or in community ownership, run for public benefit (as defined by the Charity Commission) for the residents of the Holme Valley.
- Grants up to £5000 awarded by Community Assets Support Committee (CASC)



Community Services

- Range of ongoing services within the Holme Valley such as transport provision, youth facilities, CCTV, management of seats & shelters & war memorials, dog waste bag dispensers, Christmas trees, defibrillators and adopted red phone boxes.
- Grants vary and awarded by Service Provision Committee.



Community Events & Projects

- Support for festivals, community events, educational visits and local one-off projects held within the Holme Valley
- Grants up to £1000 awarded by the Finance & Management Committee

The aim of all the Council's grant schemes is to ensure that public funds are used in ways that benefit groups of residents and protect the interests of residents into the future. The Council therefore encourages applications from local community-based 'not-for-profit' or charitable organisations, e.g. voluntary groups, societies, clubs (including new start-ups), sports clubs, youth clubs, and playgroups. The council cannot give grants to schools or churches.

1. General criteria – these apply to all Community Grant Applications:

- 1.1 Each application to be considered on its merit; the amount of grant will be at the discretion of the Parish Council.
- 1.2 The purpose for which the grant is made must be in the interest of the Holme Valley or any part of it or all or some of the inhabitants of the Holme Valley. The Holme Valley is defined by the boundaries of the Parish Council. The benefit to the area or inhabitants must be commensurate with the expenditure.
- 1.3 Organisations and groups will be expected to contribute some of their own funds to the project although a set percentage has not been agreed.
- 1.4 The Parish Council will endeavour to treat similar projects equitably.
- 1.5 The Committee will take into account any previous grant made to an organisation or group when considering a new application.
- 1.6 Grants will not be made retrospectively.

- 1.7 The Parish Council regrets that, by law, it is not able to make grants to individuals (Section 137 of the Local Government Act 1972), schools or churches.
- 1.8 The Parish Council will give preferential treatment to grant requests where there is a commitment to the stated goals of the Climate Emergency i.e. sustainability, reducing carbon use, recycling materials, reducing energy costs and incorporating insulation for buildings etc.
- 2. Applications for support for a Community Service or Activity**
- 2.1 Preferably, the application should be for support for specific identifiable elements of the service or activity, i.e. something tangible, rather than towards general running costs.
- 3. Applications for support for Capital Expenditure or Project:**
- 3.1 The application must relate to some specific item of capital expenditure or project and not to any regular item or maintenance or other revenue item, such as utility or staffing costs.
- 4. Applications for support for Event and Festivals**
- 4.1 The application must relate to a community event, a festival or special event in commemoration and be held within the Holme Valley
- 4.2 An applicant must not use the grant for trips outside the Holme Valley unless the trip is of an educational nature or direct benefit to the children can be demonstrated.
- 5. Conditions**
- 5.1 All grants will be conditional upon
 - a) submission of Audited Accounts for the previous year
 - b) the bank statements for the previous 6 months
 - c) evidence that the group has a bank account with two signatories
 - d) a Business Plan for any grants over £5,000 or for grants over £2,000 a forward plan of activities and finance for the next year.
 - e) Quotations for capital works.
- 5.2 If the grant is put to purposes other than those for which it was awarded without the prior approval of the Parish Council, the recipient organisation or group will be required to repay the grant to the Parish Council.
- 5.3 All grant recipients are required to provide the Parish Council with a brief report (about 200 words), including photographs, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved; this must be submitted within two months of purchase of the capital equipment, or completion of the project or event for which the funding was awarded.
- 5.4 Acceptance of a grant will be taken as permission for the Parish Council to publish such articles in its newsletter, but the organisation or group is responsible for ensuring that all necessary permissions are obtained for publication of photographs.

5.5 Recognition of the grant from Holme Valley Parish Council must be made in any publicity.

6. What happens when my application is received by the Parish Council?

6.1 All grant applications will be acknowledged by the Clerk; applicants will be informed of the date when the application will be considered and the Committee it is being considered by. Applicants are encouraged to attend the meeting when their application will be considered to support their application.

6.2 The application (only) will be distributed to all Members of the appropriate Committee (by email or post, as appropriate) with the Meeting Agenda.

6.3 Before the meeting, the Chairman of the relevant Committee and the Clerk/Responsible Financial Officer will assess the application, to check all supporting documentation and to ensure that the application meets the Council's criteria. An appropriate recommendation will then be made to the Committee at its meeting.

7. How will the application be assessed?

The Chairman of the relevant Committee and the Clerk/Responsible Financial Officer will look at the following:

- How well the grant will meet the needs of the community, providing positive benefit to the inhabitants.
- How effectively the group will use the grant.
- Whether the costs are appropriate and realistic.
- What level of contributions has been, or will be, raised locally?
- Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate, source.
- How the organisation or group is managed - as indicated in the Constitution.
- Whether the aim fits with the goals of the Climate Emergency Committee

8. What happens next, if your application is successful?

8.1 The Clerk will write to you to confirm the grant has been approved, to confirm the amount of money agreed and any specific conditions which may have been applied.

8.2 When you accept an offer of a grant you agree to the Council's terms and conditions.

8.3 The Council pays grants by cheque or by BACS, made payable to your organisation (in accordance with the Council's Financial Regulations); it will not issue the grant in the name of an individual. You will be asked to send a reply slip to confirm receipt of the grant.



HOLME VALLEY PARISH COUNCIL

INTERNAL CONTROL CHECKLIST

CHECKS	INIT	INIT
Accounting records, ie cash book: Are the cash books being kept up to date? Cross reference with minutes/bank statements/cheque books		
Payments: Have they all been properly authorised? Are all payments listed in the minutes? Do payments made correspond with the invoiced amounts? Check legitimacy of Direct Debits and Standing Orders		
Cheques: Are they properly and fully completed before being signed? Are cheque counterfoils always initialled by the signatories? Paid cheques correspond with bank statements? – also check outstanding payments		
Receipts: Is income due to the council being collected promptly and in full? Are receipts being given? Is income properly controlled pending being paid into the bank? ie in accordance with the council's Financial Regulations?		
Allotment rents: Rent letter sent out and rents received in a timely matter? Tenancy agreements issued?		
Surplus balances: Are surplus deposits placed in a suitable interest-earning bank account?		
Bank reconciliation: Is the council provided with this information regularly? (monthly) The monthly reconciliation is checked against bank statements?		
VAT paid: Is it properly recorded in the cash book? Claim for refund of VAT made and paid to the council? Claim properly submitted in a timely manner?		
Ordering of stationary and supplies: Commensurate with the usage requirements of the council?		
Internet banking: Checks implemented by the council being adhered to?		
Petty Cash: Properly controlled and recorded		
Tax and NI liabilities: HMRC liabilities met? P32s checked on the council's HMRC Gateway? Real Time Information reporting done on time? (so as not to incur financial penalties for the council).		
Independent Internal audit reports – presented to full council (or committee as directed) and recommendations acted upon?		
External auditor's report – presented to full council and directives acted upon?		
Names of persons carrying out the check: Signatures: Date check undertaken:		