

ROOKSDOWN PARISH COUNCIL INCOME 2022/23 - 31 MARCH - YE

Balance brought forward 1st April 2022	BUS INST ACCESS	£103,021.14
Balance brought forward 1st April 2022	TREASURER	£27,836.96
Balance brought forward 1st April 2022	TOTAL	£130,858.10

Date	Item	Precept	County Cllr grant	Litter grant	Allotment	Refund	Vat 2022-23	Bank Interest	Total Receipts
25/04/22	Allotment Rent - Plot 1B				£29.10				£29.10
24/04/22	CountyCllr Grant - QGC		£1,000.00						£1,000.00
03/05/22	Parish Precept 6 months	£19,219.00							£19,219.00
05/05/22	VAT reclaim						£838.30		£838.30
31/05/22	Refunded bank charges					£25.00			£25.00
23/08/22	VAT reclaim						£865.97		£865.97
26/09/22	Parish Precept 6 months	£19,219.00							£19,219.00
21/11/22	HALC refund (training)					£36.00			£36.00
30/12/22	Allotment rent 16-30 Dec				£630.00				£630.00
03/01/23	Allotment rent 03 Jan				£175.00				£175.00
03/01/23	BDBC litter grant			£2,925.00					£2,925.00
16/01/23	Allotment rent Plot-9A				£35.00				£35.00
23/01/23	Allotment rent Plot-8A,16AA				£70.00				£70.00
27/01/23	Allotment rent Plot-5				£70.00				£70.00
27/01/23	Allotment rent Plot-13B,1A,1A				£70.00				£70.00
07/02/23	HALC refund (training)					£115.20			£115.20
14/02/23	Allotment rent Plot-2				£70.00				£70.00
03/03/23	CountyCllr Grant- Xmas Tree23		£1,000.00						£1,000.00
03/03/23	MICROSOFT*365 CD 2632					£103.09			£103.09
03/03/23	CountyCllrGrant-SilentSoldier-Inst		£500.00						£500.00
2022-23	Bank Interest							£198.60	£198.60
	Total	£38,438.00	£2,500.00	£2,925.00	£1,149.10	£279.29	£1,704.27	£198.60	£47,194.26

£47,194.26

RECEIPTS & PAYMENTS SUMMARY

Bal brought forward 1st April 2022	£130,858.10
Plus income - YE	£47,194.26
Minus expenditure	£35,022.03
Balance	£143,030.33

BANK RECONCILIATION

Bus instant -Y/E	£104,924.01
Treasurers - Y/E	£38,106.32
Balance	£143,030.33

Interest

Apr	£0.93	Oct	£4.45
May	£0.79	Nov	£11.19
June	£0.88	Dec	£23.96
July	£0.91	Jan	£44.78
Aug	£3.44	Feb	£53.42
Sept	£4.43	Mar	£49.42
		TOTAL	£198.60

ROOKSDOWN PARISH COUNCIL - EXPENDITURE 2022/23- FIRST QUARTER – APRIL-JUNE -Y/E-2023

No	Invoice Date	Paid Date	Supplier	Description	Finance / Governance	Office/ Admin	Software /IT	Salary	Training	Print	Handyman	Allotments	Mtnc General	Jubilees / XmasFair	Coronation	Project	VAT	Total
1	05/04/22	03/05/22	RBL Ind - D603	Tommy / unknown soldiers												£833.33	£166.67	£1,000.00
2	01/04/22	03/05/22	RBL Ind - D602	QGC plaque - with stakes												£258.32	£51.66	£309.98
3	19/04/22	19/04/22	Giffaff	PhoneSim-monthly-April		£5.00											£1.00	£6.00
4	19/04/22	26/04/22	DM Payroll	Payroll admin 2022/23		£120.00												£120.00
5	31/03/22	26/04/22	Goslings Gdn	12551-Allotments								£203.00						£243.60
6	30/03/22	26/04/22	HALC-4945	HALC/NALC-subs2022/23	£963.91													£963.91
7	April	26/04/22	Tracy Hamer	Salary April				£572.00										£572.00
8	25/04/22	26/04/22	PGGM-1470	Allotments April		£30.00						£95.00					£19.00	£114.00
9	19/04/22	26/04/22	RCA-1509-	Meeting room April														£30.00
10	19/04/22	26/04/22	RCA-1519	Office April		£15.00												£15.00
11	19/04/22	26/04/22	RCA - LM-1520	All Aspects - Mar/April							£640.00							£640.00
12	18/03/22	26/04/22	Rialtas-29416	Software/Setup/Annual fee			£371.50										£74.30	£445.80
13	05/03/22	10/05/22	Badgemaster	5xRD-CC name badges		£27.65											£5.53	£33.18
14	09/05/22	10/05/22	Big Bear Promo	Jubilee-bags/bottles/flags										£1,447.50			£289.50	£1,737.00
15	28/04/22	10/05/22	Maximum Play	05/06 - Jubilee										£275.00				£275.00
16	28/02/22	24/05/22	Goslings Gdn	Allot-12481-Feb invoice								£93.60						£93.60
17	11/05/22	24/05/22	GHGraphics-25601	RD Reporter x3K +AWW						£555.00								£555.00
18	11/05/22	24/05/22	GHGraphics-25602	Posters-A4x200/A3x50						£93.00							£18.60	£111.60
19	17/05/22	24/05/22	HALC	LCPD Bronze 2022/23	£165.00												£33.00	£198.00
20	May	24/05/22	HMRC	PAYE				£286.00										£286.00
21	May	24/05/22	Clerk (TH)	Salary May				£572.00										£572.00
22	25/04/22	24/05/22	TH-Kingjet-image-Co	Printer cartridges		£34.99												£34.99
23	11/05/22	24/05/22	Mulberry & Co	Internal audit 2021/22	£159.00													£159.00
24	23/05/22	24/05/22	RCA-1521	Office MAY		£15.00												£15.00
25	23/05/22	24/05/22	RCA-1522-LM	All Aspects - April-MAY							£840.00							£840.00
26	23/05/22	24/05/22	RCA-1523	Meeting room MAY		£30.00												£30.00
27	23/05/22	24/05/22	TH-Tayna Batteries	SID- Mobility Battery									£69.96				£13.99	£83.95
28	06/05/22	30/05/22	Gallagher	Insurance-from1st June	£831.27													£831.27
29	27/05/22	30/05/22	PM- Printed.com	5xdisplay boards-Jubilee										£126.59			£25.32	£151.91
30	28/05/22	28/06/22	PGGM-1534	Grass cut-Allot-May x3								£285.00					£57.00	£342.00
31	27/06/22	28/06/22	PGGM-1573	Grass cut-Allot-Junex2								£190.00					£38.00	£228.00
32	16/06/22	28/06/22	RCA-1541	Office-June		£30.00												£30.00
33	16/06/22	28/06/22	RCA-1550	Meeting room-June		£15.00												£15.00
34	16/06/22	28/06/22	RCA - LM-1551	All Aspects-May/June							£850.00							£850.00
		2022/23	FIRST QUARTER	Sub-total Apr-June	£2,119.18	£322.64	£371.50	£1,430.00	£0.00	£648.00	£2,330.00	£866.60	£69.96	£1,849.09	£0.00	£1,091.65	£865.97	£11,964.59

ROOKSDOWN PARISH COUNCIL - EXPENDITURE 2022/23- SECOND QUARTER – JULY-SEPT -Y/E-2023

No	Invoice Date	Paid Date	Supplier	Description	Finance / Governance	Office/ Admin	Software /IT	Salary	Training	Print	Handyman	Allotments	Mtrnce General	Jubilee / XmasFair	Coronation	Project	VAT	Total
35	22/07/22	26/07/22	HALC-5309-	Training-Finance-PM-DK-DH					£120.00								£24.00	£144.00
36	15/07/22	26/07/22	RCA-1554	Meeting room-July		£30.00												£30.00
37	15/07/22	26/07/22	RCA-1565	Office-July		£15.00												£15.00
38	15/07/22	26/07/22	RCA-LM-1566	All Aspects-June/July							£540.00							£540.00
39	15/07/22	26/07/22	RCA - LM-1567	All Aspects - July							£310.00							£310.00
40	02/08/22	04/08/22	ICO-Z915271X	Data Protection reg	£35.00													£35.00
41a	01/09/22	06/09/22	PM-Royal Mail	Postage Loydis mandate form		£1.05												
41b	02/09/22	06/09/22	PM-Land Reg	Online Land Search		£29.95											£5.99	£36.99
42	26/07/22	06/09/22	PGM-1627	Grass cut-11/12 July								£190.00						£228.00
43	25/08/22	06/09/22	PGM=1677	Grass cut-8/23Aug								£190.00						£228.00
44	16/08/22	06/09/22	RCA -1570	Meeting room - Aug		£30.00												£30.00
45	16/08/22	06/09/22	RCA-1573	Office rent - Aug		£15.00												£15.00
46	16/08/22	06/09/22	RCA-1574-LM	Handyman (LM) Aug							£340.00							£340.00
47	Aug	06/09/22	Clerk (WA)	Salary Aug				£750.00										£750.00
48a	31/08/22	06/09/22	WA-Sainsbury	Keyboard and mouse		£13.33												
48b	12/08/22	06/09/22	WA-DBS	DBS check		£18.00												
48c	31/08/22	06/09/22	WA-expenses	Mileage -to TH-30miles		£13.50												£44.83
49	30/08/22	06/09/22	WEL Medical	Defib pads-S254834									£45.90				£9.18	£55.08
50	16/09/22	27/09/22	RCA-1587	Meeting room - Sept		£30.00												£30.00
51	20/09/22	27/09/22	RCA-1588	Office rent - Sept		£15.00												£15.00
52	20/09/22	27/09/22	RCA-LM-1589	Handyman (LM) Sept							£940.00							£940.00
53	Sept	27/09/22	Clerk (WA)	Salary Sept				£975.00										£975.00
					£2,154.18	£533.47	£371.50	£3,155.00	£120.00	£648.00	£4,460.00	£1,246.60	£115.86	£1,849.09	£0.00	£1,091.65	£981.14	£16,726.49
					Sub-total Apr-Sept													
					SECOND QUARTER													

ROOKSDOWN PARISH COUNCIL - EXPENDITURE 2022/23- THIRD QUARTER OCT-DEC-Y/E-2023

No	Invoice Date	Paid Date	Supplier	Description	Finance / Governance	Office/ Admin	Software /IT	Salary	Training	Print	Handyman	Allotments	Mtnce General	Jubilee / XmasFair	Coronation	Project	VAT	Total
54	11/10/22	12/10/22	Boudica Design	Xmas Tree												£1,100.00		
				Community Centre Lights												£460.00	£312.00	£1,872.00
55	23/10/22	25/10/22	HALC-5416	NeedKnow-I&II-WA					£96.00								£19.20	£115.20
56	23/10/22	25/10/22	HALC-5421	Budgeting-WA					£30.00								£6.00	£36.00
57	23/10/22	25/10/22	HALC-5431	Finance-JLD-DK-NU-EN					£120.00								£24.00	£144.00
58	04/10/22	25/10/22	PGGM 1725	Allot grass cut Sept x1								£95.00					£19.00	£114.00
59	17/10/22	25/10/22	RCA-1601	Meeting room - Oct		£30.00												£30.00
60	17/10/22	25/10/22	RCA-1605	Office rent - Oct		£15.00												£15.00
61	17/10/22	25/10/22	RCA-LM-1606	All Aspect Sept & Oct							£710.00							£710.00
62	20/10/22	25/10/22	RCA-LM-1607	All Aspect-Oct							£600.00							£600.00
63	Oct	25/10/22	Clerk (WA)	Salary Oct				£956.80										£956.80
64	12/09/22	25/10/22	WEL Medical	Defib pads-1258970									£45.90				£9.18	£55.08
65	09/11/22	09/11/22	RKK Enterprises	Tea light candles/battery										£27.98				£27.98
66	04/11/22	16/11/22	NEST IT	Direct Debit - pension				£63.70										£63.70
67a	04/11/22	22/11/22	DK-Tesco	Advent calendars										£84.00				
67b	04/11/22	22/11/22	DK-Pets-at-Home	Dog calendar x30										£60.00				
67c	06/11/22	22/11/22	DK-SuperSelfie	Personalised photo frame										£50.00				£194.00
68	15/11/22	30/11/22	RCA-1617	Meeting room-Nov		£30.00												£30.00
69	15/11/22	30/11/22	RCA-1620	Office rent - Nov		£15.00												£15.00
70	15/11/22	30/11/22	RCA-LM-1621	Handyman (LM) visits Nov							£400.00							£400.00
71	22/11/22	30/11/22	RCA-1622	Advent calendars										£330.00				£330.00
72	04/11/22	30/11/22	GHGraphics-26576	Oct NL-2750,6pp+A/W						£581.00							£125.00	£706.00
73	04/11/22	30/11/22	GHGraphics-26577	300 lables						£79.00							£15.80	£94.80
74	10/11/22	30/11/22	Lexis Nexis	Charles Arnold Baker		£131.99												£131.99
75	24/10/22	30/11/22	PGGM - 1759	Allot grass cutting								£215.00					£43.00	£258.00
76	08/11/22	30/11/22	PGGM - 1785	Allot Hedge cut & waste								£610.00					£122.00	£732.00
77	23/08/22	30/11/22	PKKF Littlejohn	External audit		£200.00											£40.00	£240.00
78	Nov	30/11/22	Clerk (WA)	Salary Nov				£956.80										£956.80
79	Dec	02/12/22	Clerk (WA)	Final salary				£223.38										£223.38
80	05/12/22	06/12/22	Danny Connors	Entertainer-Xmas Fair										£100.00				£100.00
81	02/12/23	23/12/22	Microsoft	365 BuStandard-			£518.40											£518.40
				THIRD QUARTER - APRIL - MARCH -Y/E		£2,486.17	£623.47	£5,355.68	£366.00	£1,308.00	£6,170.00	£2,166.60	£161.76	£2,501.07	£0.00	£2,651.65	£1,716.32	£26,396.62

Rooksdown Parish Council

2022/23 Bank Reconciliation – AUDIT SHEET

Receipts and payments summary

1	Balance Brought Forward from 2021/22	£130,858.10
2	Plus Income (Y/E)	£47,194.26
3	Less Expenditure (Y/E)	£35,022.03
4	Balance	£143,030.33

Reconciliation

5	Bus Inst Access / Savings Account (Y/E)	£104,924.01
6	Current / Treasurers Account (Y/E)	£38,106.32
7	TOTAL BANK ACCOUNTS	£143,030.33
8	Balance	£143,030.33

Chairman *Paul Mahoney* Date 24 April 2023

Susan Turner, Clerk / RFO..... *Susan Turner* Date 24 April 2023

ROOKSDOWN PC – SIGNIFICANT VARIATIONS 2022/23 - AUDIT SHEET

Difference between current and previous year greater than both 10% and £100
in Section 1, boxes 2, 3, 4, 5, 6, 9 and 10

	Item	Previous Year 2021/22	Current Year 2022/23	Difference	Diff %
1	Balance Brought Forward	£107,688.26	£130,858.10	£23,169.84	21.52%
2	Annual Precept	£36,184.00	£38,438.00	£2,254.00	6.23%
3	Total Other Receipts	£8,377.17	£8,756.26	£379.09	4.53%
4	Staff Costs	£3,769.62	£8,055.68	£4,286.06	113.70%
5	Loan interest/capital repayments	£0.00	£0.00	£0.00	NA
6	Total other payments (excl staff costs)	£17,620.71	£26,966.35	£9,345.64	53.04%
7	Balance carried forward	£130,858.10	£143,030.33	£12,172.23	9.30%
8	Total cash and short term investments	£130,858.10	£143,030.33	£12,172.23	9.30%
9	Total fixed assets and long term assets	£24,483.00	£25,987.15	£1,504.15	6.14%
10	Total borrowings	£0.00	£0.00	£0.00	NA
11	Trust funds	NA	NA	NA	NA

Box 4 Staff Costs

Explanation for variation of		2021/22	2022/23	Difference
	£4,286.06			
<i>No clerk employed for much of 2021/22 - ref Payroll</i>				
TOTALS		£3,769.62	£8,055.68	£4,286.06

Box 6 Total other payments (excl staff costs)

Explanation for variation of		2021/22	2022/23	Difference
	£9,345.64			
Allotments maintenance expenditure <i>(Additional hedge cutting 22/23)</i>		£2,229.00	£2,919.10	£690.10
Audit fees (Finance / Governance)		£540.00	£359.00	£181.00
Books (Charles Arnold Baker)		£0.00	£131.99	£131.99
Councillor expenses		£17.00	£13.50	£3.50
Events (Community) - Jubille & Xmas fair 2022 <i>(Events = new role for Parish Council – previously undertaken by Community Association)</i>		£0.00	£2,501.07	£2,501.07
Events (Community) - Coronation (2023)		£0.00	£935.00	£935.00
General admin / office		£892.00	£712.94	£179.06
Grants & donations paid <i>(No grant uptake this year, to increase promotion)</i>		£100.00	£0.00	£100.00
Handyman (Parish Lengthsman) <i>(Increase in hours required litterpicking)</i>		£7,240.00	£9,310.00	£2,070.00
Insurance (Finance / Governance)		£704.00	£831.27	£127.27
IT/support		£917.00	£1,043.69	£126.69
Locum clerk		£0.00	£315.00	£315.00
Miscellaneous payments		£154.00	£0.00	£154.00
Payroll services		£120.00	£150.00	£30.00
Phone – <i>(No longer using dedicated office phone number)</i>		£61.00	£5.00	£56.00
Print Newsletter & Inf leaflets <i>(= new venture for Parish Council)</i>		£0.00	£1,422.00	£1,422.00
Project costs <i>(For 22/23 = provision Silent Soldiers and Xmas tree+lights)</i>		£1,045.00	£2,651.65	£1,606.65
Repairs and maintenance <i>(For 22/23 = provision for defibrillator upkeep)</i>		£0.00	£161.76	£161.76
Subscriptions (Finance / Governance) <i>Includes HALC/NALC and ICO</i>		£1,091.00	£1,163.91	£72.91
Training		£800.00	£414.00	£386.00
VAT expenditure		£931.00	£1,925.47	£994.47
Reallocation of grant payment to correct nominal code		£782.00	£0.00	£782.00
TOTALS		£17,623.00	£26,966.35	£9,343.35
<i>Minor error from 2021/22 figures due to leveling up decimal places</i>		£17,620.71	£26,966.35	£9,345.64

Signed:

Chairman *Paul Mahoney* Date 24 April 2023

Susan Turner, RFO *Susan Turner* Date 24 April 2023

ROOKSDOWN PARISH COUNCIL - ASSET REGISTER - Y/E 2033

ITEM	DATE ACQUIRED	PURCHASE PRICE	Location	Notes
OFFICE EQUIPMENT				
New Dell Laptop	Mar-22	£399.17	Clerk	
Keyboard & mouse	Sep-22	£13.33	Clerk	
Laptop	Dec-17	£200.00	Office	
Printer	Apr-16	£149.00	Office	
Monitor/keyboard/mouse	Jan-18	£145.00	Office	
SUB TOTAL		£906.50		
LAND AND BUILDINGS				
Allotments	May-19	£1.00	Merton Rise	Nominal value
Allotment fence & gates	May-19	£1.00	Merton Rise	Sureveyed value
SUB TOTAL		£2.00		
STREET FURNITURE				
Silent soldiers	Apr-22	£833.33	Office, to be installed Avenue entrance	
QGC plaque	Apr-22	£258.32	Office (to be installed with trees)	
Benches x 2 (£564 ea)	Pre 2010	£1,128.00	Mill Road open space	
Grit Bins	Pre 2010	£150.00	Gillies Drive - Green	
Grit Bins	Pre 2010	£150.00	Nightingale Gardens -Green	
Grit Bins	Pre 2010	£150.00	Northbrook Crescent - Green	
Grit Bins	Pre 2010	£150.00	Pumphouse Way - Green	
Grit Bins	Pre 2010	£150.00	Sorting Lane/Pennyblack Lane - Green	
Grit Bins	Pre 2010	£150.00	Mill Road nr Notice board - Green	
Grit Bins	Pre 2010	£150.00	Moths Grace/Crondall Terrace- Green	
Grit Bins	Pre 2010	£150.00	Peggy Way Green	
Grit Bins	Pre 2010	£150.00	Comm Centre Roundabout - Yellow	
Grit Bins	Pre 2010	£150.00	Basswood Drive - Yellow	
Grit Bins	Pre 2010	£150.00	Sorting Lane - Yellow	
Grit Bins	Pre 2010	£150.00	Parcel Drive - Yellow	
Grit Bins	Pre 2010	£150.00	Vespasian Gardens- Yellow	
Grit Bins x 2	Pre 2010	£300.00	Saxon Wood School - Yellow	See note 1
Grit Bins	Pre 2010	£150.00	Merton Rise - Yellow	
Grit bins x3 (£50ea)	Jan-18	£150.00	Various - Green	
Grit bins x2 (£51.50ea)	Nov-18	£103.00	Merton Rise - Yellow	
Notice board	Pre 2010	£1,278.00	Mill Road	See note 2
Notice board	Pre 2010	£1,278.00	Park Prewett Road	
Notice board	Pre 2010	£1,278.00	Mill Road store	See note 2
Notice board	Mar-16	£1,278.00	Gillies Drive	
Notice board	Mar-16	£1,278.00	Park Prewett Road	
Notice board	Mar-16	£1,278.00	Peggs Way	
Notice board	Mar-16	£1,278.00	Storage	
Bus shelter		£6,520.00		
SUB TOTAL		£20,338.65		
GATES AND FENCES				
Orange Event fencing	2014	£540.00	Community Centre Store	
SUB TOTAL		£540.00		
OUTSIDE EQUIPMENT				
Speed Indicator Device	Dec-15	£2,700.00	Within Rooksdown	On lampost
Defibrillator and cabinet	Jan-20	£1,500.00	Community Centre Wall	
SUB TOTAL		£4,200.00		
TOTAL		£25,987.15		