

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, 1 MARCH 2021** at **7pm** via the **Zoom Teleconferencing Platform** <https://us02web.zoom.us/j/81024107046> 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 73 | Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014 | 7.15 pm |
| | 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 | |
| 2021 74 | To accept apologies for absence | 7.16 pm |
| 2021 75 | To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda | 7.17 pm |
| 2021 76 | To consider written requests for new DPI dispensations | 7.18 pm |
| 2021 77 | To consider whether items on the agenda should be discussed in private session | 7.19 pm |
| 2021 78 | To confirm the Minutes of the previous Committee meeting | 7.20 pm |
| | - To note the Minutes of the Finance & Management Committee Meeting held on 18 January 2020, numbered 2021 58 to 2021 72 inclusive – previously distributed (B) | |
| 2021 79 | Accounts for Payment | 7.21 pm |
| | (1) To note, the Chairman of Council has not used any of her Chairman's Allowance during her term of office so far. | |
| | (2) To approve the remaining transactions of the month-to-date Schedule of Payments for February, - these are retrospective in that the accounts have already been paid under Regulation 5.5a of the Financial Regulations (C) | |
| | (3) To approve the transactions of the upcoming Schedule of Payments for March (D) | |

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- 2021 80 Financial Statements 7.25 pm**
- To approve accounting summaries – copies enclosed
- For January 2020 (E):
- (1) Bank Reconciliations All Accounts (to end 31 January 2021)
 - (2) Cash Books All Accounts Receipts and Payments (to end 31 January 2021)
 - (3) Trial Balance (to end 31 January 2021)
 - (4) Detailed Income and Expenditure by Budget Heading (YTD Budget Report to end 31 January 2021)
 - (5) Cash and Investment Reconciliation (to end 31 January 2021)
 - (6) Earmarked Reserves (to end 31 January 2021)
- 2021 81 Error on Accounts, - double payment 7.30 pm**
- Members should note an error in payments in records over December 2020 and January 2021 where the same stationery bill for Viking was paid twice. The error was caused by the RFO paying the order when forwarded it by the Clerk and then paying the invoice when sent it by Viking. The RFO will in future only pay the invoice. Viking offered a refund or credit. We asked for a refund, but the refund has not been made yet. RFO will look into this.
- 2021 81 List of Regular Payments 2021-22 7.32 pm**
- To approve a List of Regular Payments as per 5.5-5.7 of the Financial Regulations, - RFO to report (F)
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council ,or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or Finance Committee.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made. (It was decided at full council on 14 December 2020 that during the Covid Lockdown period two electronic signatures would be acceptable. This is a temporary measure and will be reviewed when the lockdown ceases).
- 2021 82 List of HSBC Direct Debits 2021-22 7.40 pm**
- To approve a List of Direct Debits as per 6.7 of the Financial Regulations, - RFO to report (G)
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

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2021 83 List of HSBC Standing Orders 2021-22 7.45 pm

- To approve a List of Bank Standing Orders as per 6.8 of the Financial Regulations, - RFO to report **(H)**

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

2021 84 Banking Matters 7.50 pm

Mandates:

- To note, – the mandates for the CCLA Public Sector Deposit account have been updated, - new mandatees are Cllr Pogson, Cllr Hogley and the RFO

- To note, - the mandates for Handelsbanken have been sent off and are being processed; the mandates for HSBC are still to do.

2021 85 Tenancies 7.51 pm

To consider, arrangements for management of the Holme Valley Parish Council Tenancies for the new financial year, - RFO to report.

2021 86 Staffing Payments 2021-22 7.58 pm

- To consider, - the RFO's report on Staffing Payments **(I)** and the accompanying Data Report **(J)** – *these documents are not available with the documentation available to the public*

2021 87 Statement of Intent on Training 8.10 pm

- To receive report of any training by Councillors and Officers since the last Finance and Management meeting, – attendees to report

| Name | Training undertaken | Date |
|---|----------------------------------|---------------------------------|
| Cllr Sheard | Allotments | 28 th September 2020 |
| Catherine O'Halloran (co-opted Member of CESC) | Climate Emergency Webinar | 15 th December 2020 |
| Cllr Blacka | Climate Emergency Webinar | 12 th January 2021 |
| Cllr Colling | Role of Internal Audit | 13 th January 2021 |
| RFO | Role of Internal Controls | 2 nd February 2021 |
| RFO | Role of Internal Audit | 4 th February 2021 |
| Cllr Blacka | Planning Enforcement and Appeals | 10 th February 2021 |
| Cllr Hogley | Council Vacancies | 17 th February 2021 |

2021 88 Financial Records for the website 8.15 pm

- To note, financial records for January 2021 have been uploaded to the Council website accessible from Quick Links.

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- 2021 89** **Final Accounts, Internal Audit and Internal Controls** **8.16 pm**
- To note, this year Rialtas, the firm who supply our accounts package, will be doing our final accounts remotely. This was a recommendation when we first spoke about the Omega accounts package. The date will be 28th May 2021. It is planned, subsequently, that the RFO will do the accounts in years ahead.
 - To note, the interim internal audit has been postponed until after lockdown.
 - To note, Cllr Colling has begun to undertake the internal controls checks but has not been able to check actual paper copies of receipts at the moment. She will not be able to do the check methodically until after lockdown. Cllr Colling has expressed an interest in reviewing the system of internal controls to better protect against risk and fraud.
- 2021 90** **Representation** **8.18 pm**
- To receive report (if any) of representatives to outside bodies
- Close of Meeting** **8.20 pm**

Richard McGill

Mr Richard McGill
Responsible Finance Officer to the Council

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Holme Valley Parish Council

MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD VIA ZOOM ON MONDAY 18th JANUARY 2021

Those present:

Chairman: Cllr M Pogson

Councillors: Cllrs M Blacka, P Colling, P Davies, RP Dixon, C Greaves, D Hall, R Hogley, J Sweeney

Officer: Mr Richard McGill

Welcome

Chairman, Cllr M Pogson, welcomed Committee members and members of the public to this virtual meeting of the Finance and Management Committee.

Public Question Time

No members of the public were present for the public session.

2021 58 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 59 To accept apologies for absence

All Members were present. Cllr RP Dixon joined the meeting a few minutes late.

2021 60 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

None were declared.

2021 61 To consider written requests for new DPI dispensations

None had been received.

2021 62 To consider whether items on the agenda should be discussed in private session

RESOLVED: The Committee resolved that no item would be held in private session.

2021 63 To confirm the Minutes of the previous Committee meeting

NOTED: the Minutes of the Finance & Management Committee Meeting held on 30 November 2020, numbered 2021 43 to 2021 57 inclusive – previously distributed and already confirmed by Council were noted.

2021 64 Accounts for Payment

(1)**NOTED:** The Committee noted that the Chairman of Council had not used any of her Chairman's Allowance during her term of office to date.

(2) **RESOLVED:** The Committee approved the payments of the month-to-date Schedule of Payments for January 2021.

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2021 65 Financial Statements

RESOLVED: The Committee approved the following accounting summaries:

For November 2020:

- (1) Bank Reconciliation All Accounts (to end 30 November 2020)
- (2) Cash Books All Accounts Receipts and Payments (to end 30 November 2020)
- (3) Trial Balance (to end 30 November 2020)
- (4) Detailed Income and Expenditure by Budget Heading (YTD Budget Report to end 30 November 2020)
- (5) Cash and Investment Reconciliation (to end 30 November 2020)
- (6) Earmarked Reserves (to end 30 November 2020)

For December 2020:

- (1) Bank Reconciliation All Accounts (to end 31 December 2020)
- (2) Cash Books All Accounts Receipts and Payments (to end 31 December 2020)
- (3) Trial Balance (to end 31 December 2020)
- (4) Detailed Income and Expenditure by Budget Heading (YTD Budget Report to end 31 December 2020)
- (5) Cash and Investment Reconciliation (to end 31 December 2020)
- (6) Earmarked Reserves (to end 31 December 2020)

2021 66 VAT Return

NOTED: The Committee noted the VAT return to end 31 December 2020.

2021 67 Change to Tax Base and implications for precept and the budget

1916hrs Councillor RP Dixon joined the meeting during this item

NOTED: The Committee noted a communication from Kirklees notifying the Parish Council of a change to the tax base which had been reduced from 10149.79 to 10092.84.

RESOLVED: The Committee resolved that the RFO should seek advice from Graeme Wilde from Kirklees Council on the reasons for the reduction in the tax base figure.

NOTED: The Committee noted a communication from Kirklees to confirm a reduction to the amount of the Special Expense Grant contingent on the change to the tax base from £3248 to £3230.

NOTED: The Committee noted the new Precept figure of £274326 contingent on the revised tax base. This was a reduction from the £275871 of 2020-21.

The Committee considered a revised budget taking account of the reduced tax base, Precept and Special Expenses Grant.

RESOLVED: The Committee resolved to recommend to Council that the shortfall in the budget for 2021-22 caused by the reduced tax base should be met by an additional recourse to general reserves of £1545.

2021 68 Banking Matter

NOTED: The Committee noted a report from the RFO that both of Holme Valley Parish Council's Handelsbanken accounts, - the 35 Day Account and the Current Account, - currently offer credit interest rates of 0%, and that the Parish Council is charged £25/month for use of the current account.

RESOLVED: The Committee resolved that the RFO should investigate other options for the investment of the Council's reserves.

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2021 69

Statement of Intent on Training

NOTED: The Committee noted the training undertaken and the feedback.

In addition to training undertaken that had been included in the agenda, Cllr Colling also reported on training she had done in the previous week on the internal auditing process.

| | | |
|------------------------------|--------------------|---------------------------------|
| Cllr Sheard | Allotments Webinar | 28 th September 2020 |
| Feedback: No feedback as yet | | |

| | | |
|--|--|-------------------------------|
| Cllr Blacka | Broadening your Planning Knowledge Webinar | 2 nd December 2020 |
| Feedback: This webinar was said to be quite useful and included information on the white paper, community infrastructure levy and how to best make decisions on behalf of the community; presentation was not especially good but the content was worthwhile | | |

| | | |
|---|--|-------------------------------|
| Cllr Hogley | Budgeting Webinar remote training by Parkinson Partnership through YLCA | 2 nd December 2020 |
| Feedback: This webinar was described as a basic introduction to budgeting and reserves with some interesting nuggets of new information, - 1) amending the budget throughout the year; 2) considering the need for the amount of reserves held in relation to the risk to the Council | | |

| | | |
|---|---------------------------|--------------------------------|
| Catherine O'Halloran (co-opted Member of CESC) | Climate Emergency Webinar | 15 th December 2020 |
| Feedback: No feedback as yet | | |

| | | |
|--|---|-------------------------------|
| Planning Committee | Discussion Session with Teresa Harlow and Johanna Scrutton from Kirklees Planning | 11 th January 2021 |
| Feedback: This was described as a useful way to develop an effective working partnership with the Kirklees Planning team and Officers, maximising local knowledge and minimising duplication of work; built understanding on the white paper, the NDP and how to bring climate emergency understanding into planning processes | | |

RESOLVED: The Committee resolve that the RFO would seek feedback from Councillors and Members who had attended training.

2021 70

Proposed elevated grant to Holmfirth Arts Festival

The Committee considered whether to recommend an award of an extra £1000 to Holmfirth Arts Festival, - to a total of £2000, - for their Art in the Woods project.

RESOLVED: The Committee resolved not to award an extra £1000 this financial year as it went against the delegated amount that could be awarded. The Committee resolved that the Holmfirth Arts Festival should be encouraged to apply for a grant in the upcoming financial year 2021-22.

Holme Valley Parish Council

2021 71 Financial Records for the website

NOTED: The Committee noted that financial records for November and December 2020 had been uploaded to the Council website accessible from Quick Links.

2021 72 Representation

There were no reports from representatives to outside bodies.

The meeting closed at 19:43

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Chairman

Holme Valley Parish Council Cash Book 2020-21

HSBC Community Current Account

Schedule of Payments February 2021:

| No. | HVPC ref | Date | Payment method | Check v statement | Paid | Supplier | Inv date | Inv number | Services | Net | Vat | Gross | Minute |
|-----|------------|------------|----------------|--------------------------|----------------------------|----------|----------|------------|---|-------------------|----------------|-------------------|------------------|
| 1 | 2021/11/01 | 10/02/2021 | DD | <input type="checkbox"/> | FEB O2 | | | | iPad and iPhone mobile data monthly contracts | £57.30 | £11.46 | £68.76 | COUNCIL 2021 176 |
| 2 | 2021/11/02 | 12/02/2021 | BACS | <input type="checkbox"/> | FEB YLCA | | | | Role of Internal Controls - Staff 02 | £15.00 | £0.00 | £15.00 | COUNCIL 2021 176 |
| 3 | 2021/11/03 | 12/02/2021 | BACS | <input type="checkbox"/> | FEB Vsafety | | | | Hi-Vis Vests - custom printed | £238.00 | £47.60 | £285.60 | COUNCIL 2021 176 |
| 4 | 2021/11/04 | 12/02/2021 | BACS | <input type="checkbox"/> | FEB JRB Enterprises Ltd | | | | Poo Bags | £446.00 | £89.20 | £535.20 | COUNCIL 2021 176 |
| 5 | 2021/11/05 | 12/02/2021 | BACS | <input type="checkbox"/> | FEB KLTV | | | | Videos for Climate Emergency SC | £800.00 | £0.00 | £800.00 | COUNCIL 2021 176 |
| 6 | 2021/11/06 | 12/02/2021 | BACS | <input type="checkbox"/> | FEB SLCC | | | | Full Membership Staff 01 | £234.00 | £0.00 | £234.00 | COUNCIL 2021 176 |
| 7 | 2021/11/07 | 12/02/2021 | BACS | <input type="checkbox"/> | FEB YLCA | | | | Climate Emergency webinar training - Cllr 04 | £15.00 | £0.00 | £15.00 | COUNCIL 2021 176 |
| 8 | 2021/11/08 | 12/02/2021 | BACS | <input type="checkbox"/> | FEB YLCA | | | | Role of Internal Audit - Staff 02 | £15.00 | £0.00 | £15.00 | COUNCIL 2021 176 |
| 9 | 2021/11/09 | 12/02/2021 | SO | <input type="checkbox"/> | FEB WYPF | | | | Pensions - January | £606.72 | £0.00 | £606.72 | |
| 10 | 2021/11/10 | 12/02/2021 | SO | <input type="checkbox"/> | FEB Staff 02 | | | | Salary - February | £1,630.25 | £0.00 | £1,630.25 | |
| 11 | 2021/11/11 | 12/02/2021 | SO | <input type="checkbox"/> | FEB Staff 01 | | | | Salary - February | £1,372.80 | £0.00 | £1,372.80 | |
| 12 | 2021/11/12 | 12/02/2021 | SO | <input type="checkbox"/> | FEB Staff 03 | | | | Salary - February | £729.04 | £0.00 | £729.04 | |
| 13 | 2021/11/13 | 16/02/2021 | BACS | <input type="checkbox"/> | FEB Npower | | | | Electricity - Holmfirth Public Toilets | £346.69 | £0.00 | £346.69 | |
| 14 | 2021/11/14 | 22/02/2021 | BACS | <input type="checkbox"/> | FEB Kirklees Council | | | | Supply Christmas trees and lights 2020 - 4 villages | £2,873.22 | £574.66 | £3,447.88 | |
| 15 | 2021/11/15 | 23/02/2021 | BACS | <input type="checkbox"/> | FEB HMRC | | | | PAYE Tax and NI contributions | £1,051.75 | £0.00 | £1,051.75 | |
| 16 | 2021/11/16 | 26/02/2021 | BACS | <input type="checkbox"/> | FEB Maintenance Contractor | | | | Expenses | £127.94 | £25.63 | £153.57 | |
| 17 | 2021/11/17 | 26/02/2021 | BACS | <input type="checkbox"/> | FEB Maintenance Contractor | | | | Maintenance JAN - i) benches/shelters; ii) toilets | £1,478.47 | £0.00 | £1,478.47 | |
| | | | | | | | | | | £12,037.18 | £748.55 | £12,785.73 | |

Holme Valley Parish Council Cash Book 2020-21

HSBC Community Current Account

Schedule of Payments March 2021 MTD:

| No. | HVPC ref | Payment Date | Payment method | Check v statement | Paid | Supplier | Inv date | Inv number | Services | Net | Vat | Gross | Minute |
|-----|----------|--------------|----------------|-------------------|------|-----------------------------|----------|------------|---|-------------------|----------------|-------------------|--------|
| 1 | | | BACS | | | Vaughtons | | | Chairman's Jewel for Cllr 03 inc engraving | £146.64 | £29.33 | £175.97 | |
| 2 | | | BACS | | | Staff 02 | | | Reimbursement for Zoom subscription | £11.99 | £2.40 | £14.39 | |
| 3 | | | BACS | | | Staff 02 | | | Reimbursement for plan of the Civic Hall for listed buildings app | £13.99 | £2.80 | £16.79 | |
| 4 | | | BACS | | | Document Logic | | | Photocopying (+ 1p underpay on last bill) | £25.01 | £5.01 | £30.02 | |
| 5 | | | BACS | | | SD and TJ Kirk | | | Christmas Tree x4 Honley Upperthong Holmbridge Scholes | £250.00 | £50.00 | £300.00 | |
| 6 | | | BACS | | | I & S Windows | | | uPVC Glass Door - Gartside Buildings | £630.00 | £0.00 | £630.00 | |
| 7 | | | BACS | | | Holme Start Computers | | | Install and set up 2 laptops, - Office 365, email, McAfee | £150.00 | £0.00 | £150.00 | |
| 8 | | | BACS | | | Expocart | | | Ecoflex 2 Pavement Sign for maintenance contractor | £74.00 | £14.80 | £88.80 | |
| 9 | | | BACS | | | YLCA | | | Planning Enforcement and Appeals Webinar Cllr 04 | £22.50 | £0.00 | £22.50 | |
| 10 | | | BACS | | | Holme Start Computers | | | Import email contacts and scannet set up | £40.00 | £0.00 | £40.00 | |
| 11 | | | BACS | | | Npower | | | Electricity Holmfirth Toilets | £245.71 | £49.14 | £294.85 | |
| 12 | | | BACS | | | Brighthouse Flooring Co Ltd | | | Replace water-damaged flooring - Gartside | £1,095.00 | £219.00 | £1,314.00 | |
| 13 | | | BACS | | | YLCA | | | Council Vacancies Webinar - Cllr 18 | £15.00 | £0.00 | £15.00 | |
| 14 | | | BACS | | | Honley Business Association | | | Grant towards CCTV | £5,000.00 | £0.00 | £5,000.00 | |
| 15 | | | BACS | | | WYCA | | | Payment re Holme Valley Minibus Service - December | £2,416.28 | £0.00 | £2,416.28 | |
| 16 | | | BACS | | | WYCA | | | Payment re Holme Valley Minibus Service - January | £2,416.28 | £0.00 | £2,416.28 | |
| 17 | | | BACS | | | Sustainable Side-Kicks | | | Training - Behaviour Change for Environmental Planners - Staff 03 | £39.00 | £0.00 | £39.00 | |
| 18 | | | BACS | | | Viking | | | Printer inks, stamps, stationery | £245.54 | £18.93 | £264.47 | |
| 19 | | | DD | | | Plusnet | | | Internet and Telephone | £23.58 | £4.72 | £28.30 | |
| 20 | | | SO | | | WYPF | | | Pensions - February | £606.72 | £0.00 | £606.72 | |
| 21 | | | SO | | | Staff 02 | | | Salary - March | £1,421.85 | £0.00 | £1,421.85 | |
| 22 | | | SO | | | Staff 01 | | | Salary - March | £1,440.80 | £0.00 | £1,440.80 | |
| 23 | | | SO | | | Staff 03 | | | Salary - March | £823.04 | £0.00 | £823.04 | |
| 24 | | | SO | | | HMRC | | | PAYE Tax and NI contributions | £1,051.75 | £0.00 | £1,051.75 | |
| 25 | | | BACS | | | SLCC | | | Full Membership Staff 02 | £234.00 | £0.00 | £234.00 | |
| 26 | | | BACS | | | Staff 03 | | | Expenses - GoDaddy, phone case | £27.97 | £0.00 | £27.97 | |
| 27 | | | BACS | | | Staff 03 | | | Expenses - keyboard/mouse, Dropbox, training | £230.88 | £0.00 | £230.88 | |
| 28 | | | BACS | | | The Noticeboard Company | | | Noticeboard for Holmfirth toilets w magnets | £454.08 | £90.82 | £544.90 | |
| | | | | | | | | | | £19,151.61 | £486.95 | £19,638.56 | |

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**Bank Reconciliation Statement as at 01/02/2021
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 | 31/01/2021 | | 166,398.05 |
| | | | <hr/> 166,398.05 |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <hr/> 0.00 |
| | | | 166,398.05 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <hr/> 0.00 |
| | | | 166,398.05 |
| | | Balance per Cash Book is :- | 166,398.05 |
| | | Difference is :- | 0.00 |

**Bank Reconciliation Statement as at 31/01/2021
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 | 31/01/2021 | | 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 31/01/2021
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 | 31/01/2021 | | 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 31/01/2021
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 | 31/01/2021 | | 85,008.96 |
| | | | <hr/> 85,008.96 |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <hr/> 0.00 |
| | | | 85,008.96 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <hr/> 0.00 |
| | | | 85,008.96 |
| | | Balance per Cash Book is :- | 85,008.96 |
| | | Difference is :- | 0.00 |

**Bank Reconciliation Statement as at 31/01/2021
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 | 31/01/2021 | | 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 31/01/2021
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 | 31/01/2021 | | 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 |

Time: 15:35

Bank Reconciliation up to 01/02/2021 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: 15:35

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

Time: 15:35

Bank Reconciliation up to 01/02/2021 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 |
| 01/10/2020 | 2021/07/01 | 365.98 | | 365.98 | | R <input type="checkbox"/> | Maintenance Contractor |
| 01/10/2020 | 2021/07/02 | 2,562.10 | | 2,562.10 | | R <input type="checkbox"/> | Maintenance Contractor |
| 01/10/2020 | 2021/07/03 | 60.00 | | 60.00 | | R <input type="checkbox"/> | Staff 03 |
| 01/10/2020 | 2021/07/04 | 23.90 | | 23.90 | | R <input type="checkbox"/> | Staff 03 |
| 01/10/2020 | 2021/07/05 | 35.00 | | 35.00 | | R <input type="checkbox"/> | Staff 01 |
| 01/10/2020 | 2021/07/07 | 141.59 | | 141.59 | | R <input type="checkbox"/> | Grenke |
| 01/10/2020 | 2021/07/06 | 2,000.00 | | 2,000.00 | | R <input type="checkbox"/> | Holme Valley Patient Transport |
| 01/10/2020 | 2021/07/08 | 1,000.00 | | 1,000.00 | | R <input type="checkbox"/> | Honley Business Association |
| 01/10/2020 | 2021/07/09 | 1,000.00 | | 1,000.00 | | R <input type="checkbox"/> | Honley Business Association |
| 01/10/2020 | 2021/07/10 | 900.00 | | 900.00 | | R <input type="checkbox"/> | Oates Hanson |
| 01/10/2020 | 2021/07/01 | | 400.00 | 400.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 02/10/2020 | 2021/07/02 | | 8.38 | 8.38 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 13/10/2020 | 2021/0711 | 44.76 | | 44.76 | | R <input type="checkbox"/> | O2 |
| 15/10/2020 | 2021/07/12 | 731.45 | | 731.45 | | R <input type="checkbox"/> | West Yorkshire Pension Fund |
| 15/10/2020 | 2021/07/13 | 1,446.06 | | 1,446.06 | | R <input type="checkbox"/> | Salaries Staff |
| 15/10/2020 | 2021/07/14 | 1,884.03 | | 1,884.03 | | R <input type="checkbox"/> | Salaries Staff |
| 15/10/2020 | 2021/07/15 | 1,518.19 | | 1,518.19 | | R <input type="checkbox"/> | HMRC |
| 15/10/2020 | 2021/07/16 | 917.04 | | 917.04 | | R <input type="checkbox"/> | Salaries Staff |
| 16/10/2020 | 2021/07/17 | 151.80 | | 151.80 | | R <input type="checkbox"/> | Business Stream |
| 22/10/2020 | 2021/07/18 | 270.00 | | 270.00 | | R <input type="checkbox"/> | Square Peg |
| 22/10/2020 | 2021/07/19 | 27.59 | | 27.59 | | R <input type="checkbox"/> | Cllr 02 03 |
| 22/10/2020 | 2021/07/20 | 14.39 | | 14.39 | | R <input type="checkbox"/> | Staff 02 |
| 22/10/2020 | 2021/07/21 | 62.40 | | 62.40 | | R <input type="checkbox"/> | Principal Hygiene |
| 22/10/2020 | 2021/07/22 | 47.08 | | 47.08 | | R <input type="checkbox"/> | Document Logic |
| 22/10/2020 | 2021/07/23 | 118.80 | | 118.80 | | R <input type="checkbox"/> | Society Local Council Clerks |
| 22/10/2020 | 2021/07/24 | 114.53 | | 114.53 | | R <input type="checkbox"/> | Viking |
| 22/10/2020 | 2021/07/25 | 270.00 | | 270.00 | | R <input type="checkbox"/> | Full Life Church Food Bank |
| 27/10/2020 | 03 and 04 | | 895.28 | 895.28 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 28/10/2020 | 2021/07/26 | 29.57 | | 29.57 | | R <input type="checkbox"/> | Plusnet |
| 30/10/2020 | 2021/07/27 | 92.27 | | 92.27 | | R <input type="checkbox"/> | Maintenance Contractor |

Time: 15:35

Bank Reconciliation up to 01/02/2021 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> |
|-------------|-------------------|------------------|--------------------|------------------|-------------------|---------------------------------------|----------------------------------|
| 30/10/2020 | 2021/07/28 | 2,709.75 | | 2,709.75 | | R <input checked="" type="checkbox"/> | Maintenance Contractor |
| 02/11/2020 | 2021/08/01 | | 140,000.00 | 140,000.00 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 03/11/2020 | 2021/08/02 | | 5.57 | 5.57 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 04/11/2020 | 2021/08/03 | | 1,645.73 | 1,645.73 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 06/11/2020 | 2021/08/01 | -1,569.78 | | -1,569.78 | | R <input checked="" type="checkbox"/> | HCHCT |
| 12/11/2020 | 2021/08/02 | 400.00 | | 400.00 | | R <input checked="" type="checkbox"/> | Keith J Fermor |
| 12/11/2020 | 2021/08/03 | 900.00 | | 900.00 | | R <input checked="" type="checkbox"/> | Oates Hanson |
| 12/11/2020 | 2021/08/04 | 80.94 | | 80.94 | | R <input checked="" type="checkbox"/> | Viking |
| 12/11/2020 | 2021/08/05 | 154.80 | | 154.80 | | R <input checked="" type="checkbox"/> | MIW Water Cooler Experts |
| 12/11/2020 | 2021/08/06 | 733.80 | | 733.80 | | R <input checked="" type="checkbox"/> | JRB Enterprises Ltd |
| 12/11/2020 | 2021/08/07 | 70.80 | | 70.80 | | R <input checked="" type="checkbox"/> | Rialtas |
| 12/11/2020 | 2021/08/08 | 30.00 | | 30.00 | | R <input checked="" type="checkbox"/> | YLCA |
| 12/11/2020 | 2021/08/09 | 64.94 | | 64.94 | | R <input checked="" type="checkbox"/> | Document Logic |
| 12/11/2020 | 2021/08/10 | 86.93 | | 86.93 | | R <input checked="" type="checkbox"/> | Staff 03 |
| 12/11/2020 | 2021/08/11 | 14.99 | | 14.99 | | R <input checked="" type="checkbox"/> | Staff 03 |
| 12/11/2020 | 2021/08/12 | 396.00 | | 396.00 | | R <input checked="" type="checkbox"/> | Worthington Brown |
| 12/11/2020 | 2021/08/13 | 66.00 | | 66.00 | | R <input checked="" type="checkbox"/> | Worthington Brown |
| 12/11/2020 | 2021/08/14 | 720.00 | | 720.00 | | R <input checked="" type="checkbox"/> | PKF Littlejohn LLP |
| 12/11/2020 | 2021/08/15 | 40.00 | | 40.00 | | R <input checked="" type="checkbox"/> | Holme Start Computers |
| 12/11/2020 | 2021/08/16 | 200.15 | | 200.15 | | R <input checked="" type="checkbox"/> | npower |
| 12/11/2020 | 2021/08/17 | 30.00 | | 30.00 | | R <input checked="" type="checkbox"/> | YLCA |
| 12/11/2020 | 2021/08/18 | 14.39 | | 14.39 | | R <input checked="" type="checkbox"/> | Staff 02 |
| 13/11/2020 | 2021/08/19 | 35.00 | | 35.00 | | R <input checked="" type="checkbox"/> | Information Commissioner's Off |
| 13/11/2020 | 2021/08/20 | 44.76 | | 44.76 | | R <input checked="" type="checkbox"/> | O2 |
| 16/11/2020 | 2021/08/21 | 606.72 | | 606.72 | | R <input checked="" type="checkbox"/> | West Yorkshire Pension Fund |
| 16/11/2020 | 2021/08/22 | 1,213.45 | | 1,213.45 | | R <input checked="" type="checkbox"/> | Salaries Staff |
| 16/11/2020 | 2021/08/23 | 1,508.80 | | 1,508.80 | | R <input checked="" type="checkbox"/> | Salaries Staff |
| 16/11/2020 | 2021/08/24 | 1,098.15 | | 1,098.15 | | R <input checked="" type="checkbox"/> | HMRC |
| 16/11/2020 | 2021/08/25 | 917.04 | | 917.04 | | R <input checked="" type="checkbox"/> | Salaries Staff |
| 16/11/2020 | 2021/08/26 | 1,000.00 | | 1,000.00 | | R <input checked="" type="checkbox"/> | Honley Library |
| 16/11/2020 | 2021/08/27 | 200.00 | | 200.00 | | R <input checked="" type="checkbox"/> | Honley Cricket Club |
| 27/11/2020 | 2021/08/28 | -2,000.00 | | -2,000.00 | | R <input checked="" type="checkbox"/> | Holmfirth Tech |
| 30/11/2020 | 2021/08/29 | 28.20 | | 28.20 | | R <input checked="" type="checkbox"/> | Plusnet |
| 01/12/2020 | 2021/09/01 | 190.17 | | 190.17 | | R <input checked="" type="checkbox"/> | Maintenance Contractor |
| 01/12/2020 | 2021/09/02 | 2,178.93 | | 2,178.93 | | R <input checked="" type="checkbox"/> | Maintenance Contractor |
| 02/12/2020 | 2021/09/01 | | 3.86 | 3.86 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 05/12/2020 | 2021/09/02 | | 1.39 | 1.39 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 15/12/2020 | 2021/09/04 | 606.72 | | 606.72 | | R <input checked="" type="checkbox"/> | West Yorkshire Pension Fund |
| 15/12/2020 | 2021/09/05 | 1,213.45 | | 1,213.45 | | R <input checked="" type="checkbox"/> | Salaries Staff |
| 15/12/2020 | 2021/09/06 | 1,508.80 | | 1,508.80 | | R <input checked="" type="checkbox"/> | Salaries Staff |
| 15/12/2020 | 2021/09/07 | 1,098.15 | | 1,098.15 | | R <input checked="" type="checkbox"/> | HMRC |
| 15/12/2020 | 2021/09/08 | 917.04 | | 917.04 | | R <input checked="" type="checkbox"/> | Salaries Staff |
| 17/12/2020 | 2021/09/09 | 140.70 | | 140.70 | | R <input checked="" type="checkbox"/> | Maintenance Contractor |
| 17/12/2020 | 2021/09/10 | 1,774.82 | | 1,774.82 | | R <input checked="" type="checkbox"/> | Maintenance Contractor |
| 18/12/2020 | 2021/09/11 | 2,416.28 | | 2,416.28 | | R <input checked="" type="checkbox"/> | West Yorks Combined Authority |
| 18/12/2020 | 2021/09/12 | 59.40 | | 59.40 | | R <input checked="" type="checkbox"/> | Printpod |
| 18/12/2020 | 2021/09/13 | 61.65 | | 61.65 | | R <input checked="" type="checkbox"/> | Document Logic |
| 18/12/2020 | 2021/09/14 | 85.28 | | 85.28 | | R <input checked="" type="checkbox"/> | Staff 03 |

Time: 15:35

Bank Reconciliation up to 01/02/2021 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> |
|-------------|-------------------|------------------|--------------------|------------------|-------------------|----------------------------|----------------------------------|
| 18/12/2020 | 2021/09/15 | 15.00 | | 15.00 | | R <input type="checkbox"/> | YLCA |
| 18/12/2020 | 2021/09/16 | 10.00 | | 10.00 | | R <input type="checkbox"/> | YLCA |
| 18/12/2020 | 2021/09/17 | 22.50 | | 22.50 | | R <input type="checkbox"/> | YLCA |
| 18/12/2020 | 2021/09/18 | 300.00 | | 300.00 | | R <input type="checkbox"/> | Barnsley Chronicle |
| 18/12/2020 | 2021/09/19 | 300.00 | | 300.00 | | R <input type="checkbox"/> | Barnsley Chronicle |
| 18/12/2020 | 2021/09/20 | 222.48 | | 222.48 | | R <input type="checkbox"/> | Viking |
| 18/12/2020 | 2021/09/21 | 14.39 | | 14.39 | | R <input type="checkbox"/> | Staff 02 |
| 18/12/2020 | 2021/09/22 | 34.00 | | 34.00 | | R <input type="checkbox"/> | Staff 01 |
| 18/12/2020 | 2021/09/23 | 75.00 | | 75.00 | | R <input type="checkbox"/> | SD & TJ Kirk |
| 18/12/2020 | 2021/09/24 | 177.68 | | 177.68 | | R <input type="checkbox"/> | npower |
| 18/12/2020 | 2021/09/25 | 2,000.00 | | 2,000.00 | | R <input type="checkbox"/> | Hepworth Band |
| 18/12/2020 | 2021/09/26 | 4,000.00 | | 4,000.00 | | R <input type="checkbox"/> | Friends of Honley |
| 18/12/2020 | 2021/09/27 | 100.00 | | 100.00 | | R <input type="checkbox"/> | HCHCT |
| 18/12/2020 | 2021/09/28 | 1,000.00 | | 1,000.00 | | R <input type="checkbox"/> | Holmfirth Tech |
| 18/12/2020 | 2021/09/29 | 1,000.00 | | 1,000.00 | | R <input type="checkbox"/> | Holmfirth Arts Festival |
| 30/12/2020 | 2021/09/30 | 28.69 | | 28.69 | | R <input type="checkbox"/> | Plusnet |
| 31/12/2020 | 2021/09/03 | 44.76 | | 44.76 | | R <input type="checkbox"/> | O2 |
| 31/12/2020 | 2021/09/01 | | 95.02 | 95.02 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 04/01/2021 | 2021/10/01 | 207.00 | | 207.00 | | R <input type="checkbox"/> | Holmfirth Country Market |
| 04/01/2021 | 2021/10/02 | 498.99 | | 498.99 | | R <input type="checkbox"/> | Currys Business |
| 04/01/2021 | 2021/10/03 | 498.99 | | 498.99 | | R <input type="checkbox"/> | Currys Business |
| 04/01/2021 | 2021/10/00 | -74.69 | | -74.69 | | R <input type="checkbox"/> | Holme Valley Land Charity |
| 05/01/2021 | 2021/10/01 | | 3.32 | 3.32 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 07/01/2021 | 2021/10/04 | 141.59 | | 141.59 | | R <input type="checkbox"/> | Grenke |
| 12/01/2021 | 2021/10/05 | 44.76 | | 44.76 | | R <input type="checkbox"/> | O2 |
| 15/01/2021 | 2021/10/02 | 1,072.13 | | 1,072.13 | | R <input type="checkbox"/> | HMRC |
| 15/01/2021 | 2021/10/02 | -1,072.13 | | -1,072.13 | | R <input type="checkbox"/> | HMRC |
| 15/01/2021 | 2021/10/06 | 606.72 | | 606.72 | | R <input type="checkbox"/> | West Yorkshire Pension Fund |
| 15/01/2021 | 2021/10/07 | 1,213.45 | | 1,213.45 | | R <input type="checkbox"/> | Salaries Staff |
| 15/01/2021 | 2021/10/08 | 1,508.80 | | 1,508.80 | | R <input type="checkbox"/> | Salaries Staff |
| 15/01/2021 | 2021/10/09 | 1,098.15 | | 1,098.15 | | R <input type="checkbox"/> | HMRC |
| 15/01/2021 | 2021/10/10 | 917.04 | | 917.04 | | R <input type="checkbox"/> | Salaries Staff |
| 15/01/2021 | 2021/10/02 | | 1,072.13 | 1,072.13 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 21/01/2021 | 2021/10/11 | 223.87 | | 223.87 | | R <input type="checkbox"/> | Business Stream |
| 25/01/2021 | 2021/10/12 | 14.39 | | 14.39 | | R <input type="checkbox"/> | Staff 02 |
| 25/01/2021 | 2021/10/13 | 249.60 | | 249.60 | | R <input type="checkbox"/> | Principal Hygiene |
| 25/01/2021 | 2021/10/14 | 62.40 | | 62.40 | | R <input type="checkbox"/> | Principal Hygiene |
| 25/01/2021 | 2021/10/15 | 15.00 | | 15.00 | | R <input type="checkbox"/> | YLCA |
| 25/01/2021 | 2021/10/16 | 30.00 | | 30.00 | | R <input type="checkbox"/> | YLCA |
| 25/01/2021 | 2021/10/17 | 49.11 | | 49.11 | | R <input type="checkbox"/> | Document Logic |
| 25/01/2021 | 2021/10/18 | 222.48 | | 222.48 | | R <input type="checkbox"/> | Viking |
| 25/01/2021 | 2021/10/19 | 2,416.28 | | 2,416.28 | | R <input type="checkbox"/> | West Yorks Combined Authority |
| 25/01/2021 | 2021/10/20 | 2,416.28 | | 2,416.28 | | R <input type="checkbox"/> | West Yorks Combined Authority |
| 25/01/2021 | 2021/10/21 | 308.41 | | 308.41 | | R <input type="checkbox"/> | Maintenance Contractor |
| 25/01/2021 | 2021/10/22 | 1,575.65 | | 1,575.65 | | R <input type="checkbox"/> | Maintenance Contractor |
| 25/01/2021 | 2021/10/23 | 5,000.00 | | 5,000.00 | | R <input type="checkbox"/> | Holme Valley Climate Action |
| 25/01/2021 | 2021/10/24 | 2,500.00 | | 2,500.00 | | R <input type="checkbox"/> | Holme Valley Climate Action |
| 29/01/2021 | 2021/10/25 | 28.20 | | 28.20 | | R <input type="checkbox"/> | Plusnet |

Bank Reconciliation up to 01/02/2021 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> |
|-------------|-------------------|-------------------|--------------------|------------------|-------------------|----------------|----------------------------------|
| | | <u>140,647.58</u> | <u>287,116.69</u> | | | | |

Time: 15:36

Bank Reconciliation up to 31/01/2021 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 |
| 14/10/2020 | 2021/07/29 | 25.00 | | 25.00 | | R <input checked="" type="checkbox"/> | Handelsbanken |
| 13/11/2020 | 2021/08/30 | 25.00 | | 25.00 | | R <input checked="" type="checkbox"/> | Handelsbanken |
| 14/12/2020 | 2021/09/31 | 25.00 | | 25.00 | | R <input checked="" type="checkbox"/> | Handelsbanken |
| 15/01/2021 | 2021/10/26 | 25.00 | | 25.00 | | R <input checked="" type="checkbox"/> | Handelsbanken |
| | | <u>250.00</u> | <u>20.68</u> | | | | |

Receipts for Month 10**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 : | | 187,095.07 | | | | | 187,095.07 | |
| 2021/10/01 | Banked: 05/01/2021 | 3.32 | | | | | | |
| 2021/10/01 | CCLA | 3.32 | | | 1090 | 100 | 3.32 | Interest on PSDA |
| 2021/10/02 | Banked: 15/01/2021 | 1,072.13 | | | | | | |
| 2021/10/02 | HMRC VAT Return | 1,072.13 | | | 105 | | 1,072.13 | HMRC VAT Return |
| Total Receipts for Month | | 1,075.45 | 0.00 | 0.00 | | | 1,075.45 | |
| Cashbook Totals | | <u>188,170.52</u> | <u>0.00</u> | <u>0.00</u> | | | <u>188,170.52</u> | |

Payments for Month 10

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> |
|---------------------------------|-------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|--------------------------------|
| 04/01/2021 | Holmfirth Country Market | 2021/10/01 | 207.00 | | | 4405 | 250 | 207.00 | Grant for safety screens |
| 04/01/2021 | Currys Business | 2021/10/02 | 498.99 | | 83.16 | 4245 | 150 | 415.83 | HP Pavilion Laptop Clerk |
| 04/01/2021 | Currys Business | 2021/10/03 | 498.99 | | 83.16 | 4805 | 450 | 415.83 | HP Pavilion Laptop CE Coordinr |
| 04/01/2021 | Holme Valley Land Charity | 2021/10/00 | -74.69 | | | 4205 | 150 | -74.69 | Reimbursement for stationery |
| 07/01/2021 | Grenke | 2021/10/04 | 141.59 | | 23.60 | 4205 | 150 | 117.99 | Photocopier Lease |
| 12/01/2021 | O2 | 2021/10/05 | 44.76 | | 7.46 | 4805 | 450 | 37.30 | iPad and data contract |
| 15/01/2021 | HMRC | 2021/10/02 | 1,072.13 | | | 105 | | 1,072.13 | VAT Return |
| 15/01/2021 | HMRC | 2021/10/02 | -1,072.13 | | | 105 | | -1,072.13 | VAT Return - error offset |
| 15/01/2021 | West Yorkshire Pension Fund | 2021/10/06 | 606.72 | | | 4000 | 110 | 476.72 | Pensions - Staff 01 and 02 |
| | | | | | | 4000 | 450 | 130.00 | Pensions - Staff 03 |
| 15/01/2021 | Salaries Staff | 2021/10/07 | 1,213.45 | | | 4000 | 110 | 1,213.45 | Salaries Staff 02 |
| 15/01/2021 | Salaries Staff | 2021/10/08 | 1,508.80 | | | 4000 | 110 | 1,508.80 | Salaries Staff 01 |
| 15/01/2021 | HMRC | 2021/10/09 | 1,098.15 | | | 4000 | 110 | 1,036.21 | PAYE Tax and NI - Staff 01 02 |
| | | | | | | 4000 | 450 | 61.94 | PAYE Tax and NI - Staff 03 |
| 15/01/2021 | Salaries Staff | 2021/10/10 | 917.04 | | | 4000 | 450 | 917.04 | Salaries Staff 03 |
| 21/01/2021 | Business Stream | 2021/10/11 | 223.87 | | | 4320 | 200 | 223.87 | Toilets - Water and Sewerage |
| 25/01/2021 | Staff 02 | 2021/10/12 | 14.39 | | 2.40 | 4400 | 250 | 11.99 | Repay for Zoom Subscription |
| 25/01/2021 | Principal Hygiene | 2021/10/13 | 249.60 | | 41.60 | 4320 | 200 | 208.00 | Service Sanitary Disposal Unit |
| 25/01/2021 | Principal Hygiene | 2021/10/14 | 62.40 | | 10.40 | 4320 | 200 | 52.00 | Service Nappy Unit |
| 25/01/2021 | YLCA | 2021/10/15 | 15.00 | | | 4061 | 150 | 15.00 | Climate Emergency Training |
| 25/01/2021 | YLCA | 2021/10/16 | 30.00 | | | 4061 | 150 | 30.00 | Internal Audit Training |
| 25/01/2021 | Document Logic | 2021/10/17 | 49.11 | | 8.18 | 4205 | 150 | 40.93 | Photocopying |
| 25/01/2021 | Viking | 2021/10/18 | 222.48 | | 26.20 | 4205 | 150 | 196.28 | Inks, stamps, stationery |
| 25/01/2021 | West Yorks Combined Authority | 2021/10/19 | 2,416.28 | | | 4730 | 400 | 2,416.28 | Bus Service for OCT 2020 |
| 25/01/2021 | West Yorks Combined Authority | 2021/10/20 | 2,416.28 | | | 4730 | 400 | 2,416.28 | Bus Service for NOV 2020 |
| 25/01/2021 | Maintenance Contractor | 2021/10/21 | 308.41 | | 48.45 | 4740 | 400 | 60.17 | Expenses - benches shelters |
| | | | | | | 4320 | 200 | 199.79 | Expenses - toilets |
| 25/01/2021 | Maintenance Contractor | 2021/10/22 | 1,575.65 | | | 4740 | 400 | 372.55 | Maintenance - benches shelters |
| | | | | | | 4320 | 200 | 1,152.55 | Maintenance - toilets |
| | | | | | | 4735 | 400 | 50.55 | Maintenance - phone boxes |
| 25/01/2021 | Holme Valley Climate Action | 2021/10/23 | 5,000.00 | | | 4825 | 450 | 5,000.00 | Grant Land Use Mapping |
| 25/01/2021 | Holme Valley Climate Action | 2021/10/24 | 2,500.00 | | | 4810 | 450 | 2,500.00 | Grant - Energy Audit |
| 29/01/2021 | Plusnet | 2021/10/25 | 28.20 | | 4.70 | 4275 | 150 | 23.50 | Internet and Phone |
| Total Payments for Month | | | 21,772.47 | 0.00 | 339.31 | | | 21,433.16 | |
| Balance Carried Fwd | | | 166,398.05 | | | | | | |
| Cashbook Totals | | | 188,170.52 | 0.00 | 339.31 | | | 187,831.21 | |

Receipts for Month 10**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 10**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 10

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 10

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 10**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 : | 85,033.96 | | | | | 85,033.96 | |
| | Banked: | 0.00 | | | | | | |
| | | | 0.00 | | | | 0.00 | |
| | Total Receipts for Month | 0.00 | 0.00 | 0.00 | | | 0.00 | |
| | Cashbook Totals | <u>85,033.96</u> | <u>0.00</u> | <u>0.00</u> | | | <u>85,033.96</u> | |

Payments for Month 10

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> |
|---------------------------------|-------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|---------------------------|
| 15/01/2021 | Handelsbanken | 2021/10/26 | 25.00 | | | 4215 | 150 | 25.00 | Bank Charges |
| Total Payments for Month | | | 25.00 | 0.00 | 0.00 | | | 25.00 | |
| Balance Carried Fwd | | | 85,008.96 | | | | | | |
| Cashbook Totals | | | 85,033.96 | 0.00 | 0.00 | | | 85,033.96 | |

Receipts for Month 10**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 10

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 10**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 10

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 | |

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 | | | 339.31 | |
| 200 | HSBC Current A/C | | | 166,398.05 | |
| 205 | Money Manager - HSBC | | | 55,679.13 | |
| 215 | Current Account-Handelsbanken | | | 85,008.96 | |
| 220 | CCLA Deposit Fund | | | 75,000.00 | |
| 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 | | 277,935.00 |
| 1078 | Special Expenses Grant | 100 | Income | | 1,184.00 |
| 1090 | Bank Interest | 100 | Income | | 193.74 |
| 1092 | Toilets Donations | 100 | Income | | 172.00 |
| 1095 | Other income | 100 | Income | | 866.13 |
| 1200 | Allotment Rents | 100 | Income | | 240.00 |
| 1250 | Garside Building | 100 | Income | | 400.00 |
| 1260 | Memorial Bench Donations | 100 | Income | | 50.00 |
| 1300 | Garage plot income | 100 | Income | | 700.00 |
| 4000 | Salaries | 110 | Staff Expenditure | 41,875.62 | |
| 4000 | Salaries | 450 | Climate Emergency | 6,089.86 | |
| 4060 | Staff Training | 110 | Staff Expenditure | 432.75 | |
| 4061 | Councillor Training | 150 | Administration | 298.50 | |
| 4200 | Chairman's Allowance | 150 | Administration | 1,000.00 | |
| 4205 | APS & Petty Cash | 150 | Administration | 1,689.03 | |
| 4210 | Audit | 150 | Administration | 973.31 | |
| 4215 | Bank Charges | 150 | Administration | 250.00 | |
| 4230 | Repairs & Maintenance | 150 | Administration | 40.00 | |
| 4235 | Insurance | 150 | Administration | 158.78 | |
| 4245 | Office Equipment | 150 | Administration | 415.83 | |
| 4250 | Office/Room Hire | 150 | Administration | 10,000.00 | |
| 4265 | Subscriptions | 150 | Administration | 2,337.00 | |
| 4275 | Telephone and Broadband | 150 | Administration | 240.61 | |
| 4298 | VAT Error 19/20 | 150 | Administration | 71.47 | |
| 4310 | Holmfirth Civic Hall-Projects | 200 | CASC | 1,149.00 | |

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> |
|-------------------------------|--------------------------------|---------------|------------------------------|-------------------|-------------------|
| 4315 | Other Community Assets | 200 | CASC | 24,394.00 | |
| 4320 | Public Toilet - Day to Day | 200 | CASC | 11,200.82 | |
| 4325 | Public Toilet - Lettable Space | 200 | CASC | 1,625.00 | |
| 4400 | Electronic Support | 250 | Finance & Management | 2,319.79 | |
| 4405 | Grants | 250 | Finance & Management | 5,563.00 | |
| 4505 | Neighbourhood Plan | 300 | Planning | 1,470.00 | |
| 4610 | Publications | 350 | Publications & Communication | 2,950.00 | |
| 4625 | Website & Media | 350 | Publications & Communication | 534.00 | |
| 4705 | Christmas Provision | 400 | Service Provision | 1,190.83 | |
| 4710 | New Mill - Churchyard | 400 | Service Provision | 691.10 | |
| 4720 | Dog Waste | 400 | Service Provision | 629.48 | |
| 4725 | Patient Transport Scheme | 400 | Service Provision | 2,000.00 | |
| 4730 | Minibus | 400 | Service Provision | 7,248.84 | |
| 4735 | Phone Boxes | 400 | Service Provision | 217.35 | |
| 4740 | Seats & Shelters-Maintenance | 400 | Service Provision | 7,249.42 | |
| 4755 | Youth Facilities | 400 | Service Provision | 5,000.00 | |
| 4805 | Community Mobilisation | 450 | Climate Emergency | 3,618.33 | |
| 4810 | Energy Strategy | 450 | Climate Emergency | 2,500.00 | |
| 4825 | Environment Strategy | 450 | Climate Emergency | 5,000.00 | |
| 5000 | HCHCT Relief Costs | 600 | COVID Response | 5,000.00 | |
| 5005 | Grant to Food Bank | 600 | COVID Response | 6,300.00 | |
| 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 : | | | | 550,962.40 | 550,962.40 |
| Difference | | | | 0.00 | |

Detailed Income & Expenditure by Budget Heading 31/01/2021

Month No: 10

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 | 277,935 | 275,871 | (2,064) | | | 100.7% | |
| 1078 Special Expenses Grant | 0 | 1,184 | 3,248 | 2,064 | | | 36.5% | |
| 1090 Bank Interest | 3 | 194 | 750 | 556 | | | 25.8% | |
| 1092 Toilets Donations | 0 | 172 | 5,000 | 4,828 | | | 3.4% | |
| 1095 Other income | 0 | 866 | 4,730 | 3,864 | | | 18.3% | |
| 1200 Allotment Rents | 0 | 240 | 940 | 700 | | | 25.5% | |
| 1250 Garside Building | 0 | 400 | 0 | (400) | | | 0.0% | |
| 1260 Memorial Bench Donations | 0 | 50 | 0 | (50) | | | 0.0% | |
| 1300 Garage plot income | 0 | 700 | 0 | (700) | | | 0.0% | |
| Income :- Income | 3 | 281,741 | 290,539 | 8,798 | | | 97.0% | 0 |
| Net Income | 3 | 281,741 | 290,539 | 8,798 | | | | |
| 110 Staff Expenditure | | | | | | | | |
| 4000 Salaries | 4,235 | 41,876 | 50,000 | 8,124 | | 8,124 | 83.8% | |
| 4055 Sub-contractor Services | 0 | 0 | 5,000 | 5,000 | | 5,000 | 0.0% | |
| 4060 Staff Training | 0 | 433 | 900 | 467 | | 467 | 48.1% | |
| Staff Expenditure :- Indirect Expenditure | 4,235 | 42,308 | 55,900 | 13,592 | 0 | 13,592 | 75.7% | 0 |
| Net Expenditure | (4,235) | (42,308) | (55,900) | (13,592) | | | | |
| 150 Administration | | | | | | | | |
| 4061 Councillor Training | 45 | 299 | 900 | 602 | | 602 | 33.2% | |
| 4200 Chairman's Allowance | 0 | 1,000 | 1,000 | 0 | | 0 | 100.0% | |
| 4205 APS & Petty Cash | 281 | 1,689 | 1,500 | (189) | | (189) | 112.6% | |
| 4210 Audit | 0 | 973 | 1,200 | 227 | | 227 | 81.1% | |
| 4215 Bank Charges | 25 | 250 | 50 | (200) | | (200) | 500.0% | |
| 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 | 40 | 1,000 | 960 | | 960 | 4.0% | |
| 4235 Insurance | 0 | 159 | 2,250 | 2,091 | | 2,091 | 7.1% | |
| 4240 Travel Allowance | 0 | 0 | 300 | 300 | | 300 | 0.0% | |
| 4245 Office Equipment | 416 | 416 | 300 | (116) | | (116) | 138.6% | |
| 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 | 24 | 241 | 500 | 259 | | 259 | 48.1% | |
| 4280 Civic Regalia | 0 | 0 | 750 | 750 | | 750 | 0.0% | |

Detailed Income & Expenditure by Budget Heading 31/01/2021

Month No: 10

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 |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 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 | 790 | 17,475 | 41,639 | 24,164 | 0 | 24,164 | 42.0% | 0 |
| Net Expenditure | (790) | (17,475) | (41,639) | (24,164) | | | | |
| <u>200 CASC</u> | | | | | | | | |
| 4300 Honley Library | 0 | 0 | 15,000 | 15,000 | | 15,000 | 0.0% | |
| 4310 Holmfirth Civic Hall-Projects | 0 | 1,149 | 15,000 | 13,851 | | 13,851 | 7.7% | |
| 4315 Other Community Assets | 0 | 24,394 | 17,000 | (7,394) | | (7,394) | 143.5% | 9,000 |
| 4320 Public Toilet - Day to Day | 1,836 | 11,201 | 16,000 | 4,799 | | 4,799 | 70.0% | 185 |
| 4325 Public Toilet - Lettable Space | 0 | 1,625 | 3,000 | 1,375 | | 1,375 | 54.2% | |
| CASC :- Indirect Expenditure | 1,836 | 38,369 | 66,000 | 27,631 | 0 | 27,631 | 58.1% | 9,185 |
| Net Expenditure | (1,836) | (38,369) | (66,000) | (27,631) | | | | |
| 6000 plus Transfer from EMR | 0 | 9,185 | | | | | | |
| Movement to/(from) Gen Reserve | (1,836) | (29,184) | | | | | | |
| <u>250 Finance & Management</u> | | | | | | | | |
| 4400 Electronic Support | 12 | 2,320 | 500 | (1,820) | | (1,820) | 464.0% | |
| 4405 Grants | 207 | 5,563 | 10,000 | 4,437 | | 4,437 | 55.6% | |
| 4410 Public Clocks | 0 | 0 | 600 | 600 | | 600 | 0.0% | |
| Finance & Management :- Indirect Expenditure | 219 | 7,883 | 11,100 | 3,217 | 0 | 3,217 | 71.0% | 0 |
| Net Expenditure | (219) | (7,883) | (11,100) | (3,217) | | | | |
| <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 | 2,950 | 6,000 | 3,050 | | 3,050 | 49.2% | |
| 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 | 534 | 1,000 | 466 | | 466 | 53.4% | |
| 4630 Special Projects | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| Publications & Communication :- Indirect Expenditure | 0 | 3,484 | 9,450 | 5,966 | 0 | 5,966 | 36.9% | 0 |
| Net Expenditure | 0 | (3,484) | (9,450) | (5,966) | | | | |

Detailed Income & Expenditure by Budget Heading 31/01/2021

Month No: 10

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 | 1,191 | 5,500 | 4,309 | | 4,309 | 21.7% | |
| 4710 New Mill - Churchyard | 0 | 691 | 400 | (291) | | (291) | 172.8% | |
| 4720 Dog Waste | 0 | 629 | 750 | 121 | | 121 | 83.9% | |
| 4725 Patient Transport Scheme | 0 | 2,000 | 2,000 | 0 | | 0 | 100.0% | |
| 4730 Minibus | 4,833 | 7,249 | 24,000 | 16,751 | | 16,751 | 30.2% | |
| 4735 Phone Boxes | 51 | 217 | 300 | 83 | | 83 | 72.5% | |
| 4740 Seats & Shelters-Maintenance | 433 | 7,249 | 12,000 | 4,751 | | 4,751 | 60.4% | |
| 4750 War Memorial | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4755 Youth Facilities | 0 | 5,000 | 5,000 | 0 | | 0 | 100.0% | |
| Service Provision :- Indirect Expenditure | 5,316 | 24,227 | 55,450 | 31,223 | 0 | 31,223 | 43.7% | 0 |
| Net Expenditure | (5,316) | (24,227) | (55,450) | (31,223) | | | | |
| 450 Climate Emergency | | | | | | | | |
| 4000 Salaries | 1,109 | 6,090 | 0 | (6,090) | | (6,090) | 0.0% | |
| 4805 Community Mobilisation | 453 | 3,618 | 17,500 | 13,882 | | 13,882 | 20.7% | |
| 4810 Energy Strategy | 2,500 | 2,500 | 14,000 | 11,500 | | 11,500 | 17.9% | |
| 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 | 5,000 | 5,000 | 1,000 | (4,000) | | (4,000) | 500.0% | |
| Climate Emergency :- Indirect Expenditure | 9,062 | 17,208 | 46,000 | 28,792 | 0 | 28,792 | 37.4% | 0 |
| Net Expenditure | (9,062) | (17,208) | (46,000) | (28,792) | | | | |
| 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 |
| 5015 Grant to HVCMA - SUPPLIES | 0 | 200 | 0 | (200) | | (200) | 0.0% | 200 |
| COVID Response :- Indirect Expenditure | 0 | 11,500 | 0 | (11,500) | 0 | (11,500) | | 11,500 |
| Net Expenditure | 0 | (11,500) | 0 | 11,500 | | | | |
| 6000 plus Transfer from EMR | 0 | 11,500 | | | | | | |
| Movement to/(from) Gen Reserve | 0 | 0 | | | | | | |
| Grand Totals:- Income | 3 | 281,741 | 290,539 | 8,798 | | | 97.0% | |
| Expenditure | 21,458 | 163,924 | 290,539 | 126,615 | 0 | 126,615 | 56.4% | |
| Net Income over Expenditure | (21,455) | 117,817 | 0 | (117,817) | | | | |
| plus Transfer from EMR | 0 | 20,685 | | | | | | |
| Movement to/(from) Gen Reserve | (21,455) | 138,502 | | | | | | |

Holme Valley Parish Council

Bank - Cash and Investment Reconciliation as at 31 January 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

| | | |
|------------|--------------------------------|------------|
| 31/01/2021 | HSBC Current A/C | 166,398.05 |
| 31/01/2021 | HSBC - Money Manager | 55,679.13 |
| 31/01/2021 | Notice Deposit - Handelsbanken | 0.00 |
| 31/01/2021 | Handelsbanken Current A/C | 85,008.96 |
| 31/01/2021 | CCLA Deposit Fund | 75,000.00 |
| 31/01/2021 | Petty Cash | 0.00 |

382,086.14

All Cash & Bank Accounts

| | | |
|---|---------------------------------------|-------------------|
| 1 | HSBC Current A/C | 166,398.05 |
| 2 | Money Manager - HSBC | 55,679.13 |
| 3 | Notice Deposit-Handelsbanken | 0.00 |
| 4 | Current Account-Handelsbanken | 85,008.96 |
| 5 | CCLA Deposit Fund | 75,000.00 |
| 6 | Petty Cash | 0.00 |
| | Other Cash & Bank Balances | 0.00 |
| | Total Cash & Bank Balances | 382,086.14 |

Earmarked Reserves

| <u>Account</u> | <u>Opening Balance</u> | <u>Net Transfers</u> | <u>Closing Balance</u> |
|------------------------------------|--------------------------|--------------------------|--------------------------|
| 320 EMR Council Tax Support Grant | 19,820.00 | -19,820.00 | 0.00 |
| 321 EMR Community Assets 19-20 | 37,808.00 | -37,808.00 | 0.00 |
| 322 EMR Com Assets-HCH CAT Bid | 3,750.00 | -3,750.00 | 0.00 |
| 323 EMR Com Asset-Others in Valley | 57,563.00 | -47,840.00 | 9,723.00 |
| 324 EMR Neighbourhood Planning | 12,181.00 | -12,181.00 | 0.00 |
| 325 EMR Election Fund | 29,484.00 | -19,484.00 | 10,000.00 |
| 326 EMR Special Projects Reserve F | 1,051.00 | -551.00 | 500.00 |
| 327 EMR Covid Response - HCHCT | 0.00 | 10,000.00 | 10,000.00 |
| 328 EMR Covid Response - HVCMA | 0.00 | 13,315.00 | 13,315.00 |
| 329 EMR Holmfirth Civic Hall (capi | 0.00 | 30,000.00 | 30,000.00 |
| 330 EMR Office/Meeting Room | 0.00 | 15,000.00 | 15,000.00 |
| 331 EMR Holmfirth Toilets | 0.00 | 5,000.00 | 5,000.00 |
| 332 EMR Honley Library | 0.00 | 15,000.00 | 15,000.00 |
| | <u>161,657.00</u> | <u>-53,119.00</u> | <u>108,538.00</u> |

Date: 16/02/2021

Holme Valley Parish Council

Page 1

Time: 15:41

VAT Return: 01/01/2021 - 31/03/2021

User: RFO

| <u>Source</u> | <u>Ledger</u> | <u>Ref No</u> | <u>Month</u> | <u>Code</u> | <u>Gross</u> | <u>Net</u> | <u>VAT</u> |
|---------------|---------------|---------------|--------------|----------------------|------------------|------------------|---------------|
| Cashbook | 1 | | 10 | | 1,075.45 | 1,075.45 | 0.00 |
| | | OUTPUT | | Total Rate: Z | 1,075.45 | 1,075.45 | 0.00 |
| Cashbook | 1 | | 10 | | 2,035.67 | 1,696.36 | 339.31 |
| | | INPUT | | Total Rate: S | 2,035.67 | 1,696.36 | 339.31 |
| Cashbook | 1 | | 10 | | 19,736.80 | 19,736.80 | 0.00 |
| Cashbook | 4 | | 10 | | 25.00 | 25.00 | 0.00 |
| | | INPUT | | Total Rate: Z | 19,761.80 | 19,761.80 | 0.00 |

| | | | | | |
|--|--------------|----------------------|--|------------------|---------------|
| VAT Return Summary: | | Total Outputs | 1,075.45 | 1,075.45 | 0.00 |
| | | Total Inputs | 21,797.47 | 21,458.16 | 339.31 |
| VAT due on Sales | Box 1 | 0.00 | | | |
| VAT due on ACQUISITIONS from EC Members | 2 | 0.00 | | | |
| Total VAT due | 3 | 0.00 | | | |
| VAT reclaimed on ALL INPUTS | 4 | 339.31 | | | |
| Net VAT to be RECLAIMED | 5 | 339.31 | | | |
| Total sales incl EC Members (Excl VAT) | 6 | 1,075.00 | | | |
| Total purchases incl EC Members(Excl VAT) | 7 | 21,458.00 | | | |
| Total sales to EC Members(Excl VAT) | 8 | 0.00 | | | |
| Total purchases from EC Members(Excl VAT) | 9 | 0.00 | VAT on acquisitions from other EC States | 0.00 | |

Budget 2020-21 Projected to End 2020-21

| DESCRIPTION | Starting Budget | Revised Budget | April to 5/5 | May to 5/6 | June to 5/7 | July to 5/8 | August to 5/9 | Sept to 5/10 | Oct to 5/11 | Nov to 5/12 | Dec to 5/1 | Jan to 5/2 | Feb to 5/3 | Mar to 31/4 | Total | Remaining |
|--|-----------------|----------------|--------------|------------|-------------|-------------|---------------|--------------|-------------|-------------|-------------|------------|------------|-------------|-------------|-------------|
| Precept inc Special Expenses Grant E3248 | 100.32% | £278,238 | £278,238 | £0.00 | £139,119.00 | | | | | £140,000.00 | | | | | £279,119.00 | |
| Interest on Investments | 23.38% | £750 | £750 | £37.78 | £24.11 | £47.89 | £18.59 | £12.22 | £9.95 | £8.38 | £5.57 | £3.32 | £2.31 | | £175.37 | |
| VAT Refund | | | | | | £2,243.44 | £598.81 | | | | | £1,072.13 | £949.50 | | £6,509.61 | |
| Transfer from Petty Cash | | | | | | | | | | | £95.02 | | | | £95.02 | |
| Refunds | | | | £20.85 | | | | | £845.28 | £0.00 | | | | | £866.13 | |
| Rents - Allotments / Garage plots | 78.72% | £940 | £940 | | £0.00 | £440.00 | £300.00 | | | | | | | | £740.00 | |
| Rents - Toilets lettable space | | | | | | | | | | £400.00 | | | | | £400.00 | |
| Donations - Holmfrith Public Toilets | 3.44% | £5,000 | £5,000 | | | £172.00 | | | | | | | | | £172.00 | |
| Insurance recharge to HCHCT | | £4,730 | £4,730 | | | | | | | | | | | | £0.00 | |
| Donation for bench | | | | | | | | | | £50.00 | | | | | £50.00 | |
| | | £289,658 | £289,658 | £58.63 | £139,143.11 | £2,903.33 | £917.40 | £12.22 | £9.95 | £1,303.66 | £141,651.30 | £100.27 | £1,075.45 | £951.81 | £0.00 | £288,127.13 |
| | | | | OK | OK | OK | OK | OK | OK | OK | OK | OK | OK | OK | OK | |
| Administration | 136.00% | £1,500 | £1,500 | £173.93 | £0.00 | £384.70 | £111.58 | £0.00 | £31.65 | £332.89 | £126.13 | £247.65 | £288.69 | £0.00 | £342.72 | £2,039.94 |
| Audit | 81.11% | £1,200 | £1,200 | £0.00 | £0.00 | £0.00 | £373.31 | £0.00 | £0.00 | £0.00 | £600.00 | £0.00 | £0.00 | £0.00 | £0.00 | £973.31 |
| Bank Charges | 50.00% | £50 | £50 | £0.00 | £0.00 | £25.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £25.00 |
| Chairman's Allowance | 100.00% | £1,000 | £1,000 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £460.00 | £540.00 | £0.00 | £0.00 | £0.00 | £0.00 | £1,000.00 | £0.00 |
| Civic Regalia | 19.55% | £750 | £750 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £146.64 | £146.64 | £603.36 |
| Conferences / Seminars | 0.00% | £500 | £500 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £500.00 |
| Contingencies | 0.00% | £3,000 | £3,000 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £3,000.00 |
| Elections | 0.00% | £9,789 | £9,789 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £9,789.00 |
| Equipment Maintenance | 23.00% | £1,000 | £1,000 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £40.00 | £0.00 | £0.00 | £190.00 | £230.00 | £770.00 |
| Insurance | -69.77% | £2,250 | £2,250 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Members travel allowance | 0.00% | £300 | £300 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £300.00 |
| Office Equipment | 138.61% | £300 | £300 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £415.83 | £0.00 | £0.00 | £415.83 | £0.00 |
| Office Costs/Room Hire (Anchor Tenancy) | 100.00% | £10,000 | £10,000 | £10,000.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £10,000.00 | £0.00 |
| Salaries | 103.19% | £50,000 | £50,000 | £3,793.41 | £3,941.27 | £4,215.52 | £3,941.27 | £3,941.27 | £5,396.07 | £4,235.18 | £4,235.18 | £4,375.58 | £4,375.58 | £5,344.16 | £51,595.36 | £1,595.36 |
| Sub-contractor Services | 0.00% | £5,000 | £5,000 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £5,000.00 |
| Legal Advice Contingency | 0.00% | £5,000 | £5,000 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £5,000.00 |
| FOIA/EIR requests | 0.00% | £500 | £500 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £500.00 |
| Subscriptions | 93.50% | £3,000 | £3,000 | £0.00 | £0.00 | £2,271.00 | £30.00 | £36.00 | £0.00 | £0.00 | £0.00 | £0.00 | £234.00 | £234.00 | £2,805.00 | £195.00 |
| Local Council Award Scheme | 0.00% | £100 | £100 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £100.00 |
| Telephones | 50.92% | £500 | £500 | £23.50 | £23.50 | £24.61 | £25.10 | £23.69 | £24.66 | £23.50 | £23.91 | £0.00 | £0.00 | £0.00 | £37.50 | £254.39 |
| Training | 44.43% | £1,800 | £1,800 | £30.00 | £0.00 | £248.75 | £48.00 | £93.00 | £0.00 | £159.00 | £60.00 | £47.50 | £68.50 | £45.00 | £0.00 | £799.75 |
| Training | | | | | | | | | | | | | | | | £1,000.25 |
| Total Council | 70.45% | £97,539 | £97,539 | £14,020.84 | £3,964.77 | £7,169.58 | £4,529.26 | £4,093.96 | £4,457.58 | £6,452.60 | £3,515.03 | £4,554.24 | £5,008.20 | £4,654.58 | £6,295.02 | £68,715.66 |
| Community Assets Support Committee | | | | | | | | | | | | | | | | |
| Community | 57.65% | £45,000 | £54,000 | £0.00 | £0.00 | £0.00 | £23,994.00 | £798.00 | £0.00 | £750.00 | £400.00 | £0.00 | £0.00 | £0.00 | £25,942.00 | £28,058.00 |
| Public toilets day to day | 91.38% | £16,000 | £16,000 | £52.00 | £0.00 | £1,169.81 | £506.77 | £1,826.45 | £0.00 | £2,714.91 | £190.62 | £2,680.99 | £1,836.21 | £1,590.63 | £2,053.13 | £14,621.52 |
| Public toilets lettable space | | £5,000 | £5,000 | £0.00 | £0.00 | £0.00 | £475.00 | £0.00 | £0.00 | £0.00 | £751.00 | £0.00 | £0.00 | £1,725.00 | £2,951.00 | |
| Total CASC | 65.93% | £66,000 | £75,000 | £52.00 | £0.00 | £1,169.81 | £24,975.77 | £2,624.45 | £0.00 | £3,464.91 | £1,341.62 | £2,680.99 | £1,836.21 | £1,590.63 | £3,778.13 | £43,514.52 |
| Finance & Management Committee | | | | | | | | | | | | | | | | |
| Electronic Support Maintenance | 509.76% | £500 | £500 | £0.00 | £0.00 | £0.00 | £1,780.99 | £125.87 | £510.99 | £11.99 | £70.99 | £11.99 | £11.99 | £0.00 | £23.98 | £2,548.79 |
| Grants | 55.63% | £10,000 | £10,000 | £20.00 | £0.00 | £0.00 | £0.00 | £136.00 | £0.00 | £0.00 | £1,200.00 | £4,000.00 | £207.00 | £0.00 | £5,563.00 | £4,437.00 |
| Maintenance of Public Clocks | 0.00% | £600 | £600 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £600.00 |
| New office / meeting room | | £0 | £0 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Total Finance & Management | 73.08% | £11,100 | £11,100 | £20.00 | £0.00 | £0.00 | £1,780.99 | £261.87 | £510.99 | £11.99 | £1,270.99 | £4,011.99 | £218.99 | £0.00 | £23.98 | £8,111.79 |
| Planning Committee | | | | | | | | | | | | | | | | |
| Neighbourhood Plan | 29.40% | £5,000 | £5,000 | £0.00 | £0.00 | £1,470.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £1,470.00 | £3,530.00 |
| Total Planning Committee | 29.40% | £5,000 | £5,000 | £0.00 | £0.00 | £1,470.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £1,470.00 | £3,530.00 |
| Publications & Communications Committee | | | | | | | | | | | | | | | | |
| Community Champion | 0.00% | £250 | £250 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £250.00 |
| Community Engagement | 0.00% | £100 | £100 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £100.00 |
| Publications | 82.17% | £6,000 | £6,000 | £550.00 | £0.00 | £250.00 | £0.00 | £250.00 | £1,700.00 | £0.00 | £0.00 | £500.00 | £0.00 | £238.00 | £1,442.07 | £4,930.07 |
| Royal events | 0.00% | £1,000 | £1,000 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £1,000.00 |
| Tidy Trader Awards | 0.00% | £100 | £100 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £100.00 |
| Website & Media Co-ordination | 32.90% | £1,000 | £1,000 | £0.00 | £0.00 | £281.99 | £11.99 | £0.00 | £0.00 | £0.00 | £35.00 | £0.00 | £0.00 | £0.00 | £328.98 | £671.02 |
| Special Projects | 0.00% | £1,000 | £1,000 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £1,000.00 |
| Total Publications & Communications | 55.65% | £9,450 | £9,450 | £550.00 | £0.00 | £531.99 | £11.99 | £250.00 | £1,700.00 | £0.00 | £35.00 | £500.00 | £0.00 | £238.00 | £1,442.07 | £5,259.05 |
| Service Provision Committee | | | | | | | | | | | | | | | | |
| CCTV | 100.00% | £5,000 | £5,000 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £5,000.00 | £5,000.00 | £0.00 |
| Christmas Provision | 78.44% | £5,500 | £5,500 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £1,000.00 | £0.00 | £190.83 | £0.00 | £2,873.22 | £2,500.00 | £4,314.05 |
| Closed Churchyard - New Mill | 172.78% | £400 | £400 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £691.10 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £691.10 |
| Defibrillators | | £0 | £0 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Dog Waste Strategy | 143.40% | £750 | £750 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £611.50 | £17.98 | £0.00 | £446.00 | £0.00 | £1,075.48 |
| HV Patient Transport Scheme | 200.00% | £1,000 | £1,000 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £2,000.00 | £0.00 | £0.00 | £0.00 | £0.00 | £2,000.00 | £0.00 |
| Minibus | 82.66% | £25,000 | £25,000 | £3,751.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £2,416.28 | £4,832.56 | £0.00 | £9,665.12 | £20,664.96 | |



HOLME VALLEY PARISH COUNCIL

List of Regular Payments (Financial Regulation 5.6)

| Name | Payment Type | Frequency | Service |
|-----------------------------------|------------------------|--------------------|--|
| Ballcraft | BACS | Annual | Supplier – Community Champions Trophies |
| Barnsley Chronicle | BACS | Monthly | Service – Holme Valley Review Council News |
| Bullguard | Reimbursement to staff | Annual | Service – anti-virus/firewall software |
| Business Stream (Yorkshire Water) | DD | Quarterly | Service – water/sewage Holmfirth toilets |
| Campaign to Protect Rural England | BACS | Annual | Service – subscription |
| Document Logic | BACS (but want DD) | Monthly | Service - photocopying charges & maintenance |
| Dropbox | Reimbursement to staff | Annual | Service – cloud data storage |
| GoDaddy | Reimbursement to staff | Monthly | Service – website Climate Emergency |
| Grenke | DD | Quarterly | Service – photocopying lease |
| Handelsbanken | Bank Charge | Monthly | Service – bank account charge |
| HCHCT | BACS | Annual and ad hoc | Service – rent, room hire etc |
| HMRC | Standing Order | Monthly | Payroll - PAYE/NI/TAX |
| Holme Start Computers | BACS | Ad hoc | Service – computer repairs |
| Holmfirth Colour Print | BACS | Ad hoc | Service and supplier – printing |
| Holmfirth Events | BACS | Ad hoc | Service – job adverts |
| Holmfirth Tech | BACS | Ad hoc | Service – room hire |
| Huddersfield Framing Co. | BACS | Annual | Supplier – Tidy Trader Awards |
| Information Commissioners Office | DD | Annual | Service – Annual Data Protection Fee |
| Internal Audit Yorkshire | BACS | Annual | Service – Internal Audit |
| John Ford | BACS | Monthly and ad hoc | Service and contractor |
| JRB Enterprise Ltd | BACS | Ad hoc | Supplier – pooh bags and dispensers etc |
| Kirklees Council | BACS | Ad hoc | Service – elections, Christmas trees and other |
| Kirkwells | BACS | Ad hoc | Service – work on Neighbourhood Plan |
| Microsoft 365 | Reimbursement to staff | Annual | Service – Microsoft Office subscription |
| NALC | BACS | Annual and ad hoc | Support and training |
| Norris and Fisher | BACS | Annual | Service - insurance HCHCT |
| Npower | BACS | Quarterly | Service – electricity to Holmfith toilets |
| O2 | DD | Monthly | Supplier – phone iPad for CE co-ordinator |
| Peak Park Parishes | BACS | Annual | Subscription |
| Phone Coop | BACS | Annual | Service – web domain name |
| PKF Littlejohn | BACS | Annual | Service – External Auditor |
| Plusnet | DD | Monthly | Service – broadband and telephone |
| Principal Hygiene | BACS | Monthly | Supplier – Holmfirth toilets |
| Rialtas | BACS | Annual | Service – accounts package |
| Royal British Legion | BACS | Annual | Supplier – Remembrance Day wreaths |
| SD and TJ Kirk | BACS | Annual | Supplier – Christmas trees |
| SLCC | BACS | Annual and ad hoc | Support and training |
| Staff 01 LB | Standing Order | Monthly | Payroll |
| Staff 02 RM | Standing Order | Monthly | Payroll |
| Staff 03 MB | Standing Order | Monthly | Payroll |
| System Vision | BACS | 24 months | Supplier – CCTV contract |
| Viking | BACS | Ad hoc | Supplier – stationery, stamps etc |



HOLME VALLEY PARISH COUNCIL

| | | | |
|--------------------------------------|------------------------|-------------------|---|
| Vision ICT | BACS | Annual and ad hoc | Service – website, training, email support |
| West Yorkshire Combined Authority | BACS | Monthly | Service - minibus |
| West Yorkshire Pension Fund | Standing Order | Monthly | Payroll - pensions |
| Worthington Brown | BACS | Ad hoc | Service – printing |
| Yorkshire Local Council Associations | BACS | Annual and ad hoc | Service – training, support, publications |
| Zoom | Reimbursement to staff | Monthly | Service- Zoom teleconferencing subscription |
| Zurich | BACS | Annual | Service - insurance HVPC |

Direct Debits for approval for Council Year 2021-22:

The Parish Council currently has the following direct debits set up from the HSBC Community Account.

These need to have their authorisations renewed for the two years ahead:

| Supplier | Item or service | How often? | Amount |
|-----------------|--|------------|---|
| Business Stream | Yorkshire Water – water and sewerage for Holmfirth Toilets | Quarterly | Varies depending on season and usage – up to c £300 (no VAT) |
| Grenke | Lease of photocopier | Quarterly | £117.99 + £23.60 VAT = £141.59 |
| ICO | Information Commissioners Office – data protection fee | Annual | £35.00 |
| O2 | iPad and iPhone mobile data monthly contracts for CE Coordinator | Monthly | £57.30 + £11.46 VAT = £68.76 (plus occasional additional call charges) |
| Plusnet | Internet and Telephone | Monthly | £23.50 + £4.70 VAT = £28.20 (plus occasional additional call charges) |

In addition, the RFO would also like authorisation from the Parish Council to set up direct debits for the following accounts:

| Supplier | Item or service | How often? | Amount |
|----------------|-------------------------------|------------|--|
| Document Logic | Charges for photocopying | Monthly | Varies between c.£25-£50/month + £5-£10 VAT = £30-£60/month |
| Npower | Electricity Holmfirth Toilets | Monthly | Varies depending on season and usage – £100-£300/month + £20-£60 VAT = £120-£360/month |

As per Financial Regulations:

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

Standing Orders for approval for Council Year 2021-22:

The Parish Council currently has the following standing orders set up from the HSBC Community Account.

These need to have their authorisations renewed for the year ahead:

| Supplier | Item or service | How often? | Amount |
|--------------------|--|------------|---|
| Holmfirth Art Week | Annual donation by standing order | Annual | £20 |
| Staff 01 | Salary | Monthly | £1902.14 GROSS SALARY -£110.32 Pension @ 5.8% -£217.80 PAYE 842T Tax Code -£133.22 Employee NI £1440.80 STANDING ORDER |
| Staff 02 | Salary | Monthly | £1764.98 GROSS SALARY -£102.37 Pension @ 5.8% -£124.00 PAYE 1250L Tax Code -£116.76 Employee NI £1421.85 STANDING ORDER |
| Staff 03 | Salary | Monthly | £1000.00 GROSS SALARY -£58.00 Pension @ 5.8% -£94.00 PAYE 565L Tax Code -£24.96 Employee NI £823.04 STANDING ORDER |
| WYPF | West Yorkshire Pension Fund - Pensions | Monthly | Employee contributions as above @ 5.8%: Staff 01 £110.32 Staff 02 £102.37 Staff 03 £58.00 Total employee contribution: £270.69 Employer contributions as above @ 7.2%: Staff 01 £136.95 Staff 02 £127.08 Staff 03 £72.00 Total employer contribution: £336.03 £606.72 STANDING ORDER |

| | | | |
|------|---------------------------------|---------|--|
| HMRC | PAYE Tax and National Insurance | Monthly | <p>Employee PAYE income tax contributions as above:</p> <p>Staff 01 £217.80 842T Tax Code</p> <p>Staff 02 £124.00 1250L Tax Code</p> <p>Staff 03 £94.00 565L Tax Code</p> <p>£435.80</p> <p>Employee National Insurance contributions as above:</p> <p>Staff 01 £133.22</p> <p>Staff 02 £116.76</p> <p>Staff 03 £24.96</p> <p>£274.94</p> <p>Employer National Insurance contributions:</p> <p>Staff 01 £161.48</p> <p>Staff 02 £142.55</p> <p>Staff 03 £36.98</p> <p>£341.01</p> <p>£1051.75 STANDING ORDER</p> |
|------|---------------------------------|---------|--|

Financial Regulations on this:

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

Notes:

- PAYE for specific tax codes is calculated by the Basic PAYE Tools app from HMRC (after pensions have been deducted).
- National Insurance is calculated by the Basic PAYE Tools app from HMRC (after pensions have been deducted).
- Any changes to standing orders because of reasons like pay uplifts, overtime, corrections for errors must be reported to the Finance and Management Committee, Council and Staffing