

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, 26 APRIL 2021** at **7pm** via the **Zoom Teleconferencing Platform** <https://us02web.zoom.us/j/82229304405> 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.	
2122 01	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 Officer will be recording the meeting for upload to the Parish Council's YouTube channel.	
2122 02	To accept apologies for absence	7.16 pm
2122 03	To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda	7.17 pm
2122 04	To consider written requests for new DPI dispensations	7.18 pm
2122 05	To consider whether items on the agenda should be discussed in private session	7.19 pm
2122 06	To confirm the Minutes of the previous Committee meeting	7.20 pm
	- To note the Minutes of the Finance & Management Committee Meeting held on 1 March 2021, numbered 2021 73 to 2021 90 inclusive – previously distributed (B)	
2122 07	Applications for Grants	7.21 pm
	- i) To consider a grant application from Honley Business Association – application enclosed – £1000 towards Honley Open Gardens event (towards shuttle buses, marketing and brochure). The legal power for this would be Section 137 of the Local Government Act 1972 (C)	
	- ii) To consider a grant application from Huddersfield and District Woodturners – application enclosed – £500 for a woodturning craft day for young people from the Holme Valley and Huddersfield with special educational needs and disabilities SEND (towards room hire, lunch, equipment, travel). The legal power for this would be Section 137 of the Local Government Act 1972 (D)	

Holme Valley Parish Council

2122 08 Accounts for Payment

7.41 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 transaction of the month-to-date Schedule of Payments for March, - this is retrospective. **(E)**
- (3) To approve the transactions of the upcoming Schedule of Payments for April **(F)**

2122 09 Financial Statements

7.45 pm

- To approve accounting summaries – copies enclosed

i. For February 2021 (G):

- (1) Bank Reconciliations All Accounts (to end 28 February 2021)
- (2) Cash Books All Accounts Receipts and Payments (to end 28 February 2021)
- (3) Trial Balance (to end 28 February 2021)
- (4) Detailed Income and Expenditure by Budget Heading (YTD Budget Report to end 28 February 2021)
- (5) Cash and Investment Reconciliation (to end 28 February 2021)
- (6) Earmarked Reserves (to end 28 February 2021)

ii. For March 2021 – end of the financial year (H):

- (1) Bank Reconciliations All Accounts (to end 31 March 2021)
- (2) Cash Books All Accounts Receipts and Payments (to end 31 March 2021)
- (3) Trial Balance (to end 31 March 2021)
- (4) Detailed Income and Expenditure by Budget Heading (YTD Budget Report to end 31 March 2021)
- (5) Cash and Investment Reconciliation (to end 31 March 2021)
- (6) Earmarked Reserves (to end 31 March 2021)

2122 10 Preparation for final accounts

7.50 pm

To note, this year only, the final accounts are being prepared by Rialtas. This will take place after an online meeting 28/05/2021.

RFO to report:

Because of the size of the Parish Council's budget, the Council's accounts must be submitted on an income and expenditure basis. This is as opposed to a receipts and payments basis which small councils may use. Operating on an income and expenditure basis means that all finances pertinent to a particular financial year must be reconciled to and accounted for in that financial year's accounts. Thus, -

- Year-End Creditors: any unpaid invoices received last year with expenditure approved 2020-21 need to be paid and then factored into last year's accounts and out of this year's accounts. **(I)**
- Year-End Debtors: any payments due to the Parish Council last year but only received in the new financial year need to be offset from this year's accounts to the last. **(J)**
- Year-End Prepayments: any payment made last year but for services to be received this financial year, - like insurance, - must be offset from last year's accounts to this. **(K)**
- Year-End Receipts in Advance: any income received last year (2020-21) but paid to the Parish Council for a service to be delivered this year (2021-22) has to be offset from last year's accounts to this. **(L)**

Holme Valley Parish Council

To consider approval of these year-end records I-L for inclusion in our annual account submissions.

2122 11 Banking Matters

7.55 pm

Bank mandates:

- i. To note, - the mandates for Handelsbanken have been updated. New mandatees are Cllr Blacka, Cllr Hogley, Cllr Pogson, and the Clerk.
- ii. The mandates for HSBC are still to do.

To consider, with regard to the HSBC mandates, given the challenge of completing a mandate form with all Committee Chairs under lockdown, the RFO suggests continuing with the current mandates until after the Annual Council Meeting in July when face-to-face meetings should make form-filling easier, and a new Clerk may have been appointed. This would mean, Cllr T Bellamy, Cllr Hogley, and Cllr Pogson continuing as mandated Chairs to approve payments until then.

2122 12 Tenancies

7.51 pm

RFO to report on receipts of payments regarding tenancies (allotments, garages, Gartside Buildings).

To consider, any further actions with regard to tenancy payments.

The management of the Watery Lane allotments is the responsibility of the Finance and Management Committee. However, there is currently no budget for allotments or the site. One of the allotment users has drawn the Parish Council's attention to minor disrepair of a dry-stone wall at the allotment. **(M)** The Maintenance Contractor has submitted a quote. **(N)**

To consider whether the Parish Council undertakes repair of the wall. If a virement is considered, only full Council can authorise a virement, so this consideration would be with regard to a recommendation to Council.

2122 13 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 Colling	Grants - Policies, Procedures and Powers Webinar - Cllr 07	23 rd February 2021
RFO	Website Accessibility Regulations 2018	2 nd March 2021
Cllr Colling	Year End Accounts	11 th March 2021
Climate Emergency Co-ordinator	Behaviour Change for Environmental Planners	

Holme Valley Parish Council

- 2122 14** **Financial Records for the website** **8.15 pm**
- To note, financial records for February and March 2021 have been uploaded to the Council website accessible from Quick Links.
- To note, from April 2021, the RFO will be adding the completed monthly Schedule of Payments to the website alongside the other records accessible from Quick Links.
- 2122 15** **Interim Internal Audit** **8.16 pm**
- To note, the Interim Internal Audit has taken place. The written report was generally positive but did identify recommended actions for the Council for it to continue to improve on outcomes and making sure that what we do is in line with best practice, the Council's Financial Regulations, Scheme of Delegation and other policies. The Internal Audit will be completed 1st June 2021 after the completion of the final accounts. To note, the RFO will liaise with the Clerk with regard to the Internal Auditor's recommendations and will report to the next meetings of Finance and Management and full Council.
- As acknowledged by the Internal Auditor, the Parish Council has been unable to fully implement its system of internal financial controls under lockdown but we will be aiming to establish things once we are through lockdown.
To consider, arrangements for undertaking checks of internal controls after lockdown.
- 2122 16** **Budget for flowers, cards and so on for Councillors** **8.20 pm**
- There have been a few payments made in the last year towards flowers and cards for Councillors who are suffering illness, have had a baby and for ex-Councillors who have passed away. The Council does not currently have clear provision in its budget for such items.
To consider, how to manage such expenditure.
- 2122 17** **Representation** **8.28pm**
- To receive report (if any) of representatives to outside bodies
- Close of Meeting** **8.30 pm**

Richard McGill

Mr Richard McGill
Responsible Finance Officer to the Council

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

Holme Valley Parish Council

MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD VIA ZOOM ON MONDAY 1st MARCH 2021.

Those present:

Chairman: Cllr M Pogson

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

Officer: Mr Richard McGill (Deputy Clerk/RFO)

Also present: Mrs Liz Bennett (Clerk)

Welcome

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

Another attendee was present virtually at the meeting without a video link and using a pseudonym. The Committee was unable to establish whether this person was a member of the public or a Councillor. Cllr Pogson welcomed this person to the meeting and invited them to speak in the public session that followed should they wish to do so.

Public Question Time

No members of the public chose to participate in the public session.

2021 73 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 and will upload the video to the Parish Council's YouTube channel.

2021 74 To accept apologies for absence

Cllr Sweeney had given apologies and these were approved by the Committee. Cllr Greaves had notified the Deputy Clerk that he would be late for the meeting due to a prior meeting.

2021 75 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

Officers declared a pecuniary interest in agenda item 2021 87.

2021 76 To consider written requests for new DPI dispensations

None had been received.

2021 77 To consider whether items on the agenda should be discussed in private session

RESOLVED: The Committee resolved that item 2021 87 should be held in private session.

2021 78 To confirm the Minutes of the previous Committee meeting

The Chairman asked the RFO to report regarding a query from the previous meeting about the change to the tax base. The RFO reported that following discussions with Kirklees officers it had been established that the reason why the tax base had gone down for the upcoming financial year was because Kirklees had factored in that it would not be able to realise as much money from Council Tax in the year ahead due to more people claiming benefits via the Council Tax Reduction Scheme. This was due to economic issues raised generally and due to the pandemic. **NOTED:** The Minutes of the Finance & Management Committee Meeting held on 18 January 2020, numbered 2021 58 to 2021 72

Holme Valley Parish Council

inclusive were noted.

2021 79 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. *[Expenditure from the Chairman's Allowance from last year's outgoing Chairman of Council, Cllr Trevor Bellamy, are included in the current year's figures.]*

(2) **RESOLVED:** The Committee approved 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 and 5.6 of the Financial Regulations.

(3) **RESOLVED:** The Committee approved the transactions of the upcoming Schedule of Payments for March.

2021 80 Financial Statements

RESOLVED: The Committee approved the following accounting summaries:

For January 2020:

- (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)

The RFO would ask Rialtas ahead of the new financial year to delete the Petty Cash cashbook.

At this point, Cllr Colling reiterated the discussion from the previous meeting with regard to trying to find somewhere to deposit the Parish Council's reserves currently held in Handelsbanken accounts which pay no interest and charge £25/month for the account. The RFO was to look into this more concertedly after the internal audit was over.

The Committee considered a budget report of the year-to-date and projected expenditure to the end of the financial year.

RESOLVED: The Committee approved the budget report.

2021 81 Error on Accounts, - double payment

NOTED: The Committee noted an error by the RFO when a bill to Viking for stationery was inadvertently paid twice. Viking has offered a refund and the RFO will chase this up. The RFO would only pay Viking invoices in future, not orders.

Holme Valley Parish Council

2021 82 List of Regular Payments 2021-22

The Committee considered the RFO's report on the List of Regular payments as per 5.5-5.7 of the Financial Regulations for the year ahead including the amended list:

RESOLVED: The Committee resolved to commend to Council the list as attached. The RFO would report any significant changes of over 50% in the amounts of transactions, and any others he considered of note.

The RFO would look into securing a bank account with debit card access for the Parish Council to deposit money to meet upcoming expenditure on items that cannot be paid by BACS, bank transfer or cheque.

The Chairman reported on an issue regarding a notable increase in the electricity bills for Holmfirth toilets between last year and this noted by Cllr Hogley. This is because the Parish Council's tenant in the Gartside buildings is connected into the Parish Council's electricity supply. They have a separate meter to allow us to calculate their share of the overall bill. This is being addressed currently.

2021 83 List of HSBC Direct Debits 2021-22

1948hrs Cllr Greaves joined the meeting at this point.

The Committee considered the RFO's report to approve a List of Direct Debits as per 6.7 of the Financial Regulations:

RESOLVED: The Committee resolved to commend to Council the List of Direct Debits as attached including the request of two new direct debits for electricity for Holmfirth toilets currently with Npower and for photocopying with Document Logic.

2021 84 List of HSBC Standing Orders 2021-22

The Committee considered the RFO's report to approve a List of Standing Orders as per 6.8 of the Financial Regulations:

RESOLVED: The Committee resolved to commend to Council the List of HSBC Standing Orders mainly covering expenditure related to staffing. The RFO would always report to the Committee any changes to the standing orders and reasons for them irrespective of the amount of change.

2021 85 Banking Matters

NOTED: Members noted that the mandates for the CCLA Public Sector Deposit account had been updated. The new mandatees are Cllr Pogson, Cllr Hogley and the RFO.

NOTED: Members noted that the mandates for Handelsbanken have been submitted for processing and that the mandates for HSBC are ongoing.

2021 86 Tenancies

The Committee noted the report from the RFO on tenancies. The Committee noted that the rates for tenancies for 2021-22 had been held at the same rate as the previous year.

RESOLVED: The prices of tenancies would be reviewed in autumn 2021 for including in the Budget 2022-23. Cllr RP Dixon will support the RFO with this process.

RESOLVED: The Committee noted that the RFO had prepared letters, tenancy agreements and invoices for all relevant tenants and resolved that the packs should be sent out immediately.

Holme Valley Parish Council

2021 87 Staffing Payments 2020-21

As this agenda item was to be discussed in private session, at this point the meeting attendee who had not made their identity known was addressed by the Chairman. The person did not reply. The person was hence removed to the Zoom “Waiting Room” for the duration of this item to be readmitted after the item.

The Committee considered the RFO’s report on payments made to staff as salary and on behalf of staff, as PAYE tax and National Insurance and pensions.

RESOLVED: Members approved the report of the RFO and the explanations of calculations of Staffing Payments for the 2020-21.

At this point, the Chairman asked for the attendee in the Zoom Waiting Room to be readmitted to the meeting. The attendee had, however, left the meeting.

2021 88 Statement of Intent on Training

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

CLlr Sheard	Allotments Webinar	28 th September 2020
Feedback: No feedback as yet.		

Cath O’Halloran (co-opted Member of CESC)	Climate Emergency Webinar	15 th December 2020
Feedback: Cath O’Halloran reported that this was a useful session. It confirmed that she and the Climate Emergency Committee were working in the right direction. The session was well-run and the speaker was knowledgeable. The question-and-answer session was helpful and resources were provided. She would recommend the session to others.		

CLlr Blacka	Climate Emergency Webinar	12 th January 2021
Feedback: CLlr Blacka agreed with Cath O’Halloran’s comments. She also pointed out that a Climate Emergency Toolkit had been mentioned and she will look into this further.		

RFO	Role of Internal Controls	2 nd February 2021
Feedback: The RFO reported that the training had made him more aware of things he needed to do, including some of the reports presented to this Committee meeting.		

RFO	Role of Internal Audit	4 th February 2021
Feedback: Similarly to the above comment, the RFO had a number of new actions from the training.		

CLlr Blacka	Planning Enforcement and Appeals	10 th February 2021
Feedback: CLlr Blacka had not been able to attend but had reviewed the coursework and		

Holme Valley Parish Council

presentation.

Cllr Hogley	Council Vacancies	17 th February 2021
Cllr Hogley says this was very useful given that the Parish Council had had two casual vacancies. She learnt how to vote on co-opted members if an election was not called.		

2021 89 Financial Records for the website

NOTED: The Committee noted that financial records for January 2021 had been uploaded to the Council website accessible from Quick Links.

2021 90 Final Accounts, Internal Audit and Internal Controls

NOTED: Members noted that, this year, Rialtas, the firm who supply our accounts package, will be undertaking our final accounts remotely. This was a recommendation when we first considered 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.

NOTED: The RFO reported that the interim internal audit has been set for Friday 26th March.

NOTED: Committee noted that 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.

NOTED: Committee further noted that Cllr Colling has expressed an interest in reviewing the system of internal controls to better protect the Council against risk and fraud. Cllr Colling was especially interested in the Council undertaking an annual financial risk assessment.

2021 91 Representation

Cllr Hogley reported that she had attended a virtual meeting of the Holmfirth Civic Hall Community Trust on behalf of the Parish Council with regard to the tendering process for their planned refurbishment works.

Cllr Pogson reported that he had attended a meeting with Cllrs East and Feeney with regard to youth provision in Honley.

The meeting closed at 2014hrs

.....
Chairman



HOLME VALLEY PARISH COUNCIL

List of Regular Payments (Financial Regulation 5.6)

Name	Payment Type	Frequency	Service
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
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
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 Holmfirth 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
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
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

HOLME VALLEY PARISH COUNCIL

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



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

From April 2021 there will be two dates in the Council Year on which grants are considered. Your application needs to be submitted by the last day of August to be considered in September or by the last day of January to be considered in February.

CONTACT DETAILS	
Name of organisation	Friends of Honley (Part of Honley Village Community Trust)
Contact person for this application:	Glenn Kirkby
Position e.g. Chair, Secretary, Treasurer:	Trustee
Correspondence address:	redacted
Email address:	redacted
Telephone numbers:	redacted

TYPE OF COMMUNITY GRANT APPLIED FOR

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

Community Assets

Community Services

Community Events or Projects

What will your grant pay for? To help stage Honley Open gardens event in July.

ABOUT YOUR GROUP	
What type of group are you?	<ul style="list-style-type: none"> Registered charity
Charity registration no. (if applicable)	1033021
When did the group start?	1994
Do you have a constitution or a set of governing rules?	Yes
What area does your group cover? <i>The Council can only fund grants to groups which directly benefit residents of the Holme Valley</i>	Honley Village
Describe the people you <u>mainly</u> work with:	<ul style="list-style-type: none"> Children under 16 Young people under 25 Older people over 60 People with disabilities People of minority ethnic origin Other groups (please state): <p>We work with all the above depending on the Community needs, the specific demographic that we feel will participate in this event are older people 60+, but the event will not specifically target those people.</p>
How many people are involved in running your group?	Paid staff: 0
	Volunteers, including Committee members: 100+

FINANCES	
Financial year	2019 (2020 AGM not yet held to approve accounts for 2020, The finance details below are for the separate Friends of Honley account we can provide overview of Honley Village Community Trust if required)

Income	£6.787.02
Expenditure	£5,355.22
Reserves	£9.296.73
Please describe your current financial reserves and account for expected expenditure from these.	Expenditure will be set aside for Planting village flowers and Honley Open Gardens.
Has the group previously received a grant from the Parish Council?	Yes (including Friends of Honley and Honley Village Community Trust) a) 2020: Honley Youth project £4,000 towards our local Youth Project to secure a Youth Worker for the village b) 2020: Honley Village Hall roof £5,000 to replace the roof in Honley Village Hall. c) 2019: Honley Remembers WW1 Peace Centenary Project: £1000 grant towards purchase of Information Board, plus Purchase by HVPC of Commemorative seat bench for Honley Park d) 2017: £1000 grant towards Village Hall refurbishments e) 2016: £1000 grant to Friends of Honley - Plantings and materials for Honley village f) 2015: £2000 grant towards replacement of doors & windows at Village Hall

YOUR PROJECT			
How much money are you requesting from the Parish Council?		£1000.00	
Project start date:	3rd July 2021	Project end date:	4th July 2021
<p>Please describe what you want to do with the money. Use no more than 500 words. Please answer the following questions in your answer:</p> <ul style="list-style-type: none"> • Who will benefit from this project? • How do you know there is a need for this project? • Are you working in partnership with other groups? • How many people are involved in your activities each year? • How will you know that the project is a success? <p>Friends of Honley are excited to be launching a new event that we hope will be a Bi-annual event taking place over the weekend of 3rd to 4th of July 2021. We have some superb gardens in and around Honley and so far have 15 homes that are taking part to have an open garden weekend for others to be able to visit their gardens. Cawthorne has run an Open Gardens for 10 years and interest and attendance has</p>			

grown year on year with around 3000 visitors in 2019
 FOH are working together with Friends of Honley Library and Honley Business Association to ensure there are enough volunteers to ensure a successful event. We expect in the region of 60 people will be involved in the organising of the event weekend.

We hope to raise funds for Friends of Honley in the region of £10k. This can vary greatly depending on visitor numbers

The funding will be used for our ongoing Youth project alongside the yearly costs for FOH such as plants, soil, paint, stains, brushes, bin bags, litter pickers, gardening tools and the many other items that are needed to keep our village looking tip top

PROJECT BUDGET		
Item	Total cost	Requested from the Parish Council
Shuttle buses	£500.00	£500.00
Marketing	£250.00	£250.00
Banners x 3	£180.00	
Brochure	£570.00	£250.00
Signage for Roads and Gardens	£200.00	
Wrist Bands	£120.00	
Risk Assessments	£100.00	
TOTALS	£1920.00	£1000.00

OTHER FUNDING
<p>Has the group applied elsewhere for other grants to fund this project?</p> <p>No</p> <p><i>If yes, please give details below. Include date of application, amount requested and the outcome (if known).</i></p>
<p>Other sources of funding for this project, e.g. donations, reserves, fund raising. Please list, with amounts.</p>

The additional costs of the event will be met by Friends of Honley

BANK ACCOUNT DETAILS

Account name	redacted
Sort code	
Account number	

Declaration

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

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

Name: Glenn Kirkby

Signature:

Date: 29/03/2021

HVPC Grant

Name of Organisation	
CHECKLIST	
Please enclose the following with your application	
	Please Tick
Signed application form, with every question answered	X
Have you addressed sustainability issues? See the criteria on the council website (section 1.8).	N/A
Last three years audited annual accounts (if available)	X
Constitution or set of rules (if not applicable please state so)	X
Copy of bank statements for past six months	X
Copies of written estimates/quotations for capital purchases?	N/A
For projects or items over £5000 have you completed a Business Plan or for grants over £2.000 have you provided a forward plan of activities for the next year ?	N/A
If possible, please email a copy of the grant application to the Clerk (clerk@holmevalleyparishcouncil.gov.uk). With the Application in WORD not PDF.	X
and send completed application form (with all supporting documentation) to: Holme Valley Parish Council, Holmfirth Civic Hall, Huddersfield Road Holmfirth, HD9 3AS	
If you have any queries, please contact the Clerk - Tel: 01484 687460 Email: clerk@holmevalleyparishcouncil.gov.uk	
<i>You are advised to keep a copy of this application for your own records.</i>	

For internal admin use only:	
Date application received:	29 March 2021
Application meets criteria:	Yes/ No *
Meeting Date/Minute No.	Finance and Management Committee 26 April 2021
Grant approved. Yes/No	
Legislation under which grant is made.	Section137 Local Government Act 1972
Date applicant notified of outcome:	

HOLME VALLEY PARISH COUNCIL

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

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

From April 2021 there will be two dates in the Council Year on which grants are considered. Your application needs to be submitted by the last day of August to be considered in September or by the last day of January to be considered in February.

CONTACT DETAILS
Name of organisation
Huddersfield and District Woodturners
Contact person for this application:
Pat Cliffe
Position e.g. Chair, Secretary, Treasurer:
Secretary
Correspondence address:
(Redacted)
Email address:
Telephone numbers

TYPE OF COMMUNITY GRANT APPLIED FOR

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

Community Assets

Community Services

Community Events or Projects

1

What will your grant pay for?

We are holding a SEND day (Special Educational Needs and Disabilities) for Young People in the Holmfirth / Huddersfield area, with the support of the AWGB. Participants will be engaged in woodturning, making pens. We intend to hold two working sessions, with a different group of young people involved. There will be a lunch for participants and their parents / carers.

ABOUT YOUR GROUP

What type of group are

- Unregistered community
- Registered charity

• Other (please state):

Charity registration no. (if applicable) AWGB - 1150255 Huddersfield and District Woodturners - CIO Registered Charity Number 1193836

When did the group start? AWGB - 1986
Huddersfield Club - 1995

Do you have a constitution or a set of governing rules?

Yes

If yes, please provide copy with this application

What area does your group cover?

The Council can only fund grants to groups which directly benefit residents of the Holme Valley

Huddersfield, Holmfirth and the Holme Valley area

Describe the people you mainly work

with:

- Children under 16
- Young people under 25
- **Older people over 60** ✓
- People with disabilities
- People of minority ethnic origin
- Other groups (please state):

We usually cater for people over 60 but this course is specifically for younger, disabled people)

How many people are involved in running your group?

Paid staff: Nil

Volunteers, including Committee Members: 10 committee members, plus extra help from several members

Financial year
Income £
Expenditure £
Reserves £
Please describe your current financial reserves and account for expected expenditure from these.

Has the group previously received a grant from the Parish Council? No

If 'Yes' please give the date and brief details of any grants received in the last five years.

YOUR PROJECT	
How much money are you requesting from the Parish Council? £ 500	
Project start date:	30/10/21 Project end date: 30/10/21

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

Young people with a registered disability will benefit from the project. There is no other provision within the Holme Valley area for this activity. The Kirklees Principal Educational Psychologist and six Special School Head Teachers are fully in support of the activity.

The Huddersfield Woodturning Club is working in partnership with the AWGB and the Kirklee LA for this event.

Success will be measured by engagement in the activity via applications, continued involvement in future woodturning activity at Club level, and the delivery of similar events in the future.

3

PROJECT BUDGET	
Item	Total

Hire of Community Hall	£100	£100
Lunch for those involved	£400	£200
Purchase of woodturning pen kits and sundries	£100	£100
Travel costs for tutors	£200	£100
TOTALS	£ 800	£500

OTHER FUNDING

Has the group applied elsewhere for other grants to

fund this project? Yes

MLPF application to Kirklees Council. Decision pending. £500 requested

The AWGB have agreed to underwrite this project for any shortfall in funds acquired.

BANK ACCOUNT DETAILS

Account name Huddersfield and District Woodturners

Sort code (redacted)

Account number (redacted)

4

Declaration

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

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

Name: P A Cliffe (Secretary Huddersfield and District Woodturners)

Signature:

Date: 20/3/21

Name of Organisation Huddersfield and District Woodturners

5

CHECKLIST

Please enclose the following with your application

	Please Tick
Signed application form, with every question answered	✓
Have you addressed sustainability issues? See the criteria on the council website (section 1.8).	✓
Last three years audited annual accounts (if available)	✓
Constitution or set of rules (if not applicable please state so)	✓

Copy of bank statements for past six months

Copies of written estimates/quotations for capital purchases?

For projects or items over £5000 have you completed a Business Plan or for grants over £2.000 have you provided a forward plan of activities for the next year ?

If possible, please email a copy of the grant application to the Clerk (clerk@holmevalleyparishcouncil.gov.uk). With the Application in WORD not PDF.

and send completed application form (with all supporting documentation) to: Holme Valley Parish Council, Holmfirth Civic Hall, Huddersfield Road Holmfirth, HD9 3AS

If you have any queries, please contact the Clerk -

Tel: 01484 687460 Email:

clerk@holmevalleyparishcouncil.gov.uk

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

For internal admin use only:

Date application received:	22 March 2021
Application meets criteria:	Yes/No*
Meeting Date/Minute No.	Finance and Management Committee 26 April 2021
Grant approved. Yes/No	
Legislation under which grant is made.	Section137 Local Government Act, 1972
Date applicant notified of outcome:	

Holme Valley Parish Council Cash Book 2020-21

HSBC Community Current Account

Payments March 2021:

No	HVPC ref	Date	Payment method	Check v statement	Supplier	Inv date	Inv number	Services	Net	Vat	Gross	Authorisation to Pay	Legislation
1	2021/12/01	01/03/2021	DD		Plusnet			Internet and Telephone	£23.58	£4.72	£28.30	FAM 2021 79 (3)	LGA 1972 S111
2	2021/12/02	03/03/2021	BACS		Staff 02			Reimbursement for Zoom subscription - JAN	£11.99	£2.40	£14.39	FAM 2021 79 (3)	LGA 1972 S111
3	2021/12/03	03/03/2021	BACS		Staff 02			Reimbursement for plan of the Civic Hall for listed building app	£13.99	£2.80	£16.79	FAM 2021 79 (3)	LGA 1972 S133
4	2021/12/04	03/03/2021	BACS		Document Logic			Photocopying (+1p underpay on last bill)	£25.01	£5.01	£30.02	FAM 2021 79 (3)	LGA 1972 S111
5	2021/12/05	03/03/2021	BACS		SD and TJ Kirk			Christmas Tree x4 Honley Upperthong Holmbridge Scholes	£250.00	£50.00	£300.00	FAM 2021 79 (3)	LGA 1972 S137
6	2021/12/06	03/03/2021	BACS		I & S Windows			uPVC Glass Door - Gartside Buildings	£630.00	£0.00	£630.00	FAM 2021 79 (3)	LGA 1972 S137
7	2021/12/07	03/03/2021	BACS		Holme Start Computers			Install and set up 2 laptops, - Microsoft 365, email, McAfee	£150.00	£0.00	£150.00	FAM 2021 79 (3)	LGA 1972 S111
8	2021/12/08	03/03/2021	BACS		Npower			Electricity Holmfirth Toilets	£245.71	£49.14	£294.85	FAM 2021 79 (3)	PHA 1936 S87
9	2021/12/09	03/03/2021	BACS		Brighthouse Flooring Co Ltd			Replace water-damaged flooring - Gartside	£1,095.00	£219.00	£1,314.00	FAM 2021 79 (3)	LGA 1972 S137
10	2021/12/10	03/03/2021	BACS		YLCA			Council Vacancies Webinar - Cllr 18	£15.00	£0.00	£15.00	FAM 2021 79 (3)	LGA 1972 S111
11	2021/12/11	03/03/2021	BACS		Honley Business Association			Grant towards CCTV	£5,000.00	£0.00	£5,000.00	FAM 2021 79 (3)	LGAR 1997 S31
12	2021/12/12	03/03/2021	BACS		WYCA			Payment re Holme Valley Minibus Service - December	£2,416.28	£0.00	£2,416.28	FAM 2021 79 (3)	GG&R 1997 sect 30
13	2021/12/13	03/03/2021	BACS		WYCA			Payment re Holme Valley Minibus Service - January	£2,416.28	£0.00	£2,416.28	FAM 2021 79 (3)	GG&R 1997 sect 30
14	2021/12/14	03/03/2021	BACS		Sustainable Side-Kicks			Training - Behaviour Change for Environmental Planners - Staff 03	£39.00	£0.00	£39.00	FAM 2021 79 (3)	LGA 1972 S111
15	2021/12/15	03/03/2021	BACS		Staff 03			Expenses - GoDaddy, phone case	£27.97	£0.00	£27.97	FAM 2021 79 (3)	LGA 1972 S137
16	2021/12/16	03/03/2021	BACS		Staff 01			Reimbursement re Microsoft 365	£79.99	£0.00	£79.99	FAM 2021 79 (3)	LGA 1972 S111
17	2021/12/17	03/03/2021	BACS		Document Logic			Photocopying	£25.00	£5.01	£30.01	FAM 2021 79 (3)	LGA 1972 S111
18	2021/12/18	03/03/2021	BACS		YLCA			Planning Enforcement and Appeals - Cllr 04	£22.50	£0.00	£22.50	FAM 2021 79 (3)	LGA 1972 S111
19	2021/12/19	03/03/2021	BACS		Holme Start Computers			Importing email contacts and scanner set up	£40.00	£0.00	£40.00	FAM 2021 79 (3)	LGA 1972 S111
20	2021/12/20	12/03/2021	BACS		Staff 03			Expenses - keyboard/mouse, Dropbox, training	£230.88	£0.00	£230.88	FAM 2021 79 (3)	LGA 1972 S137
21	2021/12/21	12/03/2021	BACS		The Noticeboard Company			Noticeboard for Holmfirth toilets w magnets	£454.08	£90.82	£544.90	FAM 2021 79 (3)	LGA 1972 S142
22	2021/12/22	12/03/2021	BACS		The Noticeboard Company			Delivery of Noticeboard for Holmfirth toilets w magnets	£10.00	£2.00	£12.00	Council 2021 197	LGA 1972 S142
23	2021/12/23	12/03/2021	BACS		Expocart			Ecoflex 2 Pavement Sign for maintenance contractor	£74.00	£14.80	£88.80	FAM 2021 79 (3)	LGA 1972 S142
24	2021/12/24	12/03/2021	DD		O2			iPad and iPhone mobile data monthly contracts - inc 3 mnths line rental	£91.01	£18.20	£109.21	Council 2021 197	LGA 1972 S137
25	2021/12/25	15/03/2021	SO		WYPF			Pensions - February	£806.72	£0.00	£806.72	Council 2021 30	LGA 1972 S112 LGA 1972 S137
26	2021/12/26	15/03/2021	SO		Staff 02			Salary - March	£1,421.85	£0.00	£1,421.85	Council 2021 30	LGA 1972 S112
27	2021/12/27	15/03/2021	SO		Staff 01			Salary - March	£1,440.80	£0.00	£1,440.80	Council 2021 30	LGA 1972 S112
28	2021/12/28	15/03/2021	SO		Staff 03			Salary - March	£823.04	£0.00	£823.04	Council 2021 30	LGA 1972 S137
29	2021/12/29	15/03/2021	SO		HMRC			PAYE Tax and NI contributions	£1,051.75	£0.00	£1,051.75	Council 2021 30	LGA 1972 S112 LGA 1972 S137
30	2021/12/30	23/03/2021	BACS		Vaughtons			Chairman's Jewel for Cllr 03 inc engraving	£152.64	£30.53	£183.17	Council 2021 197	LGA 1972 S111
31	2021/12/31	23/03/2021	BACS		Viking			Printer inks, stamps, stationery	£245.54	£18.93	£264.47	FAM 2021 79 (3)	LGA 1972 S111
32	2021/12/32	23/03/2021	BACS		YLCA			Grants - Policies, Procedures and Powers Webinar - Cllr 07	£15.00	£0.00	£15.00	Council 2021 197	LGA 1972 S111
33	2021/12/33	23/03/2021	BACS		YLCA			Website Accessibility Regulations 2018 Staff 02	£15.00	£0.00	£15.00	Council 2021 197	LGA 1972 S111
34	2021/12/34	23/03/2021	BACS		Barnsley Chronicle			Holme Valley Review February 2021	£250.00	£50.00	£300.00	Council 2021 197	LGA 1972 S142
35	2021/12/35	23/03/2021	BACS		Npower			Electricity Holmfirth Toilets	£159.28	£7.96	£167.24	Council 2021 197	PHA 1936 S87
36	2021/12/36	23/03/2021	BACS		Peak Parishes Forum			Subscription 2021/22	£6.00	£0.00	£6.00	Council 2021 197	LGA 1972 S111
37	2021/12/37	23/03/2021	BACS		Zurich Insurance			Insurance Holme Valley Parish Council	£1,757.95	£0.00	£1,757.95	Council 2021 197	LGA 1972 S111
38	2021/12/38	23/03/2021	BACS		Norris and Fisher			Civic Hall Insurance Renewal - to be reimbursed	£4,620.91	£0.00	£4,620.91	Council 2021 197	LGA 1972 S133
39	2021/12/39	23/03/2021	BACS		YLCA			Year End Accounts and Audit - Staff 02	£30.00	£0.00	£30.00	Council 2021 197	LGA 1972 S111
40	2021/12/40	23/03/2021	BACS		YLCA			Year End Accounts and Audit - Cllr 07	£30.00	£0.00	£30.00	Council 2021 197	LGA 1972 S111
41	2021/12/41	23/03/2021	BACS		Staff 02			Reimbursement for Zoom subscription FEB	£11.99	£2.40	£14.39	Council 2021 197	LGA 1972 S111
42	2021/12/43	23/03/2021	BACS		Maintenance Contractor			Expenses FEB - i) benches/shelters; ii) phone boxes	£68.58	£13.74	£82.32	Council 2021 197	PHA 1936 S87 LGA 1972 S137
43	2021/12/42	23/03/2021	BACS		Maintenance Contractor			Maintenance FEB - i) benches/shelters; ii) toilets	£1,394.40	£0.00	£1,394.40	Council 2021 197	PHA 1972 S1, 34, PHA 1936 S87
44	2021/12/44	29/03/2021	DD		Plusnet			Internet and Telephone	£23.86	£4.77	£28.63	Council 2021 197	LGA 1972 S111
45	2021/12/45	29/03/2021	BACS		Staff 02			Reimbursement: WIMIUS K1 7500 L Video Projector	£199.99	£0.00	£199.99	Council 2021 197	LGA 1972 S111
46	2021/12/46	29/03/2021	BACS		Staff 02			Reimbursement: Anker PowerConf Bluetooth Speakerphone	£108.32	£21.67	£129.99	Council 2021 197	LGA 1972 S111
47	2021/12/47	29/03/2021	BACS		Staff 02			Reimbursement: tripod for video/teleconferencing	£15.82	£3.17	£18.99	Council 2021 197	LGA 1972 S111
48	2021/12/48	29/03/2021	BACS		Staff 02			Reimbursement: Logitech Full HD C922 Pro Stream Webcam	£67.11	£13.42	£80.53	Council 2021 197	LGA 1972 S111
49	2021/12/49	29/03/2021	BACS		SLCC			Full Membership Staff 02	£223.00	£0.00	£223.00	Council 2021 197	LGA 1972 S111
50	2021/12/50	29/03/2021	BACS		Staff 02			Reimbursement for Zoom subscription - MAR	£11.99	£2.40	£14.39	Council 2021 198	LGA 1972 S111
51	2021/12/51	29/03/2021	BACS		WYCA			Payment re Holme Valley Minibus Service - February	£2,416.28	£0.00	£2,416.28	Council 2021 198	GG&R 1997 sect 30
52	2021/12/52	29/03/2021	BACS		WYCA			Payment re Holme Valley Minibus Service - March	£2,416.28	£0.00	£2,416.28	Council 2021 198	GG&R 1997 sect 30
53	2021/12/53	29/03/2021	BACS		Zest for Print			Sign for Holmfirth toilets	£22.00	£4.40	£26.40		PHA 1936 S87
									£32,993.37	£637.29	£33,630.66		

Holme Valley Parish Council Cash Book 2021-22

HSBC Community Current Account

Schedule of Payments April 2021

No	HVPC ref	Payment Sent Date	Payment method	Check v statement	To pay	Inv date	Inv number	Description	Net	Vat	Gross	Authorisation to Pay	Legislation
2122/01/01		07/04/2021	DD	<input type="checkbox"/>	GRENKE			PHOTOCOPIER LEASE	£117.99	£23.60	£141.59	Council 2021 198 200	LGA 1972 S112
2122/01/02		12/04/2021	DD	<input type="checkbox"/>	O2			IPAD AND IPHONE CONTRACTS	£63.30	£12.66	£75.96	Council 2021 198 199	LGA 1972 S137
2122/01/03		15/04/2021	SO	<input type="checkbox"/>	STAFF 02			SALARY	£1,421.85	£0.00	£1,421.85	Council 2021 198 200	LGA 1972 S112
2122/01/04		15/04/2021	SO	<input type="checkbox"/>	STAFF 01			SALARY	£1,440.80	£0.00	£1,440.80	Council 2021 198 200	LGA 1972 S112
2122/01/05		15/04/2021	SO	<input type="checkbox"/>	STAFF 03			SALARY	£823.04	£0.00	£823.04	Council 2021 198 200	LGA 1972 S112
2122/01/06		15/04/2021	SO	<input type="checkbox"/>	HMRC			PAYE TAX AND NI	£1,051.75	£0.00	£1,051.75	Council 2021 198 200	LGA 1972 S112
2122/01/07		20/04/2021	SO	<input type="checkbox"/>	STAFF 02			SALARY - CORRECTION FOR ERROR ON NI	£1.80	£0.00	£1.80	Council 2021 198 200	LGA 1972 S112
2122/01/08		20/04/2021	SO	<input type="checkbox"/>	STAFF 01			SALARY - CORRECTION FOR ERROR ON NI	£0.60	£0.00	£0.60	Council 2021 198 200	LGA 1972 S112
2122/01/09		20/04/2021	SO	<input type="checkbox"/>	STAFF 03			SALARY - CORRECTION FOR ERROR ON NI	£0.60	£0.00	£0.60	Council 2021 198 200	LGA 1972 S112
			BACS	<input type="checkbox"/>	GABRIELLE HUNT	22/03/2021		FOI REQUEST - HVLC QUARRIES	£100.00	£0.00	£100.00		LGA 1972 S111
			BACS	<input type="checkbox"/>	RUPERT COOKE	25/03/2021		HOME ENERGY SAVINGS BOOKLET	£1,600.00	£0.00	£1,600.00		LGA 1972 S137
			BACS	<input type="checkbox"/>	YLCA			MEMBERSHIP 2021-22	£2,318.00	£0.00	£2,318.00	Council 2021 198	LGA 1972 S143
			BACS	<input type="checkbox"/>	YLCA			CLERK JOB WEB ADVERT	£15.00	£0.00	£15.00	Council 2021 198	LGA 1972 S112
			BACS	<input type="checkbox"/>	HOLMFIRTH EVENTS			CLERK JOB WEB ADVERT	£30.00	£0.00	£30.00		LGA 1972 S112
			BACS	<input type="checkbox"/>	BARNESLEY CHRONICLE			HOLME VALLEY REVIEW APR 2021	£250.00	£50.00	£300.00	Council 2021 198	LGA 1972 S142
			BACS	<input type="checkbox"/>	INTERNAL AUDIT YORKSHIRE			INTERIM INTERNAL AUDIT	£373.31	£0.00	£373.31	Council 2021 198	LGA 1972 S111
			BACS	<input type="checkbox"/>	NALC	11/2020		ONLINE EVENT FOR CLERK W FROME COUNCIL	£38.93	£0.00	£38.93	Council 2021 198	LGA 1972 S111
			BACS	<input type="checkbox"/>	DOCUMENT LOGIC	31/03/2021		PHOTOCOPYING	£41.77	£8.35	£50.12	Council 2021 198	LGA 1972 S111
			BACS	<input type="checkbox"/>	PRINCIPAL HYGIENE SERVICES	19/03/2021		QUARTERLY SUPPLY AND SERVICE NAPPY UNIT	£52.00	£10.40	£62.40	Council 2021 198	LGA 1972 S111
			BACS	<input type="checkbox"/>	VISION ICT			15 X HOSTED EMAIL ACCOUNTS	£270.00	£54.00	£324.00	Council 2021 198	LGA 1972 S111
			BACS	<input type="checkbox"/>	VISION ICT			1 X HOSTED EMAIL ACCOUNT	£18.00	£3.60	£21.60	Council 2021 198	LGA 1972 S111
									£10,028.74	£162.61	£10,191.35		

**Bank Reconciliation Statement as at 28/02/2021
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	28/02/2021		155,157.03
			<hr/> 155,157.03
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			155,157.03
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			155,157.03
		Balance per Cash Book is :-	155,157.03
		Difference is :-	0.00

**Bank Reconciliation Statement as at 28/02/2021
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	28/02/2021		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 28/02/2021
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	28/02/2021		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 28/02/2021
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	28/01/2021		84,983.96
			<hr/> 84,983.96
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			84,983.96
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			84,983.96
		Balance per Cash Book is :-	84,983.96
		Difference is :-	0.00

**Bank Reconciliation Statement as at 28/02/2021
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	28/02/2021		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 28/02/2021
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	28/02/2021		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: 17:05

Bank Reconciliation up to 28/02/2021 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: 17:05

Bank Reconciliation up to 28/02/2021 for Cashbook No 1 - HSBC Current A/C

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
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: 17:05

Bank Reconciliation up to 28/02/2021 for Cashbook No 1 - HSBC Current A/C

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
05/09/2020	2021/06/02		1.40	1.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
15/09/2020	2020/06/01	44.76		44.76		R <input checked="" type="checkbox"/>	O2
15/09/2020	2021/06/02	445.16		445.16		R <input checked="" type="checkbox"/>	West Yorkshire Pension Fund
15/09/2020	2021/06/03	1,122.12		1,122.12		R <input checked="" type="checkbox"/>	Salaries Staff
15/09/2020	2021/06/04	1,446.26		1,446.26		R <input checked="" type="checkbox"/>	Salaries Staff
15/09/2020	2021/06/05	927.73		927.73		R <input checked="" type="checkbox"/>	HMRC
15/09/2020	2021/06/06	1,410.47		1,410.47		R <input checked="" type="checkbox"/>	Salaries Staff
17/09/2020	2021/06/07	198.09		198.09		R <input checked="" type="checkbox"/>	West Yorkshire Pension Fund
17/09/2020	2021/06/08	53.66		53.66		R <input checked="" type="checkbox"/>	HMRC
17/09/2020	2021/06/09	1,440.00		1,440.00		R <input checked="" type="checkbox"/>	Barnsley Chronicle
17/09/2020	2021/06/10	300.00		300.00		R <input checked="" type="checkbox"/>	Barnsley Chronicle
17/09/2020	2021/06/11	300.00		300.00		R <input checked="" type="checkbox"/>	Barnsley Chronicle
17/09/2020	2021/06/12	37.98		37.98		R <input checked="" type="checkbox"/>	Document Logic
17/09/2020	2021/06/13	507.60		507.60		R <input checked="" type="checkbox"/>	Vision ICT
17/09/2020	2021/06/14	91.20		91.20		R <input checked="" type="checkbox"/>	Phone Co-op
17/09/2020	2021/06/15	14.39		14.39		R <input checked="" type="checkbox"/>	Staff 02
24/09/2020	2021/06/16	460.00		460.00		R <input checked="" type="checkbox"/>	Cllr 03
28/09/2020	2021/06/17	29.59		29.59		R <input checked="" type="checkbox"/>	Plusnet
01/10/2020	2021/07/01	365.98		365.98		R <input checked="" type="checkbox"/>	Maintenance Contractor
01/10/2020	2021/07/02	2,562.10		2,562.10		R <input checked="" type="checkbox"/>	Maintenance Contractor
01/10/2020	2021/07/03	60.00		60.00		R <input checked="" type="checkbox"/>	Staff 03
01/10/2020	2021/07/04	23.90		23.90		R <input checked="" type="checkbox"/>	Staff 03
01/10/2020	2021/07/05	35.00		35.00		R <input checked="" type="checkbox"/>	Staff 01
01/10/2020	2021/07/07	141.59		141.59		R <input checked="" type="checkbox"/>	Grenke
01/10/2020	2021/07/06	2,000.00		2,000.00		R <input checked="" type="checkbox"/>	Holme Valley Patient Transport
01/10/2020	2021/07/08	1,000.00		1,000.00		R <input checked="" type="checkbox"/>	Honley Business Association
01/10/2020	2021/07/09	1,000.00		1,000.00		R <input checked="" type="checkbox"/>	Honley Business Association
01/10/2020	2021/07/10	900.00		900.00		R <input checked="" type="checkbox"/>	Oates Hanson
01/10/2020	2021/07/01		400.00	400.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/10/2020	2021/07/02		8.38	8.38		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/10/2020	2021/0711	44.76		44.76		R <input checked="" type="checkbox"/>	O2
15/10/2020	2021/07/12	731.45		731.45		R <input checked="" type="checkbox"/>	West Yorkshire Pension Fund
15/10/2020	2021/07/13	1,446.06		1,446.06		R <input checked="" type="checkbox"/>	Salaries Staff
15/10/2020	2021/07/14	1,884.03		1,884.03		R <input checked="" type="checkbox"/>	Salaries Staff
15/10/2020	2021/07/15	1,518.19		1,518.19		R <input checked="" type="checkbox"/>	HMRC
15/10/2020	2021/07/16	917.04		917.04		R <input checked="" type="checkbox"/>	Salaries Staff
16/10/2020	2021/07/17	151.80		151.80		R <input checked="" type="checkbox"/>	Business Stream
22/10/2020	2021/07/18	270.00		270.00		R <input checked="" type="checkbox"/>	Square Peg
22/10/2020	2021/07/19	27.59		27.59		R <input checked="" type="checkbox"/>	Cllr 02 03
22/10/2020	2021/07/20	14.39		14.39		R <input checked="" type="checkbox"/>	Staff 02
22/10/2020	2021/07/21	62.40		62.40		R <input checked="" type="checkbox"/>	Principal Hygiene
22/10/2020	2021/07/22	47.08		47.08		R <input checked="" type="checkbox"/>	Document Logic
22/10/2020	2021/07/23	118.80		118.80		R <input checked="" type="checkbox"/>	Society Local Council Clerks
22/10/2020	2021/07/24	114.53		114.53		R <input checked="" type="checkbox"/>	Viking
22/10/2020	2021/07/25	270.00		270.00		R <input checked="" type="checkbox"/>	Full Life Church Food Bank
27/10/2020	03 and 04		895.28	895.28		R <input checked="" type="checkbox"/>	Receipt(s) Banked
28/10/2020	2021/07/26	29.57		29.57		R <input checked="" type="checkbox"/>	Plusnet
30/10/2020	2021/07/27	92.27		92.27		R <input checked="" type="checkbox"/>	Maintenance Contractor

Time: 17:05

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

Time: 17:05

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

Time: 17:05

Bank Reconciliation up to 28/02/2021 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>
02/02/2021	2021/11/01		2.31	2.31		R <input type="checkbox"/>	Receipt(s) Banked
10/02/2021	2021/11/01	68.76		68.76		R <input type="checkbox"/>	O2
11/02/2021	2021/11/02		949.50	949.50		R <input type="checkbox"/>	Receipt(s) Banked
12/02/2021	2021/11/02	30.00		30.00		R <input type="checkbox"/>	YLCA
12/02/2021	2021/11/03	285.60		285.60		R <input type="checkbox"/>	VSafety
12/02/2021	2021/11/04	535.20		535.20		R <input type="checkbox"/>	JRB Enterprises Ltd
12/02/2021	2021/11/05	800.00		800.00		R <input type="checkbox"/>	KLTV
12/02/2021	2021/11/06	234.00		234.00		R <input type="checkbox"/>	Society Local Council Clerks
12/02/2021	2021/11/07	15.00		15.00		R <input type="checkbox"/>	YLCA
12/02/2021	2021/11/08	30.00		30.00		R <input type="checkbox"/>	YLCA
15/02/2021	2021/11/09	606.72		606.72		R <input type="checkbox"/>	West Yorkshire Pension Fund
15/02/2021	2021/11/10	1,630.25		1,630.25		R <input type="checkbox"/>	Salaries Staff
15/02/2021	2021/11/11	1,372.80		1,372.80		R <input type="checkbox"/>	Salaries Staff
15/02/2021	2021/11/12	729.04		729.04		R <input type="checkbox"/>	Salaries Staff
15/02/2021	2021/11/15	1,051.75		1,051.75		R <input type="checkbox"/>	HMRC
15/02/2021	2021/11/03		623.00	623.00		R <input type="checkbox"/>	Receipt(s) Banked
16/02/2021	2021/11/13	346.69		346.69		R <input type="checkbox"/>	npower
22/02/2021	2021/11/14	3,447.98		3,447.98		R <input type="checkbox"/>	Kirklees Council
26/02/2021	2021/11/16	153.57		153.57		R <input type="checkbox"/>	Maintenance Contractor
26/02/2021	2021/11/17	1,478.47		1,478.47		R <input type="checkbox"/>	Maintenance Contractor
		<u>153,463.41</u>	<u>288,691.50</u>				

**Bank Reconciliation Statement as at 28/02/2021
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	28/01/2021		84,983.96
			<hr/> 84,983.96
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			84,983.96
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			84,983.96
		Balance per Cash Book is :-	84,983.96
		Difference is :-	0.00

Receipts for Month 11**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 :		166,398.05					166,398.05	
2021/11/01	Banked: 02/02/2021	2.31						
2021/11/01	CCLA	2.31			1090	100	2.31	Interest on PSDA
2021/11/02	Banked: 11/02/2021	949.50						
2021/11/02	Holmfirth Toilets	949.50			1092	100	949.50	Donations
2021/11/03	Banked: 15/02/2021	623.00						
2021/11/03	Holmfirth Toilets	623.00			1092	100	623.00	Donations
Total Receipts for Month		1,574.81	0.00	0.00			1,574.81	
Cashbook Totals		<u>167,972.86</u>	<u>0.00</u>	<u>0.00</u>			<u>167,972.86</u>	

Payments for Month 11

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>
10/02/2021	O2	2021/11/01	68.76		11.46	4805	450	57.30	iPad and Data iPhone upfront
12/02/2021	YLCA	2021/11/02	30.00			4060	110	30.00	Internal Controls Training
12/02/2021	VSafety	2021/11/03	285.60		47.60	4610	350	238.00	Hi-Vis Vests
12/02/2021	JRB Enterprises Ltd	2021/11/04	535.20		89.20	4720	400	446.00	Poo Bags
12/02/2021	KLTV	2021/11/05	800.00			4805	450	800.00	Video Production
12/02/2021	Society Local Council Clerks	2021/11/06	234.00			4265	150	234.00	Full Membership Staff 01
12/02/2021	YLCA	2021/11/07	15.00			4061	150	15.00	Climate Emergency Training
12/02/2021	YLCA	2021/11/08	30.00			4060	110	30.00	Internal Audit Training
15/02/2021	West Yorkshire Pension Fund	2021/11/09	606.72			4000	110	476.72	Pensions - Staff 01 and 02
						4000	450	130.00	Pensions - Staff 03
15/02/2021	Salaries Staff	2021/11/10	1,630.25			4000	110	1,630.25	Salaries Staff 02
15/02/2021	Salaries Staff	2021/11/11	1,372.80			4000	110	1,372.80	Salaries Staff 01
15/02/2021	Salaries Staff	2021/11/12	729.04			4000	450	729.04	Salaries Staff 03
15/02/2021	HMRC	2021/11/15	1,051.75			4000	110	895.81	PAYE Tax and NI - Staff 01 02
						4000	450	155.94	PAYE Tax and NI - Staff 03
16/02/2021	npower	2021/11/13	346.69		57.78	4320	200	288.91	Electricity Holmfirth Toilets
22/02/2021	Kirklees Council	2021/11/14	3,447.98		574.66	4705	400	2,873.32	Christmas Trees
26/02/2021	Maintenance Contractor	2021/11/16	153.57		25.63	4320	200	127.94	Expenses - Toilets
26/02/2021	Maintenance Contractor	2021/11/17	1,478.47			4740	400	362.47	Maintenance - benches shelters
						4320	200	1,116.00	Maintenance - toilets
Total Payments for Month			12,815.83	0.00	806.33			12,009.50	
Balance Carried Fwd			155,157.03						
Cashbook Totals			167,972.86	0.00	806.33			167,166.53	

Receipts for Month 11**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 11

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 11

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 11**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 11**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 :	85,008.96					85,008.96	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>85,008.96</u>	<u>0.00</u>	<u>0.00</u>			<u>85,008.96</u>	

Payments for Month 11

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>
12/02/2021	Handelsbanken	2021/11/18	25.00			4215	150	25.00	Bank Charges
Total Payments for Month			25.00	0.00	0.00			25.00	
Balance Carried Fwd			84,983.96						
Cashbook Totals			85,008.96	0.00	0.00			85,008.96	

Receipts for Month 11**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 11

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 11

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 11

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			1,145.64	
200	HSBC Current A/C			155,157.03	
205	Money Manager - HSBC			55,679.13	
215	Current Account-Handelsbanken			84,983.96	
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		196.05
1092	Toilets Donations	100	Income		1,744.50
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	46,251.20	
4000	Salaries	450	Climate Emergency	7,104.84	
4060	Staff Training	110	Staff Expenditure	492.75	
4061	Councillor Training	150	Administration	313.50	
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	275.00	
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	2,571.00	
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	12,733.67	
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	3,188.00	
4625	Website & Media	350	Publications & Communication	534.00	
4705	Christmas Provision	400	Service Provision	4,064.15	
4710	New Mill - Churchyard	400	Service Provision	691.10	
4720	Dog Waste	400	Service Provision	1,075.48	
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	7,611.89	
4755	Youth Facilities	400	Service Provision	5,000.00	
4805	Community Mobilisation	450	Climate Emergency	4,475.63	
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 :				552,537.21	552,537.21
Difference				0.00	

Detailed Income & Expenditure by Budget Heading 28/02/2021

Month No: 11

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	2	196	750	554			26.1%	
1092 Toilets Donations	1,573	1,745	5,000	3,256			34.9%	
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	1,575	283,316	290,539	7,223			97.5%	0
Net Income	1,575	283,316	290,539	7,223				
110 Staff Expenditure								
4000 Salaries	4,376	46,251	50,000	3,749		3,749	92.5%	
4055 Sub-contractor Services	0	0	5,000	5,000		5,000	0.0%	
4060 Staff Training	60	493	900	407		407	54.8%	
Staff Expenditure :- Indirect Expenditure	4,436	46,744	55,900	9,156	0	9,156	83.6%	0
Net Expenditure	(4,436)	(46,744)	(55,900)	(9,156)				
150 Administration								
4061 Councillor Training	15	314	900	587		587	34.8%	
4200 Chairman's Allowance	0	1,000	1,000	0		0	100.0%	
4205 APS & Petty Cash	0	1,689	1,500	(189)		(189)	112.6%	
4210 Audit	0	973	1,200	227		227	81.1%	
4215 Bank Charges	25	275	50	(225)		(225)	550.0%	
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	0	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	234	2,571	3,000	429		429	85.7%	
4270 Local Council Award Scheme	0	0	100	100		100	0.0%	
4275 Telephone and Broadband	0	241	500	259		259	48.1%	
4280 Civic Regalia	0	0	750	750		750	0.0%	

Detailed Income & Expenditure by Budget Heading 28/02/2021

Month No: 11

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	274	17,749	41,639	23,890	0	23,890	42.6%	0
Net Expenditure	(274)	(17,749)	(41,639)	(23,890)				
<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	1,533	12,734	16,000	3,266		3,266	79.6%	185
4325 Public Toilet - Lettable Space	0	1,625	3,000	1,375		1,375	54.2%	
CASC :- Indirect Expenditure	1,533	39,902	66,000	26,098	0	26,098	60.5%	9,185
Net Expenditure	(1,533)	(39,902)	(66,000)	(26,098)				
6000 plus Transfer from EMR	0	9,185						
Movement to/(from) Gen Reserve	(1,533)	(30,717)						
<u>250 Finance & Management</u>								
4400 Electronic Support	0	2,320	500	(1,820)		(1,820)	464.0%	
4405 Grants	0	5,563	10,000	4,437		4,437	55.6%	
4410 Public Clocks	0	0	600	600		600	0.0%	
Finance & Management :- Indirect Expenditure	0	7,883	11,100	3,217	0	3,217	71.0%	0
Net Expenditure	0	(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	238	3,188	6,000	2,812		2,812	53.1%	
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	238	3,722	9,450	5,728	0	5,728	39.4%	0
Net Expenditure	(238)	(3,722)	(9,450)	(5,728)				

Detailed Income & Expenditure by Budget Heading 28/02/2021

Month No: 11

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	2,873	4,064	5,500	1,436		1,436	73.9%	
4710 New Mill - Churchyard	0	691	400	(291)		(291)	172.8%	
4720 Dog Waste	446	1,075	750	(325)		(325)	143.4%	
4725 Patient Transport Scheme	0	2,000	2,000	0		0	100.0%	
4730 Minibus	0	7,249	24,000	16,751		16,751	30.2%	
4735 Phone Boxes	0	217	300	83		83	72.5%	
4740 Seats & Shelters-Maintenance	362	7,612	12,000	4,388		4,388	63.4%	
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	3,682	27,909	55,450	27,541	0	27,541	50.3%	0
Net Expenditure	(3,682)	(27,909)	(55,450)	(27,541)				
450 Climate Emergency								
4000 Salaries	1,015	7,105	0	(7,105)		(7,105)	0.0%	
4805 Community Mobilisation	857	4,476	17,500	13,024		13,024	25.6%	
4810 Energy Strategy	0	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	0	5,000	1,000	(4,000)		(4,000)	500.0%	
Climate Emergency :- Indirect Expenditure	1,872	19,080	46,000	26,920	0	26,920	41.5%	0
Net Expenditure	(1,872)	(19,080)	(46,000)	(26,920)				
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	1,575	283,316	290,539	7,223			97.5%	
Expenditure	12,035	175,958	290,539	114,581	0	114,581	60.6%	
Net Income over Expenditure	(10,460)	107,357	0	(107,357)				
plus Transfer from EMR	0	20,685						
Movement to/(from) Gen Reserve	(10,460)	128,042						

Holme Valley Parish Council

Bank - Cash and Investment Reconciliation as at 28 February 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

28/02/2021	HSBC Current A/C	155,157.03
28/02/2021	HSBC - Money Manager	55,679.13
28/02/2021	Notice Deposit - Handelsbanken	0.00
28/01/2021	Handelsbanken Current A/C	84,983.96
28/02/2021	CCLA Deposit Fund	75,000.00
28/02/2021	Petty Cash	0.00

370,820.12

All Cash & Bank Accounts

1	HSBC Current A/C	155,157.03
2	Money Manager - HSBC	55,679.13
3	Notice Deposit-Handelsbanken	0.00
4	Current Account-Handelsbanken	84,983.96
5	CCLA Deposit Fund	75,000.00
6	Petty Cash	0.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	370,820.12

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>

<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	
Cashbook	1		11		1,574.81	1,574.81	0.00	
OUTPUT				Total Rate:	Z	2,650.26	2,650.26	0.00
Cashbook	1		10		2,035.67	1,696.36	339.31	
Cashbook	1		11		4,837.80	4,031.47	806.33	
INPUT				Total Rate:	S	6,873.47	5,727.83	1,145.64
Cashbook	1		10		19,736.80	19,736.80	0.00	
Cashbook	4		10		25.00	25.00	0.00	
Cashbook	1		11		7,978.03	7,978.03	0.00	
Cashbook	4		11		25.00	25.00	0.00	
INPUT				Total Rate:	Z	27,764.83	27,764.83	0.00

VAT Return Summary:	Total Outputs	2,650.26	2,650.26	0.00
	Total Inputs	34,638.30	33,492.66	1,145.64
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	1,145.64		
Net VAT to be RECLAIMED	5	1,145.64		
Total sales incl EC Members (Excl VAT)	6	2,650.00		
Total purchases incl EC Members(Excl VAT)	7	33,492.00		
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

**Bank Reconciliation Statement as at 31/03/2021
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	31/03/2021		121,730.02
			<hr/> 121,730.02
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			121,730.02
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			121,730.02
		Balance per Cash Book is :-	121,730.02
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/03/2021
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	31/03/2021		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 31/03/2021
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	31/03/2021		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 31/03/2021
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	31/03/2021		84,958.96
			<hr/> 84,958.96
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			84,958.96
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			84,958.96
		Balance per Cash Book is :-	84,958.96
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/03/2021
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	31/03/2021		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 31/03/2021
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	31/03/2021		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: 11:27

Bank Reconciliation up to 31/03/2021 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 checked="" type="checkbox"/>	Receipt(s) Banked
04/05/2020	2021/01/04		24.11	24.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/05/2020	2021/02/01	445.16		445.16		R <input checked="" type="checkbox"/>	West Yorkshire Pension Fund
19/05/2020	2021/02/02	1,446.26		1,446.26		R <input checked="" type="checkbox"/>	Salaries Staff
19/05/2020	2021/02/03	1,122.12		1,122.12		R <input checked="" type="checkbox"/>	Salaries Staff
19/05/2020	2021/02/04	927.73		927.73		R <input checked="" type="checkbox"/>	HMRC
21/05/2020	2021/02/05	28.20		28.20		R <input checked="" type="checkbox"/>	Plusnet
29/05/2020	2021/02/16	2,000.00		2,000.00		R <input checked="" type="checkbox"/>	Holmfirth Tech
01/06/2020	2020/02/01		440.00	440.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/06/2020	2021/02/02		21.56	21.56		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/06/2020	2021/02/06	300.00		300.00		R <input checked="" type="checkbox"/>	Barnsley Chronicle
03/06/2020	2021/02/07	30.00		30.00		R <input checked="" type="checkbox"/>	Document Logic
03/06/2020	2021/02/08	30.00		30.00		R <input checked="" type="checkbox"/>	Document Logic
03/06/2020	2021/02/09	1,764.00		1,764.00		R <input checked="" type="checkbox"/>	Kirkwells Ltd
03/06/2020	2021/02/10	324.00		324.00		R <input checked="" type="checkbox"/>	Vision ICT
03/06/2020	2021/02/11	15.00		15.00		R <input checked="" type="checkbox"/>	YLCA
03/06/2020	2021/02/12	15.00		15.00		R <input checked="" type="checkbox"/>	YLCA
03/06/2020	2021/02/13	2,271.00		2,271.00		R <input checked="" type="checkbox"/>	YLCA
03/06/2020	2021/02/14	14.39		14.39		R <input checked="" type="checkbox"/>	Staff 02
05/06/2020	2021/02/15	274.25		274.25		R <input checked="" type="checkbox"/>	HMRC
05/06/2020	2021/02/03		26.33	26.33		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/06/2020	2021/03/01		172.00	172.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/06/2020	2021/03/02		2,218.44	2,218.44		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/06/2020	2021/03/27	25.00		25.00		R <input checked="" type="checkbox"/>	Handelsbanken
12/06/2020	2021/03/27		25.00	25.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/06/2020	2021/03/07	445.16		445.16		R <input checked="" type="checkbox"/>	West Yorkshire Pension Fund
17/06/2020	2021/03/08	1,446.26		1,446.26		R <input checked="" type="checkbox"/>	Salaries Staff
17/06/2020	2021/03/09	1,122.12		1,122.12		R <input checked="" type="checkbox"/>	Salaries Staff
17/06/2020	2021/03/10	927.73		927.73		R <input checked="" type="checkbox"/>	HMRC
29/06/2020	2021/03/18	29.53		29.53		R <input checked="" type="checkbox"/>	Plusnet
29/06/2020	2021/03/26	30.00		30.00		R <input checked="" type="checkbox"/>	HCHCT
29/06/2020	2021/03/26	-30.00		-30.00		R <input checked="" type="checkbox"/>	HCHCT
30/06/2020	2021/03/01	18.75		18.75		R <input checked="" type="checkbox"/>	YLCA
30/06/2020	2021/03/02	15.00		15.00		R <input checked="" type="checkbox"/>	YLCA
30/06/2020	2021/03/03	141.59		141.59		R <input checked="" type="checkbox"/>	Grenke
30/06/2020	2021/03/06	1,025.62		1,025.62		R <input checked="" type="checkbox"/>	Maintenance Contractor
30/06/2020	2021/03/05	86.10		86.10		R <input checked="" type="checkbox"/>	Maintenance Contractor
30/06/2020	2021/03/04	237.05		237.05		R <input checked="" type="checkbox"/>	Viking
30/06/2020	2021/03/11	68.74		68.74		R <input checked="" type="checkbox"/>	npower
30/06/2020	2021/03/12	125.55		125.55		R <input checked="" type="checkbox"/>	npower
30/06/2020	2021/03/14	170.00		170.00		R <input checked="" type="checkbox"/>	YLCA
30/06/2020	2021/03/13	15.00		15.00		R <input checked="" type="checkbox"/>	YLCA
02/07/2020	2021/03/02		18.59	18.59		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/07/2020	2021/03/15	249.60		249.60		R <input checked="" type="checkbox"/>	Principal Hygiene
09/07/2020	2021/03/16	49.99		49.99		R <input checked="" type="checkbox"/>	Staff 01
09/07/2020	2021/03/17	14.39		14.39		R <input checked="" type="checkbox"/>	Staff 02
09/07/2020	2021/03/26	30.00		30.00		R <input checked="" type="checkbox"/>	HCHCT
15/07/2020	2021/04/03	445.16		445.16		R <input checked="" type="checkbox"/>	West Yorkshire Pension Fund

Time: 11:27

Bank Reconciliation up to 31/03/2021 for Cashbook No 1 - HSBC Current A/C

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

Time: 11:27

Bank Reconciliation up to 31/03/2021 for Cashbook No 1 - HSBC Current A/C

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
05/09/2020	2021/06/02		1.40	1.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
15/09/2020	2020/06/01	44.76		44.76		R <input checked="" type="checkbox"/>	O2
15/09/2020	2021/06/02	445.16		445.16		R <input checked="" type="checkbox"/>	West Yorkshire Pension Fund
15/09/2020	2021/06/03	1,122.12		1,122.12		R <input checked="" type="checkbox"/>	Salaries Staff
15/09/2020	2021/06/04	1,446.26		1,446.26		R <input checked="" type="checkbox"/>	Salaries Staff
15/09/2020	2021/06/05	927.73		927.73		R <input checked="" type="checkbox"/>	HMRC
15/09/2020	2021/06/06	1,410.47		1,410.47		R <input checked="" type="checkbox"/>	Salaries Staff
17/09/2020	2021/06/07	198.09		198.09		R <input checked="" type="checkbox"/>	West Yorkshire Pension Fund
17/09/2020	2021/06/08	53.66		53.66		R <input checked="" type="checkbox"/>	HMRC
17/09/2020	2021/06/09	1,440.00		1,440.00		R <input checked="" type="checkbox"/>	Barnsley Chronicle
17/09/2020	2021/06/10	300.00		300.00		R <input checked="" type="checkbox"/>	Barnsley Chronicle
17/09/2020	2021/06/11	300.00		300.00		R <input checked="" type="checkbox"/>	Barnsley Chronicle
17/09/2020	2021/06/12	37.98		37.98		R <input checked="" type="checkbox"/>	Document Logic
17/09/2020	2021/06/13	507.60		507.60		R <input checked="" type="checkbox"/>	Vision ICT
17/09/2020	2021/06/14	91.20		91.20		R <input checked="" type="checkbox"/>	Phone Co-op
17/09/2020	2021/06/15	14.39		14.39		R <input checked="" type="checkbox"/>	Staff 02
24/09/2020	2021/06/16	460.00		460.00		R <input checked="" type="checkbox"/>	Cllr 03
28/09/2020	2021/06/17	29.59		29.59		R <input checked="" type="checkbox"/>	Plusnet
01/10/2020	2021/07/01	365.98		365.98		R <input checked="" type="checkbox"/>	Maintenance Contractor
01/10/2020	2021/07/02	2,562.10		2,562.10		R <input checked="" type="checkbox"/>	Maintenance Contractor
01/10/2020	2021/07/03	60.00		60.00		R <input checked="" type="checkbox"/>	Staff 03
01/10/2020	2021/07/04	23.90		23.90		R <input checked="" type="checkbox"/>	Staff 03
01/10/2020	2021/07/05	35.00		35.00		R <input checked="" type="checkbox"/>	Staff 01
01/10/2020	2021/07/07	141.59		141.59		R <input checked="" type="checkbox"/>	Grenke
01/10/2020	2021/07/06	2,000.00		2,000.00		R <input checked="" type="checkbox"/>	Holme Valley Patient Transport
01/10/2020	2021/07/08	1,000.00		1,000.00		R <input checked="" type="checkbox"/>	Honley Business Association
01/10/2020	2021/07/09	1,000.00		1,000.00		R <input checked="" type="checkbox"/>	Honley Business Association
01/10/2020	2021/07/10	900.00		900.00		R <input checked="" type="checkbox"/>	Oates Hanson
01/10/2020	2021/07/01		400.00	400.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/10/2020	2021/07/02		8.38	8.38		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/10/2020	2021/0711	44.76		44.76		R <input checked="" type="checkbox"/>	O2
15/10/2020	2021/07/12	731.45		731.45		R <input checked="" type="checkbox"/>	West Yorkshire Pension Fund
15/10/2020	2021/07/13	1,446.06		1,446.06		R <input checked="" type="checkbox"/>	Salaries Staff
15/10/2020	2021/07/14	1,884.03		1,884.03		R <input checked="" type="checkbox"/>	Salaries Staff
15/10/2020	2021/07/15	1,518.19		1,518.19		R <input checked="" type="checkbox"/>	HMRC
15/10/2020	2021/07/16	917.04		917.04		R <input checked="" type="checkbox"/>	Salaries Staff
16/10/2020	2021/07/17	151.80		151.80		R <input checked="" type="checkbox"/>	Business Stream
22/10/2020	2021/07/18	270.00		270.00		R <input checked="" type="checkbox"/>	Square Peg
22/10/2020	2021/07/19	27.59		27.59		R <input checked="" type="checkbox"/>	Cllr 02 03
22/10/2020	2021/07/20	14.39		14.39		R <input checked="" type="checkbox"/>	Staff 02
22/10/2020	2021/07/21	62.40		62.40		R <input checked="" type="checkbox"/>	Principal Hygiene
22/10/2020	2021/07/22	47.08		47.08		R <input checked="" type="checkbox"/>	Document Logic
22/10/2020	2021/07/23	118.80		118.80		R <input checked="" type="checkbox"/>	Society Local Council Clerks
22/10/2020	2021/07/24	114.53		114.53		R <input checked="" type="checkbox"/>	Viking
22/10/2020	2021/07/25	270.00		270.00		R <input checked="" type="checkbox"/>	Full Life Church Food Bank
27/10/2020	03 and 04		895.28	895.28		R <input checked="" type="checkbox"/>	Receipt(s) Banked
28/10/2020	2021/07/26	29.57		29.57		R <input checked="" type="checkbox"/>	Plusnet
30/10/2020	2021/07/27	92.27		92.27		R <input checked="" type="checkbox"/>	Maintenance Contractor

Time: 11:27

Bank Reconciliation up to 31/03/2021 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: 11:27

Bank Reconciliation up to 31/03/2021 for Cashbook No 1 - HSBC Current A/C

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

Time: 11:27

Bank Reconciliation up to 31/03/2021 for Cashbook No 1 - HSBC Current A/C

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
02/02/2021	2021/11/01		2.31	2.31		R <input type="checkbox"/>	Receipt(s) Banked
10/02/2021	2021/11/01	68.76		68.76		R <input type="checkbox"/>	O2
11/02/2021	2021/11/02		949.50	949.50		R <input type="checkbox"/>	Receipt(s) Banked
12/02/2021	2021/11/02	30.00		30.00		R <input type="checkbox"/>	YLCA
12/02/2021	2021/11/03	285.60		285.60		R <input type="checkbox"/>	VSafety
12/02/2021	2021/11/04	535.20		535.20		R <input type="checkbox"/>	JRB Enterprises Ltd
12/02/2021	2021/11/05	800.00		800.00		R <input type="checkbox"/>	KLTV
12/02/2021	2021/11/06	234.00		234.00		R <input type="checkbox"/>	Society Local Council Clerks
12/02/2021	2021/11/07	15.00		15.00		R <input type="checkbox"/>	YLCA
12/02/2021	2021/11/08	30.00		30.00		R <input type="checkbox"/>	YLCA
15/02/2021	2021/11/09	606.72		606.72		R <input type="checkbox"/>	West Yorkshire Pension Fund
15/02/2021	2021/11/10	1,630.25		1,630.25		R <input type="checkbox"/>	Salaries Staff
15/02/2021	2021/11/11	1,372.80		1,372.80		R <input type="checkbox"/>	Salaries Staff
15/02/2021	2021/11/12	729.04		729.04		R <input type="checkbox"/>	Salaries Staff
15/02/2021	2021/11/15	1,051.75		1,051.75		R <input type="checkbox"/>	HMRC
15/02/2021	2021/11/03		623.00	623.00		R <input type="checkbox"/>	Receipt(s) Banked
16/02/2021	2021/11/13	346.69		346.69		R <input type="checkbox"/>	npower
22/02/2021	2021/11/14	3,447.98		3,447.98		R <input type="checkbox"/>	Kirklees Council
26/02/2021	2021/11/16	153.57		153.57		R <input type="checkbox"/>	Maintenance Contractor
26/02/2021	2021/11/17	1,478.47		1,478.47		R <input type="checkbox"/>	Maintenance Contractor
01/03/2021	2021/12/01	28.30		28.30		R <input type="checkbox"/>	Plusnet
02/03/2021	2021/12/01		2.28	2.28		R <input type="checkbox"/>	Receipt(s) Banked
03/03/2021	2021/12/02	14.39		14.39		R <input type="checkbox"/>	Staff 02
03/03/2021	2021/12/03	16.79		16.79		R <input type="checkbox"/>	Staff 02
03/03/2021	2021/12/04	30.02		30.02		R <input type="checkbox"/>	Document Logic
03/03/2021	2021/12/05	300.00		300.00		R <input type="checkbox"/>	SD & TJ Kirk
03/03/2021	2021/12/06	630.00		630.00		R <input type="checkbox"/>	I & S Windows
03/03/2021	2021/12/07	150.00		150.00		R <input type="checkbox"/>	Holme Start Computers
03/03/2021	2021/12/08	294.85		294.85		R <input type="checkbox"/>	npower
03/03/2021	2021/12/09	1,314.00		1,314.00		R <input type="checkbox"/>	Brighthouse Flooring Co Ltd
03/03/2021	2021/12/10	15.00		15.00		R <input type="checkbox"/>	YLCA
03/03/2021	2021/12/11	5,000.00		5,000.00		R <input type="checkbox"/>	Honley Business Association
03/03/2021	2021/12/12	2,416.28		2,416.28		R <input type="checkbox"/>	West Yorks Combined Authority
03/03/2021	2021/12/13	2,416.28		2,416.28		R <input type="checkbox"/>	West Yorks Combined Authority
03/03/2021	2021/12/14	39.00		39.00		R <input type="checkbox"/>	Sustainable Side-Kicks
03/03/2021	2021/12/15	27.97		27.97		R <input type="checkbox"/>	Staff 03
03/03/2021	2021/12/16	79.99		79.99		R <input type="checkbox"/>	Staff 01
03/03/2021	2021/12/17	30.01		30.01		R <input type="checkbox"/>	Document Logic
03/03/2021	2021/12/18	22.50		22.50		R <input type="checkbox"/>	YLCA
03/03/2021	2021/12/19	40.00		40.00		R <input type="checkbox"/>	Holme Start Computers
05/03/2021	2021/12/02		1.37	1.37		R <input type="checkbox"/>	Receipt(s) Banked
10/03/2021	2021/12/03		200.00	200.00		R <input type="checkbox"/>	Receipt(s) Banked
11/03/2021	2021/12/20	230.88		230.88		R <input type="checkbox"/>	Staff 03
11/03/2021	2021/12/21	556.90		556.90		R <input type="checkbox"/>	Notice Board Co
11/03/2021	2021/12/23	88.80		88.80		R <input type="checkbox"/>	Expocart UK Ltd
15/03/2021	2021/12/24	109.21		109.21		R <input type="checkbox"/>	O2
15/03/2021	2021/12/25	606.72		606.72		R <input type="checkbox"/>	West Yorkshire Pension Fund
15/03/2021	2021/12/26	1,421.85		1,421.85		R <input type="checkbox"/>	Salaries Staff

Bank Reconciliation up to 31/03/2021 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>
15/03/2021	2021/12/27	1,440.80		1,440.80		R <input type="checkbox"/>	Salaries Staff
15/03/2021	2021/12/28	823.04		823.04		R <input type="checkbox"/>	Salaries Staff
16/03/2021	2021/12/29	1,051.75		1,051.75		R <input type="checkbox"/>	HMRC
23/03/2021	2021/12/30	183.17		183.17		R <input type="checkbox"/>	Vaughtons
23/03/2021	2021/12/31	264.47		264.47		R <input type="checkbox"/>	Viking
23/03/2021	2021/12/32	15.00		15.00		R <input type="checkbox"/>	YLCA
23/03/2021	2021/12/33	15.00		15.00		R <input type="checkbox"/>	YLCA
23/03/2021	2021/12/34	300.00		300.00		R <input type="checkbox"/>	Barnsley Chronicle
23/03/2021	2021/12/35	167.24		167.24		R <input type="checkbox"/>	npower
23/03/2021	2021/12/36	6.00		6.00		R <input type="checkbox"/>	Peak Parishes Forum
23/03/2021	2021/12/37	1,757.95		1,757.95		R <input type="checkbox"/>	Zurich Insurance
25/03/2021	2021/12/38	4,620.91		4,620.91		R <input type="checkbox"/>	Norris and Fisher Insurance
25/03/2021	2021/12/39	30.00		30.00		R <input type="checkbox"/>	YLCA
25/03/2021	2021/12/40	30.00		30.00		R <input type="checkbox"/>	YLCA
25/03/2021	2021/12/41	14.39		14.39		R <input type="checkbox"/>	Staff 03
25/03/2021	2021/12/42	82.32		82.32		R <input type="checkbox"/>	Maintenance Contractor
25/03/2021	2021/12/43	1,394.40		1,394.40		R <input type="checkbox"/>	Maintenance Contractor
29/03/2021	2021/12/44	28.63		28.63		R <input type="checkbox"/>	Plusnet
29/03/2021	2021/12/45	199.99		199.99		R <input type="checkbox"/>	Staff 02
29/03/2021	2021/12/46	129.99		129.99		R <input type="checkbox"/>	Staff 02
29/03/2021	2021/12/47	18.99		18.99		R <input type="checkbox"/>	Staff 02
29/03/2021	2021/12/48	80.53		80.53		R <input type="checkbox"/>	Staff 02
29/03/2021	2021/12/49	223.00		223.00		R <input type="checkbox"/>	Society Local Council Clerks
30/03/2021	2021/12/50	14.39		14.39		R <input type="checkbox"/>	Staff 02
30/03/2021	2021/12/51	2,416.28		2,416.28		R <input type="checkbox"/>	West Yorks Combined Authority
30/03/2021	2021/12/52	2,416.28		2,416.28		R <input type="checkbox"/>	West Yorks Combined Authority
30/03/2021	2021/12/53	26.40		26.40		R <input type="checkbox"/>	Zest For Print
		<u>187,094.07</u>	<u>288,895.15</u>				

Time: 11:29

Bank Reconciliation up to 31/03/2021 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 type="checkbox"/>	Handelsbanken
30/04/2020	2021/01/05		14.10	14.10		R <input type="checkbox"/>	Receipt(s) Banked
15/05/2020	2021/02/17	25.00		25.00		R <input type="checkbox"/>	Handelsbanken
29/05/2020	2021/02/04		6.58	6.58		R <input type="checkbox"/>	Receipt(s) Banked
12/06/2020	2021/03/27	25.00		25.00		R <input type="checkbox"/>	HSBC Current A/C
14/07/2020	2021/04/19	25.00		25.00		R <input type="checkbox"/>	Handelsbanken
14/08/2020	2021/05/22	25.00		25.00		R <input type="checkbox"/>	Handelsbanken
14/09/2020	2021/06/18	25.00		25.00		R <input type="checkbox"/>	Handelsbanken
14/10/2020	2021/07/29	25.00		25.00		R <input type="checkbox"/>	Handelsbanken
13/11/2020	2021/08/30	25.00		25.00		R <input type="checkbox"/>	Handelsbanken
14/12/2020	2021/09/31	25.00		25.00		R <input type="checkbox"/>	Handelsbanken
15/01/2021	2021/10/26	25.00		25.00		R <input type="checkbox"/>	Handelsbanken
12/02/2021	2021/11/18	25.00		25.00		R <input type="checkbox"/>	Handelsbanken
12/03/2021	2021/12/54	25.00		25.00		R <input type="checkbox"/>	Handelsbanken
		<u>300.00</u>	<u>20.68</u>				

Receipts for Month 12**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 :		155,157.03					155,157.03	
2021/12/01	Banked: 02/03/2021	2.28						
2021/12/01	CCLA	2.28			1090	100	2.28	Interest on PSDA
2021/12/02	Banked: 05/03/2021	1.37						
2021/12/02	HSBC	1.37			1090	100	1.37	Interest from BMM account
2021/12/03	Banked: 10/03/2021	200.00						
2021/12/03	S Atkin	200.00			1300	100	200.00	Rent - garage - Dover Lane
Total Receipts for Month		203.65	0.00	0.00			203.65	
Cashbook Totals		<u>155,360.68</u>	<u>0.00</u>	<u>0.00</u>			<u>155,360.68</u>	

Payments for Month 12

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>
01/03/2021	Plusnet	2021/12/01	28.30		4.72	4275	150	23.58	Internet and Phone
03/03/2021	Staff 02	2021/12/02	14.39		2.40	4400	250	11.99	Repay for Zoom subscription
03/03/2021	Staff 02	2021/12/03	16.79		2.80	4610	350	13.99	Repay for Listed Buildg applic
03/03/2021	Document Logic	2021/12/04	30.02		5.01	4205	150	25.01	Photocopying
03/03/2021	SD & TJ Kirk	2021/12/05	300.00		50.00	4705	400	250.00	Supply Christmas Trees
03/03/2021	I & S Windows	2021/12/06	630.00			4325	200	630.00	Glass door for Garside buildig
03/03/2021	Holme Start Computers	2021/12/07	150.00			4230	150	150.00	Set up laptops x 2
03/03/2021	npower	2021/12/08	294.85		49.14	4320	200	245.71	Electricity Holmfirth toilets
03/03/2021	Brighthouse Flooring Co Ltd	2021/12/09	1,314.00		219.00	4325	200	1,095.00	Flooring for Gartside building
03/03/2021	YLCA	2021/12/10	15.00			4061	150	15.00	Council Vacancies Training
03/03/2021	Honley Business Association	2021/12/11	5,000.00			4700	400	5,000.00	Grant - towards CCTV
03/03/2021	West Yorks Combined Authority	2021/12/12	2,416.28			4730	400	2,416.28	Bus service for DEC 2020
03/03/2021	West Yorks Combined Authority	2021/12/13	2,416.28			4730	400	2,416.28	Bus service for JAN 2021
03/03/2021	Sustainable Side-Kicks	2021/12/14	39.00			4060	110	39.00	Training - for CEC
03/03/2021	Staff 03	2021/12/15	27.97			4805	450	27.97	Reimbursements
03/03/2021	Staff 01	2021/12/16	79.99			4400	250	79.99	Repay Microsoft 365
03/03/2021	Document Logic	2021/12/17	30.01		5.01	4205	150	25.00	Photocopying
03/03/2021	YLCA	2021/12/18	22.50			4061	150	22.50	Planning Enforcmt Training
03/03/2021	Holme Start Computers	2021/12/19	40.00			4230	150	40.00	Set up email and scanner
11/03/2021	Staff 03	2021/12/20	230.88			4805	450	230.88	Reimbursements
11/03/2021	Notice Board Co	2021/12/21	556.90		92.82	4610	350	464.08	Notice Board
11/03/2021	Expocart UK Ltd	2021/12/23	88.80		14.80	4610	350	74.00	Pavement Sign
15/03/2021	O2	2021/12/24	109.21		18.20	4805	450	91.01	iPad and iPhone
15/03/2021	West Yorkshire Pension Fund	2021/12/25	606.72			4000	110	476.72	Pensions
						4000	450	130.00	Pensions
15/03/2021	Salaries Staff	2021/12/26	1,421.85			4000	110	1,421.85	Salaries Staff 02
15/03/2021	Salaries Staff	2021/12/27	1,440.80			4000	110	1,440.80	Salaries Staff 01
15/03/2021	Salaries Staff	2021/12/28	823.04			4000	450	823.04	Salaries Staff 03
16/03/2021	HMRC	2021/12/29	1,051.75			4000	110	895.81	PAYE Tax and NI - Staff 01 02
						4000	450	155.94	PAYE Tax and NI - Staff 03
23/03/2021	Vaughtons	2021/12/30	183.17		30.53	4280	150	152.64	Chairman Jewel
23/03/2021	Viking	2021/12/31	264.47		18.93	4205	150	245.54	Stationery, Inks, Stamps
23/03/2021	YLCA	2021/12/32	15.00			4061	150	15.00	Grants Training
23/03/2021	YLCA	2021/12/33	15.00			4060	110	15.00	Web Accessibility Training
23/03/2021	Barnsley Chronicle	2021/12/34	300.00		50.00	4610	350	250.00	Holme Valley Review - FEB 2021
23/03/2021	npower	2021/12/35	167.24		7.96	4320	200	159.28	Electricity Holmfirth Toilets
23/03/2021	Peak Parishes Forum	2021/12/36	6.00			4265	150	6.00	Subscription 2021/22
23/03/2021	Zurich Insurance	2021/12/37	1,757.95			4235	150	1,757.95	Insurance HVPC
25/03/2021	Norris and Fisher Insurance	2021/12/38	4,620.91			4235	150	4,620.91	Insurance HCHCT
25/03/2021	YLCA	2021/12/39	30.00			4060	110	30.00	Year End Accounts Training
25/03/2021	YLCA	2021/12/40	30.00			4061	150	30.00	Year End Accounts Training
25/03/2021	Staff 03	2021/12/41	14.39		2.40	4400	250	11.99	Repay for Zoom subscription

Payments for Month 12

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>
25/03/2021	Maintenance Contractor	2021/12/42	82.32		13.74	4735	400	29.50	Expenses - Phone Boxes
						4320	200	39.08	Expenses - Toilets
25/03/2021	Maintenance Contractor	2021/12/43	1,394.40			4740	400	386.40	Maintenance - benches shelters
						4320	200	1,008.00	Maintenance - toilets
29/03/2021	Plusnet	2021/12/44	28.63		4.77	4275	150	23.86	Internet and Phone
29/03/2021	Staff 02	2021/12/45	199.99		33.33	4630	350	166.66	Reimbursement
29/03/2021	Staff 02	2021/12/46	129.99		21.67	4630	350	108.32	Reimbursement
29/03/2021	Staff 02	2021/12/47	18.99		3.17	4630	350	15.82	Reimbursement
29/03/2021	Staff 02	2021/12/48	80.53		13.42	4630	350	67.11	Reimbursement
29/03/2021	Society Local Council Clerks	2021/12/49	223.00			4265	150	223.00	Full Membership - Staff 02
30/03/2021	Staff 02	2021/12/50	14.39		2.40	4400	250	11.99	Repay Zoom subscription
30/03/2021	West Yorks Combined Authority	2021/12/51	2,416.28			4730	400	2,416.28	Bus Service for FEB 21
30/03/2021	West Yorks Combined Authority	2021/12/52	2,416.28			4730	400	2,416.28	Bus service for MAR 2021
30/03/2021	Zest For Print	2021/12/53	26.40		4.40	4610	350	22.00	Sign for Toilets
Total Payments for Month			33,630.66	0.00	670.62			32,960.04	
Balance Carried Fwd			121,730.02						
Cashbook Totals			155,360.68	0.00	670.62			154,690.06	

Receipts for Month 12**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 12

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 12**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 12

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 12**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 :	84,983.96					84,983.96	
	Banked:	0.00						
			0.00				0.00	
	Total Receipts for Month	0.00	0.00	0.00			0.00	
	Cashbook Totals	<u>84,983.96</u>	<u>0.00</u>	<u>0.00</u>			<u>84,983.96</u>	

Payments for Month 12**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>
12/03/2021	Handelsbanken	2021/12/54	25.00			4215	150	25.00	Bank Charges
Total Payments for Month			25.00	0.00	0.00			25.00	
Balance Carried Fwd			84,958.96						
Cashbook Totals			84,983.96	0.00	0.00			84,983.96	

Receipts for Month 12**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 12**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 12**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 12

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			1,816.26	
200	HSBC Current A/C			121,730.02	
205	Money Manager - HSBC			55,679.13	
215	Current Account-Handelsbanken			84,958.96	
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		199.70
1092	Toilets Donations	100	Income		1,744.50
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		900.00
4000	Salaries	110	Staff Expenditure	50,486.38	
4000	Salaries	450	Climate Emergency	8,213.82	
4060	Staff Training	110	Staff Expenditure	576.75	
4061	Councillor Training	150	Administration	396.00	
4200	Chairman's Allowance	150	Administration	1,000.00	
4205	APS & Petty Cash	150	Administration	1,984.58	
4210	Audit	150	Administration	973.31	
4215	Bank Charges	150	Administration	300.00	
4230	Repairs & Maintenance	150	Administration	230.00	
4235	Insurance	150	Administration	6,537.64	
4245	Office Equipment	150	Administration	415.83	
4250	Office/Room Hire	150	Administration	10,000.00	
4265	Subscriptions	150	Administration	2,800.00	
4275	Telephone and Broadband	150	Administration	288.05	
4280	Civic Regalia	150	Administration	152.64	
4298	VAT Error 19/20	150	Administration	71.47	

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>
4310	Holmfirth Civic Hall-Projects	200	CASC	1,149.00	
4315	Other Community Assets	200	CASC	24,394.00	
4320	Public Toilet - Day to Day	200	CASC	14,185.74	
4325	Public Toilet - Lettable Space	200	CASC	3,350.00	
4400	Electronic Support	250	Finance & Management	2,435.75	
4405	Grants	250	Finance & Management	5,563.00	
4505	Neighbourhood Plan	300	Planning	1,470.00	
4610	Publications	350	Publications & Communication	4,012.07	
4625	Website & Media	350	Publications & Communication	534.00	
4630	Special Projects	350	Publications & Communication	357.91	
4700	CCTV	400	Service Provision	5,000.00	
4705	Christmas Provision	400	Service Provision	4,314.15	
4710	New Mill - Churchyard	400	Service Provision	691.10	
4720	Dog Waste	400	Service Provision	1,075.48	
4725	Patient Transport Scheme	400	Service Provision	2,000.00	
4730	Minibus	400	Service Provision	16,913.96	
4735	Phone Boxes	400	Service Provision	246.85	
4740	Seats & Shelters-Maintenance	400	Service Provision	7,998.29	
4755	Youth Facilities	400	Service Provision	5,000.00	
4805	Community Mobilisation	450	Climate Emergency	4,825.49	
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 :				552,740.86	552,740.86
Difference				0.00	

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

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	4	200	750	550			26.6%	
1092 Toilets Donations	0	1,745	5,000	3,256			34.9%	
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	200	900	0	(900)			0.0%	
Income :- Income	204	283,519	290,539	7,020			97.6%	0
Net Income	204	283,519	290,539	7,020				
110 Staff Expenditure								
4000 Salaries	4,235	50,486	50,000	(486)		(486)	101.0%	
4055 Sub-contractor Services	0	0	5,000	5,000		5,000	0.0%	
4060 Staff Training	84	577	900	323		323	64.1%	
Staff Expenditure :- Indirect Expenditure	4,319	51,063	55,900	4,837	0	4,837	91.3%	0
Net Expenditure	(4,319)	(51,063)	(55,900)	(4,837)				
150 Administration								
4061 Councillor Training	83	396	900	504		504	44.0%	
4200 Chairman's Allowance	0	1,000	1,000	0		0	100.0%	
4205 APS & Petty Cash	296	1,985	1,500	(485)		(485)	132.3%	
4210 Audit	0	973	1,200	227		227	81.1%	
4215 Bank Charges	25	300	50	(250)		(250)	600.0%	
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	190	230	1,000	770		770	23.0%	
4235 Insurance	6,379	6,538	2,250	(4,288)		(4,288)	290.6%	
4240 Travel Allowance	0	0	300	300		300	0.0%	
4245 Office Equipment	0	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	229	2,800	3,000	200		200	93.3%	
4270 Local Council Award Scheme	0	0	100	100		100	0.0%	
4275 Telephone and Broadband	47	288	500	212		212	57.6%	
4280 Civic Regalia	153	153	750	597		597	20.4%	

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

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	7,401	25,150	41,639	16,489	0	16,489	60.4%	0
Net Expenditure	(7,401)	(25,150)	(41,639)	(16,489)				
200 CASC								
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	1,452	14,186	16,000	1,814		1,814	88.7%	185
4325 Public Toilet - Lettable Space	1,725	3,350	3,000	(350)		(350)	111.7%	
CASC :- Indirect Expenditure	3,177	43,079	66,000	22,921	0	22,921	65.3%	9,185
Net Expenditure	(3,177)	(43,079)	(66,000)	(22,921)				
6000 plus Transfer from EMR	0	9,185						
Movement to/(from) Gen Reserve	(3,177)	(33,894)						
250 Finance & Management								
4400 Electronic Support	116	2,436	500	(1,936)		(1,936)	487.1%	
4405 Grants	0	5,563	10,000	4,437		4,437	55.6%	
4410 Public Clocks	0	0	600	600		600	0.0%	
Finance & Management :- Indirect Expenditure	116	7,999	11,100	3,101	0	3,101	72.1%	0
Net Expenditure	(116)	(7,999)	(11,100)	(3,101)				
300 Planning								
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)				
350 Publications & Communication								
4600 Community Champion	0	0	250	250		250	0.0%	
4605 Community Engagement	0	0	100	100		100	0.0%	
4610 Publications	824	4,012	6,000	1,988		1,988	66.9%	
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	358	358	1,000	642		642	35.8%	
Publications & Communication :- Indirect Expenditure	1,182	4,904	9,450	4,546	0	4,546	51.9%	0
Net Expenditure	(1,182)	(4,904)	(9,450)	(4,546)				

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

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	5,000	5,000	5,000	0		0	100.0%	
4705 Christmas Provision	250	4,314	5,500	1,186		1,186	78.4%	
4710 New Mill - Churchyard	0	691	400	(291)		(291)	172.8%	
4720 Dog Waste	0	1,075	750	(325)		(325)	143.4%	
4725 Patient Transport Scheme	0	2,000	2,000	0		0	100.0%	
4730 Minibus	9,665	16,914	24,000	7,086		7,086	70.5%	
4735 Phone Boxes	30	247	300	53		53	82.3%	
4740 Seats & Shelters-Maintenance	386	7,998	12,000	4,002		4,002	66.7%	
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	15,331	43,240	55,450	12,210	0	12,210	78.0%	0
Net Expenditure	(15,331)	(43,240)	(55,450)	(12,210)				
450 Climate Emergency								
4000 Salaries	1,109	8,214	0	(8,214)		(8,214)	0.0%	
4805 Community Mobilisation	350	4,825	17,500	12,675		12,675	27.6%	
4810 Energy Strategy	0	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	0	5,000	1,000	(4,000)		(4,000)	500.0%	
Climate Emergency :- Indirect Expenditure	1,459	20,539	46,000	25,461	0	25,461	44.7%	0
Net Expenditure	(1,459)	(20,539)	(46,000)	(25,461)				
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	204	283,519	290,539	7,020			97.6%	
Expenditure	32,985	208,943	290,539	81,596	0	81,596	71.9%	
Net Income over Expenditure	(32,781)	74,576	0	(74,576)				
plus Transfer from EMR	0	20,685						
Movement to/(from) Gen Reserve	(32,781)	95,261						

Holme Valley Parish Council

Bank - Cash and Investment Reconciliation as at 31 March 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2021	HSBC Current A/C	121,730.02
31/03/2021	HSBC - Money Manager	55,679.13
31/03/2021	Notice Deposit - Handelsbanken	0.00
31/03/2021	Handelsbanken Current A/C	84,958.96
31/03/2021	CCLA Deposit Fund	75,000.00
31/03/2021	Petty Cash	0.00

337,368.11

All Cash & Bank Accounts

1	HSBC Current A/C	121,730.02
2	Money Manager - HSBC	55,679.13
3	Notice Deposit-Handelsbanken	0.00
4	Current Account-Handelsbanken	84,958.96
5	CCLA Deposit Fund	75,000.00
6	Petty Cash	0.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	337,368.11

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>

MTD Enabled - Do Not Manually Submit to HMRC

Date: 16/04/2021

Holme Valley Parish Council

Page 1

Time: 11:37

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
Cashbook	1		11		1,574.81	1,574.81	0.00
Cashbook	1		12		203.65	203.65	0.00
		OUTPUT		Total Rate: Z	2,853.91	2,853.91	0.00
Cashbook	1		12		167.24	159.28	7.96
		INPUT		Total Rate: F	167.24	159.28	7.96
Cashbook	1		10		2,035.67	1,696.36	339.31
Cashbook	1		11		4,837.80	4,031.47	806.33
Cashbook	1		12		3,975.64	3,312.98	662.66
		INPUT		Total Rate: S	10,849.11	9,040.81	1,808.30
Cashbook	1		10		19,736.80	19,736.80	0.00
Cashbook	4		10		25.00	25.00	0.00
Cashbook	1		11		7,978.03	7,978.03	0.00
Cashbook	4		11		25.00	25.00	0.00
Cashbook	1		12		29,487.78	29,487.78	0.00
Cashbook	4		12		25.00	25.00	0.00
		INPUT		Total Rate: Z	57,277.61	57,277.61	0.00

VAT Return Summary:	Total Outputs	2,853.91	2,853.91	0.00
	Total Inputs	68,293.96	66,477.70	1,816.26

VAT due in the period on sales and other outputs	Box 1	0.00
VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States	2	<u>0.00</u>
Total VAT due	3	0.00
VAT reclaimed in the period on purchases and other inputs (including acquisitions in Northern Ireland from EU member states)	4	<u>1,816.26</u>
Net VAT to reclaim from HMRC	5	<u>1,816.26</u>
Total value of sales and all other outputs excluding any VAT	6	2,853.00
Total value of purchases and all other inputs excluding any VAT	7	66,477.00
Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States	8	0.00
Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States	9	0.00
VAT on acquisitions of goods and related costs made in Northern Ireland from EU Member States		0.00

Receipts in Advance

A Receipt in advance is where you have received monies for an activity being held in the next Financial Year.

The amount accounted for is the Net amount of the monies received in this financial year which reflect an activity in the next financial year.

				For RBS Staff Only	
Nominal Code	Cost Centre	Description	Net Figure (No VAT)	Debit	Credit
1300	100	S. Atkin Rent - garage - Dover Lane	200		
				200	

Signed _____

Clerk/RFO

For RBS Staff:

Please remember to check that the Net Figure has been quoted.
Receipts In Advance code will be a Creditors code (group 14)

Signed _____

RBS



Disrepair of Watery Lane Allotments Wall

John Ford

Master Dry Stone Waller

Mrs Bennett
Clerk to Holme Valley Parish Council
Holmfirth Civic Hall

14/04/2021

QUOTE FOR REPAIRS

Dear Mrs Bennett

Thank you for the opportunity to prepare this quotation of work regarding dismantling and rebuilding the damaged section of dry-stone wall at the allotments in Holme village.

The following quotation is regarding:

1. Dismantling and repairing the damaged section part way up on the left hand side where the wall appears to have been clipped by a vehicle.

TOTAL £ 190.00 no vat to pay.

I hope this meets with your approval and shall look forward to hearing from you.
If successful I can repair it as soon as confirmation is given..

Yours faithfully,

JOHN FORD

*36 Westfield Avenue
Meltham
Holmfirth
HD9 5PY
Mobile...07814520036
E-mail johnford1313@hotmail.com*



Holme Valley Parish Council

Internal Audit Report [Interim]

Financial Year Ending 31st March 2021

Date of Interim Visit: 26 March 2021

Date Report Issued: 19 April 2021

Status: Final

Prepared by Internal Audit Yorkshire

Internal Auditor: Ms Safia Kauser

Tel: 07553 960 125

Email: info@internalaudityorkshire.co.uk

Web: www.internalaudityorkshire.co.uk

This report must not be reproduced without the prior permission of Internal Audit Yorkshire ©

This internal audit report takes into account the best practice and internal auditing standards referenced within the Practitioners' Guide to Governance and Accountability for Local Authorities.

The Internal audit report should inform the authority's responses to Assertions 2 and 6 in the Annual Governance Statement that forms part of the Annual Governance and Accountability Return [AGAR]. This internal audit report should therefore be made available to support and inform members considering the authority's approval of the annual governance statement.

Internal audit does not involve the detailed inspection of all records and transactions of an authority in order to detect error or fraud.

[Source 'Governance and Accountability for Small Authorities in England Practitioners Guide 2020]

1. Background

- 1.1 Authorities in England operate within a legal framework which provides them with the necessary statutory powers and authority to deliver local public services. Authorities and their clerks/chief executives/RFOs should always be aware of, and have regard to, the legal power they are exercising when deciding on any action including to spend public money.
- 1.2 The proper practices for smaller authorities (Town and Parish Council's) are included in the Governance and Accountability for Smaller Authorities [March 2020], a Practitioners Guide. Smaller authorities in England must complete an Annual Return and an Annual Governance Statement to the public. The Annual Return must be submitted to the external auditor within the statutory deadline of 30 June.

2. Purpose of Internal Audit

- 2.1 Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.
- 2.2 The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective. The internal audit function must be independent from the management of the financial controls and procedures of the authority which are the subject of review. The person or persons carrying out internal audit must be competent to carry out the role in a way that meets the business needs of the authority.
- 2.3 The objectives for Internal Audit Yorkshire are to undertake a programme of work to help discharge the statutory internal audit responsibilities and form a judgement of the effectiveness of internal control arrangements during the financial year. The list is not exhaustive and can vary from each authority who can agree a specific programme of work with its internal auditor provider each year. The key systems and processes will range from:
- Proper book-keeping including the cash book; bank reconciliations
 - Standing orders and financial regulations;
 - Payment controls/petty cash; Income controls;
 - Budgetary controls; Petty cash procedure;
 - Payroll controls; Asset control;
 - Year-end procedures; and risk management arrangements.

3. Our Objectives and Programme of Work

- 3.1 Our programme of cover has been designed to afford reasonable assurance that the Councils financial systems are robust and are operating in an effective manner and in compliance with the statutory legal framework. Our reasonable internal audit assurance definition indicates that 'There is generally a good system of governance, risk management and control in place. Some issues, non-compliance or scope for improvement were identified which may put at risk the achievement of objectives in the control area audited'.
- 3.2 Our work during the interim visit and the year-end visit will enable us to reach judgements on the internal control objectives in the Annual Internal Audit Report which forms part of the Councils Annual Governance and Accountability Return [AGAR].

4. Our Scope of Work During the Interim Visit

4.1 We covered the following areas during our interim visit on the 26th March 2021.

- Book Keeping
- Standing Orders and Financial Regulations
- Payment Controls and Expenditure Testing
- Credit / Debit /Charge Card
- VAT
- Risk Management Arrangements
- GDPR
- Back-up of Electronic Files
- Budgetary Controls and Financial Health
- Income Controls including the precept
- Petty Cash Procedures
- Payroll Controls
- Chairmans Allowances
- Asset Management
- Periodic Bank Reconciliations

We would like to thank the Deputy Clerk and Responsible Financial Officer Mr Rich McGill for all his help and assistance during the audit.

5.1 Findings

5.2 Book Keeping

A	Appropriate accounting records have been kept properly throughout the year.
Aim: To provide assurance that the books of account have been properly kept throughout the year and that data input controls are accurate.	
Internal Audit Response	Yes

5.3 The RFO is responsible for the financial administration of the council in accordance with section 151 of the Local Government Act 1972. The cash book is the main focus for the day-to-day accounting and balancing off and reconciliation to the bank statement, and remains the most important control over the accounting system. The council has started operating the cashbook in a computerised accounting package RBS Omega accounts that is a specialist accounting software for Town and Parish councils.

5.4 The RBS Omega accounts are maintained by the RFO who is responsible for the day-to-day entry book keeping on the accounting system, reconciling the bank accounts, preparing VAT returns for submission and ad-hoc accountancy tasks to assist with the management of the finances. The Parish Council is operating with three bank accounts and one deposit account. The active accounts are:

- 1) HSBC Current Account
- 2) HSBC Money Manager
- 3) Handelsbanken current account
- 4) CCLA – deposit fund

5.5 We reviewed the cashbook to confirm that the previous year's annual return figure in box 7 '£269,150' agreed with the current year's opening balances in the cash book. We can confirm that the documentation reviewed did correspond with the closing balances that had been carried forward correctly to the 01 April 2021.

5.6 The RBS Omega accounts have been maintained well and all entries had been recorded and reconciled to February 2021. We checked a full month of transactions for the period of June to confirm that the accounting entries had been recorded correctly in the cashbook. The entries were verified against the invoices and the bank statements and the online banking transactions. There were no issues identified in this area.

5.7 Standing Orders and Financial Regulations

B This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

Aim: To provide assurance that Standing Orders, Financial Regulations and Appropriate payment controls (payments supported by invoices, expenditure is approved, VAT is correctly accounted for) are in place and are followed.

Internal Audit Response

Yes

5.8 The first step in establishing a financial system is to identify the general rules applicable for the authority to carry out its business. These are set out in the authority's Standing Orders, Financial Regulations and other internal instructions, for example the Scheme of Delegation. The Standing Orders were approved on 29 June 2020. An addendum to the existing standing orders was adopted in May 2020 to govern the remote meetings as a result of the Coronavirus legislation. The Financial Regulations adopted on the 01 June 2020 following an amendment to the existing Financial Regulations (references 4.1 and 5.7). The requirements for formal tenders corresponded correctly in both the Standing Orders and the Financial Regulations.

5.9 The Financial Regulations were initially adopted on the 07 September 2020 following a review by the Policy and Finance committee in July 2020 (minute 20/20). We noted that the front cover of the Financial Regulations stated that they had been formally adopted on the 27th July 2020 but were signed on the 07 September 2020 following formal approval from full council. Care should be taken to ensure that the Finance committee has full authority to make changes to the Financial Regulations and once adopted they become effective. Sometimes a committee can be discharged to reviewing policies but require formal approval at full council at which point the policy becomes effective once it has been ratified by full council.

5.10 Payment Controls and Expenditure Testing

5.11 The payments process should always be carried out in accordance with the authority's Financial Regulations. The authority to spend is set out in the Financial Regulations (FR 4.1) that stipulate that expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000;
- a duly delegated committee of the council for items over £500; or
- the Clerk or Deputy Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1000 Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman. Contracts may not be disaggregated to avoid controls imposed by these regulations.

5.12 Financial Regulation 5.7 requires a record of regular payments made under 5.6 above to be drawn up and be signed by two members on each and every occasion when the payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made. We noted that it was decided

at full council on 14 December 2020 that during the Covid Lockdown period two electronic signatures would be acceptable. This was a temporary measure and would be reviewed when the lockdown ceases.

- 5.13 We reviewed the council minutes and noted that the list of regular payments was presented to full council on 29 June 2020, minute reference 2020/30. The list of regular payments, once passed at Full Council on an annual basis, allows for such payments to be authorised, by two councillors, prior to the schedule of payments coming before a council meeting. The payments are then referred to Council or Finance and Management in due course. These payments can only be up to a value of £500. It allows invoices to be dealt with in a timely manner, even when there is no appropriate council meeting timetabled.
- 5.14 We reviewed the Scheme of Delegation to verify if any committees or Officers had delegated authority to incur expenditure. We noted that all of the councils standing committee with the exception of the staffing committee have delegated budgets:
- 1) **Assets Support Committee** - Approval of expenditure on items included in the approved Committee budget up to the amount specified in the budget.
 - 2) **Finance and Management Committee** - Approval of expenditure on items included in the approved Committee budget up to the amount specified in the budget.
 - 3) **Planning Committee** - Approval of expenditure on items included in the approved Committee budget up to the amount specified in the budget.
 - 4) **Publication and Communication Committee** - Approval of expenditure on items included in the approved Committee budget up to the amount specified in the budget.
 - 5) **Service Provisions Committee**: Approval of expenditure on items included in the approved Committee budget up to the amount specified in the budget.
 - 6) **Staffing Committee**: Responsible for all matters relating to employees, based on recommendations made and agreed by Council, or in line with contractual arrangements. To implement national pay awards.
 - 7) **Climate Emergency Committee**: Approval of expenditure on items included in the approved Committee budget up to the amount specified in the budget.
- 5.15 We reviewed the payments process set out in the council's financial regulations sections 5 and 6. In summary, payments are held back until presented in a schedule and approved by formal resolution by the council or finance committee unless the payment has already been approved as part of the regular payments list. We noted that each payment set-out in the payment schedule corresponded to an authorisation reference that could be linked back to underlying financial records.
- 5.16 All of the council's expenditure transactions are made via bank transfer or direct debit/standing order arrangement. We noted that during lockdown councillors gave consent via email for payments to be made electronically. The online payments were made by the RFO and a copy of the online banking transaction was appended to the invoice for audit purposes. Prior to carrying out expenditure testing, we reviewed the threshold for contract value set out in the councils Financial Regulations. The thresholds for contract value require:
- o £100 - £3,000 – 3 estimates
 - o £3,000 to £25,000 – 3 quotations
 - o £25,000 or above – contracts finder website

5.17 We found that the face of the invoices had recorded details for:

- The legal power for decision
- Council/committee decision details or Officer Delegated authority
- Payment authorisation minute detail
- Signatures of x2 councillors authorising the payment
- Signature of the RFO/Deputy Clerk
- Dates and Details of when the payment was made and signed off by the RFO

5.18 We carried out testing of expenditure transactions for compliance with Financial Regulation contract values (see section 5.16 above):

Date	Payee	Trans Details	Value	Compliance	Comments
31/10/2021	John Ford Maintenance Contractor	Maintenance of toilets, bus shelters, phone boxes, church graveyard	£2,178.93	No	Not on contract. Acknowledged by the RFO. To consider a long term 3-5 year contract following procurement exercise and total contract value
30/11/2021	John Ford Maintenance Contractor	Maintenance of toilets, bus shelters, phone boxes, church graveyard	£1,744.82	No	See comments above
14/01/2020	Hepworth Band	Grant award. Approved by Community assets committee 11 Dec	£2,000	Yes	RFO should ensure that an expenditure audit form is returned with accompanied receipts within 3-6 months of the grant expenditure incurred.
16/12/2020	Friends of Honley	Grant award approved by service provision committee 23 November	£4,000	Yes	See notes above.
25/01/2021	West Yorkshire Combined Authority	Financial Support for Holme Valley Mini Bus Service October (in outlying areas)	£2,416.28	No	Financial support for a number of years. To consider an exemption and add to exemption list in FR 11.1 if deemed appropriate or consider a long-term contract following a procurement exercise.
25/02/2021	West Yorkshire Combined Authority	See above	£2,416.28	No	See comments above.
04/01/2021	Currys	HP Pavillion Laptop	£415.83	No	Verbal quotes obtained via local IT provider.
04/02/2021	Currys	HP Pavillion Laptop	£415.83	No	See notes above.

5.19 We discussed the findings (above) with the RFO during our visit. The council may wish to review their contract values for obtaining 3 estimates for values from £100 to £3,000. In addition to this, the RFO should consider setting up a database for recording all estimates and quotations to ensure that the council can withstand scrutiny. These requirements should be reflected in the Financial Regulations.

5.20 Overall, we found that the RFO has maintained the accounts extremely well and there has been an improvement in the last 12 months with the recommendations that were identified in this area during the 2019/20 interim audit that have been addressed and implemented.

5.21 Credit / Debit / Charge Card

5.22 During our interim visit in 2019/20 we noted that the council was considering a charge card for the Clerk and RFO to use for purchases that could not be made via the normal ordering process for example online purchases and subscriptions. We were informed that the council has not made a decision on this matter although it has been considered by the Finance committee, there appears to be a reluctance to sanction this. Any charge cards should be assigned to a named post holder on the councils accounts. Where the council introduces a charge card it should introduce policies to govern the use of the card that should be included in the councils Financial Regulations. We noted that the RFO has used his personal card to purchase a Zoom subscription to enable the council to hold remote meetings which is contradictory to Financial Regulation 6.20 which states that 'Personal credit or debit cards of members or staff shall not be used under any circumstances'.

5.23 VAT

5.24 The council is not registered for VAT and the RFO has reclaimed VAT on a quarterly basis. The VAT returns are completed via the RBS Omega accounting system that includes checks to verify that the correct VAT entries are recorded within the claim submitted to HMRC. We reviewed the VAT records from the computerised accounting system and carried out a sample of check against the invoices to ensure that the VAT had been correctly claimed. The VAT quarter 1 reclaim is being queried with the RFO and will we review this again at our year-end visit.

Month	Date Submitted	Reclaim (£)
Quarter 1	July 2020	£598.81
Quarter 2	29 October 2021	£1,645.73
Quarter 3	January 2021	£1,072.13

OBJECTIVE B: RECOMMENDATIONS	
R1:	That the Procurement Thresholds for £100 - £3,000 are reviewed. The council may wish to set a threshold of £1,000 to £3,000 for 3 estimates and any values less than £1,000 could be best value for money in accordance with Financial Regulation 10.3.
R2:	That the maintenance contractor contract fees are reviewed. The council to consider a long term 3-5 year contract following procurement exercise having regards to the total contract value.
R3:	That the financial support to West Yorkshire Combined authority is reviewed to ensure compliance with the Financial Regulations. The council could consider an exemption and add this to the exemption list in FR 11.1 if deemed appropriate or consider a long-term contract following a procurement exercise.
R4:	That all grant applicants are requested to submit an grant expenditure audit form with accompany receipts within 3-6 months of the grant expenditure being incurred.

R5:	That the council considers introducing a quotations database for all tenders, quotations and estimates. Estimates and quotes should be recorded in the council or committee minutes and officers should record all tenders, quotations and estimates received in a database created by the RFO. These requirements should be referenced within the councils Financial Regulations under the 'Contracts' section.
R6:	Where the council introduces a charge card, it is recommended that the operation of the charge card follows the requirements of the Financial Regulations and that appropriate procedures are in place to manage their use. Procedures should include the limit of the cards, designated card holders and a process in place for cancellation in the event that the card holder leaves.

5.25 Risk Management Arrangements

C	This authority assessed the significant risks to achieving it's objectives and reviewed the adequacy of arrangements to manage these.
Aim: To obtain assurance that risk management arrangements are adequate to manage all identified risks.	
Internal Audit Response	Yes

- 5.26 Risk management is the process whereby authorities methodically address the risks associated with what they do and the services which they provide. Risk management is an ongoing activity that comprises four elements: identifying risks; assessing risks; addressing risks; and reviewing and reporting. This is demonstrated by key documents the council should have in place which include a Risk Assessment and a system of internal controls. This should be reviewed and adopted by the authority at least on an annual basis or when the risks change.
- 5.27 We reviewed the risk assessment document that was presented and adopted in July 2020. A separate activity-based risk assessment was carried out for the offices due to the Covid-19 pandemic. We noted that there was no homeworking risk identified ie confidentiality and that the council has no homeworking policy in place. The Risk assessment document identified the risk rating and impact but there was no risk rating criteria to determine the management of the risks and to bring the risk rating down to a tolerable level. This was discussed with the RFO who agreed to include a rating criterion and an example was show to the RFO during the visit. Although the risk assessment was to be revisited in September 2020, we note that it wasn't presented but we are informed its due to be submitted to full council next month for review. Overall the risk assessment document was adequate for the size and activities of the council.
- 5.28 The council adopted an internal control checklist at their meeting held on the 12th October 2020 and a member was appointed to carry out the checks. We understand that the member has received copies of the cashbook and bank statements but has been unable to complete the checks as it would require a visit to the offices which cannot be undertaken due to the Covid-19 pandemic. Internal control checks would assist the council with responding to assertion two on their annual governance statement at year end.
- 5.29 The Councils Financial Regulations, section 17.1 refer to 'risk management policy statements'. The council does not have a Risk Management Policy in place. We would recommend that a policy is introduced as it will assist both members and officers in the discharge of their responsibilities in accordance with the Financial Regulations. An example of this policy was shared with the RFO during the visit.

5.30 The insurance policy was reviewed. The main insurable risks of public liability, employer’s liability and fidelity guarantee were in place. On inspection of the insurance documents, a list of specific council assets was insured in separate categories on the insurance document. There were no issues raised in this area.

5.31 General Data Protection Regulations [GDPR]

5.32 The General Data Protection Regulations came into force on the 25 May 2018. During our 2019/20 visit we recommended that the council should introduce relevant GDPR policies using the SLCC GDPR checklist. We noted that this recommendation has been addressed and the council has adopted several GDPR related policies that are accessible from the council’s website.

5.33 Back-Up of Electronic Files

5.24 The council continues to have arrangements in place for the back-up of data on a cloud system in addition to a hard drive back-up which is kept away from the offices.

OBJECTIVE C: RECOMMENDATIONS	
R7:	That the Councils considers developing and adopting Risk Management Statements and Policies in accordance with Financial Regulation 17.1.
R8:	That internal control checks are carried out on an annual basis and formally recorded in the council minutes. Carrying out internal control checks would assist the council to responding to assertion two in the annual governance statement at year end.

5.35 Budgetary Controls and Financial Health

D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored and reserves were appropriate.
Aim: Verify the annual precept request is the result of a proper budget process, that budget progress has been regularly monitored and the Councils reserves are appropriate.	
Internal Audit Response	Yes

5.36 The preparation of an annual budget is one of the key statutory tasks to be undertaken by an authority, irrespective of its size. The budgets purpose is to assist the authority in setting the precept for the year, [subject to the authority’s Financial Regulations] it gives the clerk and other officers overall authority to make spending commitments in accordance with the plans approved by members; and it provides a basis for monitoring progress during the year by comparing actual spending against planned spending.

5.37 The Governance and Accountability Practitioners Guide provides detailed information of each key stage and order the council should consider in the budgeting process. These include:

- Deciding the form and level of detail of the budget;
- Reviewing the current year budget and spending;
- Determining the cost of spending plans;
- Assessing the levels of income;
- Bringing together spending and income plans;
- Providing for contingencies and consider the need for reserves;

- Approving the budget;
- Confirming the precept or rates and special levies; and
- Reviewing progress against the budget regularly throughout the year.

5.38 The Councils budgeting and forward planning process is stipulated in Financial Regulation 3.1. In summary it requires each spending committee to submit their proposals to the council no later than the end of November. The Finance Committee at their meeting held on the 30 November reviewed the draft budget comprising of committee bid for submission to full council. We reviewed the budget documents and found that budget did not include a three-year forecast of receipts and payments. Although the budget document includes a detailed breakdown of income, expenditure and reserves, we noted that these spending plans were not brought together to show how it contributed towards the budget setting. For example, the budget should indicate a breakdown showing the calculation of the opening balances at 01 April 2021, projected net expenditure at 31 March 2021 (income less expenditure), earmarked/contributions to/from reserves plus the budget for the new financial year and the calculation for the precept.

5.39 The budget for the current year was reviewed by the standing committees using the RBS omega accounting reports. We reviewed the level of reserves and found that the general reserves were appropriate and within the recommended amounts referenced within the practitioners guide.

OBJECTIVE D: RECOMMENDATIONS

R9:	That the council follows the budgeting process as set out within the guidance contained within the practitioner’s guide and that the budget document shows the calculations of the budget that determines the precept including a three year forecast as set out in Financial Regulation 3.1
------------	--

5.40 Income Controls Including the Precept

E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Aim: Obtain assurance that income controls are in place and operating effectively.

Internal Audit Response Yes

5.41 The precept represented the largest income received by the council. We tested the precept approved by the council on the January 2020 to confirm that it agreed to the authority notification and the money received and banked. The precept of £279,119 included a special expense grant of £3,248. The first instalment was received and banked from Kirklees council on the 01/05/2020 sum of £139,119 and the second instalment of £140,000 was paid on the 01/11/2020.

5.42 Other income sources are from allotments and garage plot where all income has been received (£940.00). The allotment rents have remained the same since 2014 although they have been reviewed on an annual basis with the exception of this year due to Covid-19. Toilet donations are normally received in the region of £5,000 however due to the Covid-19 pandemic this income has been greatly

reduced and year to date figures at 28 February 2021 show income of £1,745. We discussed the collection of toilet donations with the RFO and we were informed that monies are collected by the maintenance contractor and paid into the post office. The council should ensure that collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO in accordance with Financial Regulation 9.1.

5.43 Checks were carried against the bank statements to confirm that the VAT reclaims were received and banked:

- Quarter 1 - £6,516.93 – received on 17 July 2020 –
- Quarter 2 - £1,645.73 – received on 04 November 2020
- Quarter 3 - £1,072.13 – received on 15 January 2021

5.44 Petty Cash Procedures

F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.

Aim: Petty Cash: Obtain assurance that income controls are in place and operating effectively.

Internal Audit Response

Yes

5.45 Financial Regulation 6.21 stipulates that the council will not hold any form of cash float. We understand that the previous float, cash balance of £95.02 was paid back into the councils bank accounts in December 2020. The finance committee minutes 2021/37 indicate that the RFO/Deputy Clerk reported that, under its latest Financial Regulations, the Parish Council had approved ending its Petty Cash system. There is £95.02 in the cash box that was authorised to be paid back into the councils bank accounts.

5.46 Payroll Controls

G Salaries to employees and allowances to members were paid in accordance with the authority's approval, and PAYE and NI requirements were properly applied.

Aim: Obtain assurance that payroll costs are supported by employment contracts, expenditure is approved and PAYE/NIC is properly operated. Review Members Allowances to ensure PAYE and NI requirements are met.

Internal Audit Response

Yes

5.47 The council recently employed a third member of staff 'Climate Emergency Officer' on a part time basis in addition to the Parish Clerk and the RFO/Deputy Parish Clerk. The Climate Emergency Co-Ordinator was appointed on the 17 August 2020 on a one-year contract. The payroll continues to be administrated by the RFO using the HMRC basis PAYE tools and eligible employees are part of the Local Government pension scheme. Full council at their meeting held on the 29 June 2020 approved the payments for staff wages, tax, N.I. and pension to be paid by standing order.(Financial Regulations 6.8) It was resolved that if the clerks work overtime, then they are required to record it on their timesheets and take lieu time as agreed with their line manager. This meant that the monthly pay remained constant in accordance with the payroll contracts.

5.48 We reviewed the employment contracts for the three postholders and carried out payroll testing for the month of October which included an additional sum of money for back-pay following the review of SCP pay points by NALC. All employees are paid in arrears on the 15th date of the month. This can present challenges for financial year purposes and we would recommend that the council considers changing the pay date to the end of the month in consultation with the employees.

5.49 We carried out payroll testing for the month of October where calculations were provided on the back-pay due to the pay award and the new incremental increase in accordance with the contracts of employment. We noted some errors in the calculations in the payroll processing which were rectified and the RFO explained the reasons and where the corrections were made.

5.50 We reviewed the payroll RFO Report on Payments re Staffing 2020-21 - explanation of variances. We noted that errors which had been identified by the RFO were reported to members and subsequently corrected. We would recommend that the council should consider outsourcing the payroll to their principal authority payroll department or third-party payroll provider to administer the payroll inclusive of pensions and HMRC contributions but the RFO should always retain responsibility. This will provide the council with comfort that the payroll is being administrated correctly.

5.51 Chairman’s Allowance

5.52 In accordance with the Local Government Act 1972 (s.15) a council can pay its Chairman a reasonable allowance to meet the expenses of the Chairman’s office. The council has agreed to pay its Chairman/Mayor a fixed allowance of £1,000 that was paid in one lump sum. As the Chairman holds an office for tax purposes, any round-sum allowances paid to are subject to PAYE. The council should ensure that the chairman who is in receipt of round-sum allowance must be set up in a PAYE scheme and payment should be made via payroll.

OBJECTIVE G: RECOMMENDATIONS	
R10:	That the council considers outsourcing their payroll to the principal authority or a third-party payroll provider but the RFO should always retain responsibility for payroll management.
R11:	That the chairman’s allowance is paid via the payroll in accordance with the PAYE scheme.

5.53 Asset Register

H	Asset and investments registers were complete and accurate and properly maintained.
Aim:	To provide assurance that all material assets are accounted for correctly
Internal Audit Response	Yes

5.54 An asset register is the starting point for any system of financial control over assets as it facilitates the effective physical control over assets; provides the information that enables the authority to make the most cost-effective use of its capital resources and ensures that no asset is overlooked or underutilised and is therefore used most efficiently. Most assets should be first recorded in the asset register at their actual purchase cost. In some cases, the purchase cost may not be known at acquisition, therefore a nominal fee of £1.00 should be entered. The date of acquisition, location and disposal should be included within the asset register.

5.55 We reviewed the asset register and noted the variances in the asset totals which were identified within the register. The council has adopted an asset register policy which was considered and adopted by full council in July 2020. We would recommend that the asset register policy includes procedures for managing disposals and the method of disposal. There were no other issues identified in this control area.

OBJECTIVE H: RECOMMENDATIONS

R12:	That the Asset Register Policy is updated to include procedures for managing disposals including authorization and method of disposal.
-------------	--

5.56 Periodic Bank Reconciliations

I	Periodic and year-end bank account reconciliations were properly carried out.
Aim:	To provide assurance that bank reconciliations were carried out on a regular basis and reported to Council.
Internal Audit Response	Yes

5.57 The bank reconciliation is a key tool for the management of the accounts as it assists with regular monitoring of cash flow which aids the authority with their decision making. Bank reconciliation statements were carried at month each for each individual bank account and a combined statement of balances was also produced. The bank reconciliation statements have been reported to the council/committee on a regular basis.

5.58 Year End Bank Reconciliation

We will undertake testing in this area at our year-end audit visit.

5.59 Remaining Internal Audit Objectives

- The remaining internal audit objectives (J, K, L, M, N, O) will be considered at the year-end visit.
- Some of these objectives may not apply to the parish council.

6. Other Matters

6.1 We understand that the Clerk has submitted her resignation and is due to leave the council once her successor is appointed. The council should ensure that a business continuity plan is adopted to prevent any significant disruption to the council’s services.

-----END OF REPORT – RECOMMENDATIONS ACTION PLAN ATTACHED -----

Holme Valley Parish Council

Recommendations - Interim Internal Audit Report 2020/21

1. Appendix A – Recommendations Action Plan

No	Recommendation	Page No	Responsible Officer	Committee	Timescale
1	That the Procurement Thresholds for £100 - £3,000 are reviewed. The council may wish to set a threshold of £1,000 to £3,000 for 3 estimates and any values less than £1,000 could be best value for money in accordance with Financial Regulation 10.3.	6			
2	That the maintenance contractor contract fees are reviewed. The council to consider a long term 3-5 year contract following procurement exercise having regards to the total contract value.	6			
3	That the financial support to West Yorkshire Combined authority is reviewed to ensure compliance with the Financial Regulations. The council could consider an exemption and add this to the exemption list in FR 11.1 if deemed appropriate or consider a long-term contract following a procurement exercise.	6			
4	That all grant applicants are requested to submit an grant expenditure audit form with accompany receipts within 3-6 months of the grant expenditure being incurred.	6			
5	That the council considers introducing a quotations database for all tenders, quotations and estimates. Estimates and quotes should be recorded in the council or committee minutes and officers should record all tenders, quotations and estimates received in a database created by the RFO. These requirements should be referenced within the councils Financial Regulations under the 'Contracts' section.	7			
6	Where the council introduces a charge card, it is recommended that the operation of the charge card follows the requirements of the Financial Regulations and that appropriate procedures are in place to manage their use. Procedures should include the limit of the cards, designated card holders and a process in place for cancellation in the event that the card holder leaves.	7			
7	That the Councils considers developing and adopting Risk Management Statements and Policies in accordance with Financial Regulation 17.1.	8			
8	That internal control checks are carried out on an annual basis and formally recorded in the council minutes. Carrying out internal control checks would assist the council to responding to assertion two in the annual governance statement at year end.	8			

No	Recommendation	Page No	Responsible Officer	Committee	Timescale
9	That the council follows the budgeting process as set out within the guidance contained within the practitioner's guide and that the budget document shows the calculations of the budget that determines the precept including a three year forecast as set out in Financial Regulation 3.1	9			
10	That the council considers outsourcing their payroll to the principal authority or a third-party payroll provider but the RFO should always retain responsibility for payroll management.	11			
11	That the chairman's allowance is paid via the payroll in accordance with the PAYE scheme.	11			
12	That the Asset Register Policy is updated to include procedures for managing disposals including authorization and method of disposal.	12			