

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, 13 JULY 2020 at 7pm** via the **Zoom Teleconferencing Platform** 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.	
2020 01	Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014 As Local (Parish & Town) Council meetings can now be recorded, the Chairman to check if anybody wishes to record the meeting, to ensure reasonable facilities can be provided. As the meeting is a virtual meeting, the Deputy Clerk/RFO will be recording the meeting	7.15 pm
2020 02	To accept apologies for absence	7.16 pm
2020 03	To receive Members' personal and disclosable pecuniary interests in items on the agenda	7.17 pm
2020 04	To receive Officers' personal and disclosable pecuniary interests in items on the agenda	7.18 pm
2020 05	To consider written requests for new DPI dispensations	7.19 pm
2020 06	To consider whether items on the agenda should be discussed in private session	7.20 pm
2020 07	To confirm the Minutes of the previous Committee meeting - To note the Minutes of the Finance & Management Committee Meeting held on 2 March 2020, numbered 1920 74 to 1920 98 inclusive – previously distributed; already confirmed by Council (B)	7.21 pm
2020 08	Schedules of Accounts for Payment (1) To approve the full Schedule of Accounts for June 2020, part approved by Council already (C) (2) To note, the Chairman has made no expenditure or donations in the interim	7.25 pm
2020 09	Financial Statements - To approve accounting summaries – copies enclosed	7.28 pm
	For February 2020 (D): (1) Receipts to 05 March 2020 (2) Payments to 05 March 2020 (3) Bank Reconciliation All Accounts (to 5 March 2020) (4) Year-to-date Budget Report to 05 March 2020	

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For March 2020 (E):

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

For April 2020 (F):

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

For May 2020 (G):

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

For June 2020 (H):

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

2020 10	Final Accounts 2019/20	7.45 pm
	- To note the preparations of the final accounts; RFO to report (I) <ol style="list-style-type: none">(1) Budget and Reserves at 31 March 2020(2) Balance Sheet at 31 March 2020(3) Statement of Income and Expenditure at 31 March 2020(4) AGAR(5) Reconciliation of Box 7 and Box 8.	
	<p>All the paperwork for last year's accounts has been uploaded to the website, - accessible through Quick Links from the Home Page.</p> <p>Similarly, this current year's accounts are uploaded month on month for Councillors and the public to review should they wish to.</p>	
2020 11	Internal Audit	8.05 pm
	- To note, Internal Audit Yorkshire has completed the draft Year End Internal Audit Report; RFO to report	
2020 12	Budget/Precept 2020-21	8.15 pm
	- To note, the precept is being received in two instalments this year. The first of £139119 was received 1 May 2020; the second of £140000 will be received 1 November 2020.	
2020 13	Anchor Tenancy - Holmfirth Civic Hall	8.20 pm
	- To note, the RFO has paid the annual rent on the Council office.	
2020 14	Tenancies	8.21 pm
	- To note, the Council has received all payments for its tenancies.	
2020 15	Bank Matters	8.25 pm
	- To consider, the direct debit request of Grenke who lease us the photocopier. Grenke want the Council to pay by direct debit; it was part of the initial leasing agreement. The	

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cost is £141.59/quarter.

2020 16	Statement of Intent on Training	8.30 pm
	- To receive report of any training by Councillors and Officers since the last Finance and Management meeting, – attendees to report	
2020 17	Rialtas Omega Accounting Software	8.35 pm
	- The RFO has contacted Rialtas confirming our intent to use the Omega accounting package for the current financial year 2020/21. Rialtas are uploading our financial records and budget onto their servers. The Clerk and RFO are undergoing training in the new system next Monday.	
2020 18	NALC/YLCA	8.40 pm
	- To note, the meetings of the South Pennine Branch of YLCA will continue to be held virtually using the Go To Meeting platform until further notice.	
2020 19	Grants	8.45 pm
	- To note, the RFO has uploaded details of all last year’s grants onto the website, accessible from the Home Page Quick Links. He and the Clerk are also maintaining a running record of grants awarded this current year, again, in the Quick Links from the Home Page.	
	– To consider implications of the deliberations of the Grants Working Party, - Clerk to report	
2020 20	Bank Reconciliations against Bank Statements by a member of the Committee	8.50 pm
	- Cllr Feeney has undertaken this task under lockdown – RFO to report (J)	
2020 21	Representation	8.59 pm
	- To receive report (if any) of representatives to outside bodies	
	Close of Meeting	9.00 pm

Richard McGill

Mr Richard McGill
Responsible Finance Officer to the Council

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MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 2nd MARCH 2020

Those present:

Chairman: Cllr RP Dixon

Councillors: Cllrs M Blacka, D Carré, P Colling, P Davies, RP Dixon, S East, B Feeney, D Gould, D Hall, R Hogley, M Pogson, S Sheard

Officer: Mr Richard McGill

Also present: Mrs E Bennett, Clerk to the Council

Welcome

Chairman, Cllr RP Dixon welcomed Committee members and members of the public to the meeting

Public Question Time

Nine members of public were present to submit applications for grants to the Committee.

One group came to represent Honley Under 15s Football Club who were planning a trip to Spain in April. Unfortunately, this application was not on the agenda for the meeting. The Chairman asked the Club in any case to present their application. The Club were looking for a grant of £560.00 to pay for coach travel to and from Manchester Airport for the group. The Club had already raised £14000. The total cost of the project was likely to be £16000.

A second group came to represent Holmfirth and District Bowling Club. The Club were petitioning for £7500 towards the cost of developing a new toilet block, - the gents toilets having previously been condemned, - including disabled facilities. The group were keen to emphasise that their Club was very inclusive and welcomed older people, people with physical disabilities and health conditions, people with learning disabilities and so on.

RESOLVED:

With regard to the Honley Under 15s FC application, given that members had not had a chance to review the application pack, the final decision would have to lie with full Council meeting on 23/03/2020. The Chairman said he would ensure that the application was considered at that meeting, and the Clerk assured those present that the item would be on the agenda.

Regarding the Bowling Club grant application, the Committee agreed to assess the grant application at the meeting but advised that they needed to defer the final decision-making on the application on the grant to full Council because the request was above the £5000 threshold.

Regarding both applications, the Chairman asked that, if the applications were successful, the Clubs would report back to Committee on their projects.

1920 74 Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014

There were no requests to record the meeting.

1920 75 To accept apologies for absence

RESOLVED: Apologies for absence were accepted from Cllr Colling and Cllr East. No apologies were received from Cllr J Sweeney.

1920 76 To receive Members' personal and disclosable pecuniary interests in items on the agenda

Cllr Blacka and Cllr Davies disclosed a personal interest as governors of Hepworth School with Agenda Item 1920 80 Application iii).

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1920 77 To consider written requests for new DPI dispensations

None received.

1920 78 To consider whether items on the agenda should be discussed in private session

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

1920 79 To confirm the Minutes of the previous Committee meeting

RESOLVED: That the Minutes of the Finance & Management Committee Meeting held on 20 January 2020, numbered 1920 54 to 1920 73 inclusive –previously distributed – be approved.

1920 80 Applications for Grant

- i) Committee considered a grant application from Holmfirth and District Bowling Club for £7500 towards disabled access toilet facilities.

RESOLVED: Decision on this application was deferred to full Council because the value of the grant was over £5000. The request would be determined against the Community Assets Support Budget.

- ii) Committee considered a grant application from Wooldale Community Association for £2000 towards resurface of children's outdoor play area

RESOLVED: Decision on this application was also deferred to full Council because the value of the grant was higher than the Finance and Management Grants threshold of £1000.

- iii) Committee considered a grant application from Hepworth Junior and Infants School for £1000 towards purchase of RIDAN Food Waste Composter

RESOLVED: Committee resolved, again, to defer decision on this application to full Council with a view to potentially using/viring money from the Climate Emergency Standing Committee for this application.

- iv) Committee considered a grant application from 1st Holme Valley Holmfirth Scouts for £360 training costs for an Explorer Scout attending a scouting event in Canada.

RESOLVED: Committee resolved to authorise the award of this grant.

Committee discussed the application from Honley Under 15s FC for which Committee had not had oversight of the application pack.

RESOLVED: Committee agreed to recommend this application for £560 to full Council subject to the Clerk and Chair reviewing the application paperwork together, and further subject to approval at full Council.

1920 81 Accounts for Payment

(1) **RESOLVED:** The payment of accounts for January 2020 was approved.

(2) **RESOLVED:** There was no expenditure or donations from the Chairman's account. But the RFO reported that £200 had been donated to the Chairman's Account as payment for four years of work on a memorial bench.

1920 82 Financial Statements

(1) Report of Income Received to 05 February 2020 was noted.

(2) Report of Balances held at 05 February 2020 was noted.

(3) The Bank reconciliations report of the main Community Account (to 5 February 2020) was noted.

(4) The Actual versus Budget comparison report for the year to date was noted.

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1920 83 Virements

Committee considered a report from the RFO regarding the need for virements for budgets in deficit as per the Actual versus Budget comparison report.

RESOLVED: Committee approved the list of virements for final ratification at full Council.

1920 84 Investment of Income

The RFO reported on current rates of interest applying to the Council's accounts and the investment of the Council's income. This was noted.

Committee considered the possibility transfer of the money held in the Handelsbanken savings account to a new savings account. The RFO reported that the Financial Services Compensation Scheme only compensates for up to £85000 held with one organisation. It does not compensate with regard to the number of accounts held by the same bank. If HSBC went bust, Holme Valley Parish Council could only claim back £85000 even though we have significantly more than this spread over two accounts.

RESOLVED: The RFO would investigate other savings accounts to try and lessen the risk of liability if banks went bust. The RFO said he would look into all appropriate bank accounts. Advice from YLCA and the Internal Auditor on this matter would be sought.

1920 85 Audit of Accounts

Committee noted the Interim Internal Audit report and action plan for the new Internal Audit process undertaken by Internal Audit Yorkshire.

1920 86 Budget/Precept 2020-21

Committee noted that the precept has been set with Kirklees Council as £275871 plus a Special Expenses Grant of £3248, totalling £279119.

1920 87 List of Regular Payments

Committee considered a proposal from the RFO to authorise a List of Regular Payments at the start of the Council year that would not need to be double-signed by Councillors.

RESOLVED: This proposal was rejected by the Committee as all payment authorisations needed to be double-signed.

1920 88 Anchor Tenancy - Holmfirth Civic Hall

Committee noted the Clerk is meeting with the Chairman of the Holmfirth Civic Hall Community Trust to discuss the Trust's Business Plan and insurance arrangements with a view to sharing experience with the team undertaking the asset transfer of Honley Library.

1920 89 Tenancies

Committee noted that the RFO had written to tenants regarding the renewal of Tenancy Agreements for the next financial year.

1920 90 Fixed Asset Register and Insurance

- The updated Fixed Asset Register was noted.
- The updated Risk Assessment was noted.

RESOLVED: Bearing in mind the Fixed Assets Register and the Risk Assessment, the Committee

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determined to continue the current insurance relationship with Zurich, as agreed, for at least one more year.

1920 91 Bank Matters

Committee noted that bank mandates with HSBC have now been arranged; all Chairmen and the Clerk are on the mandates except, currently, the chair of the Climate Emergency Standing Committee.

RESOLVED: Committee agreed that the Officers should have a facility to enable them to pay for online purchases without having to use their own debit cards. Officers would investigate the facility for debit cards when opening additional bank accounts. Officers would also investigate the practicability of Prepaid Cards where money is loaded onto the card and can then be used as a debit card.

1920 92 Policy Matters

RESOLVED: Committee resolved to recommend the draft Holme Valley Parish Council Financial Regulations based on the revised NALC model Financial Regulations to full Council 23/03/2020.

Committee noted in addition that the Clerk is additionally reviewing Holme Valley Parish Council's Standing Orders and Scheme of Delegation ahead of the full Council meeting.

1920 93 Statement of Intent on Training

Cllr Gould reported positively regarding his experience of Councillor Training held on an evening.

RESOLVED: Cllr Gould said he would prefer more evening training sessions.

Cllr Blacka reported on undertaking a YLCA Webinar on Meeting Procedures and felt that she had learned a lot.

RESOLVED: Cllr Blacka said she would welcome the opportunity to do more training.

RESOLVED: Other Councillors had booked to undertake training.

1920 94 Rialtas Omega Accounting Software

The RFO reported on the demonstration of the Rialtas Accounting Package for Councils attended by himself, the Clerk and two Councillors.

RESOLVED: The RFO to commit to purchasing the software package on behalf of the Council.

1920 95 NALC/YLCA

Committee noted that the next meeting of the South Pennine Branch of YLCA was on Wednesday 11 March 1930hrs at Wilsden Village Hall.

RESOLVED: The Clerk would ensure that Cllr Hall and Cllr T Bellamy who are the Council's nominated representatives were aware of the upcoming date.

1920 96 Feedback on Grant Usage

Committee noted the grant report from Holme Valley Sharing Lives.

1920 97 Member to verify Bank Reconciliations against Bank Statements

The Committee considered the need to appoint a Member to audit the above on a quarterly basis as per Financial Regulations 2.2.

RESOLVED: Cllr Feeney would undertake this role until May 2020.

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1920 98

Representation

There were no reports of representatives to outside bodies.

Cllr P Davies announced that he was resigning from his position as Vice Chairman of the Finance and Management Standing Committee as he had latterly been appointed Chairman of the Climate Emergency Standing Committee.

Close of Meeting

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Chairman

Holme Valley Parish Council Cash Book 2020-21

HSEC Community Current Account

Payments June 06 2020 to July 05 2020:

HVPC ref	Payment Date	Payment method	Check / statement	Paid	Supplier	Inv date	Inv number	Services	Net	Vat	Gross	Minute
2021/03/01		BACS	<input checked="" type="checkbox"/>	JUN	YLCA	18/05/2020	183-2021	Webinar Staff 02 Completion of the AGAR	£18.75	£0.00	£18.75	Council 29/06/20
2021/03/02		BACS	<input checked="" type="checkbox"/>	JUN	YLCA	15/06/2020	253-2021	Webinar Dealing with Difficult Issues	£15.00	£0.00	£15.00	Council 29/06/20
2021/03/03		BACS	<input checked="" type="checkbox"/>	JUN	Grenke			Photocopy Lease	£117.99	£23.60	£141.59	Council 29/06/20
2021/03/04		BACS	<input checked="" type="checkbox"/>	JUN	Viking	03/06/2020	305067	Stationery, ink, stamps etc	£216.71	£20.34	£237.05	Council 29/06/20
2021/03/05		BACS	<input checked="" type="checkbox"/>	JUN	Maintenance Contractor			Expenses - i) benches/shelters; ii) toilets	£72.92	£13.18	£86.10	Council 29/06/20
2021/03/06		BACS	<input checked="" type="checkbox"/>	JUN	Maintenance Contractor	31/05/2020	073	Maintenance - i) benches/shelters; ii) toilets	£1,025.62	£0.00	£1,025.62	Council 29/06/20
2021/03/07		BACS	<input checked="" type="checkbox"/>	JUN	WYPF			Pensions	£445.16	£0.00	£445.16	Council 29/06/20
2021/03/08		BACS	<input checked="" type="checkbox"/>	JUN	Staff 01			Salary - June	£1,446.26	£0.00	£1,446.26	Council 29/06/20
2021/03/09		BACS	<input checked="" type="checkbox"/>	JUN	Staff 02			Salary - June	£1,122.12	£0.00	£1,122.12	Council 29/06/20
2021/03/10		BACS	<input checked="" type="checkbox"/>	JUN	HMRC			PAYE Tax and NI contributions	£927.73	£0.00	£927.73	Council 29/06/20
2021/03/11		BACS	<input checked="" type="checkbox"/>	JUN	Npower			Electricity Toilets	£65.47	£3.27	£68.74	Council 29/06/20
2021/03/12		BACS	<input checked="" type="checkbox"/>	JUN	Npower			Electricity Toilets	£119.57	£5.98	£125.55	Council 29/06/20
2021/03/13		BACS	<input checked="" type="checkbox"/>	JUN	YLCA	14/02/2020	740-1920	Webinar Cllr 04 Meeting Procedures	£15.00	£0.00	£15.00	Council 29/06/20
2021/03/14		BACS	<input checked="" type="checkbox"/>	JUN	YLCA	14/02/2020	740-1920	Clerk Training Staff 02	£170.00	£0.00	£170.00	Council 29/06/20
2021/03/15		BACS	<input type="checkbox"/>	JUL	Principal Hygiene	10/06/2020	26938	Supply and Service Sanitary Disposal Units	£208.00	£41.60	£249.60	
2021/03/16		BACS	<input type="checkbox"/>	JUL	Staff 01			Reimburse: Bullguard Anti-virus Subscription	£49.99	£0.00	£49.99	
2021/03/17		BACS	<input type="checkbox"/>	JUL	Staff 02			Reimburse: Zoom Subscription	£11.99	£2.40	£14.39	
2021/03/18		BACS	<input type="checkbox"/>	JUL	Plusnet			Internet and telephone	£24.61	£4.92	£29.53	
2021/03/19		BACS	<input type="checkbox"/>	JUL	Holmfirth & District Bowling Club			Grant: towards disabled toilet facilities	£5,000.00		£5,000.00	
2021/03/20		BACS	<input type="checkbox"/>	JUL	Upperthong Village Hall			Grant: Village Hall improvements	£5,000.00		£5,000.00	
2021/03/21		BACS	<input type="checkbox"/>	JUL	River Holme Connections			Grant: Thongsbridge Riverside Project	£4,994.00		£4,994.00	
2021/03/22		BACS	<input type="checkbox"/>	JUL	Brockholes Village Trust			Grant: fencing to boules court	£2,000.00		£2,000.00	
2021/03/23		BACS	<input type="checkbox"/>	JUL	Wooldale Community Association			Grant: resurface children's play area	£2,000.00		£2,000.00	
2021/03/24		BACS	<input type="checkbox"/>	JUL	Holmbridge Cricket Club			Grant: pavilion renovation	£5,000.00		£5,000.00	
2021/03/25		BACS	<input type="checkbox"/>	JUL	Holmfirth Civic Hall Community Trust			Grant: towards deep clean of the Civic Hall	£1,000.00		£1,000.00	
2021/03/26		BACS	<input type="checkbox"/>	JUL	Holmfirth Civic Hall Community Trust			Reimbursement for Joint Membership of Yorkshire First charity	£30.00		£30.00	
									£31,096.89	£115.29	£31,212.18	

Holme Valley Parish Council Cash Book 2019-20

HSBC Community Current Account

Receipts February 06 2020 to March 05 2020:

Date	Check v statement	Income from	Description	Amount
05/02/2020		Opening Cash Book Balance	Balance carried FWD	<u>£74,852.91</u>
1920/11/01	14/02/2020	Tenant GE	Cheque to pay for allotment 1/4 year	£5.00
1920/11/02	14/02/2020	HMRC	VAT Repayment	£732.74
1920/11/03	17/02/2020	Toilet Donations	Toilet Donations deposited in Post Office	£169.00
1920/11/04	25/02/2020	Toilet Donations	Toilet Donations deposited in Post Office	£168.00
1920/11/05	03/03/2020	CCLA Account	Interest on Public Sector Deposit Account	£41.12
1920/11/06	05/03/2020	HSBC Interest	Re: BMM Account 41061348	£27.76
			Total Receipts this month	<u>£1,143.62</u>
			Total credit to this account:	<u>£75,996.53</u>

Holme Valley Parish Council Cash Book 2019-20

HSBC Community Current Account

Payments February 06 2020 to March 05 2020:

HVPC ref	Date	Payment method	Check v statement	Paid	Supplier	Inv date	Inv number	Services	Net	Vat	Gross
1920/11/01	12/02/2020	BACS	<input checked="" type="checkbox"/>	FEB	YLCA	23/01/2020	684-1920	Webinar Powers & Policies EB	£15.00		£15.00
1920/11/02	12/02/2020	BACS	<input checked="" type="checkbox"/>	FEB	YLCA	09/10/2019	517-1920	Local Council Finance RM	£115.00		£115.00
1920/11/03	12/02/2020	BACS	<input checked="" type="checkbox"/>	FEB	YLCA	09/10/2019	516-1920	Clerks Induction Day RM	£115.00		£115.00
1920/11/04	12/02/2020	BACS	<input checked="" type="checkbox"/>	FEB	YLCA	06/08/2020	400-1920	Off to a Flying Start DG	£57.50		£57.50
1920/11/05	12/02/2020	BACS	<input checked="" type="checkbox"/>	FEB	Script Media	24/01/2020	S000006517	Holme Valley Review	£250.00	£50.00	£300.00
1920/11/06	12/02/2020	BACS	<input checked="" type="checkbox"/>	FEB	Kirkwells Ltd	05/02/2020	882	HV Neighbourhood Plan Stage 2	£490.00	£98.00	£588.00
1920/11/07	12/02/2020	BACS	<input checked="" type="checkbox"/>	FEB	SLCC	24/01/2019	ORD506412	Local Council Administration 11th Edn	£108.79		£108.79
1920/11/08	12/02/2020	BACS	<input checked="" type="checkbox"/>	FEB	Document Logic	05/02/2020	326923	Photocopier Usage	£15.41	£3.08	£18.49
1920/11/09	12/02/2020	BACS	<input checked="" type="checkbox"/>	FEB	Document Logic	30/11/2019	326242	Photocopier Usage	£34.29	£6.86	£41.15
1920/11/10	12/02/2020	BACS	<input checked="" type="checkbox"/>	FEB	Npower	07/02/2020	LGWF2PW2	Electricity for toilets NOV-JAN	£255.44		£255.44
1920/11/11	03/03/2020	BACS	<input checked="" type="checkbox"/>	FEB	JRB Enterprise Ltd	05/02/2020	20857	Pooh Bags	£446.00	£89.20	£535.20
1920/11/12	03/03/2020	BACS	<input checked="" type="checkbox"/>	FEB	Kirkwells Ltd	12/02/2020	886	Further work on NDP	£1,470.00	£294.00	£1,764.00
1920/11/13	18/02/2020	BACS	<input checked="" type="checkbox"/>	FEB	WYPF			February Pensions	£445.16		£445.16
1920/11/14	18/02/2020	BACS	<input checked="" type="checkbox"/>	FEB	Staff 01			February Salary	£1,437.50		£1,437.50
1920/11/15	18/02/2020	BACS	<input checked="" type="checkbox"/>	FEB	Staff 02			February Salary	£1,113.16		£1,113.16
1920/11/16	18/02/2020	BACS	<input checked="" type="checkbox"/>	FEB	HMRC			Tax and NI February	£949.23		£949.23
1920/11/17	03/03/2020	BACS	<input checked="" type="checkbox"/>	FEB	Friends OF Cliff Rec			Grant - VE Day commemoration	£200.00		£200.00
1920/11/18	03/03/2020	BACS	<input checked="" type="checkbox"/>	FEB	Honley Village Community Trust			Grant - VE Day commemoration	£200.00		£200.00
1920/11/19	03/03/2020	BACS	<input checked="" type="checkbox"/>	FEB	Holmfirth WI prattyflowers			Grant - VE Day commemoration	£90.00		£90.00
1920/11/20	03/03/2020	BACS	<input checked="" type="checkbox"/>	FEB	Hade Edge School			Grant - Tour de Yorkshire commemoration	£150.00		£150.00
1920/11/21	03/03/2020	BACS	<input checked="" type="checkbox"/>	FEB	Netherthong Primary School			Grant - Tour de Yorkshire commemoration	£150.00		£150.00
1920/11/22	03/03/2020	BACS	<input checked="" type="checkbox"/>	FEB	Maintenance Contractor			Maintenance Work	£1,139.62		£1,139.62
1920/11/23	27/02/2020	BACS	<input checked="" type="checkbox"/>	FEB	Your PC iFix Station			Repair to laptop	£65.00		£65.00
1920/11/24	28/02/2020	DD	<input checked="" type="checkbox"/>	FEB	Plusnet			Internet and Phone	£25.00	£5.00	£30.00
Total Expenditure this month									£9,337.10	£546.14	£9,883.24

Holme Valley Parish Council Bank Reconciliation Summary: all accounts

End bank balances at 05/03/2020:

HSBC Current Account		£106,136.59
HSBC Business Money Manager Account		£55,679.13
Handelsbanken Current Account		£0.00
Handelsbanken Notice Deposit 35 D Account		£85,251.11
CCLA Public Sector Deposit Fund		£75,000.00
Petty Cash		£95.02
	Total:	£322,161.85

Opening Cash Book balances at 06/02/2020:

HSBC Current Account	£74,852.91
HSBC Business Money Manager Account	£55,679.13
Handelsbanken Current Account	£0.00
Handelsbanken Notice Deposit 35 D Account	£85,244.44
CCLA Public Sector Deposit Fund	£75,000.00
Petty Cash	£95.02
	£290,871.50
	Carried forward from last month:
	£290,871.50

Transfers:

HSBC Current Account	£0.00
HSBC Business Money Manager Account	£0.00
Handelsbanken Current Account	£0.00
Handelsbanken Notice Deposit 35 D Account	£0.00
CCLA Public Sector Deposit Fund	£0.00
Petty Cash	£0.00
	£0.00
	Total:
	£0.00

Receipts:

HSBC Current Account	£1,143.62
HSBC Business Money Manager Account	£0.00
Handelsbanken Current Account	£0.00
Handelsbanken Notice Deposit 35 D Account	£6.67
CCLA Public Sector Deposit Fund	£0.00
Petty Cash	£0.00
	£1,150.29
	Total:
	£1,150.29

Payments:

HSBC Current Account	£9,883.24
HSBC Business Money Manager Account	£0.00
Handelsbanken Current Account	£0.00
Handelsbanken Notice Deposit 35 D Account	£0.00
CCLA Public Sector Deposit Fund	£0.00
Petty Cash	£0.00
	£9,883.24
	Total:
	£9,883.24

Consolidated balances:

HSBC Current Account	£66,113.29
HSBC Business Money Manager Account	£55,679.13
Handelsbanken Current Account	£0.00
Handelsbanken Notice Deposit 35 D Account	£85,251.11
CCLA Public Sector Deposit Fund	£75,000.00
Petty Cash	£95.02
	£282,138.55
	Consolidated Cash Book Balance (carry FWD)
	£282,138.55

Items entered in this Cash Book but not yet paid:

HSBC Community Current Account	1819/02/05	£23.30
HSBC Community Current Account	1920/09/12	£30,000.00
HSBC Community Current Account	1920/10/06	£10,000.00
Total not paid		£40,023.30

Consolidated bank balance:

£322,161.85

Variance (should be ZERO)

£0.00

Budget 2019-20 Year-to-Date

CODE	DESCRIPTION	Original budget	Year End Budget	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Total	Remaining	Code	
				to 5/5	to 5/6	to 5/7	to 5/8	to 5/9	to 5/10	to 5/11	to 5/12	to 5/1	to 5/2	to 5/3				
INCOME	Balance carried forward		4,303.18	4,303.18											£4,303.18			
101	Precept & Council Tax Support grant	100.00%	£275,176.33	£275,176.33	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£275,176.33		101	
105	Interest on Investments	87.62%	£750.00	£98.12	£70.07	£43.39	£50.28	£72.52	£45.65	£45.32	£70.28	£47.16	£45.46	£68.88	£657.13		105	
150	VAT Refund			£0.00	£0.00	£2,698.95	£0.00	£0.00	£0.00	£4,219.25	£0.00	£0.00	£0.00	£732.74	£7,650.94		150	
110	Refunds							£142.30	£0.00	£283.55	£0.00	£0.00	£0.00	£0.00	£425.85		110	
125	Rents - Allotments / Garage plots	70.74%	£940.00	£660.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5.00	£665.00		125	
130	Donations - Holmfirth Public Toilets	73.74%	£6,500.00	£633.00	£615.00	£505.00	£158.00	£827.00	£462.00	£382.00	£475.00	£0.00	£399.00	£337.00	£4,793.00		130	
148	Donation for Bench			£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£200.00	£0.00	£200.00		148	
	Office in toilet building (6 months)	0.00%	£3,000.00															
140	Neighbourhood Planning - grants	0.00%	£3,250.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			140	
146	Insurance recharge to HCHCT			£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£4,729.98	£0.00	£0.00	£0.00	£4,729.98		146	
	Total Other receipts			£1,391.12	£685.07	£3,247.34	£208.28	£1,041.82	£507.65	£4,930.12	£545.28	£4,777.14	£644.46	£1,143.62	£19,121.90			
	Total income/receipts		£289,616.33	£276,567.45	£685.07	£3,247.34	£208.28	£1,041.82	£507.65	£4,930.12	£545.28	£4,777.14	£644.46	£1,143.62	£294,298.23			
	Transfer between accounts			20,000.00											£20,000.00			
				£296,567.45	£685.07	£3,247.34	£208.28	£1,041.82	£507.65	£4,930.12	£545.28	£4,777.14	£644.46	£1,143.62	£314,298.23			
				£296,567.45	£685.07	£3,247.34	£208.28	£1,041.82	£507.65	£4,930.12	£545.28	£4,777.14	£644.46	£1,143.62	£314,298.23			
				OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK				
270	Salaries	81.55%	£41,769	£40,683	£1,426.70	£1,426.70	£1,426.70	£1,426.70	£1,426.70	£5,197.31	£5,920.98	£3,944.85	£3,090.85	£3,945.05	£33,177.39	£7,505.11	270	
271	Sub-contractor Services	97.29%	£10,000	£11,087	£0.00	£0.00	£5,850.00	£400.00	£30.00	£4,506.50	£0.00	£0.00	£0.00	£0.00	£10,786.50	£300.00	271	
	Total staffing	84.92%	£51,769.00	£51,769.00	£1,426.70	£1,426.70	£7,276.70	£1,826.70	£1,456.70	£9,703.81	£5,920.98	£3,944.85	£3,090.85	£3,945.05	£43,963.89	£7,805.11		
200	APS & Petty Cash	88.12%	£1,500	£1,801	£0.00	£127.69	£107.57	£16.09	£522.37	£337.33	£93.40	£200.43	£117.99	£14.54	£1,587.11	£214.00	200	
201	Audit	100.00%	£1,200	£1,898	£0.00	£0.00	£0.00	£575.00	£0.00	£600.00	£0.00	£0.00	£723.31	£0.00	£1,898.31	£0.00	201	
210	Bank Charges	0.00%	£50	£50	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£50.00	£0.00	210	
215	Chairman's Allowance	68.50%	£1,000	£1,000	£50.00	£635.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£685.00	£315.00	215	
220	Civic Regalia	0.00%	£750	£750	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£750.00	£0.00	220	
225	Conferences / Seminars	0.00%	£500	£500	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00	£0.00	225	
230	Contingencies	0.00%	£3,000	£3,000	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£3,000.00	£0.00	230
235	Elections	74.36%	£15,000	£15,000	£0.00	£0.00	£0.00	£361.90	£0.00	£0.00	£0.00	£0.00	£10,792.36	£0.00	£11,154.26	£3,845.74	235	
240	Equipment Maintenance	78.90%	£1,000	£782	£0.00	£0.00	£0.00	£95.00	£213.59	£243.16	£0.00	£0.00	£0.00	£65.00	£616.75	£164.96	240	
245	Insurance	74.39%	£2,250	£2,250	£1,673.79	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,673.79	£576.21	245	
250	Members travel allowance	28.50%	£300	£300	£0.00	£0.00	£0.00	£0.00	£0.00	£85.50	£0.00	£0.00	£0.00	£0.00	£85.50	£214.50	250	
260	Office Equipment	26.31%	£300	£216	£26.19	£30.63	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£56.82	£159.18	260	
265	Office Costs/Room Hire (Anchor Tenancy)	100.00%	£10,000	£10,084	£0.00	£10,000.00	£0.00	£0.00	£24.00	£60.00	£0.00	£0.00	£0.00	£0.00	£10,084.00	£0.00	265	
272	FOIA/EIR requests	0.00%	£500	£500	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00	£0.00	272	
273	Staffing matters inc legal advice	18.51%	£20,000	£12,752	£360.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,000.00	£0.00	£0.00	£0.00	£2,360.00	£10,392.00	273	
275	Subscriptions	81.33%	£3,000	£3,000	£0.00	£2,177.00	£0.00	£0.00	£0.00	£36.00	£0.00	£0.00	£0.00	£227.00	£2,440.00	£560.00	275	
276	Local Council Award Scheme	0.00%	£100	£100	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£100.00	£100.00	276	
280	Telephones	96.20%	£500	£718	£42.32	£41.90	£78.17	£75.16	£73.92	£72.51	£74.55	£89.73	£59.23	£58.52	£691.01	£27.28	280	
285	Training	100.00%	£650	£2,899	£0.00	£112.73	£723.30	£240.00	£94.50	£285.00	£956.69	£0.00	£15.00	£60.00	£411.29	£2,898.51	£0.00	285
	Total Council	62.90%	£61,600.00	£57,599.93	£2,152.30	£13,124.95	£909.04	£1,363.15	£928.38	£1,719.50	£3,124.64	£290.16	£192.22	£11,875.73	£36,231.06	£21,368.87		
	Community Assets Support Committee																	
651	Community	71.17%	£110,000	£108,387	£0.00	£8,500.00	£12,000.00	£287.50	£0.00	£0.00	£0.00	£1,350.00	£30,000.00	£25,000.00	£77,137.50	£31,249.79	651	
625	Insurance recharge to HCHCT		£0	£0	£4,729.98	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£4,729.98	£4,729.98	625	
580	Public toilets day to day	93.37%	£15,000	£16,221	£856.47	£2,216.34	£208.00	£1,189.03	£1,098.62	£1,492.17	£1,856.42	£2,322.60	£208.00	£2,549.76	£15,146.02	£1,075.24	580	
581	Public toilets lettable space			£391	£391.45	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£391.45	£0.00	581	
	Total CASC	77.92%	£125,000	£125,000	£5,977.90	£10,716.34	£12,208.00	£1,476.53	£1,098.62	£1,492.17	£1,856.42	£3,672.60	£30,208.00	£27,549.76	£97,404.95	£27,595.05		
	Finance & Management Committee																	
410	Electronic Support Maintenance	47.10%	£500	£500	£0.00	£0.00	£79.00	£41.62	£0.00	£79.90	£0.00	£35.00	£0.00	£0.00	£235.52	£264.48	410	
415	Grants	95.20%	£10,000	£10,785	£20.00	£0.00	£1,000.00	£854.50	£1,112.00	£2,136.00	£845.28	£3,500.00	£0.00	£800.00	£10,267.78	£517.22	415	
430	Maintenance of Public Clocks	27.61%	£600	£815	£0.00	£0.00	£225.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£225.00	£590.00	430	
431	New office / meeting room	100.00%	£10,000	£10,000	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£10,000.00	£0.00	£10,000.00	£0.00	431	
	Total Finance & Management	93.79%	£21,100	£22,100	£20.00	£0.00	£1,304.00	£896.12	£1,112.00	£2,215.90	£845.28	£3,535.00	£0.00	£10,800.00	£20,728.30	£1,371.70		
	Planning Committee																	
305	Planning E-consultation / Survey		£0	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	305	
310	Neighbourhood Plan	48.79%	£10,000	£10,000	£0.00	£0.00	£80.00	£544.30	£715.10	£600.00	£980.00	£0.00	£0.00	£1,960.00	£4,879.40	£5,120.60	310	
	Total Planning Committee	48.79%	£10,000	£10,000	£0.00	£0.00	£80.00	£544.30	£715.10	£600.00	£980.00	£0.00	£0.00	£1,960.00	£4,879.40	£5,120.60		
	Publications & Communications Committee																	
620	Community Champion	64.24%	£275	£230	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£147.96	£0.00	£0.00	£0.00	£147.96	£82.36	620	
60																		

Holme Valley Parish Council Cash Book 2019-20

HSBC Community Current Account

Receipts March 06 2020 to March 31 2020:

Date	Check / statement	Income from	Description	Amount
05/03/2020		Opening Cash Book Balance	Balance carried FWD	<u>£66,113.29</u>
1920/12/01	13/03/2020	Toilet Donations	Toilet Donations deposited in Post Office	£61.00
1920/12/02	18/03/2020	S. Atkin	Rent 2020-21 Garage (in advance)	£200.00
			Total Receipts this month	<u>£261.00</u>
			Total credit to this account:	<u>£66,374.29</u>

Payments March 06 2020 to March 31 2020:

HVPC ref	Payment Date	Payment method	Check v statement	Paid	Supplier	Inv date	Inv number	Services	Net	Vat	Gross	Minute	Legislation Code	Amount	Legislation Code	Amount
1920/12/01	25/03/2020	BACS	✓	MAR	Document Logic	04/03/2020	327524	Photocopier costs	£23.39	£4.68	£28.07	Council 20200323 1920/185 Delegation to Clerk	LGA 1972 S112	200	£23.39	
1920/12/02	25/03/2020	BACS	✓	MAR	WYCA	25/02/2020	SI01-38273	Bus Service for January 2020	£1,971.00		£1,971.00	Council 20200323 1920/185 Delegation to Clerk	LG&R 1997 sect 30	540	£1,971.00	
1920/12/04	25/03/2020	BACS	✓	MAR	Maintenance Contractor			Expenses	£30.32	£5.41	£35.73	Council 20200323 1920/185 Delegation to Clerk	PHA 1936 S87	580	£30.32	
1920/12/05	12/03/2020	BACS	✓	MAR	Mrs AMH	05/03/2020	1	Supply Microsoft Office 365 subscription	£79.99		£79.99	Council 20200323 1920/185 Delegation to Clerk	LGA 1972 S112	410	£79.99	
1920/12/06	25/03/2020	BACS	✓	MAR	1st Holme Valley (Holmfirth) Scouts			Grant - training for Explorer Scout	£360.00		£360.00	Council 20200323 1920/185 Delegation to Clerk	LGA 1972 S137	415	£360.00	
1920/12/07	19/03/2020	BACS	✓	MAR	WYPF			February Pensions	£445.16		£445.16	Council 20200323 1920/185 Delegation to Clerk	LGA 1972 S112	270	£445.16	
1920/12/08	19/03/2020	BACS	✓	MAR	HMRC			Tax and NI February	£948.83		£948.83	Council 20200323 1920/185 Delegation to Clerk	LGA 1972 S112	270	£948.83	
1920/12/09	19/03/2020	BACS	✓	MAR	Staff 01			February Salary	£1,437.50		£1,437.50	Council 20200323 1920/185 Delegation to Clerk	LGA 1972 S112	270	£1,437.50	
1920/12/10	19/03/2020	BACS	✓	MAR	Staff 02			February Salary	£1,113.36		£1,113.36	Council 20200323 1920/185 Delegation to Clerk	LGA 1972 S112	270	£1,113.36	
1920/12/11	25/03/2020	BACS	✓	MAR	Holmfirth Events			Job Advert	£30.00		£30.00	Council 20200323 1920/185 Delegation to Clerk	LGA 1972 S137	700	£30.00	
1920/12/12	25/03/2020	BACS	✓	MAR	Bygone Times (Andrew Bates)			Service contract for 6 public clocks in HV	£590.00		£590.00	Council 20200323 1920/185 Delegation to Clerk	LGA 1972 S137	430	£590.00	
1920/12/13	31/03/2020	BACS	✓	MAR	Viking	06/03/2020		Stationery	£223.81	£23.56	£247.37	Council 20200323 1920/185 Delegation to Clerk	LGA 1972 S112	200	£223.81	
1920/12/14	25/03/2020	BACS	✓	MAR	Peak Park Parishes Forum	06/03/2020		Subscription 2020-21	£6.00		£6.00	Council 20200323 1920/185 Delegation to Clerk	LGA 1972 S112	275	£6.00	
1920/12/15	30/03/2020	DD	✓	MAR	Plusnet	21/03/2020		Internet and Phone	£27.28	£5.46	£32.74	Council 20200323 1920/185 Delegation to Clerk	LGA 1972 S112	280	£27.28	
1920/12/16	25/03/2020	BACS	✓	MAR	Holme Start Computers	05/03/2020		Reinstalled laptop	£80.00		£80.00	Council 20200323 1920/185 Delegation to Clerk	LGA 1972 S112	240	£80.00	
1920/12/17	25/03/2020	BACS	✓	MAR	Holme Start Computers	12/03/2020		Tuned up laptop	£40.00		£40.00	Council 20200323 1920/185 Delegation to Clerk	LGA 1972 S112	240	£40.00	
1920/12/18	30/03/2020	BACS	✓	MAR	Maintenance Contractor			Maintenance Work	£1,798.09		£1,798.09	Council 20200323 1920/185 Delegation to Clerk	PCA 1971 S1, S4	535	£823.97	PHA 1936 S87 580 £974.12
1920/12/19	31/03/2020	BACS	✓	MAR	Staff 02			Printer purchase for home working	£59.99		£59.99	Council 20200323 1920/185 Delegation to Clerk	LGA 1972 S112	260	£59.99	
1920/12/20	31/03/2020	BACS	✓	MAR	Maintenance Contractor			Expenses	£70.80		£70.80	Council 20200323 1920/185 Delegation to Clerk	PHA 1936 S87	580	£70.80	
1920/12/21	02/04/2020	BACS		APR	WYCA			Bus Service for March 2020	£1,971.00		£1,971.00	Council 20200323 1920/185 Delegation to Clerk	LG&R 1997 sect 30	540	£1,971.00	
1920/12/22	03/04/2020	BACS		APR	WYCA			Bus Service for February 2020	£1,780.00		£1,780.00	Council 20200323 1920/185 Delegation to Clerk	LG&R 1997 sect 30	540	£1,780.00	
1920/12/23	03/04/2020	BACS		APR	Worthington Brown			Climate Emergency Action Plan printing etc	£1,758.00		£1,758.00	Council 20200323 1920/185 Delegation to Clerk	LGA 1972 S137	700	£1,758.00	
1920/12/24	30/03/2020	BACS	✓	MAR	Zurich Insurance	07/02/2020	42787220	HVPC insurance	£1,728.56		£1,728.56	Council 20200323 1920/185 Delegation to Clerk	LGA 1972 S112	245	£1,728.56	
1920/12/25	31/03/2020	BACS	✓	MAR	Norris and Fisher			HCHCT Insurance	£4,613.23		£4,613.23	Council 20200323 1920/185 Delegation to Clerk	LGA 1972 S112	625	£4,613.23	
1920/12/26	16/04/2020	BACS		APR	Barnsley Chronicle	15/04/2020	S000010278	Holme Valley Review March 2020	£250.00	£50.00	£300.00	Council 20200323 1920/185 Delegation to Clerk	LGA 1972, S142	615	£250.00	
Total Expenditure this month									£21,436.31	£89.11	£21,525.42					

Holme Valley Parish Council Bank Reconciliation Summary: all accounts

End bank balances at 31/03/2020:

HSBC Current Account		£50,657.87
HSBC Business Money Manager Account		£55,679.13
Handelsbanken Current Account		£85,238.28
Handelsbanken Notice Deposit 35 D Account		£0.00
CCLA Public Sector Deposit Fund		£75,000.00
Petty Cash		£95.02
Total:		£266,670.30

Opening Cash Book balances at 06/03/2020:

HSBC Current Account		£66,113.29
HSBC Business Money Manager Account		£55,679.13
Handelsbanken Current Account		£0.00
Handelsbanken Notice Deposit 35 D Account		£85,251.11
CCLA Public Sector Deposit Fund		£75,000.00
Petty Cash		£95.02
Carried forward from last month:	£282,138.55	£282,138.55

Transfers:

HSBC Current Account		£0.00
HSBC Business Money Manager Account		£0.00
Handelsbanken Current Account		£85,253.41
Handelsbanken Notice Deposit 35 D Account		-£85,253.41
CCLA Public Sector Deposit Fund		£0.00
Petty Cash		£0.00
Total:		£0.00

Receipts:

HSBC Current Account		£261.00
HSBC Business Money Manager Account		£0.00
Handelsbanken Current Account		£9.87
Handelsbanken Notice Deposit 35 D Account		£2.30
CCLA Public Sector Deposit Fund		£0.00
Petty Cash		£0.00
Total:		£273.17

Payments:

HSBC Current Account		£21,525.42
HSBC Business Money Manager Account		£0.00
Handelsbanken Current Account		£25.00
Handelsbanken Notice Deposit 35 D Account		£0.00
CCLA Public Sector Deposit Fund		£0.00
Petty Cash		£0.00
Total:		£21,550.42

Consolidated balances:

HSBC Current Account		£44,848.87
HSBC Business Money Manager Account		£55,679.13
Handelsbanken Current Account		£85,238.28
Handelsbanken Notice Deposit 35 D Account		£0.00
CCLA Public Sector Deposit Fund		£75,000.00
Petty Cash		£95.02
Consolidated Cash Book Balance (carry FWD)		£260,861.30

Items entered in this Cash Book but not yet paid:

HSBC Community Current Account	1920/12/21	£1,971.00
HSBC Community Current Account	1920/12/22	£1,780.00
HSBC Community Current Account	1920/12/23	£1,758.00
HSBC Community Current Account	1920/12/26	£300.00
		£5,809.00

Consolidated bank balance:

£266,670.30

Variance (should be ZERO)

£0.00

Budget 2019-20 Year-to-Date

CODE	DESCRIPTION	Original budget	Year End Budget	April to 5/5	May to 5/6	June to 5/7	July to 5/8	August to 5/9	Sept to 5/10	Oct to 5/11	Nov to 5/12	Dec to 5/1	Jan to 5/2	Feb to 5/3	Mar to 31/4	Total	Remaining	Code	
INCOME	Balance carried forward		4,303.18	4,303.18												£4,303.18			
101	Precept & Council Tax Support grant	100.00%	£275,176.33	£275,176.33	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£275,176.33		101	
105	Interest on Investments	95.75%	£750.00	£98.12	£70.07	£43.39	£50.28	£72.52	£45.65	£45.32	£70.28	£47.16	£45.46	£68.88	£61.00	£718.13		105	
150	VAT Refund			£0.00	£0.00	£2,698.95	£0.00	£0.00	£0.00	£4,219.25	£0.00	£0.00	£0.00	£732.74	£0.00	£7,650.94		150	
110	Refunds							£142.30	£0.00	£283.55	£0.00	£0.00	£0.00	£0.00	£0.00	£425.85		110	
125	Rents - Allotments / Garage plots	92.02%	£940.00	£660.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5.00	£200.00	£865.00		125	
130	Donations - Holmfirth Public Toilets	73.74%	£6,500.00	£633.00	£615.00	£505.00	£158.00	£827.00	£462.00	£382.00	£475.00	£0.00	£399.00	£337.00	£0.00	£4,793.00		130	
148	Donation for Bench			£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£200.00	£0.00	£0.00	£200.00		148	
	Office in toilet building (6 months)	0.00%	£3,000.00																
140	Neighbourhood Planning - grants	0.00%	£3,250.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			140	
146	Insurance recharge to HCHCT			£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£4,729.98	£0.00	£0.00	£0.00	£0.00	£4,729.98		146	
	Total Other receipts			£1,391.12	£685.07	£3,247.34	£208.28	£1,041.82	£507.65	£4,930.12	£545.28	£4,777.14	£644.46	£1,143.62	£261.00	£19,382.90			
	Total income/receipts		£289,616.33	£276,567.45	£685.07	£3,247.34	£208.28	£1,041.82	£507.65	£4,930.12	£545.28	£4,777.14	£644.46	£1,143.62	£261.00	£294,559.23			
	Transfer between accounts			20,000.00												£20,000.00			
				£296,567.45	£685.07	£3,247.34	£208.28	£1,041.82	£507.65	£4,930.12	£545.28	£4,777.14	£644.46	£1,143.62	£261.00	£314,559.23			
				£296,567.45	£685.07	£3,247.34	£208.28	£1,041.82	£507.65	£4,930.12	£545.28	£4,777.14	£644.46	£1,143.62	£261.00	£314,559.23			
				OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK				
270	Salaries	91.25%	£41,769	£40,683	£1,426.70	£1,426.70	£1,426.70	£1,426.70	£1,426.70	£5,197.31	£5,920.98	£3,944.85	£3,090.85	£3,944.85	£3,944.85	£37,122.24	£3,560.26	270	
271	Sub-contractor Services	97.29%	£10,000	£11,087	£0.00	£0.00	£5,850.00	£400.00	£30.00	£4,506.50	£0.00	£0.00	£0.00	£0.00	£0.00	£10,786.50	£300.00	271	
	Total staffing	92.54%	£51,769.00	£51,769.00	£1,426.70	£1,426.70	£7,276.70	£1,826.70	£1,456.70	£9,703.81	£5,920.98	£3,944.85	£3,090.85	£3,944.85	£3,944.85	£47,908.74	£3,860.26		
200	APS & Petty Cash	100.00%	£1,500	£1,834	£0.00	£127.69	£107.57	£16.09	£522.37	£337.33	£93.40	£200.43	£117.99	£14.54	£49.70	£247.20	£1,834.31	£0.00	200
201	Audit	100.00%	£1,200	£1,898	£0.00	£0.00	£0.00	£575.00	£0.00	£600.00	£0.00	£0.00	£723.31	£0.00	£0.00	£1,898.31	£0.00	201	
210	Bank Charges	0.00%	£50	£50	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£50.00	210	
215	Chairman's Allowance	68.50%	£1,000	£1,000	£50.00	£635.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£685.00	£315.00	215	
220	Civic Regalia	0.00%	£750	£750	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£750.00	£0.00	220	
225	Conferences / Seminars	0.00%	£500	£500	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00	£0.00	225	
230	Contingencies	0.00%	£3,000	£3,000	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£3,000.00	230	
235	Elections	74.36%	£15,000	£15,000	£0.00	£0.00	£0.00	£361.90	£0.00	£0.00	£0.00	£10,792.36	£0.00	£0.00	£0.00	£11,154.26	£3,845.74	235	
240	Equipment Maintenance	94.25%	£1,000	£782	£0.00	£0.00	£0.00	£95.00	£213.59	£243.16	£0.00	£0.00	£0.00	£65.00	£120.00	£736.75	£44.96	240	
245	Insurance	151.22%	£2,250	£2,250	£1,673.79	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,728.56	£3,402.35	£-1,152.35	245	
250	Members travel allowance	28.50%	£300	£300	£0.00	£0.00	£0.00	£0.00	£85.50	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£85.50	£214.50	250	
260	Office Equipment	54.08%	£300	£216	£26.19	£30.63	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£59.99	£116.81	£99.19	260	
265	Office Costs/Room Hire (Anchor Tenancy)	100.00%	£10,000	£10,084	£0.00	£10,000.00	£0.00	£0.00	£24.00	£60.00	£0.00	£0.00	£0.00	£0.00	£0.00	£10,084.00	£0.00	265	
272	FOIA/EIR requests	0.00%	£500	£500	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00	£0.00	272	
273	Staffing matters inc legal advice	18.51%	£20,000	£12,752	£360.00	£0.00	£0.00	£0.00	£0.00	£2,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,360.00	£10,392.00	273	
275	Subscriptions	81.53%	£3,000	£3,000	£0.00	£2,177.00	£0.00	£0.00	£0.00	£36.00	£0.00	£0.00	£227.00	£0.00	£6.00	£2,446.00	£554.00	275	
276	Local Council Award Scheme	0.00%	£100	£100	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£100.00	£0.00	276	
280	Telephones	100.00%	£500	£718	£42.32	£41.90	£78.17	£75.16	£73.92	£72.51	£74.55	£89.73	£59.23	£58.52	£25.00	£27.28	£718.29	£0.00	280
285	Training	100.00%	£650	£2,899	£0.00	£112.73	£723.30	£240.00	£94.50	£285.00	£956.69	£0.00	£15.00	£60.00	£411.29	£0.00	£2,898.51	£0.00	285
	Total Council	66.66%	£61,600.00	£57,633.13	£2,152.30	£13,124.95	£909.04	£1,363.15	£928.38	£1,719.50	£3,124.64	£290.16	£192.22	£11,875.73	£550.99	£38,420.09	£19,213.04		
	Community Assets Support Committee																		
651	Community	71.17%	£110,000	£108,387	£0.00	£8,500.00	£12,000.00	£287.50	£0.00	£0.00	£0.00	£1,350.00	£30,000.00	£25,000.00	£0.00	£77,137.50	£31,249.79	651	
625	Insurance recharge to HCHCT		£0	£0	£4,729.98	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£4,613.23	£9,343.21	£-9,343.21	625	
580	Public toilets day to day	100.00%	£15,000	£16,221	£856.47	£2,216.34	£208.00	£1,189.03	£1,098.62	£1,492.17	£1,856.42	£2,322.60	£208.00	£2,549.76	£1,148.61	£1,075.24	£16,221.26	£0.00	580
581	Public toilets lettable space			£391	£391.45	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£391.45	£0.00	581	
	Total CASC	82.47%	£125,000	£125,000	£5,977.90	£10,716.34	£12,208.00	£1,476.53	£1,098.62	£1,492.17	£1,856.42	£3,672.60	£30,208.00	£27,549.76	£1,148.61	£5,688.47	£103,093.42	£21,906.58	
	Finance & Management Committee																		
410	Electronic Support Maintenance	63.10%	£500	£500	£0.00	£0.00	£79.00	£41.62	£0.00	£79.90	£0.00	£35.00	£0.00	£0.00	£79.99	£315.51	£184.49	410	
415	Grants	98.54%	£10,000	£10,785	£20.00	£0.00	£1,000.00	£854.50	£1,112.00	£2,136.00	£845.28	£3,500.00	£0.00	£800.00	£0.00	£360.00	£10,627.78	£157.22	415
430	Maintenance of Public Clocks	100.00%	£600	£815	£0.00	£0.00	£225.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£590.00	£815.00	£0.00	430	
431	New office / meeting room	100.00%	£10,000	£10,000	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£10,000.00	£0.00	£0.00	£0.00	£10,000.00	£0.00	431	
	Total Finance & Management	98.45%	£21,100	£22,100	£20.00	£0.00	£1,304.00	£896.12	£1,112.00	£2,215.90	£845.28	£3,535.00	£0.00	£10,800.00	£0.00	£1,029.99	£21,758.29	£341.71	
	Planning Committee																		
305	Planning E-consultation / Survey		£0	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	305	
310	Neighbourhood Plan	48.79%	£10,000	£10,000	£0.00	£0.00	£80.00	£544.30	£715.10	£600.00	£980.00	£0.00	£0.00	£1,960.00	£0.00	£4,879.40	£5,		

Holme Valley Parish Council Cash Book 2020-21

HSBC Community Current Account

Receipts April 01 2020 to May 05 2020:

HVPC ref	Date payment received	Check v statement	Income from	Description	Amount
	01/04/2020		Balance carried FWD	Balance carried FWD	<u>£44,848.87</u>
		<input type="checkbox"/>	Bank transfer in		<u>£0.00</u>
2021/01/01	02/04/2020	<input checked="" type="checkbox"/>	CCLA Account	Interest on Public Sector Deposit Account	£37.78
2021/01/02	25/04/2020	<input checked="" type="checkbox"/>	Telefonika UK Ltd	Refund from O2	£25.02
2021/01/03	01/05/2020	<input checked="" type="checkbox"/>	Kirklees Council	Precept - first instalment of two	£139,119.00
2021/01/04	04/05/2020	<input checked="" type="checkbox"/>	CCLA Account	Interest on Public Sector Deposit Account	£24.11
				Total income this month	<u>£139,205.91</u>
				Total credit to this account:	<u>£184,054.78</u>

Holme Valley Parish Council Cash Book 2020-21

HSBC Community Current Account Payments April 01 2020 to May 05 2020:

HVPC ref	Payment Sent Date	Payment method	Check v statement	Paid	To pay	Inv date	Inv number	Description	Net	Vat	Gross
2021/01/03	01/04/2020	BACS	✓	APR Grenke				Photocopy Lease	£117.99	£23.60	£141.59
2021/01/04	01/04/2020	BACS	✓	APR Document Logic				Photocopying	£25.00	£5.00	£30.00
2021/01/05	09/04/2020	BACS	✓	APR R2 Distillers Ltd		07/04/2020	SI-1666	Grant: Hand Sanitiser HVCMA group	£200.00	£40.00	£240.00
2021/01/07	16/04/2020	BACS	✓	APR Barnsley Chronicle		15/04/2020	S000010279	Holme Valley Review April 2020	£250.00	£50.00	£300.00
2021/01/08	16/04/2020	BACS	✓	APR Viking		06/04/2020	181643	Stationery	£30.94	£6.19	£37.13
2021/01/09	16/04/2020	BACS	✓	APR Staff 01				Salary - April	£1,446.26		£1,446.26
2021/01/10	16/04/2020	BACS	✓	APR Staff 02				Salary - April	£1,122.12		£1,122.12
2021/01/11	16/04/2020	BACS	✓	APR WYPF				Pensions	£445.16		£445.16
2021/01/12	16/04/2020	BACS	✓	APR HMRC				PAYE Tax and NI contributions	£779.87		£779.87
2021/01/13	21/04/2020	BACS	✓	APR HCHCT				Payment to support the Trust through Covid-19	£4,000.00		£4,000.00
2021/01/14	21/04/2020	BACS	✓	APR Full Life Church Food Bank				Payment to Food Bank through Covid-19	£6,300.00		£6,300.00
2021/01/15	30/04/2020	BACS	✓	APR Principal Hygiene		19/03/2020	26719	Quarterly supply and service nappy unit	£52.00	£10.40	£62.40
2021/01/16	28/04/2020	DD	✓	APR Plusnet		21/04/2020	00003729320-024	Internet and Phone	£23.50	£4.70	£28.20
2021/01/17	30/04/2020	BACS	✓	APR YLCA		22/04/2020	69-2021	Webinar Staff 01 FOIA and EIR	£15.00		£15.00
2021/01/16	30/04/2020	BACS	✓	APR YLCA		20/04/2020	52-2021	Webinar Staff 01 Contracts & Specifications	£15.00		£15.00
2021/01/17	30/04/2020	BACS	✓	APR HCHCT		01/04/2020	2478	Rent for Council offices	£10,000.00		£10,000.00
2021/01/18	30/04/2020	SO	✓	APR Holmfirth Art Week				Annual Donation by standing order	£20.00		£20.00
									£24,842.84	£139.89	£24,982.73

Holme Valley Parish Council Bank Reconciliation Summary: all accounts

End bank balances at 05/05/2020:

HSBC Current Account		£159,072.05
HSBC Business Money Manager Account		£55,679.13
Handelsbanken Current Account		£85,227.38
Handelsbanken Notice Deposit 35 D Account		£0.00
CCLA Public Sector Deposit Fund		£75,000.00
Petty Cash		£95.02
	Total:	£375,073.58

Opening Cash Book balances at 01/04/2020:

HSBC Current Account	£44,848.87
HSBC Business Money Manager Account	£55,679.13
Handelsbanken Current Account	£85,238.28
Handelsbanken Notice Deposit 35 D Account	£0.00
CCLA Public Sector Deposit Fund	£75,000.00
Petty Cash	£95.02
	£260,861.30

Transfers:

HSBC Current Account	£0.00
HSBC Business Money Manager Account	£0.00
Handelsbanken Current Account	£0.00
Handelsbanken Notice Deposit 35 D Account	£0.00
CCLA Public Sector Deposit Fund	£0.00
	Total:
	£0.00

Receipts:

HSBC Current Account	£139,205.91
HSBC Business Money Manager Account	£0.00
Handelsbanken Current Account	£14.10
Handelsbanken Notice Deposit 35 D Account	£0.00
CCLA Public Sector Deposit Fund	£0.00
Petty Cash	£0.00
	Total:
	£139,220.01

Payments:

HSBC Current Account	£24,982.73
HSBC Business Money Manager Account	£0.00
Handelsbanken Current Account	£25.00
Handelsbanken Notice Deposit 35 D Account	£0.00
CCLA Public Sector Deposit Fund	£0.00
Petty Cash	£0.00
	Total:
	£25,007.73

Consolidated balances:

HSBC Current Account	£159,072.05
HSBC Business Money Manager Account	£55,679.13
Handelsbanken Current Account	£85,227.38
Handelsbanken Notice Deposit 35 D Account	£0.00
CCLA Public Sector Deposit Fund	£75,000.00
Petty Cash	£95.02
	Consolidated Cash Book Balance (carry FWD)
	£375,073.58

Items entered in this Cash Book but not yet paid:

	£0.00
	£0.00
	£0.00
	Total not paid
	£0.00

Consolidated bank balance:

£375,073.58

Variance (should be ZERO)

£0.00

Holme Valley Parish Council Cash Book 2020-21

HSBC Community Current Account

Receipts May 06 2020 to June 05 2020:

HVPC ref	Date	Check v statement	Income from	Description	Amount
			Balance carried FWD	Balance carried FWD	<u>£159,072.05</u>
2021/02/01	01/06/2020	✓	Rents	Tenancies - allotments, garages by cheque	£440.00
2021/02/02	02/06/2020	✓	CCLA Account	Interest on Public Sector Deposit Account	£21.56
2021/02/03	05/06/2020	✓	HSBC BMM Account	Interest on account	£26.33
				Total income this month	<u>£487.89</u>
				Total credit to this account:	<u>£159,559.94</u>

Holme Valley Parish Council Cash Book 2020-21

HSBC Community Current Account

Payments May 06 2020 to June 05 2020:

HVPC ref	Payment Date	Payment method	Check v statement	Paid	Supplier	Inv date	Inv number	Services	Net	Vat	Gross
2021/02/01	19/05/2020	BACS	✓	MAY	WYPF			Pensions	£445.16	£0.00	£445.16
2021/02/02	19/05/2020	BACS	✓	MAY	Staff 01			Salary - May	£1,446.26	£0.00	£1,446.26
2021/02/03	19/05/2020	BACS	✓	MAY	Staff 02			Salary - May	£1,122.12	£0.00	£1,122.12
2021/02/04	19/05/2020	BACS	✓	MAY	HMRC			PAYE Tax and NI contributions	£927.73	£0.00	£927.73
2021/02/05	21/05/2020	DD	✓	MAY	Plusnet	21/05/2020	00003729320	Internet and Phone	£23.50	£4.70	£28.20
2021/02/06	03/06/2020	BACS	✓	MAY	Barnsley Chronicle	29/05/2020	S000011782	Holme Valley Review May 2020	£250.00	£50.00	£300.00
2021/02/07	03/06/2020	BACS	✓	MAY	Document Logic	31/05/2020	328331	Photocopying	£25.00	£5.00	£30.00
2021/02/08	03/06/2020	BACS	✓	MAY	Document Logic	30/04/2020	327989	Photocopying	£25.00	£5.00	£30.00
2021/02/09	03/06/2020	BACS	✓	MAY	Kirkwells Ltd	29/05/2020	927	Further Work on NDP	£1,470.00	£294.00	£1,764.00
2021/02/10	03/06/2020	BACS	✓	MAY	Vision ICT	06/05/2020	11190	Hosted email accounts	£270.00	£54.00	£324.00
2021/02/11	03/06/2020	BACS	✓	MAY	YLCA	30/04/2020	85-2021	Webinar Staff 01 Charities	£15.00	£0.00	£15.00
2021/02/12	03/06/2020	BACS	✓	MAY	YLCA	07/05/2020	105-2021	Webinar Staff 01 Grants	£15.00	£0.00	£15.00
2021/02/13	03/06/2020	BACS	✓	MAY	YLCA			YLCA Annual Membership	£2,271.00	£0.00	£2,271.00
2021/02/14	03/06/2020	BACS	✓	MAY	Staff 02			Payment for Zoom Subscription	£11.99	£2.40	£14.39
2021/02/15	05/06/2020	BACS	✓	MAY	HMRC			PAYE Tax and NI contributions - underpayment	£274.25	£0.00	£274.25
2021/02/16	29/05/2020	BACS	✓	MAY	Holmfirth Tech			Grant: HVC19MA for volunteer expenses	£2,000.00	£0.00	£2,000.00
									£10,592.01	£415.10	£11,007.11

Holme Valley Parish Council Bank Reconciliation Summary: all accounts

End bank balances at 05/06/2019:

HSBC Current Account		£148,552.83
HSBC Business Money Manager Account		£55,679.13
Handelsbanken Current Account		£85,208.96
Handelsbanken Notice Deposit 35 D Account		£0.00
CCLA Public Sector Deposit Fund		£75,000.00
Petty Cash		£95.02
	Total:	£364,535.94

Opening Cash Book balances at 06/05/2019:

HSBC Current Account	£159,072.05
HSBC Business Money Manager Account	£55,679.13
Handelsbanken Current Account	£85,227.38
Handelsbanken Notice Deposit 35 D Account	£0.00
CCLA Public Sector Deposit Fund	£75,000.00
Petty Cash	£95.02
	£375,073.58
	Carried forward from last month:
	£375,073.58

Transfers:

HSBC Current Account	£0.00
HSBC Business Money Manager Account	£0.00
Handelsbanken Current Account	£0.00
Handelsbanken Notice Deposit 35 D Account	£0.00
CCLA Public Sector Deposit Fund	£0.00
Petty Cash	£0.00
	£0.00
	Total:
	£0.00

Receipts:

HSBC Current Account	£487.89
HSBC Business Money Manager Account	£0.00
Handelsbanken Current Account	£6.58
Handelsbanken Notice Deposit 35 D Account	£0.00
CCLA Public Sector Deposit Fund	£0.00
Petty Cash	£0.00
	£494.47
	Total:
	£494.47

Payments:

HSBC Current Account	£11,007.11
HSBC Business Money Manager Account	£0.00
Handelsbanken Current Account	£25.00
Handelsbanken Notice Deposit 35 D Account	£0.00
CCLA Public Sector Deposit Fund	£0.00
Petty Cash	£0.00
	£11,032.11
	Total:
	£11,032.11

Consolidated balances:

HSBC Current Account	£148,552.83
HSBC Business Money Manager Account	£55,679.13
Handelsbanken Current Account	£85,208.96
Handelsbanken Notice Deposit 35 D Account	£0.00
CCLA Public Sector Deposit Fund	£75,000.00
Petty Cash	£95.02
	£364,535.94
	Consolidated Cash Book Balance (carry FWD)
	£364,535.94

Items entered in this Cash Book but not yet paid:

	£0.00
	£0.00
	£0.00
Total not paid	£0.00

Consolidated bank balance:

£364,535.94

Variance (should be ZERO)

£0.00

Holme Valley Parish Council Cash Book 2020-21

HSBC Community Current Account

Receipts June 06 2020 to July 05 2020:

Date	Check v statement	Income from	Description	Amount
		Balance carried FWD	Balance carried FWD	<u>£148,552.83</u>
2021/03/01	08/06/2020	<input checked="" type="checkbox"/> Deposit by Contractor	Toilets Donations	£172.00
2021/03/02	10/06/2020	<input checked="" type="checkbox"/> HMRC	VAT Repayment	£2,218.44
2021/03/02	02/07/2020	<input checked="" type="checkbox"/> CCLA Account	Interest on Public Sector Deposit Account	£18.59
			Total income this month	<u>£2,409.03</u>
			Total credit to this account:	<u>£150,961.86</u>

Holme Valley Parish Council Cash Book 2020-21

HSBC Community Current Account

Payments June 06 2020 to July 05 2020:

HVPC ref	Payment Date	Payment method	Check v statement	Paid	Supplier	Inv date	Inv number	Services	Net	Vat	Gross
2021/03/01		BACS	<input checked="" type="checkbox"/>		YLCA	18/05/2020	183-2021	Webinar Staff 02 Completion of the AGAR	£18.75	£0.00	£18.75
2021/03/02		BACS	<input checked="" type="checkbox"/>		YLCA	15/06/2020	253-2021	Webinar Dealing with Difficult Issues	£15.00	£0.00	£15.00
2021/03/03		BACS	<input checked="" type="checkbox"/>		Grenke			Photocopy Lease	£117.99	£23.60	£141.59
2021/03/04		BACS	<input checked="" type="checkbox"/>		Viking	03/06/2020	305067	Stationery, ink, stamps etc	£216.71	£20.34	£237.05
2021/03/05		BACS	<input checked="" type="checkbox"/>		Maintenance Contractor			Expenses - i) benches/shelters; ii) toilets	£72.92	£13.18	£86.10
2021/03/06		BACS	<input checked="" type="checkbox"/>		Maintenance Contractor	31/05/2020	073	Maintenance - i) benches/shelters; ii) toilets	£1,025.62	£0.00	£1,025.62
2021/03/07		BACS	<input checked="" type="checkbox"/>		WYYPF			Pensions	£445.16	£0.00	£445.16
2021/03/08		BACS	<input checked="" type="checkbox"/>		Staff 01			Salary - June	£1,446.26	£0.00	£1,446.26
2021/03/09		BACS	<input checked="" type="checkbox"/>		Staff 02			Salary - June	£1,122.12	£0.00	£1,122.12
2021/03/10		BACS	<input checked="" type="checkbox"/>		HMRC			PAYE Tax and NI contributions	£927.73	£0.00	£927.73
2021/03/11		BACS	<input checked="" type="checkbox"/>		Npower			Electricity Toilets	£65.47	£3.27	£68.74
2021/03/12		BACS	<input checked="" type="checkbox"/>		Npower			Electricity Toilets	£119.57	£5.98	£125.55
2021/03/13		BACS	<input checked="" type="checkbox"/>		YLCA	14/02/2020	740-1920	Webinar Cllr 04 Meeting Procedures	£15.00	£0.00	£15.00
2021/03/14		BACS	<input checked="" type="checkbox"/>		YLCA	14/02/2020	740-1920	Clerk Training Staff 02	£170.00	£0.00	£170.00
2021/03/15		BACS	<input type="checkbox"/>		Principal Hygiene	10/06/2020	26938	Supply and Service Sanitary Disposal Units	£208.00	£41.60	£249.60
2021/03/16		BACS	<input type="checkbox"/>		Staff 01			Reimburse: Bullguard Anti-virus Subscription	£49.99	£0.00	£49.99
2021/03/17		BACS	<input type="checkbox"/>		Staff 02			Reimburse: Zoom Subscription	£11.99	£2.40	£14.39
2021/03/18		BACS	<input checked="" type="checkbox"/>		Plusnet			Internet and telephone	£24.61	£4.92	£29.53
2021/03/19		BACS	<input type="checkbox"/>		Holmfirth & District Bowling Club			Grant: towards disabled toilet facilities	£5,000.00		£5,000.00
2021/03/20		BACS	<input type="checkbox"/>		Upperthong Village Hall			Grant: Village Hall improvements	£5,000.00		£5,000.00
2021/03/21		BACS	<input type="checkbox"/>		River Holme Connections			Grant: Thongsbridge Riverside Project	£4,994.00		£4,994.00
2021/03/22		BACS	<input type="checkbox"/>		Brockholes Village Trust			Grant: fencing to boules court	£2,000.00		£2,000.00
2021/03/23		BACS	<input type="checkbox"/>		Wooddale Community Assocation			Grant: resurface children's play area	£2,000.00		£2,000.00
2021/03/24		BACS	<input type="checkbox"/>		Holmbridge Cricket Club			Grant: pavilion renovation	£5,000.00		£5,000.00
2021/03/25		BACS	<input type="checkbox"/>		Holmfirth Civic Hall Community Trust			Grant: towards deep clean of the Civic Hall	£1,000.00		£1,000.00
2021/03/26		BACS	<input type="checkbox"/>		Holmfirth Civic Hall Community Trust			Reimbursement for Joint Membership of Yorkshire First charity	£30.00		£30.00
									£31,096.89	£115.29	£31,212.18

Holme Valley Parish Council Bank Reconciliation Summary: all accounts

End bank balances at 05/07/2020:

HSBC Current Account		£145,087.66
HSBC Business Money Manager Account		£55,679.13
Handelsbanken Current Account		£0.00
Handelsbanken Notice Deposit 35 D Account		£85,183.96
CCLA Public Sector Deposit Fund		£75,000.00
Petty Cash		£95.02
	Total:	£361,045.77

Opening Cash Book balances at 06/06/2020:

HSBC Current Account	£148,552.83
HSBC Business Money Manager Account	£55,679.13
Handelsbanken Current Account	£85,208.96
Handelsbanken Notice Deposit 35 D Account	£0.00
CCLA Public Sector Deposit Fund	£75,000.00
Petty Cash	£95.02
	£364,535.94
	Carried forward from last month:
	£364,535.94

Transfers:

HSBC Current Account	£0.00
HSBC Business Money Manager Account	£0.00
Handelsbanken Current Account	£0.00
Handelsbanken Notice Deposit 35 D Account	£0.00
CCLA Public Sector Deposit Fund	£0.00
Petty Cash	£0.00
	£0.00
	Total:
	£0.00

Receipts:

HSBC Current Account	£2,409.03
HSBC Business Money Manager Account	£0.00
Handelsbanken Current Account	£0.00
Handelsbanken Notice Deposit 35 D Account	£0.00
CCLA Public Sector Deposit Fund	£0.00
Petty Cash	£0.00
	£2,409.03
	Total:
	£2,409.03

Payments:

HSBC Current Account	£31,212.18
HSBC Business Money Manager Account	£0.00
Handelsbanken Current Account	£25.00
Handelsbanken Notice Deposit 35 D Account	£0.00
CCLA Public Sector Deposit Fund	£0.00
Petty Cash	£0.00
	£31,237.18
	Total:
	£31,237.18

Consolidated balances:

HSBC Current Account	£119,749.68
HSBC Business Money Manager Account	£55,679.13
Handelsbanken Current Account	£85,183.96
Handelsbanken Notice Deposit 35 D Account	£0.00
CCLA Public Sector Deposit Fund	£75,000.00
Petty Cash	£95.02
	£335,707.79
	Consolidated Cash Book Balance (carry FWD)
	£335,707.79

Items entered in this Cash Book but not yet paid:

HSBC Community Current Account	2021/03/15	£249.60
HSBC Community Current Account	2021/03/16	£49.99
HSBC Community Current Account	2021/03/17	£14.39
HSBC Community Current Account	2021/03/19	£5,000.00
HSBC Community Current Account	2021/03/20	£5,000.00
HSBC Community Current Account	2021/03/21	£4,994.00
HSBC Community Current Account	2021/03/22	£2,000.00
HSBC Community Current Account	2021/03/23	£2,000.00
HSBC Community Current Account	2021/03/24	£5,000.00
HSBC Community Current Account	2021/03/25	£1,000.00
HSBC Community Current Account	2021/03/26	£30.00
		£25,337.98
		Total not paid
		£25,337.98

Consolidated bank balance:

£361,045.77

Variance (should be ZERO)

£0.00

Budget 2020-21 Year-to-Date

CODE	DESCRIPTION	Starting Budget	Revised Budget	April to 5/5	May to 5/6	June to 5/7	July to 5/8	August to 5/9	Sept to 5/10	Oct to 5/11	Nov to 5/12	Dec to 5/1	Jan to 5/2	Feb to 5/3	Mar to 31/4	Total	Remaining	
INCOME																		
101	Precept inc Special Expenses Grant £3248	50.00%	£278,238	£278,238	£139,119.00											£139,119.00		
105	Interest on Investments	17.12%	£750	£750	£61.89		£47.89	£18.59									£128.37	
140	VAT Refund							£2,218.44									£2,218.44	
110	Refunds				£25.02												£25.02	
125	Rents - Allotments / Garage plots	46.81%	£940	£940		£440.00											£440.00	
130	Donations - Holmfirth Public Toilets	3.44%	£5,000	£5,000				£172.00									£172.00	
146	Insurance recharge to HCHCT		£4,730	£4,730													£0.00	
			£289,658	£289,658	£139,205.91	£487.89	£2,409.03	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		£142,102.83	
					£139,205.91	£487.89	£2,409.03										£142,102.83	
				OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK		
EXPENDITURE																		
200	APS & Petty Cash	37.24%	£1,500	£1,500	£173.93	£50.00	£334.70	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£558.63	£941.37	200
201	Audit	0.00%	£1,200	£1,200	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,200.00	201
210	Bank Charges	0.00%	£50	£50	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£50.00	210
215	Chairman's Allowance	0.00%	£1,000	£1,000	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	215
220	Civic Regalia	0.00%	£750	£750	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£750.00	220
225	Conferences / Seminars	0.00%	£500	£500	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00	225
230	Contingencies	0.00%	£3,000	£3,000	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£3,000.00	230
235	Elections	0.00%	£9,789	£9,789	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£9,789.00	235
240	Equipment Maintenance	0.00%	£1,000	£1,000	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	240
245	Insurance	0.00%	£2,250	£2,250	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,250.00	245
250	Members travel allowance	0.00%	£300	£300	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£300.00	250
260	Office Equipment	0.00%	£300	£300	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£300.00	260
265	Office Costs/Room Hire (Anchor Tenancy)	100.00%	£10,000	£10,000	£10,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£10,000.00	£0.00	265
270	Salaries	23.90%	£50,000	£50,000	£3,793.41	£4,215.52	£3,941.27	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£11,950.20	£38,049.80	270
271	Sub-contractor Services	0.00%	£5,000	£5,000	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5,000.00	271
273	Legal Advice Contingency	0.00%	£5,000	£5,000	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5,000.00	273
272	FOIA/EIR requests	0.00%	£500	£500	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00	272
275	Subscriptions	76.70%	£3,000	£3,000	£0.00	£2,271.00	£30.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,301.00	£699.00	275
276	Local Council Award Scheme	0.00%	£100	£100	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£100.00	276
280	Telephones	14.32%	£500	£500	£23.50	£23.50	£24.61	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£71.61	£428.39	280
285	Training	15.49%	£1,800	£1,800	£30.00	£30.00	£218.75	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£278.75	£1,521.25	285
	Total Council	25.80%	£97,539	£97,539	£14,020.84	£6,590.02	£4,549.33	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£25,160.19	£72,378.81	
Community Assets Support Committee																		
651	Community	53.32%	£45,000	£54,000	£0.00	£0.00	£23,994.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£23,994.00	£30,006.00	651
580	Public toilets day to day	8.94%	£16,000	£16,000	£52.00	£0.00	£1,377.81	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,429.81	£14,570.19	580
581	Public toilets lettable space		£5,000	£5,000	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5,000.00	581
	Total CASC	38.52%	£66,000	£75,000	£52.00	£0.00	£25,371.81	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£25,423.81	£40,576.19	
Finance & Management Committee																		
410	Electronic Support Maintenance	10.00%	£500	£500	£0.00	£0.00	£49.99	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£49.99	£450.01	410
415	Grants	0.20%	£10,000	£10,000	£20.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£20.00	£9,980.00	415
430	Maintenance of Public Cloaks	0.00%	£600	£600	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£600.00	430
431	New office / meeting room		£0	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	431
	Total Finance & Management	0.63%	£11,100	£11,100	£20.00	£0.00	£49.99	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£69.99	£11,030.01	
Planning Committee																		
310	Neighbourhood Plan	29.40%	£5,000	£5,000	£0.00	£1,470.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,470.00	£3,530.00	310
	Total Planning Committee	29.40%	£5,000	£5,000	£0.00	£1,470.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,470.00	£3,530.00	
Publications & Communications Committee																		
620	Community Champion	0.00%	£250	£250	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£250.00	620
600	Community Engagement	0.00%	£100	£100	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£100.00	600
615	Publications	8.33%	£6,000	£6,000	£250.00	£250.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00	£5,500.00	615
602	Royal events	0.00%	£1,000	£1,000	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	602
560	Tidy Trader Awards	0.00%	£100	£100	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£100.00	560
610	Website & Media Co-ordination	29.40%	£1,000	£1,000	£0.00	£281.99	£11.99	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£293.98	£706.02	610
637	Special Projects	0.00%	£1,000	£1,000	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	637
	Total Publications & Communications	8.40%	£9,450	£9,450	£250.00	£531.99	£11.99	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£793.98	£8,656.02	
Service Provision Committee																		
551	CCTV	0.00%	£5,000	£5,000	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5,000.00	551
505	Christmas Provision	0.00%	£5,500	£5,500	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5,500.00	505
510	Closed Churchyard - New Mill	0.00%	£400	£400	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£400.00	510
520	Defibrillators		£0	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	520
525	Dog Waste Strategy	0.00%	£750	£750	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£750.00	525
530	HV Patient Transport Scheme	0.00%	£1,000	£1,000	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	530
540	Minibus	0.00%	£25,000	£25,000	£0.00													

Holme Valley Parish Council - Budget 2020-21

CODE	DESCRIPTION	Actual 2018-19	Original Budget 2019-20	Outturn 2019-20	Original Budget 2020-21
Full Council					
200	APS & Petty Cash	£1,150	£1,500	£1,839	£1,500
201	Audit	£1,233	£1,200	£1,898	£1,200
210	Bank Charges	£0	£50	£25	£50
215	Chairman's Allowance	£985	£1,000	£0	£1,000
220	Civic Regalia	£0	£750	£0	£750
225	Conferences / Seminars	£115	£500	£0	£500
230	Contingencies	£0	£3,000	£0	£3,000
235	Elections	£8,871	£15,000	£11,154	£9,789
240	Equipment Maintenance	£615	£1,000	£311	£1,000
245	Insurance	£6,040	£2,250	£1,674	£2,250
250	Members travel allowance	£0	£300	£86	£300
260	Office Equipment	£77	£300	£117	£300
265	Office/Room Hire (Anchor Tenancy)	£10,000	£10,000	£10,084	£10,000
270	Salaries	£52,126	£41,769	£37,122	£50,000
271	Sub-contractor Services	£14,166	£10,000	£5,787	£5,000
273	Legal Advice Contingency	£2,570	£20,000	£2,000	£5,000
272	FOIA/EIR requests	£0	£500	£0	£500
275	Subscriptions	£2,441	£3,000	£2,446	£3,000
276	Local Council Award Scheme	£0	£100	£0	£100
280	Telephones	£829	£500	£718	£500
285	Training	£422	£650	£2,899	£1,800
	Total Council	£101,638	£113,369	£78,159	£97,539
Community Assets Support Committee					
651	Community	£42,510	£0	£0	£0
651	Community - Honley Library	£0	£15,000	£288	£15,000
651	Community - Holmfirth Tech	£0	£25,000	£25,000	£0
651	Community - Holmfirth Civic Hall Capital Projects	£0	£25,000	£31,350	£15,000
651	Community - Holmfirth Civic Hall Staffing Costs	£0	£25,000	£0	£0
651	Community - Other Community Assets	£0	£20,000	£12,000	£15,000
580	Public toilets day to day	£15,000	£15,000	£15,313	£16,000
581	Public toilets lettable space	£15,226	£0	£0	£5,000
	Total CASC	£72,736	£125,000	£83,950	£66,000
Finance & Management Committee					
410	Electronic Support Maintenance	£35	£500	£316	£500
415	Grants	£9,308	£10,000	£9,628	£10,000
430	Maintenance of Public Clocks	£1,461	£600	£815	£600
431	New office / meeting room	£0	£10,000	£10,000	£0
	Total Finance & Management	£10,804	£21,100	£20,758	£11,100
Planning Committee					
305	Planning E-consultation / Survey	£0	£0	£0	£0
310	Neighbourhood Plan	£11,141	£10,000	£4,879	£5,000
	Total Planning Committee	£11,141	£10,000	£4,879	£5,000
Publications & Communications Committee					
620	Community Champion	£148	£275	£148	£250
600	Community Engagement	£0	£100	£0	£100
615	Publications	£4,592	£6,000	£3,830	£6,000
602	Royal events	£0	£1,000	£841	£1,000
560	Tidy Trader Awards	£40	£100	£145	£100
610	Website & Media Co-ordination	£1,408	£750	£1,129	£1,000
640	WWI Commemorations	£710	£0	£0	£0
636	100th Anniversary of Women's Vote	£631	£0	£0	£0
637	Special Projects	£0	£0	£0	£1,000
	Total Publications & Communications	£7,529	£8,225	£6,093	£9,450
Service Provision Committee					
551	CCTV	£1,112	£5,000	£0	£5,000
505	Christmas Provision	£4,064	£5,000	£5,149	£5,500
510	Closed Churchyard - New Mill	£1,062	£1,000	£0	£400
520	Defibrillators	£1,710	£500	£0	£0
525	Dog Waste Strategy	£803	£750	£446	£750
530	HV Patient Transport Scheme	£1,000	£1,000	£1,000	£1,000
540	Minibus	£23,205	£24,000	£23,205	£25,000
590	Phone Boxes - Maintenance	£725	£300	£1	£300
535	Seats & Shelters - Maintenance	£9,690	£10,000	£10,739	£12,000
545	Seats - New	£396	£1,000	£0	£0
565	War Memorials	£371	£0	£0	£500
570	Youth Facilities	£1,000	£1,000	£1,000	£5,000
	Total Service Provision	£45,138	£49,550	£41,541	£55,450
Climate Emergency Committee					
701	Climate Emergency Action Plan (publication)	£0	£4,000	£2,050	£0
702	Community Mobilisation	£0	£0	£0	£17,500
703	Energy Strategy	£0	£0	£0	£14,000
704	Transport Strategy	£0	£0	£0	£13,000
705	Waste and Consumption Strategy	£0	£0	£0	£500
706	Environment and Land Use Strategy	£0	£0	£0	£1,000
	Total Climate Emergency	£0	£4,000	£2,050	£46,000
Summary of Council/Committee Totals					
	Total Council	£101,638	£113,369	£78,159	£97,539
	Total CASC	£72,736	£125,000	£83,950	£66,000
	Total Finance & Management	£10,804	£21,100	£20,758	£11,100
	Total Planning Committee	£11,141	£10,000	£4,879	£5,000
	Total Publications & Communications	£7,529	£8,225	£6,093	£9,450
	Total Service Provision	£45,138	£49,550	£41,541	£55,450
	Total Climate Emergency	£0	£4,000	£2,050	£46,000
	Total Expenditure	£248,986	£327,244	£237,430	£290,539
INCOME					
101	Precept	£224,132	£274,970	£274,970	£275,871
100	Council Tax Support Grant	£19,820	£206	£206	£0
	Special Expenses Grant	£0	£0	£0	£3,248
105	Interest on Investments	£1,165	£750	£761	£750
110	Refunds	£100	£0	£0	£0
125	Rents - Allotments / Garage plots	£902	£940	£865	£940
130	Donations - Holmfirth Public Toilets	£4,570	£6,500	£4,854	£5,000
	Office in toilet building (6 months)	£0	£3,000	£0	£0
	Donation for bench upkeep	£0	£0	£200	£0
140	Neighbourhood Planning - grants	£6,375	£3,250	£0	£0
146	From HCHCT	£4,109	£0	£0	£4,730
	Total income	£261,174	£289,617	£281,857	£290,539
Funding from reserves					
	From reserves	£0	£37,628	£0	£0
	Total income plus transfer from reserves (compare to budget above)	£261,174	£327,245	£281,857	£290,539
Earmarked Reserves					
	Elections Reserve Fund	£29,484	£29,484	£29,484	£10,000
	Special Reserve - Charity Fund - for defibrillators	£1,051	£1,051	£1,051	£500
	Council Tax Support Grant	£19,820	£19,820	£19,820	£0
	Neighbourhood Planning	£12,181	£12,181	£12,181	£0
	Community Assets - 19/20	£37,808	£37,808	£37,808	£0
	Community Assets HCH CAT Bid	£3,750	£3,750	£3,750	£0
	Community Assets - others in the valley	£57,563	£57,563	£57,563	£0
	Community Assets - Holmfirth Civic Hall (capital)	£0	£0	£0	£30,000
	Community Assets - Office/Meeting Room - longer term reshaping costs	£0	£0	£0	£15,000
	Community Assets - Holmfirth Toilets	£0	£0	£0	£5,000
	Community Assets - Honley Library	£0	£0	£0	£15,000
	Community Assets - Other community assets	£0	£0	£0	£9,723
	Community Assets - Holmfirth Civic Hall (Covid-19 Running Costs Reserve Fund)	£0	£0	£0	£15,000
	Covid-19 Pandemic Emergency Response Fund	£0	£0	£0	£20,000
	Total Earmarked Reserves	£161,657	£161,657	£161,657	£120,223
	Total General Reserves	£63,067	£63,067	£107,493	£148,927
	Total Reserves (General Reserves + earmarked)	£224,724	£224,724	£269,150	£269,150

Balance Sheet 2019-20

HOLME VALLEY PARISH COUNCIL

Consolidated Balance Sheet 2019-20

31/03/19		31/03/20
	Long Term Assets	
£0.00	Investments	£0.00
£0.00	Long Term Debts	£0.00
£0.00	TOTAL LONG TERM ASSETS	£0.00
	Current Assets	
£0.00	Investments	£0.00
£0.00	Loans made	£0.00
£0.00	Stocks	£0.00
£2,698.95	VAT Recoverable	£2,218.44
£0.00	Debtors	£0.00
£0.00	Payments in Advance	£6,341.79
£242,484.63	Cash in hand at Bank	£266,670.30
£245,183.58	TOTAL CURRENT ASSETS	£275,230.53
£245,183.58	TOTAL ASSETS	£275,230.53
	Current Liabilities	
£0.00	Loans Received	£0.00
£0.00	Temporary borrowing	£0.00
£0.00	VAT payable	£0.00
£20,259.54	Creditors	£5,880.47
£200.00	Receipts in advance	£200.00
£20,459.54	TOTAL CURRENT LIABILITIES	£6,080.47
£224,724.04	TOTAL ASSETS LESS CURRENT LIABILITIES	£269,150.06
£0.00	Long Term Borrowing	£0.00
£0.00	Deferred Liabilities	£0.00
£0.00	Deferred Credits	£0.00
£0.00		£0.00
£224,724.04	NET ASSETS	£269,150.06
	Represented by	
£63,067.04	General Fund	£107,493.06
£131,122.00	Earmarked Reserves	£131,122.00
£29,484.00	Election Fund	£29,484.00
£1,051.00	Special Project Reserve Fund	£1,051.00
£224,724.04		£269,150.06
	Earmarked reserves	
£19,820.00	Council Tax support grant	£19,820.00
£37,808.00	Community Assets 19-20	£37,808.00
£3,750.00	Community Assets HCH CAT Bid	£3,750.00
£57,563.00	Community Assets - others in Valley	£57,563.00
£12,181.00	Neighbourhood Planning	£12,181.00
£131,122.00		£131,122.00

Signed

Responsible Finance Officer

Chairman

HOLME VALLEY PARISH COUNCIL
STATEMENT OF INCOME AND EXPENDITURE TO 31 MARCH 2020

	2018-19		2019-20	
	£	£	£	£
Opening Balances		212,468.68		224,724.04
Balance in hand at 1 April	89950.91		63067.04	
Earmarked Reserves at 1 April	122517.77		161657.00	
Receipts				
<u>Precept:</u>		224,132.40		275,176.33
<u>Income:</u>		37,041.77		6,680.39
Council Tax Support Grant	19,820.23		0.00	
Interest	1,165.29		761.39	
Refunds	100.00		0.00	
Insurance Claims/Recharges	4,109.30		0.00	
Rentals	902.00		865.00	
Grants Received (NP)	6,375.00		0.00	
Civic Furniture Auction Sale	0.00		0.00	
Miscellaneous/Donations (Benches)	0.00		200.00	
Miscellaneous/Donations (Toilets)	4,569.95		4,854.00	
Total Receipts		261,174.17		281,856.72
Refund of VAT		9,297.54		7,098.96
TOTALS:		482,940.39		513,679.72
Payments				
Chairman's Allowance	985.00		0.00	
Members' Allowances	0.00		85.50	
Meeting room fees	0.00		0.00	
Civic Regalia	0.00		0.00	
Conferences	115.00		0.00	
Subscriptions	2,441.00		2,446.00	
Training (includes Members)	421.71		2,898.51	
Elections	8,870.75		11,154.26	
Contingencies	0.00		0.00	
<u>Civic Governance:</u>		12,833.46		16,584.27
Competitions and consultations	0.00		0.00	
Community Champion awards	147.96		147.96	
Electronic support maintenance	35.00		315.51	
QC Publications	4,592.00		3,830.00	
Website and media co-ordination	1,408.00		1,129.00	
WW1 commemorations	710.00		0.00	
Women's Suffrage	631.38		0.00	
Royal Events	0.00		841.00	
Climate Emergency	0.00		2,050.13	
<u>Consultation and Communications:</u>		7,524.34		8,313.60
Salaries	52125.73		37122.24	
Sub-contract services	14165.53		5786.50	
Advertising, Printing, Stationery	1150.30		1839.29	
Office Equipment	76.50		116.81	
Equipment maintenance	615.36		310.90	
FOI/EIR costs	2570.00		0.00	
Legal fees	0.00		2000.00	
Telephones	829.00		718.29	
Room Hire/Office Accommodation	10,000.00		10,084.00	
New Office/Meeting Room Refurb	0.00		10,000.00	
Audit	1,232.50		1,898.31	
Insurance	6,039.88		1,673.79	
Bank charges	0.00		25.00	
<u>Corporate Governance:</u>		88,804.80		71,575.13
HV Minibus services	23,205.00		23,205.00	
Phone box maintenance	725.00		1.00	
Seats and Shelters – maintenance	9,689.75		10,739.22	
Seats – New	395.82		0.00	
Tidy Trader	39.75		144.68	
Dog Waste Bags	802.95		446.00	
Holme Valley Patient Transport Scheme	1,000.00		1,000.00	
CCTV	1,112.00		0.00	
Defibrillators	1,710.40		0.00	
Public Toilets - Holmfirth	14,999.89		15,312.79	
<u>Environment, Highways and Transport:</u>		53,680.56		50,848.69
Allotment/Holme Barn repairs	0.00		0.00	
Grants	9,307.80		9,627.78	
Public clocks	1,461.32		815.00	
Closed churchyard	1,062.30		0.00	
Christmas provision	4,064.16		5,149.33	
War memorials	370.55		0.00	
Youth Facilities	1,000.00		1,000.00	
Community Assets - HCH	42,509.69		68,637.50	
Public toilets – re-shaping	15,226.04		0.00	
<u>Arts and Recreation:</u>		75,001.86		85,229.61
<u>Planning and Economic Development:</u>	11,141.22	11,141.22	4,879.40	4,879.40
Total Payments		248,986.24		237,430.70
Less VAT to be reclaimed and still due		2,631.52		2,146.97
Less VAT during year already received		6,666.02		4,951.99
Plus VAT overclaim received		67.43		71.47
Less VAT overclaim to pay back				71.47
Closing Balances		224,724.04		269,150.06
Earmarked Reserves (plus Election Fund and Special Projects Reserve Fund)	161,657.00 *		161,657.00 *	
Balances to be carried forward	63,067.04		107,493.06	
TOTALS:		482,940.39		513,679.72
*Earmarked Reserves -				
Earmarked Reserves	131122.00		131122.00	
Election Fund	29484.00		29484.00	
Special Project Reserve Fund	1051.00		1051.00	
	161657.00		161657.00	
		161,657.00		161,657.00
*Earmarked Reserves Breakdown:				
Council Tax Support Grant	19,820.00		19,820.00	
Community Assets - 19/20	37,808.00		37,808.00	
Community Assets HCH CAT Bid	3,750.00		3,750.00	
Community Assets - others in the valley	57,563.00		57,563.00	
Neighbourhood Planning	12,181.00		12,181.00	
		131,122.00		131,122.00

Section 2 – Accounting Statements 2019/20 for

Holme Valley Parish Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	212468	224724	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	224132	275176	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	37109	6680	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	52125	37122	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	196860	200308	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	224724	269150	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	240241	266670	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	5,262,300	5,266,353	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
	✓		

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

Holme Valley Parish Council

County area (local councils and parish meetings only):

Kirklees, West Yorkshire

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
Box 7: Balances carried forward		269,150.06
Deduct: Debtors (enter these as negative numbers)		
1 VAT 2019-20 still to be reclaimed	(2,218.44)	
	<u>(2,218.44)</u>	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
1 Zurich Insurance for HVPC	(1,728.56)	
2 Norris and Fisher Insurance for HCHCT (to be refunded to HVPC in due course)	(4,613.23)	
	<u>(6,341.79)</u>	
Total deductions		<u>(8,560.23)</u>
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
1 Extra VAT claimed by the RFO in error	71.47	
2 WYCA	1971	
3 WYCA	1780	
4 Worthington Brown	1758	
5 Barnsley Chronicle	300.00	
	<u>5,880.47</u>	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
1 Rent for 2020-21 paid in advance S. Atkin - garage	200.00	
	<u>200.00</u>	
Total additions		<u>6,080.47</u>
Box 8: Total cash and short term investments		<u><u>266,670.30</u></u>

CCLA Public Sector Deposit Fund:

Month	Start Balance	Transfers In	Transfers Out	Income	Expenditure	End Balance
April	April 1st 2019 - May 5th 2019	£75,000.00	0	0	0	£75,000.00
May	May 6th 2019 - June 5th 2019	£75,000.00	0	0	0	£75,000.00
June	June 6th 2019 - July 5th 2019	£75,000.00	0	0	0	£75,000.00
July	July 6th 2019 - August 5th 2019	£75,000.00	0	0	0	£75,000.00
August	August 6th 2019 - September 5th 2019	£75,000.00	0	0	0	£75,000.00
September	September 6th 2019 - October 5th 2019	£75,000.00	0	0	0	£75,000.00
October	October 6th 2019 - November 5th 2019	£75,000.00	0	0	0	£75,000.00
November	November 6th 2019 - December 5th 2019	£75,000.00	0	0	0	£75,000.00
December	December 6th 2019 - January 5th 2020	£75,000.00	0	0	0	£75,000.00
January	January 6th 2020 - February 5th 2020	£75,000.00	0	0	0	£75,000.00
February	February 6th 2020 - March 5th 2020	£75,000.00	0	0	0	£75,000.00
March	March 6th 2020 - March 31st 2020	£75,000.00	0	0	0	£75,000.00

Checked against statements by Cllr Bernie Feeney (sign):

Feeney

Date: 12/05/2020

Handelsbanken Current Account:

Month	Start Balance	Transfers In	Transfers Out	Income	Expenditure	End Balance
April	April 1st 2019 - May 5th 2019	0	0	0	0	0
May	May 6th 2019 - June 5th 2019	0	0	0	0	0
June	June 6th 2019 - July 5th 2019	0	0	0	0	0
July	July 6th 2019 - August 5th 2019	0	0	0	0	0
August	August 6th 2019 - September 5th 2019	0	0	0	0	0
September	September 6th 2019 - October 5th 2019	0	0	0	0	0
October	October 6th 2019 - November 5th 2019	0	0	0	0	0
November	November 6th 2019 - December 5th 2019	0	0	0	0	0
December	December 6th 2019 - January 5th 2020	0	0	0	0	0
January	January 6th 2020 - February 5th 2020	0	0	0	0	0
February	February 6th 2020 - March 5th 2020	0	0	0	0	0
March	March 6th 2020 - March 31st 2020	0	£85,253.41	£9.87	£25.00	£85,238.28

Checked against statements by Cllr Bernie Feeney (sign): *Bfeeney*

Date: *12/05/2020*

Petty Cash:

Month	Start Balance	Transfers In	Transfers Out	Income	Expenditure	End Balance
April	£100.00	0	0	0	0	£100.00
May	£100.00	0	0	0	0	£100.00
June	£100.00	0	0	0	0	£100.00
July	£100.00	0	0	0	0	£100.00
August	£100.00	0	0	0	0	£100.00
September	£100.00	0	0	0	0	£100.00
October	£100.00	0	0	0	0	£100.00
November	£100.00	0	0	0	£4.98	£95.02
December	£95.02	0	0	0	0	£95.02
January	£95.02	0	0	0	0	£95.02
February	£95.02	0	0	0	0	£95.02
March	£95.02	0	0	0	0	£95.02

Checked against statements by Cllr Bernie Feeney (sign): *B. Feeney*

Date: 12/05/2020

Handelsbanken 35 Day Notice Account:

Month	Period Covered	Start Balance	Transfers In	Transfers Out	Income	Expenditure	End Balance
April	April 1st 2019 - May 5th 2019	£85,159.02	0	0	£21.00	0	£85,180.02
May	May 6th 2019 - June 5th 2019	£85,180.02	0	0	£8.07	0	£85,188.09
June	June 6th 2019 - July 5th 2019	£85,188.09	0	0	£6.90	0	£85,194.99
July	July 6th 2019 - August 5th 2019	£85,194.99	0	0	£7.13	0	£85,202.12
August	August 6th 2019 - September 5th 2019	£85,202.12	0	0	£7.13	0	£85,209.25
September	September 6th 2019 - October 5th 2019	£85,209.25	0	0	£6.90	0	£85,216.15
October	October 6th 2019 - November 5th 2019	£85,216.15	0	0	£7.13	0	£85,223.28
November	November 6th 2019 - December 5th 2019	£85,223.28	0	0	£6.90	0	£85,230.18
December	December 6th 2019 - January 5th 2020	£85,230.18	0	0	£7.13	0	£85,237.31
January	January 6th 2020 - February 5th 2020	£85,237.31	0	0	£7.13	0	£85,244.44
February	February 6th 2020 - March 5th 2020	£85,244.44	0	0	£6.67	0	£85,251.11
March	March 6th 2020 - March 31st 2020	£85,251.11	0	£85,253.41	£2.30	0	0

Checked against statements by Cllr Bernie Feeney (sign): *Bfeeney*

Date: *12/05/2020*

HSBC Business Money Manager Account:

Month	Start Balance	Transfers In	Transfers Out	Income	Expenditure	End Balance
April	April 1st 2019 - May 5th 2019	£75,679.13	0	£20,000.00	0	£55,679.13
May	May 6th 2019 - June 5th 2019	£55,679.13	0	0	0	£55,679.13
June	June 6th 2019 - July 5th 2019	£55,679.13	0	0	0	£55,679.13
July	July 6th 2019 - August 5th 2019	£55,679.13	0	0	0	£55,679.13
August	August 6th 2019 - September 5th 2019	£55,679.13	0	0	0	£55,679.13
September	September 6th 2019 - October 5th 2019	£55,679.13	0	0	0	£55,679.13
October	October 6th 2019 - November 5th 2019	£55,679.13	0	0	0	£55,679.13
November	November 6th 2019 - December 5th 2019	£55,679.13	0	0	0	£55,679.13
December	December 6th 2019 - January 5th 2020	£55,679.13	0	0	0	£55,679.13
January	January 6th 2020 - February 5th 2020	£55,679.13	0	0	0	£55,679.13
February	February 6th 2020 - March 5th 2020	£55,679.13	0	0	0	£55,679.13
March	March 6th 2020 - March 31st 2020	£55,679.13	0	0	0	£55,679.13

Checked against statements by Cllr Bernie Feeney (sign): Bernie Feeney.....
 Date: 12/05/2020.....

HSBC Community Account:

Month	Start Balance	Transfers In	Transfers Out	Income	Expenditure	End Balance
April	£6,546.48	£20,000.00	0	£276,567.45	£12,532.48	£290,581.45
May	£290,581.45	0	0	£685.07	£28,750.68	£262,515.84
June	£262,515.84	0	0	£3,247.34	£10,836.73	£254,926.45
July	£254,926.45	0	0	£16,233.68	£40,548.08	£230,612.05
August	£230,612.05	0	0	£1,041.82	£15,043.32	£216,610.55
September	£216,610.55	0	0	£507.65	£8,911.46	£208,206.74
October	£208,206.74	0	0	£4,930.12	£27,533.90	£185,602.96
November	£185,602.96	0	0	£1,390.56	£16,525.90	£170,467.62
December	£170,467.62	0	0	£4,777.14	£5,869.11	£169,375.65
January	£169,375.65	0	0	£644.46	£50,241.39	£119,778.72
February	£119,778.72	0	0	£1,143.62	£14,785.75	£106,136.59
March	£106,136.59	0	0	£261.00	£55,739.72	£50,657.87

Checked against statements by Cllr Bernie Feeney (sign): *Feeney*

Date: *15/05/2020*

Holme Valley Parish Council Bank Reconciliation Checklist:

Account: HSBC Community Current Account

Month: April 2019 (April 1st to May 5th)

	Yes	No
1) Is the "End Cash Book Balance (carry FWD)" figure from the previous month the same as the "Opening Cash Book Balance" of this month? <small>This should be consistent across 3 documents – 1) last month's Bank Reconciliation end 2) this month's Bank Reconciliation start 3) this month's Cash Book start.</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £4,303.18		
Comments: It is consistent across all three documents		

	Yes	No
2) Is the "Total Receipts this month" figure consistent between the Cash Book and the Bank Reconciliation form, and is the Cash Book calculation correct? <small>Use a calculator to add up all the individual Receipts transactions in the Cash Book</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £296,567.45 in both the Cash Book and Bank Reconciliation		
Comments: Consistent across both documents		

	Yes	No
3) Is the "Total Expenditure this month" figure <u>including VAT</u> consistent between the Cash Book and the Bank Reconciliation form, and is the Cash Book calculation correct? <small>Use a calculator to add up all the individual Expenditure transactions in the Cash Book</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £10,475.82 in both the Cash Book and Bank Reconciliation		
Comments: Consistent across both documents		

	Yes	No
4) Is the "End Cash Book Balance (carry FWD)" figure consistent between the Cash Book and the Bank Reconciliation form, and is the calculation correct? <small>Use a calculator to do this. Add the Cash Book "Opening Cash Book Balance" to the "Total Receipts this month" and then subtract the "Total Expenditure this month".</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £290,394.81 in both the Cash Book and Bank Reconciliation		
Comments:		

	Yes	No
5) Compare the "End Cash Book Balance (carry FWD)" figure with the end figure on the Bank Statement 05/05/19. Do they match?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
What is the End Cash Book Balance (carry FWD) figure?	£290,394.81	
What is the Balance Carry Forward figure on the Bank Statement?	£290,581.45	
Comments: There is a discrepancy between the Cash Book and the Bank Statement, that needs to be reconciled.		

If there is a difference between the "End Cash Book Balance (carry FWD)" figure and the end Balance Carry Forward figure on the Bank Statement, - and there nearly always is, - we need to balance the Cash Book against the Bank Statement. This imbalance may be caused by a number of things: 1) payments that we have committed to pay but have not yet paid; 2) payments that we have paid by cheque but that have not been transacted by the bank yet; 3) payments that we have paid in advance.

		Yes	No
6) Are there any items of recorded Expenditure in the Cash Book that were NOT PAID this month, and that therefore have not been transacted yet by the bank? <small>If there are outstanding items that were not paid this month but have been entered into the Cash Book, these costs need to be recorded on the Bank Reconciliation form and the amounts ADDED to the "End Cash Book Balance (carry FWD)" figure. There may be outstanding items from months previously or even between years!</small>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
List the items that were not paid this month and their amounts:			
Item	Notes	Amount	
Rosell	29/04/2019 / cheque	+ 83.34	
A Parr	29/04/2019 / cheque	+ 80.00	
Hmrc	02/03/2019/BACS	+ 23.30	
		Total Expenditure not yet paid	
		+ 186.64	
Comments:			

		Yes	No
7) Are there any items of recorded Expenditure in the Cash Book that were paid IN ADVANCE this month? You will need a copy of next month's Cash Book to identify these. If there are items paid in advance, these costs need to be recorded on the Bank Reconciliation form and the amounts DEDUCTED from the "End Cash Book Balance (carry FWD)" figure.		<input type="checkbox"/>	<input checked="" type="checkbox"/>
List the items that were paid in advance this month and their amounts:			
Item	Notes	Amount	
		-£0.00	
		Total Expenditure paid in advance	
		-£0.00	
Comments:			

8) Reconciling the Cash Book against the Bank Statement:

A)	"End Cash Book Balance (carry FWD)" from Statement	1290,819.81
B)	"Total Expenditure not yet paid" from Statement	186.64
C)	"Total Expenditure paid in advance" from Statement	10.00
D)	Total Reconciled Balance A+B+C	1290,881.95
E)	Bank Statement "Balance Carry Forward" from Statement	1290,881.95
F)	Variance D-E (should be zero)	0

Comments:

Checked by: Cllr B Feehey

Date: 12/15/2020

Sign: B Feehey

Holme Valley Parish Council Bank Reconciliation Checklist:

Account: HSBC Community Current Account

Month: May 2019 (May 6th to June 5th)

	Yes	No
1) Is the "End Cash Book Balance (carry FWD)" figure from the previous month the same as the "Opening Cash Book Balance" of this month? <small>This should be consistent across 4 documents - 1) last month's Bank Reconciliation end 2) this month's Bank Reconciliation start 3) last month's Cash Book end 4) this month's Cash Book start.</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £290,394.81		
Comments: Consistent across all 4 documents.		

	Yes	No
2) Is the "Total Receipts this month" figure consistent between the Cash Book and the Bank Reconciliation form, and is the Cash Book calculation correct? <small>Use a calculator to add up all the individual Receipts transactions in the Cash Book.</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £685.07		
Comments: Consistent across both documents		

	Yes	No
3) Is the "Total Expenditure this month" figure <u>including VAT</u> consistent between the Cash Book and the Bank Reconciliation form, and is the Cash Book calculation correct? <small>Use a calculator to add up all the individual Expenditure transactions in the Cash Book.</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £28,652.34		
Comments: Consistent across both documents		

	Yes	No
4) Is the "End Cash Book Balance (carry FWD)" figure consistent between the Cash Book and the Bank Reconciliation form, and is the calculation correct? <small>Use a calculator to do this. Add the Cash Book "Opening Cash Book Balance" to the "Total Receipts this month" and then subtract the "Total Expenditure this month".</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £262,427.54		
Comments: Consistent across both documents.		

	Yes	No
5) Compare the "End Cash Book Balance (carry FWD)" figure with the end figure on the Bank Statement 05/06/19. Do they match?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
What is the End Cash Book Balance (carry FWD) figure?	£262,427.54	
What is the Balance Carry Forward figure on the Bank Statement?	£262,515.84	
Comments: There is a variance between the two figures which needs to be reconciled.		

If there is a difference between the "End Cash Book Balance (carry FWD)" figure and the end Balance Carry Forward figure on the Bank Statement, - and there nearly always is, - we need to balance the Cash Book against the Bank Statement. This imbalance may be caused by a number of things: 1) payments that we have committed to pay but have not yet paid; 2) payments that we have paid by cheque but that have not been transacted by the bank yet; 3) payments that we have paid in advance

		Yes	No
6) Are there any items of recorded Expenditure in the Cash Book that were NOT PAID this month, and that therefore have not been transacted yet by the bank? <small>If there are outstanding items that were not paid this month but have been entered into the Cash Book, these costs need to be recorded on the Bank Reconciliation form and the amounts ADDED to the "End Cash Book Balance (carry FWD)" figure. There may be outstanding items from months previously or even between years!</small>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
List the items that were not paid this month and their amounts:			
Item	Notes	Amount	
Old Bridge Bakery	31/05/19 / cheque	+£65.00	
Hmrc	02/07/19 / BACS	+£23.30	
		Total Expenditure not yet paid	+£88.30
Comments:			

		Yes	No
7) Are there any items of recorded Expenditure in the Cash Book that were paid IN ADVANCE this month? You will need a copy of next month's Cash Book to identify these. If there are items paid in advance, these costs need to be recorded on the Bank Reconciliation form and the amounts DEDUCTED from the "End Cash Book Balance (carry FWD)" figure.		<input type="checkbox"/>	<input checked="" type="checkbox"/>
List the items that were paid in advance this month and their amounts:			
Item	Notes	Amount	
		-£10.00	
		Total Expenditure paid in advance	-£10.00
Comments:			

8) Reconciling the Cash Book against the Bank Statement:

A)	"End Cash Book Balance (carry FWD)" <small>Handwritten</small>	£212,427.54
B)	"Total Expenditure not yet paid" <small>Handwritten</small>	+ £88.30
C)	"Total Expenditure paid in advance" <small>Handwritten</small>	- £10.00
D)	Total Reconciled Balance A+B-C	£212,515.84
E)	Bank Statement "Balance Carry Forward"	£212,515.84
F)	Variance D-E (should be zero)	0

Comments:

Checked by: Cllr Bernie Feeney

Date: 13/05/2020

Sign: *B Feeney*

Holme Valley Parish Council Bank Reconciliation Checklist:

Account: HSBC Community Current Account

Month: June 2019 (June 6th to July 5th)

	Yes	No
1) Is the "End Cash Book Balance (carry FWD)" figure from the previous month the same as the "Opening Cash Book Balance" of this month? <small>This should be consistent across 4 documents – 1) last month's Bank Reconciliation end 2) this month's Bank Reconciliation start 3) last month's Cash Book end 4) this month's Cash Book start.</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £262,427.54		
Comments: Consistent across all four documents		

	Yes	No
2) Is the "Total Receipts this month" figure consistent between the Cash Book and the Bank Reconciliation form, and is the Cash Book calculation correct? <small>Use a calculator to add up all the individual Receipts transactions in the Cash Book</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £3,247.34		
Comments: Consistent across both documents		

	Yes	No
3) Is the "Total Expenditure this month" figure <u>including VAT</u> consistent between the Cash Book and the Bank Reconciliation form, and is the Cash Book calculation correct? <small>Use a calculator to add up all the individual Expenditure transactions in the Cash Book</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £23,813.33		
Comments: Consistent across both documents		

	Yes	No
4) Is the "End Cash Book Balance (carry FWD)" figure consistent between the Cash Book and the Bank Reconciliation form, and is the calculation correct? <small>Use a calculator to do this. Add the Cash Book "Opening Cash Book Balance" to the "Total Receipts this month" and then subtract the "Total Expenditure this month".</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £241,861.55		
Comments: Consistent across both documents		

	Yes	No
5) Compare the "End Cash Book Balance (carry FWD)" figure with the end figure on the Bank Statement 05/07/19. Do they match?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
What is the End Cash Book Balance (carry FWD) figure?	1241,861.55	
What is the Balance Carry Forward figure on the Bank Statement?	£ 254,926.45	
Comments:	There is a variance between the two figures that needs to be reconciled.	

If there is a difference between the "End Cash Book Balance (carry FWD)" figure and the end Balance Carry Forward figure on the Bank Statement, - and there nearly always is, - we need to balance the Cash Book against the Bank Statement. This imbalance may be caused by a number of things: 1) payments that we have committed to pay but have not yet paid; 2) payments that we have paid by cheque but that have not been transacted by the bank yet; 3) payments that we have paid in advance.

		Yes	No
6) Are there any items of recorded Expenditure in the Cash Book that were NOT PAID this month, and that therefore have not been transacted yet by the bank? <small>If there are outstanding items that were not paid this month but have been entered into the Cash Book, these costs need to be recorded on the Bank Reconciliation form and the amounts ADDED to the "End Cash Book Balance (carry FWD)" figure. There may be outstanding items from months previously or even between years!</small>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
List the items that were not paid this month and their amounts:			
Item	Notes	Amount	
HMRC	02/03/19 / BACS	+ £23.30	
Principal Hygiene (part) (vat)	27/06/19 /	+ £41.60	
Hepworth Brass Band	Grant 23/07/19 / cheque	+ £1,000.00	
Thongsbridge C.C.	Grant 23/07/19 / BACS	+ £12,000.00	
		Total Expenditure not yet paid	
		+ £13,064.90	
Comments:			

		Yes	No
7) Are there any items of recorded Expenditure in the Cash Book that were paid IN ADVANCE this month? You will need a copy of next month's Cash Book to identify these. If there are items paid in advance, these costs need to be recorded on the Bank Reconciliation form and the amounts DEDUCTED from the "End Cash Book Balance (carry FWD)" figure.		<input type="checkbox"/>	<input checked="" type="checkbox"/>
List the items that were paid in advance this month and their amounts:			
Item	Notes	Amount	
		- £0.00	
		Total Expenditure paid in advance	
		- £0.00	
Comments:			

B) Reconciling the Cash Book against the Bank Statement:

A)	"Fwd Cash Book Balance (carry FWD)" from B above	£241,861.55
B)	"Total Expenditure not yet paid" from B above	+ £13,064.91
C)	"Total expenditure paid in advance" from B above	- £0.00
D)	Total Reconciled Balance A+B-C	£254,926.45
E)	Bank Statement "Balance Carry Forward"	£254,926.45
F)	Variance D E (should be zero)	0

Comments:

Checked by: Cllr Bernie Feeney

Date: 13/05/20

Sign: Bfeeney

Holme Valley Parish Council Bank Reconciliation Checklist:

Account: HSBC Community Current Account

Month: July 2019 (July 6th to August 5th)

	Yes	No
1) Is the "End Cash Book Balance (carry FWD)" figure from the previous month the same as the "Opening Cash Book Balance" of this month? <small>This should be consistent across 4 documents – 1) last month's Bank Reconciliation end 2) this month's Bank Reconciliation start 3) last month's Cash Book end 4) this month's Cash Book start.</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £241,861.55		
Comments: Consistent across all 4 documents.		

	Yes	No
2) Is the "Total Receipts this month" figure consistent between the Cash Book and the Bank Reconciliation form, and is the Cash Book calculation correct? <small>Use a calculator to add up all the individual Receipts transactions in the Cash Book</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £208.28		
Comments: Consistent in both documents.		

	Yes	No
3) Is the "Total Expenditure this month" figure <u>including VAT</u> consistent between the Cash Book and the Bank Reconciliation form, and is the Cash Book calculation correct? <small>Use a calculator to add up all the individual Expenditure transactions in the Cash Book</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £15,506.48		
Comments: Consistent in both documents		

	Yes	No
4) Is the "End Cash Book Balance (carry FWD)" figure consistent between the Cash Book and the Bank Reconciliation form, and is the calculation correct? <small>Use a calculator to do this. Add the Cash Book "Opening Cash Book Balance" to the "Total Receipts this month" and then subtract the "Total Expenditure this month".</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £226,563.35		
Comments: Consistent in both documents		

	Yes	No
5) Compare the "End Cash Book Balance (carry FWD)" figure with the end figure on the Bank Statement 05/08/19. Do they match?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
What is the End Cash Book Balance (carry FWD) figure?	£226,563.35	
What is the Balance Carry Forward figure on the Bank Statement?	£230,612.05	
Comments: There is a variance between the two figures which needs to be reconciled.		

If there is a difference between the "End Cash Book Balance (carry FWD)" figure and the end Balance Carry Forward figure on the Bank Statement, - and there nearly always is, - we need to balance the Cash Book against the Bank Statement. This imbalance may be caused by a number of things: 1) payments that we have committed to pay but have not yet paid; 2) payments that we have paid by cheque but that have not been transacted by the bank yet; 3) payments that we have paid in advance.

		Yes	No
6) Are there any items of recorded Expenditure in the Cash Book that were NOT PAID this month, and that therefore have not been transacted yet by the bank? <small>If there are outstanding items that were not paid this month but have been entered into the Cash Book, these costs need to be recorded on the Bank Reconciliation form and the amounts ADDED to the "End Cash Book Balance (carry FWD)" figure. There may be outstanding items from months previously or even between years!</small>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
List the items that were not paid this month and their amounts:			
Item	Notes	Amount	
HmRC	02/03/19 / BACS	+ £23.30	
David Ogilvy - WW1 Benek	04/09/19 / BACS	+ £1025.40	
Honley BA - Youth Club	05/09/19 / BACS	+ £1,000.00	
Honley BA - Xmas lights	05/09/19 / BACS	+ £1,000.00	
Hepworth Brass Band	Grant 23/07/19 / cheque	+ £1,000.00	
		Total Expenditure not yet paid	
		+ £4,048.70	
Comments:			

		Yes	No
7) Are there any items of recorded Expenditure in the Cash Book that were paid IN ADVANCE this month? You will need a copy of next month's Cash Book to identify these. If there are items paid in advance, these costs need to be recorded on the Bank Reconciliation form and the amounts DEDUCTED from the "End Cash Book Balance (carry FWD)" figure.		<input type="checkbox"/>	<input checked="" type="checkbox"/>
List the items that were paid in advance this month and their amounts:			
Item	Notes	Amount	
		- £0.00	
		Total Expenditure paid in advance	
		- £0.00	
Comments:			

B) Reconciling the Cash Book against the Bank Statement:

A)	"End Cash Book Balance (carry FWD)" <small>from 31/03/20</small>	£226,563.35
B)	"Total Expenditure not yet paid" <small>from 01/04/20</small>	+ £4,048.70
C)	"Total Expenditure paid in advance" <small>from 01/04/20</small>	- £0.00
D)	Total Reconciled Balance A+B+C	£230,612.05
E)	Bank Statement "Balance Carry Forward"	£230,612.05
F)	Variance D-E (should be zero)	0

Comments:

Checked by: Cllr Bernie Feeney

Date: 13/05/2020

Sign: *Bfeeney*

Holme Valley Parish Council Bank Reconciliation Checklist:

Account: HSBC Community Current Account

Month: August 2019 (August 6th to September 5th)

	Yes	No
1) Is the "End Cash Book Balance (carry FWD)" figure from the previous month the same as the "Opening Cash Book Balance" of this month? <small>This should be consistent across 4 documents – 1) last month's Bank Reconciliation end 2) this month's Bank Reconciliation start 3) last month's Cash Book end 4) this month's Cash Book start.</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £226,563.35		
Comments: Consistent across all 4 documents.		

	Yes	No
2) Is the "Total Receipts this month" figure consistent between the Cash Book and the Bank Reconciliation form, and is the Cash Book calculation correct? <small>Use a calculator to add up all the individual Receipts transactions in the Cash Book</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £1,041.82		
Comments: Consistent across both documents.		

	Yes	No
3) Is the "Total Expenditure this month" figure <u>including VAT</u> consistent between the Cash Book and the Bank Reconciliation form, and is the Cash Book calculation correct? <small>Use a calculator to add up all the individual Expenditure transactions in the Cash Book</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £7,416.91		
Comments: Consistent across both documents		

	Yes	No
4) Is the "End Cash Book Balance (carry FWD)" figure consistent between the Cash Book and the Bank Reconciliation form, and is the calculation correct? <small>Use a calculator to do this. Add the Cash Book "Opening Cash Book Balance" to the "Total Receipts this month" and then subtract the "Total Expenditure this month".</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £220,188.26		
Comments: Consistent across both documents.		

	Yes	No
5) Compare the "End Cash Book Balance (carry FWD)" figure with the end figure on the Bank Statement 05/09/19. Do they match?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
What is the End Cash Book Balance (carry FWD) figure?	£220,188.26	
What is the Balance Carry Forward figure on the Bank Statement?	£216,610.55	
Comments:	There is a variance between the two figures which needs to be reconciled.	

If there is a difference between the "End Cash Book Balance (carry FWD)" figure and the end Balance Carry Forward figure on the Bank Statement, - and there nearly always is, - we need to balance the Cash Book against the Bank Statement. This imbalance may be caused by a number of things: 1) payments that we have committed to pay but have not yet paid; 2) payments that we have paid by cheque but that have not been transacted by the bank yet; 3) payments that we have paid in advance.

		Yes	No
6) Are there any items of recorded Expenditure in the Cash Book that were NOT PAID this month, and that therefore have not been transacted yet by the bank? <small>If there are outstanding items that were not paid this month but have been entered into the Cash Book, these costs need to be recorded on the Bank Reconciliation form and the amounts ADDED to the "End Cash Book Balance (carry FWD)" figure. There may be outstanding items from months previously or even between years!</small>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
List the items that were not paid this month and their amounts:			
Item	Notes	Amount	
Hmrc	02/03/19 / BACS	+ £23.30	
	Total Expenditure not yet paid	+£23.30	
Comments:			

		Yes	No
7) Are there any items of recorded Expenditure in the Cash Book that were paid IN ADVANCE this month? You will need a copy of next month's Cash Book to identify these. If there are items paid in advance, these costs need to be recorded on the Bank Reconciliation form and the amounts DEDUCTED from the "End Cash Book Balance (carry FWD)" figure.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
List the items that were paid in advance this month and their amounts:			
Item	Notes	Amount	
John Ford Maintenance	04/09/19	-£2,548.29	
Hmrc	02/09/19 / BACS	-£268.73	
Hmrc	02/09/19 / BACS	-£261.33	
Hmrc	02/09/19 / BACS	-£261.33	
Hmrc	02/09/19 / BACS	-£261.33	
	Total Expenditure paid in advance	-£3,601.01	
Comments:			

B) Reconciling the Cash Book against the Bank Statement:

A)	"End Cash Book Balance (carry FWO)" <small>From Statement</small>	1220,185,26
B)	"Total Expenditure not yet paid" <small>From Statement</small>	+ 225,30
C)	"Total Expenditure paid in advance" <small>From Statement</small>	- 23,601,01
D)	Total Reconciled Balance A+B-C	1216,609,55
E)	Bank Statement "Balance Carry Forward"	1216,609,55
F)	Variance D-E (should be zero)	0

Comments:

Checked by: Cllr Bernle Feeney

Date: 13/05/2020

Sign: *B Feeney*

Holme Valley Parish Council Bank Reconciliation Checklist:

Account: HSBC Community Current Account

Month: September 2019 (September 6th to October 5th)

	Yes	No
1) Is the "End Cash Book Balance (carry FWD)" figure from the previous month the same as the "Opening Cash Book Balance" of this month? <small>This should be consistent across 4 documents – 1) last month's Bank Reconciliation end 2) this month's Bank Reconciliation start 3) last month's Cash Book end 4) this month's Cash Book start.</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £220,188.26		
Comments: Consistent across all 4 documents.		

	Yes	No
2) Is the "Total Receipts this month" figure consistent between the Cash Book and the Bank Reconciliation form, and is the Cash Book calculation correct? <small>Use a calculator to add up all the individual Receipts transactions in the Cash Book</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £507.65		
Comments: Consistent across both documents.		

	Yes	No
3) Is the "Total Expenditure this month" figure <u>including VAT</u> consistent between the Cash Book and the Bank Reconciliation form, and is the Cash Book calculation correct? <small>Use a calculator to add up all the individual Expenditure transactions in the Cash Book</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £25,840.38		
Comments: Consistent across both documents		

	Yes	No
4) Is the "End Cash Book Balance (carry FWD)" figure consistent between the Cash Book and the Bank Reconciliation form, and is the calculation correct? <small>Use a calculator to do this. Add the Cash Book "Opening Cash Book Balance" to the "Total Receipts this month" and then subtract the "Total Expenditure this month".</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £194,855.53		
Comments: Consistent across both documents		

	Yes	No
5) Compare the "End Cash Book Balance (carry FWD)" figure with the end figure on the Bank Statement 05/10/19. Do they match?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
What is the End Cash Book Balance (carry FWD) figure?	£194,855.53	
What is the Balance Carry Forward figure on the Bank Statement?	£208,206.74	
Comments: <i>There is a variance between the two figures which needs to be reconciled.</i>		

If there is a difference between the "End Cash Book Balance (carry FWD)" figure and the end Balance Carry Forward figure on the Bank Statement, - and there nearly always is, - we need to balance the Cash Book against the Bank Statement. This imbalance may be caused by a number of things: 1) payments that we have committed to pay but have not yet paid; 2) payments that we have paid by cheque but that have not been transacted by the bank yet; 3) payments that we have paid in advance.

		Yes	No
6) Are there any items of recorded Expenditure in the Cash Book that were NOT PAID this month, and that therefore have not been transacted yet by the bank? <small>If there are outstanding items that were not paid this month but have been entered into the Cash Book, those costs need to be recorded on the Bank Reconciliation form and the amounts ADDED to the "End Cash Book Balance (carry FWD)" figure. There may be outstanding items from months previously or even between years!</small>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
List the items that were not paid this month and their amounts:			
Item	Notes	Amount	
HmRC	02/03/19 / BACS	+ £23.30	
Grenke (1920/06/13)	02/09/19 / BACS	+ £120.00	
Grenke (1920/06/14)	02/09/19 / BACS	+ £73.94	
Grenke (1920/06/15)	02/09/19 / BACS	+ £141.59	
Grenke (1920/06/13)	02/09/19 / BACS	+ £40.64	
John Ford - benches	05/09/19 / BACS	+ £364.38	
Honley Parish Church	02/09/19 / BACS	+ £1,000.00	
Vision ICT	09/09/19 / BACS	+ £102.00	
Kirkwells	11/09/19 / BACS	+ £720.00	
Staff 01 (Dropbox)	24/07/19 / BACS	+ £95.88	
YLCA	17/09/19 / BACS	+ £279.83	
Holmfirth Christmas Team	16/09/19 / BACS	+ £500.00	
SLCC	12/09/19 / BACS	+ £1891.50	
Script Media	10/9/19 / BACS	+ £300.00	
Viking	18/09/19 / BACS	+ £172.41	
Principal Hygiene	19/09/19 / BACS	+ £62.40	
Raymond Brierley	26/09/19 / BACS	+ £60.00	
WYCA (Bus service June)	24/09/19 / BACS	+ £1907.00	

WYCA (bus service July)	24/09/19 / BACS	+ £1971.00
WYCA (bus service August)	24/09/19 / BACS	+ £1971.00
PKF Littlejshu	29/09/19 / BACS	+ £720.00
HmRC	25/09/19 / BACS	+ £834.34
Total Expenditure not yet paid		+ £13,351.21
Comments:		

	Yes	No
7) Are there any items of recorded Expenditure in the Cash Book that were paid IN ADVANCE this month? You will need a copy of next month's Cash Book to identify these. If there are items paid in advance, these costs need to be recorded on the Bank Reconciliation form and the amounts DEDUCTED from the "End Cash Book Balance (carry FWD)" figure.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
List the items that were paid in advance this month and their amounts:		
Item	Notes	Amount
		-10.00
Total Expenditure paid in advance		-10.00
Comments:		

8) Reconciling the Cash Book against the Bank Statement:

A)	"End Cash Book Balance (carry FWD)" <small>from 5/1/20</small>	£194,855.53
B)	"Total Expenditure not yet paid" <small>from 1/1/20</small>	+ £13,351.21
C)	"Total Expenditure paid in advance" <small>from 1/1/20</small>	- £10.00
D)	Total Reconciled Balance A+B-C	£208,206.74
E)	Bank Statement "Balance Carry Forward"	£208,206.74
F)	Variance D-E (should be zero)	0

Comments:

Checked by: Cllr Bernie Feeney

Date: 13/05/2020

Sign: *B. Feeney*

Holme Valley Parish Council Bank Reconciliation Checklist:

Account: HSBC Community Current Account

Month: October 2019 (October 6th to November 5th)

	Yes	No
1) Is the "End Cash Book Balance (carry FWD)" figure from the previous month the same as the "Opening Cash Book Balance" of this month? <small>This should be consistent across 4 documents – 1) last month's Bank Reconciliation end 2) this month's Bank Reconciliation start 3) last month's Cash Book end 4) this month's Cash Book start.</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £194,855.53		
Comments: Consistent across all 4 documents.		

	Yes	No
2) Is the "Total Receipts this month" figure consistent between the Cash Book and the Bank Reconciliation form, and is the Cash Book calculation correct? <small>Use a calculator to add up all the individual Receipts transactions in the Cash Book</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £4,930.12		
Comments: Consistent across both documents.		

	Yes	No
3) Is the "Total Expenditure this month" figure <u>including VAT</u> consistent between the Cash Book and the Bank Reconciliation form, and is the Cash Book calculation correct? <small>Use a calculator to add up all the individual Expenditure transactions in the Cash Book</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £15,804.99		
Comments: Consistent across both documents		

	Yes	No
4) Is the "End Cash Book Balance (carry FWD)" figure consistent between the Cash Book and the Bank Reconciliation form, and is the calculation correct? <small>Use a calculator to do this. Add the Cash Book "Opening Cash Book Balance" to the "Total Receipts this month" and then subtract the "Total Expenditure this month".</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £183,980.66		
Comments: Consistent across both documents		

	Yes	No
5) Compare the "End Cash Book Balance (carry FWD)" figure with the end figure on the Bank Statement 05/11/19. Do they match?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
What is the End Cash Book Balance (carry FWD) figure?	\$183,980.66	
What is the Balance Carry Forward figure on the Bank Statement?	\$185,602.96	
Comments:	There is a variance between the two figures which needs to be reconciled.	

If there is a difference between the "End Cash Book Balance (carry FWD)" figure and the end Balance Carry Forward figure on the Bank Statement, - and there nearly always is, - we need to balance the Cash Book against the Bank Statement. This imbalance may be caused by a number of things: 1) payments that we have committed to pay but have not yet paid; 2) payments that we have paid by cheque but that have not been transacted by the bank yet; 3) payments that we have paid in advance.

		Yes	No
6) Are there any items of recorded Expenditure in the Cash Book that were NOT PAID this month, and that therefore have not been transacted yet by the bank? <small>If there are outstanding items that were not paid this month but have been entered into the Cash Book, these costs need to be recorded on the Bank Reconciliation form and the amounts ADDED to the "End Cash Book Balance (carry FWD)" figure. There may be outstanding items from months previously or even between years!</small>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
List the items that were not paid this month and their amounts:			
Item	Notes	Amount	
HMRC	02/03/19 / BACS	+ £23.30	
Honley Parish Church	02/09/19 / BACS	+ £1,000.00	
Holmfirth Christmas Team (HCHCT)	26/10/19 / BACS	+ £500.00	
Huddersfield Picture Framing Co.	18/10/19 / BACS	+ £99.00	
Total Expenditure not yet paid		+ £1622.30	
Comments:			

		Yes	No
7) Are there any items of recorded Expenditure in the Cash Book that were paid IN ADVANCE this month? You will need a copy of next month's Cash Book to identify these. If there are items paid in advance, these costs need to be recorded on the Bank Reconciliation form and the amounts DEDUCTED from the "End Cash Book Balance (carry FWD)" figure.		<input type="checkbox"/>	<input checked="" type="checkbox"/>
List the items that were paid in advance this month and their amounts:			
Item	Notes	Amount	
		- £0.00	
Total Expenditure paid in advance		- £0.00	
Comments:			

8) Reconciling the Cash Book against the Bank Statement:

A)	"End Cash Book Balance (carry FWD)" <small>(No. 12) above</small>	£ 183,786.66
B)	"Total Expenditure not yet paid" <small>(No. 13) above</small>	+ £ 16,221.30
C)	"Total Expenditure paid in advance" <small>(No. 17) above</small>	- £ 0.00
D)	Total Reconciled Balance A+B-C	£ 185,602.96
E)	Bank Statement "Balance Carry Forward"	£ 185,602.96
F)	Variance D-E (should be zero)	£ 0

Comments:

Checked by: Cllr Bernie Feeney

Date: 14/05/20

Sign: Bfeeney

Holme Valley Parish Council Bank Reconciliation Checklist:

Account: HSBC Community Current Account

Month: November 2019 (November 6th to December 5th)

	Yes	No
1) Is the "End Cash Book Balance (carry FWD)" figure from the previous month the same as the "Opening Cash Book Balance" of this month? <small>This should be consistent across 4 documents - 1) last month's Bank Reconciliation end 2) this month's Bank Reconciliation start 3) last month's Cash Book end 4) this month's Cash Book start.</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £183,980.66		
Comments: Consistent across all 4 documents		

	Yes	No
2) Is the "Total Receipts this month" figure consistent between the Cash Book and the Bank Reconciliation form, and is the Cash Book calculation correct? <small>Use a calculator to add up all the individual Receipts transactions in the Cash Book</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £545.28		
Comments: Consistent across both documents		

	Yes	No
3) Is the "Total Expenditure this month" figure <u>including VAT</u> consistent between the Cash Book and the Bank Reconciliation form, and is the Cash Book calculation correct? <small>Use a calculator to add up all the individual Expenditure transactions in the Cash Book</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £16,482.62		
Comments: Consistent across both documents		

	Yes	No
4) Is the "End Cash Book Balance (carry FWD)" figure consistent between the Cash Book and the Bank Reconciliation form, and is the calculation correct? <small>Use a calculator to do this. Add the Cash Book "Opening Cash Book Balance" to the "Total Receipts this month" and then subtract the "Total Expenditure this month".</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £168,043.32		
Comments: Consistent across both documents		

	Yes	No
5) Compare the "End Cash Book Balance (carry FWD)" figure with the end figure on the Bank Statement 05/12/19. Do they match?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
What is the End Cash Book Balance (carry FWD) figure?	£168,043.32	
What is the Balance Carry Forward figure on the Bank Statement?	£170,467.62	
Comments: <i>There is a variance between the two figures which needs to be reconciled.</i>		

If there is a difference between the "End Cash Book Balance (carry FWD)" figure and the end Balance Carry Forward figure on the Bank Statement, - and there nearly always is, - we need to balance the Cash Book against the Bank Statement. This imbalance may be caused by a number of things: 1) payments that we have committed to pay but have not yet paid; 2) payments that we have paid by cheque but that have not been transacted by the bank yet; 3) payments that we have paid in advance.

		Yes	No
6) Are there any items of recorded Expenditure in the Cash Book that were NOT PAID this month, and that therefore have not been transacted yet by the bank? <small>If there are outstanding items that were not paid this month but have been entered into the Cash Book, these costs need to be recorded on the Bank Reconciliation form and the amounts ADDED to the "End Cash Book Balance (carry FWD)" figure. There may be outstanding items from months previously or even between years!</small>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
List the items that were not paid this month and their amounts:			
Item	Notes	Amount	
HMRC	02/03/19 / BACS	+ £23.30	
Honley Parish Church	02/09/19 / BACS	+ £1,000.00	
Kirklees Council	23/12/19 / BACS	+ £51.00	
DB Architects	20/12/19 / BACS	+ £1,350.00	
		Total Expenditure not yet paid	
		+ £2,424.30	
Comments:			

		Yes	No
7) Are there any items of recorded Expenditure in the Cash Book that were paid IN ADVANCE this month? You will need a copy of next month's Cash Book to identify these. If there are items paid in advance, these costs need to be recorded on the Bank Reconciliation form and the amounts DEDUCTED from the "End Cash Book Balance (carry FWD)" figure.		<input type="checkbox"/>	<input checked="" type="checkbox"/>
List the items that were paid in advance this month and their amounts:			
Item	Notes	Amount	
		- £0.00	
		Total Expenditure paid in advance	
		- £0.00	
Comments:			

B) Reconciling the Cash Book against the Bank Statement:

A)	"End Cash Book Balance (Carry FWD)" <small>(to BS above)</small>	£165,043.32
B)	"Total Expenditure not yet paid" <small>(to BS above)</small>	+ 12,424.30
C)	"Total Expenditure paid in advance" <small>(to BS above)</small>	- 20.00
D)	Total Reconciled Balance A+B-C	£170,467.62
E)	Bank Statement "Balance Carry Forward"	£170,467.62
F)	Variance D-E (should be zero)	0

Comments:

Checked by: Cllr Bernie Feeney

Date: 15/05/19

Sign: *B Feeney*

Holme Valley Parish Council Bank Reconciliation Checklist:

Account: HSBC Community Current Account

Month: December 2019 (December 6th to January 5th)

	Yes	No
<p>1) Is the "End Cash Book Balance (carry FWD)" figure from the previous month the same as the "Opening Cash Book Balance" of this month?</p> <p><small>This should be consistent across 4 documents – 1) last month's Bank Reconciliation end 2) this month's Bank Reconciliation start 3) last month's Cash Book end 4) this month's Cash Book start.</small></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £168,043.32		
Comments: Consistent across all 4 documents		

	Yes	No
<p>2) Is the "Total Receipts this month" figure consistent between the Cash Book and the Bank Reconciliation form, and is the Cash Book calculation correct?</p> <p><small>Use a calculator to add up all the individual Receipts transactions in the Cash Book</small></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £4,777.14		
Comments: Consistent across both documents		

	Yes	No
<p>3) Is the "Total Expenditure this month" figure <u>including VAT</u> consistent between the Cash Book and the Bank Reconciliation form, and is the Cash Book calculation correct? <small>Use a calculator to add up all the individual Expenditure transactions in the Cash Book</small></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £34,468.11		
Comments: Consistent across both documents		

	Yes	No
<p>4) Is the "End Cash Book Balance (carry FWD)" figure consistent between the Cash Book and the Bank Reconciliation form, and is the calculation correct?</p> <p><small>Use a calculator to do this. Add the Cash Book "Opening Cash Book Balance" to the "Total Receipts this month" and then subtract the "Total Expenditure this month".</small></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £138,352.35		
Comments: Consistent across both documents		

	Yes	No
5) Compare the "End Cash Book Balance (carry FWD)" figure with the end figure on the Bank Statement 05/01/20. Do they match?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
What is the End Cash Book Balance (carry FWD) figure?	£138,352.35	
What is the Balance Carry Forward figure on the Bank Statement?	£169,375.65	
Comments:	There is a variance between the two figures which needs to be reconciled.	

If there is a difference between the "End Cash Book Balance (carry FWD)" figure and the end Balance Carry Forward figure on the Bank Statement, - and there nearly always is, - we need to balance the Cash Book against the Bank Statement. This imbalance may be caused by a number of things: 1) payments that we have committed to pay but have not yet paid; 2) payments that we have paid by cheque but that have not been transacted by the bank yet; 3) payments that we have paid in advance.

		Yes	No
6) Are there any items of recorded Expenditure in the Cash Book that were NOT PAID this month, and that therefore have not been transacted yet by the bank? <small>If there are outstanding items that were not paid this month but have been entered into the Cash Book, these costs need to be recorded on the Bank Reconciliation form and the amounts ADDED to the "End Cash Book Balance (carry FWD)" figure. There may be outstanding items from months previously or even between years!</small>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
List the items that were not paid this month and their amounts:			
Item	Notes	Amount	
HMRC	02/03/19 / BACS	+ £23.30	
Honley Parish Church	02/09/19 / BACS	+ £1,000.00	
HCHC (grant)	26/03/20 / BACS	+ £30,000.00	
		Total Expenditure not yet paid	
		+ £31,023.30	
Comments:			

		Yes	No
7) Are there any items of recorded Expenditure in the Cash Book that were paid IN ADVANCE this month? You will need a copy of next month's Cash Book to identify these. If there are items paid in advance, these costs need to be recorded on the Bank Reconciliation form and the amounts DEDUCTED from the "End Cash Book Balance (carry FWD)" figure.		<input type="checkbox"/>	<input checked="" type="checkbox"/>
List the items that were paid in advance this month and their amounts:			
Item	Notes	Amount	
		- £0.00	
		Total Expenditure paid in advance	
		- £0.00	
Comments:			

3) Reconciling the Cash Book against the Bank Statement:

A)	"End Cash Book Balance (carry FWD)" <small>From Balance</small>	£138,342.35
B)	"Total Expenditure not yet paid" <small>From Balance</small>	+ £31,023.30
C)	"Total Expenditure paid in advance" <small>From Balance</small>	- £6.00
D)	Total Reconciled Balance A+B-C	£107,315.65
E)	Bank Statement "Balance Carry Forward"	£107,315.65
F)	Variance D-E (should be zero)	0

Comments:

Checked by: Cllr Bernie Feeney

Date: 15/05/2022

Sign: *Bfeeney*

Holme Valley Parish Council Bank Reconciliation Checklist:

Account: HSBC Community Current Account

Month: January 2020 (January 6th to February 5th)

	Yes	No
1) Is the "End Cash Book Balance (carry FWD)" figure from the previous month the same as the "Opening Cash Book Balance" of this month? <small>This should be consistent across 4 documents - 1) last month's Bank Reconciliation end 2) this month's Bank Reconciliation start 3) last month's Cash Book end 4) this month's Cash Book start.</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £138,352.35		
Comments: Consistent across all 4 documents		

	Yes	No
2) Is the "Total Receipts this month" figure consistent between the Cash Book and the Bank Reconciliation form, and is the Cash Book calculation correct? <small>Use a calculator to add up all the individual Receipts transactions in the Cash Book</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £644.46		
Comments: Consistent across both documents		

	Yes	No
3) Is the "Total Expenditure this month" figure <u>including VAT</u> consistent between the Cash Book and the Bank Reconciliation form, and is the Cash Book calculation correct? <small>Use a calculator to add up all the individual Expenditure transactions in the Cash Book</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £64,143.90		
Comments: Consistent across both documents		

	Yes	No
4) Is the "End Cash Book Balance (carry FWD)" figure consistent between the Cash Book and the Bank Reconciliation form, and is the calculation correct? <small>Use a calculator to do this. Add the Cash Book "Opening Cash Book Balance" to the "Total Receipts this month" and then subtract the "Total Expenditure this month".</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £74,852.91		
Comments: Consistent across both documents		

	Yes	No
5) Compare the "End Cash Book Balance (carry FWD)" figure with the end figure on the Bank Statement 05/02/20. Do they match?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
What is the End Cash Book Balance (carry FWD) figure?	£74,852.91	
What is the Balance Carry Forward figure on the Bank Statement?	£119,778.72	
Comments:	There is a variance between the two figures which needs to be reconciled.	

If there is a difference between the "End Cash Book Balance (carry FWD)" figure and the end Balance Carry Forward figure on the Bank Statement, - and there nearly always is, - we need to balance the Cash Book against the Bank Statement. This imbalance may be caused by a number of things: 1) payments that we have committed to pay but have not yet paid; 2) payments that we have paid by cheque but that have not been transacted by the bank yet; 3) payments that we have paid in advance.

		Yes	No
6) Are there any items of recorded Expenditure in the Cash Book that were NOT PAID this month, and that therefore have not been transacted yet by the bank? <small>If there are outstanding items that were not paid this month but have been entered into the Cash Book, these costs need to be recorded on the Bank Reconciliation form and the amounts ADDED to the "End Cash Book Balance (carry FWD)" figure. There may be outstanding items from months previously or even between years!</small>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
List the items that were not paid this month and their amounts:			
Item	Notes	Amount	
HmRC	02/03/19	+ £23.30	
HCHCT Grant	26/03/20 BACS	+ £30,000.00	
HCHCT Grant (fire escape)	26/03/20 BACS	+ £19,000.00	
Holmepride Grant (allotments)	12/02/20 BACS	+ £800.00	
Kirklees Council (Xmas trees)	12/02/20 BACS	+ £3,379.20	
Internal Audit Yorkshire	12/02/20 BACS	+ £728.31	
		Total Expenditure not yet paid	
		+ £44,925.81	
Comments:			

		Yes	No
7) Are there any items of recorded Expenditure in the Cash Book that were paid IN ADVANCE this month? You will need a copy of next month's Cash Book to identify these. If there are items paid in advance, these costs need to be recorded on the Bank Reconciliation form and the amounts DEDUCTED from the "End Cash Book Balance (carry FWD)" figure.		<input type="checkbox"/>	<input checked="" type="checkbox"/>
List the items that were paid in advance this month and their amounts:			
Item	Notes	Amount	
		- £0.00	
		Total Expenditure paid in advance	
		- £0.00	
Comments:			

B) Reconciling the Cash Book against the Bank Statement:

A)	"End Cash Book Balance (carry FWD)" <small>from (5) above</small>	£ 74,802.91
B)	"Total expenditure not yet paid" <small>from (6) above</small>	+ £44,925.61
C)	"Total Expenditure paid in advance" <small>from (7) above</small>	- £0.00
D)	Total Reconciled Balance: A+B-C	£ 119,778.72
E)	Bank Statement "Balance Carry Forward"	£ 119,778.72
F)	Variance D-E (should be zero)	0

Comments:

Checked by: Cllr Bernie Feeney

Date: 15/05/2020

Sign: *B Feeney*

Holme Valley Parish Council Bank Reconciliation Checklist:

Account: HSBC Community Current Account

Month: February 2020 (February 6th to March 5th)

	Yes	No
1) Is the "End Cash Book Balance (carry FWD)" figure from the previous month the same as the "Opening Cash Book Balance" of this month? <small>This should be consistent across 4 documents – 1) last month's Bank Reconciliation end 2) this month's Bank Reconciliation start 3) last month's Cash Book end 4) this month's Cash Book start.</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £74,852.91		
Comments: Consistent across all 4 documents		

	Yes	No
2) Is the "Total Receipts this month" figure consistent between the Cash Book and the Bank Reconciliation form, and is the Cash Book calculation correct? <small>Use a calculator to add up all the individual Receipts transactions in the Cash Book</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £1,143.62		
Comments: Consistent across both documents		

	Yes	No
3) Is the "Total Expenditure this month" figure <u>including VAT</u> consistent between the Cash Book and the Bank Reconciliation form, and is the Cash Book calculation correct? <small>Use a calculator to add up all the individual Expenditure transactions in the Cash Book</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £9,883.24		
Comments: Consistent across both documents		

	Yes	No
4) Is the "End Cash Book Balance (carry FWD)" figure consistent between the Cash Book and the Bank Reconciliation form, and is the calculation correct? <small>Use a calculator to do this. Add the Cash Book "Opening Cash Book Balance" to the "Total Receipts this month" and then subtract the "Total Expenditure this month".</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What is the figure? £66,113.29		
Comments: Consistent across both documents		

	Yes	No
5) Compare the "End Cash Book Balance (carry FWD)" figure with the end figure on the Bank Statement 05/03/20. Do they match?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
What is the End Cash Book Balance (carry FWD) figure?	£66,113.29	
What is the Balance Carry Forward figure on the Bank Statement?	£106,136.59	
Comments:	There is a variance between the two figures which needs to be reconciled.	

If there is a difference between the "End Cash Book Balance (carry FWD)" figure and the end Balance Carry Forward figure on the Bank Statement, - and there nearly always is, - we need to balance the Cash Book against the Bank Statement. This imbalance may be caused by a number of things: 1) payments that we have committed to pay but have not yet paid; 2) payments that we have paid by cheque but that have not been transacted by the bank yet; 3) payments that we have paid in advance.

		Yes	No
6) Are there any items of recorded Expenditure in the Cash Book that were NOT PAID this month, and that therefore have not been transacted yet by the bank? <small>If there are outstanding items that were not paid this month but have been entered into the Cash Book, these costs need to be recorded on the Bank Reconciliation form and the amounts ADDED to the "End Cash Book Balance (carry FWD)" figure. There may be outstanding items from months previously or even between years!</small>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
List the items that were not paid this month and their amounts:			
Item	Notes	Amount	
Hmrc	02/03/19 / BACS	+ £23.30	
HCHCT (grant)	26/03/20 / BACS	+ £39,000.00	
HCHCT (grant - fire escape)	26/03/20 / BACS	+ £10,000.00	
		Total Expenditure not yet paid	
		+ £40,023.30	
Comments:			

		Yes	No
7) Are there any items of recorded Expenditure in the Cash Book that were paid IN ADVANCE this month? You will need a copy of next month's Cash Book to identify these. If there are items paid in advance, these costs need to be recorded on the Bank Reconciliation form and the amounts DEDUCTED from the "End Cash Book Balance (carry FWD)" figure.		<input type="checkbox"/>	<input checked="" type="checkbox"/>
List the items that were paid in advance this month and their amounts:			
Item	Notes	Amount	
		- £10.00	
		Total Expenditure paid in advance	
		- £10.00	
Comments:			

8) Reconciling the Cash Book against the Bank Statement:

A)	"End Cash Book Balance (carry FWD)"	£66,113.29
	<small>from C) above</small>	
B)	"Total Expenditure not yet paid"	£40,023.30
	<small>from C) above</small>	
C)	"Total Expenditure paid in advance"	£0.00
	<small>from C) above</small>	
D)	Total Reconciled Balance A-B-C	£106,136.59
E)	Bank Statement "Balance Carry Forward"	£106,136.59
F)	Variance D E (should be zero)	0
Comments:		

Checked by: **Cllr Bernie Feeney**

Date: 15/05/2020

Sign: B Feeney

Holme Valley Parish Council Bank Reconciliation Checklist:

Account: HSBC Community Current Account

Month: March 2020 (March 6th to March 31st)

	Yes	No
1) Is the "End Cash Book Balance (carry FWD)" figure from the previous month the same as the "Opening Cash Book Balance" of this month? <small>This should be consistent across 4 documents - 1) last month's Bank Reconciliation and 2) this month's Bank Reconciliation sheet, 3) last month's Cash Book and 4) this month's Cash Book next</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

What is the figure? £66,113.29

Comments: Consistent across all 4 documents.

2) Is the "Total Receipts this month" figure consistent between the Cash Book and the Bank Reconciliation form, and is the Cash Book calculation correct? <small>Use a calculator to add up all the individual Receipt transactions in the Cash Book</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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What is the figure? £261.00

Comments: Consistent across both documents.

3) Is the "Total Expenditure this month" figure <u>including VAT</u> consistent between the Cash Book and the Bank Reconciliation form, and is the Cash Book calculation correct? <small>Use a calculator to add up all the individual Expenditure transactions in the Cash Book</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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What is the figure? £21,525.42

Comments: Consistent across both documents.

4) Is the "End Cash Book Balance (carry FWD)" figure consistent between the Cash Book and the Bank Reconciliation form, and is the calculation correct? <small>Use a calculator to do this. Add the Cash Book "Opening Cash Book Balance" to the "Total Receipts this month" and then subtract the "Total Expenditure this month".</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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What is the figure? £44,848.87

Comments: Consistent across both documents.

5) Compare the "End Cash Book Balance (carry FWD)" figure with the figure on the Bank Statement for the end 31/03/20. Do they match?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
What is the End Cash Book Balance (carry FWD) figure?	£44,848.87	
What is the Balance figure on the Bank Statement for 31/03/20?	£50,657.87	
Comments: There is a difference between these two figures which needs to be reconciled.		

If there is a difference between the "End Cash Book Balance (carry FWD)" figure and the end Balance Carry Forward figure on the Bank Statement, - and there nearly always is, - we need to balance the Cash Book against the Bank Statement. This imbalance may be caused by a number of things: 1) payments that we have committed to pay but have not yet paid; 2) payments that we have paid by cheque but that have not been transacted by the bank yet; 3) payments that we have paid in advance

<p>6) Are there any items of recorded Expenditure in the Cash Book that were NOT PAID this month, and that therefore have not been transacted yet by the bank?</p> <p><small>If there are outstanding items that were not paid this month but have been entered into the Cash Book, these costs need to be recorded on the Bank Reconciliation Form and the amounts ADDED to the "End Cash Book Balance (carry FWD)" figure. There may be outstanding items from months previously or even between years!</small></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
List the items that were not paid this month and their amounts		
Item	Notes	Amount
WYCA - March busies	1920/21/21	+ £1,771.00
WYCA - February busies	1920/21/22	+ £1,780.00
Worthington Brown	1920/21/23	+ £1,758.00
Barnetley Chronicle	1920/21/26	+ £300.00
	Total Expendure not yet paid	+ £5,809.00
Comments		

	Yes	No
<p>7) Are there any items of recorded Expenditure in the Cash Book that were paid IN ADVANCE this month? You will need a copy of next month's Cash Book to identify these. If there are items paid in advance, these costs need to be recorded on the Bank Reconciliation form and the amounts DEDUCTED from the "End Cash Book Balance (carry FWD)" figure.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
List the items that were paid in advance this month and their amounts:		
Item	Notes	Amount
		- £0.00
	Total Expendure paid in advance	- £0.00
Comments:		

8) Reconciling the Cash Book against the Bank Statement:

A)	"End Cash Book Balance (carry FWD)" <small>(from B1 above)</small>	£44,7548.87
B)	"Total Expenditure not yet paid" <small>(from B1 above)</small>	+ £5,809.00
C)	"Total Expenditure paid in advance" <small>(from B1 above)</small>	- £0.00
D)	Total Reconciled Balance A+B-C	£50,657.87
E)	Bank Statement "Balance Carry Forward"	£50,657.87
F)	Variance D-E (should be zero)	0
Comments		

Checked by: Cllr Bernie Feeney

Date: 17/05/2020

Sign: *B Feeney*

Report from the RFO regarding items on the Finance and Management Agenda 13/07/2020:

Re: 2021 10

The RFO has had to take a steep learning curve with regard to bookkeeping. Without a handover from the previous RFO, things proved difficult especially at the year end. The RFO thought the best approach would be to take an identical approach to that used with last year's accounts which had been approved by both the Internal and External Auditors. That has proved to be a mistake.

The new Internal Auditor visited to conduct her audit recently. She has submitted a thorough report in draft form. (I have returned the report to her as there were a few mistakes that need amending before coming before the Council.)

To summarise, though, on reviewing the records, the new Internal Auditor says that the way the former RFO did it was inadequate, and therefore what the current RFO was doing was inadequate too. So even in the last weeks the RFO has been adjusting the accounts in line with approved practice. This is not, I should add, about the amount of money we have got or about the transactions, - those are not an issue, - this is about correct accountancy practice and ensuring that transactions are accounted for in the financial year to which they apply. The accounts at the year-end must be a true reflection of the Council's financial position in terms of assets and debt, and the Internal Auditor says that the way the previous RFO did the books was a bit of a hotch-potch and did not adequately reflect the debt to creditors at the year end.

Because we are a Council with a turnover over £250,000/a we have to use an Income and Expenditure approach to the accounts. This means that we have to make sure that money paid in advance or received in advance is accounted for in the year to which it applies not to the year in which the transaction occurred. And money owed for an expense incurred one year must be reflected in the books for that year even if the debt is only paid in the following year. The RFO was surprised to learn that £20,000 of creditors (debt) was left over from 2018/19 and this debt was only honoured in 2019/20. The RFO wonders if the Committee was aware of this. This money went through the 2019/20 Cash Book and has been factored into last year's rolling figures but at the year end the money needed to be accounted for back in 2018/19 and removed from the 2019/20 calculations. This has been quite painful. The Internal Auditor also pointed out that the former RFO had correctly identified some money as creditors (debt) but he should have identified some other debt in the same way, but had used a bank reconciliation form to record the debt which had rather disguised it and was bad practice. Like the RFO says, this is not about the figures being wrong, just about the recording process not being right. So the RFO has been adjusting not just 2019/20s accounts but also 2018/19s. He thinks the accounts now are in line with the Internal Auditor's advice and best practice, and the creditors and debtors at the year-end balance against the bank accounts. And it has been a useful process in learning how the accounts should work!

The RFO did seek advice from the External Auditors because the AGAR of 2018/19 figures just did not add up correctly but has not yet heard back. This is not a serious problem. The year end figures match but the breakdowns do not.

Re: 2021 11

From the draft Internal Auditor Report:

One issue the Internal Auditor identified was an issue at the year start and at the year end with VAT collected. At the year start, the former RFO claimed more VAT back than he said he was going to. That extra cash needs to be recorded as an asset in 2018/19. And then I made a similar mistake in claiming back more VAT than I should have done. I have to underclaim by £71.47 in the next VAT claim due now. All other issues related to the VAT have been rectified in the records.

Another issue the Internal Auditor identified was that we did not adequately record when items

were disposed of or went missing from the Asset Register. When the paper shredder stopped working, we just bought a new one, but the disposal should have been recorded properly on a Disposal Register. Similarly, we had a few items on the Asset Register that are unknown to us, presumably lost or thrown out - an Epson Laser printer and a wireless keyboard, for example. Again, these needed recording on an Asset Disposal Register. The Auditor said we should have an Asset Register Policy which details how we dispose of items on the list.

While the auditor thought our Risk Assessment was thorough she does question the level of risks identified. Having looked at it again, we probably need to reassess the risks of some everyday activities that Council has classed as high risk.

Re: 2021 17

With the above problems in mind, the RFO has contacted Rialtas confirming our use of the Omega accounting package for 2020/21. Rialtas are uploading our financial records and budget onto their servers. A significant advantage of Rialtas is that it does many things built into its system which the RFO has had to learn to do manually. It also reconciles transactions between financial years, - see the difficulties above, - which is extremely difficult to do working with spreadsheets. I will be delighted to see it installed. The RFO and Clerk have training in Omega 13/07/20.

Re: 2021 20

Cllr Feeney audited the Council's bank statements against the Cash Book for our main working account with the HSBC. She found no errors and the account balance perfectly throughout. She also checked the ingoings and outgoings of all accounts across the full financial/Council year; again there were no errors disclosed. Thanks to Cllr Feeney for undertaking this task.

Cllr Feeney was not able to check each transaction against the statements because this would have entailed attending the Council Offices which was barred under lockdown. The Committee might consider how this can be achieved safely under current restrictions.

Cllr Feeney has agreed in principle to carry on the role of checking the financial records in the interim should the Committee wish her to do so.

The RFO thinks it would be useful to the Council and to himself, if a Councillor had in depth oversight over the full range of accounts and accounting practices.

Rich McGill
RFO and Deputy Clerk 07/07/2020