

Date	Document reference	From	In Respect of	General Administration £	War Memorial £	Other £	VAT £	Total £
23/04/2019		HM Revenue & Customs	VAT Refund				£ 164.10	£ 164.10
01/05/2019		Maldon District Council	Precept	£ 3,600.00				£ 3,600.00
20/09/2019		Great Braxted PC	War Memorial Contribution		61.21			£ 61.21
20/09/2019		Wickham Bishops PC	War Memorial Contribution		339.26			£ 339.26
14/01/2020		Wickham Bishops PC	Remembrance Day Contribution			511.91		£ 511.91
16/01/2020		Great Braxted PC	Remembrance Day Contribution			92.36		£ 92.36
Total for Year				£ 3,600.00	£ 400.47	£ 604.27	£ 164.10	£ 4,768.84

Date	Document Reference	Invoice Reference	Payable To	In Respect of	Clerk's Salary £	Elections £	Subscriptions £	Audit Fees £	Insurance £	War Memorial £	Information Commissioner £	Housing Needs Survey	Litter Picking £	Other £	Total Net of VAT £	VAT £	Total £
23/04/2019	554		G N Mussett	Clerk's Salary	£ 125.15										£ 125.15		£ 125.15
23/04/2019	555		H Bendall	Litterpicking									£ 41.60		£ 41.60		£ 41.60
23/04/2019	556		EALC	Annual Subscription			£ 63.74								£ 63.74		£ 63.74
23/04/2019	557		G N Mussett	Printer ink and paper								£ 35.42			£ 35.42	£ 7.08	£ 42.50
14/05/2019	558		BHIB	Insurance				£ 314.53							£ 314.53		£ 314.53
14/05/2019	559		G N Mussett	Clerk's Salary	£ 125.15										£ 125.15		£ 125.15
14/05/2019	560		H Bendall	Litterpicking									£ 52.00		£ 52.00		£ 52.00
14/05/2019	561		G N Mussett	McAfee Renewal										£ 74.99	£ 74.99	£ 15.00	£ 89.99
11/06/2019	562		SALC	Internal Audit Fee				£ 225.00							£ 225.00	£ 45.00	£ 270.00
11/06/2019	563		G N Mussett	Litterpicking sacks									£ 11.65		£ 11.65	£ 2.33	£ 13.98
11/06/2019	564		H Bendall	Litterpicking									£ 41.60		£ 41.60		£ 41.60
11/06/2019	565		G N Mussett	Clerk's Salary	£ 125.15										£ 125.15		£ 125.15
11/06/2019	566		HMRC	PAYE/NI	£ 95.60								£ 31.80		£ 127.40		£ 127.40
17/07/2019	567		H Bendall	Litterpicking									£ 52.00		£ 52.00		£ 52.00
17/07/2019	568		G N Mussett	Clerk's Salary	£ 125.15										£ 125.15		£ 125.15
29/08/2019	569		Maldon District Council	Election Fees		£ 69.15									£ 69.15		£ 69.15
29/08/2019	570		Great Braxted Memorial Pavilion Committee	Fete Donation										£ 41.67	£ 41.67		£ 41.67
29/08/2019	571		Maldon District Council	Election Fees		£ 69.15									£ 69.15		£ 69.15
25/09/2019	572		H Bendall	Litterpicking									£ 41.60		£ 41.60		£ 41.60
25/09/2019	573		H Bendall	Litterpicking									£ 41.60		£ 41.60		£ 41.60
25/09/2019	574		G N Mussett	Clerk's Salary	£ 125.15										£ 125.15		£ 125.15
25/09/2019	575		G N Mussett	Clerk's Salary	£ 125.15										£ 125.15		£ 125.15
25/09/2019	576		HMRC	PAYE/NI	£ 93.60								£ 33.80		£ 127.40		£ 127.40
25/09/2019	577		Cancelled												£ -		£ -
25/09/2019	578		PKF Littlejohn	External Audit				£ 200.00							£ 200.00	£ 40.00	£ 240.00
25/09/2019	579		G N Mussett	Poppy Wreath						£ 22.25					£ 22.25		£ 22.25
28/10/2019	580		Essex County Council	Transfer of Grant										£ 23,507.00	£ 23,507.00		£ 23,507.00
28/10/2019	581		H Bendall	Litterpicking									£ 52.00		£ 52.00		£ 52.00
28/10/2019	582		G N Mussett	Clerk's Salary	£ 125.15										£ 125.15		£ 125.15
28/10/2019	583		G N Mussett	Hi-Viz jackets						£ 57.68					£ 57.68	£ 11.60	£ 69.28
21/11/2019	584		Community Action Suffolk	Website Hosting										£ 50.00	£ 50.00	£ 10.00	£ 60.00
21/11/2019	585		H Bendall	Litterpicking									£ 41.60		£ 41.60		£ 41.60
21/11/2019	586		G N Mussett	Clerk's Salary	£ 125.15										£ 125.15		£ 125.15
21/11/2019	587		Connect Traffic Management	Road Closure Remembrance Day						£ 450.00					£ 450.00	£ 90.00	£ 540.00
21/11/2019	588		Maldon District Council	Road Closure Remembrance Day						£ 144.17					£ 144.17	£ 28.83	£ 173.00
21/11/2019	589		Goodlife Countryside Services	Grasscutting						£ 350.00				£ 380.00	£ 730.00		£ 730.00

21/11/2019	590	G N Mussett	Litterpicking sacks									£ 14.98		£ 14.98	£ 2.99	£ 17.97
14/01/2020	591	G N Mussett	Clerk's Salary	£ 125.15										£ 125.15		£ 125.15
14/01/2020	592	H Bendall	Litterpicking									£ 41.60		£ 41.60		£ 41.60
14/01/2020	593	HMRC	Tax/NI	£ 93.60								£ 33.80		£ 127.40		£ 127.40
14/01/2020	594	G N Mussett	Clerk's Salary	£ 125.15										£ 125.15		£ 125.15
14/01/2020	595	H Bendall	Litterpicking									£ 41.60		£ 41.60		£ 41.60
09/03/2020	596	The Braxted Bakery	Hire of Room for Neighbourhood Watch Meetings													
													£ 626.95	£ 626.95		£ 626.95
09/03/2020	597	The Braxted Bakery	Hire of room for Council meetins													
													£ 275.00	£ 275.00		£ 275.00
09/03/2020	598	Information Commissioner	Data Registration Fee							£ 40.00						£ 40.00
09/03/2020	599	H Bendall	Litterpicking									£ 41.60		£ 41.60		£ 41.60
09/03/2020	600	G N Mussett	Clerk's Salary	£ 125.15										£ 125.15		£ 125.15
09/03/2020	601	H Bendall	Litterpicking									£ 52.00		£ 52.00		£ 52.00
09/03/2020	602	G N Mussett	Clerk's Salary	£ 125.15										£ 125.15		£ 125.15
09/03/2020	603	HMRC	Tax/NI	£ 93.60								£ 33.80		£ 127.40		£ 127.40
Total for Year				£ 1,878.20	£ 138.30	£ 63.74	£ 425.00	£ 314.53	£ 1,024.10	£ 40.00	£ 35.42	£ 700.63	£ 24,955.61	£ 29,575.53	£ 252.83	£ 29,828.36

BANK RECONCILIATION

As at 31/03/19

Petty Cash	£	0.58
Barclays Bank	£	28,451.75
Total	£	<u>28,452.33</u>
Less Uncashed Cheques	-£	<u>815.44</u>
Total	£	<u>27,636.89</u>

Add Income for year	£	4,768.84
Less Expenditure for year	-£	<u>29,828.36</u>
Total	£	<u>2,577.37</u>

As at 31/03/20

Represented by

Petty Cash	£	0.58
Barclays Bank	£	3,478.74
Total	£	<u>3,479.32</u>
Less Uncashed Cheques	-£	<u>901.95</u>
Total	£	<u>2,577.37</u>

BUDGET ANALYSIS

2019/20

Item	Budget		Figures are net of VAT		%age Budget Spent	Notes
	£	Income £	Expenditure £	Income		
Clerk's Salary	£ 1,900.00		£ 1,878.20		98.9%	
Subscriptions	£ 65.00		£ 63.74		98.1%	
Audit Fees	£ 105.00		£ 425.00		404.8%	
Insurance	£ 350.00		£ 314.53		89.9%	
War Memorial	£ 375.00	£ 331.00	£ 350.00	£ 400.47	-114.7%	
Information Commissioner	£ 55.00		£ 40.00		72.7%	
Grass Cutting	£ 400.00		£ 380.00		95.0%	
Hall Hire	£ 360.00		£ 275.00			
Transparency Fund			£ 74.99			Restricted funds
Other	£ 200.00		£ 41.67		20.8%	
Election Fees	£ 90.00		£ 138.30		153.7%	
Remembrance Day Parade	£ 200.00		£ 674.10	£ 604.27	34.9%	
Parish Plan						Restricted funds
Village Fete						Restricted funds
Litterpicking	£800	£ 800.00	£ 700.63		87.6%	Restricted funds Money in reserves to offset this spend
Housing Needs Survey			£ 35.42			Restricted funds Money in reserves to offset this spend
Defibrillator						Restricted funds
Precept		£ 3,600.00		£ 3,600.00		
Neighbourhood Watch Meetings			£ 626.95			Restricted funds
Data Protection Officer			£ -			
Website Hosting	£ -	£ -	£ 50.00			
Bridge Repairs			£ 23,507.00			Restricted funds Money in reserves to offset this spend
VAT Refund		£ 180.00		£ 164.10	91.2%	
Totals net of VAT	£ 4,900.00	£ 4,911.00	£ 29,575.53	£ 4,768.84		

Asset Register	Date of Acquisition	Value	Basis of Valuation		
Village Green	First Registered	£ 1	Village green registration		
Village Sign	unknown	£ 900	Estimate		
Noticeboard	Jun-10	£ 178	Cost at time of purchase		
Circular Teak seat	Donated Jan 2013	£ 1,000	Original purchase price		
Queen Elizabeth Silver Jubilee Sign	1977	£ 200	Estimate		
Traditional seat with arms	unknown	£ 650	Renewal price 2012		
HP 15.6 Laptop	May-16	£ 250	Purchase price 2016		£ 250
War Memorial	Jun-16	£ 1	Community Asset	ADDED JUNE 2016	£ 1
HP Envy Wifi Printer	May-16	£ 58	Purchase price 2016		£ 58
Best Village Sign 2015	Nov-15	£ 100	Purchase price 2015		£ 100
Barriers	Apr-16	£ 60	Purchase price 2016		£ 60
Defibrillator	Mar-17	£ 1,406	Purchase price 2017		£ 1,406
		£ 4,804			£ 1,875

EXTERNAL AUDIT FORM

	2018/19		2019/20		Percentage Variation
1 Balances Brought Forward		£5,390		£27,637	
2 Annual Precept		£3,274	£	3,600	10.0%
3 Total Other Receipts		£24,201	£	1,169	-95.2%
4 Staff Costs		£2,506	£	2,552	1.8%
5 Loan Interest/Capital Repayments	£	-	£	-	0.0%
6 All Other Payments		£2,721	£	27,276	902.3%
7 Balances Carried Forward	£	27,636.89		£2,577	-90.7%
8 Total Cash & Short Term Investments	£	27,636.89	£	2,577	-90.7%
9 Total Fixed Assets Plus Other Long Term Investments		£4,804		£4,804	0.0%
10 Total Borrowings	£	-	£	-	0.0%

Line 3

	2015/16	2016/17	2017/18	2018/19	2019/20	Notes
Transparency Grant		£ 583.00	£ -			One-off project funding
VAT Refund	£ 63.29	£ 55.31	£ 553.67	£ 112.76	£ 164.10	
Village Fete		£ 600.00	£ -			One-off project funding
Parish Plan		£ 1,500.00	£ -			One-off project funding
Contribution towards War Memorial	£ 330.94	£ 330.94	£ 330.94	£ 330.94	£ 400.47	
Litterpicking		£ 780.00	£ 2,460.00			Project funding to continue to 2020 (3 years funding in advance)
Defibrillator		£ 2,000.00	£ -			One-off project funding
Prize Best Kept Village	£ 150.00	£ -	£ -			
Neighbourhood Watch Meetings Grant			£ 972.00			One-off project funding
Training Bursary			£ 33.75			
Broadband grant				£ 250.00		One-off project funding
Contribution to Remembrance Day					£ 604.27	New item 2019/2020
Grant towards bridge refurbishment				£ 23,507.00		One-off project funding
	£ 544.23	£ 5,849.25	£ 4,350.36	£ 24,200.70	£ 1,168.84	

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Line 4

	2015/16	2016/17	2017/18	2018/19
Clerk's Salary & PAYE/NI	£ 1,808.64	£ 1,808.64	£ 1,814.60	£ 1,849.65
Litter-pickers's Salary & PAYE/NI	£ -	£ 350.00	£ 562.50	£ 656.50
	£ 1,808.64	£ 2,158.64	£ 2,377.10	£ 2,506.15

Line 6

	2015/16	2016/17	2017/18	2018/19	2019/20
Elections	£ 65.28	£ -	£ -		£ 138.30
Subscriptions	£ 58.25	£ 60.45	£ 61.75	£ 62.71	£ 63.74
Audit Fees	£ 84.00	£ 88.00	£ 136.86	£ 98.00	£ 425.00
Insurance	£ 378.29	£ 339.98	£ 347.74	£ 303.38	£ 314.53
War Memorial	£ -	£ 250.00	£ 275.00	£ 350.00	£ 350.00
Information Commissioner	£ 35.00	£ 35.00	£ 35.00	£ 40.00	£ 40.00
Transparency Fund	£ -	£ 406.97	£ 79.16	£ -	£ 74.99
Parish Plan	£ -	£ 1,115.40	£ -	£ -	
Village Fete	£ -	£ 600.00	£ -	£ -	£ 41.67
Litter Picking	£ -	£ 166.42	£ 86.44	£ 40.96	£ 26.63
Defibrillator	£ -	£ 1,406.00	£ 180.00	£ -	
Housing Needs Survey	£ -	£ -	£ 189.97	£ -	£ 35.42
Other	£ 892.57	£ 746.57	£ 514.79	£ 25.00	
VAT	£ 55.31	£ 553.67	£ 112.76	£ 164.10	£ 252.83
Grasscutting			£ 370.00	£ 380.00	£ 380.00
Remembrance Day			£ 107.00	£ 164.17	£ 674.10
Hire of Meeting Room			£ 250.00	£ 250.00	£ 275.00
GDPR				£ 100.00	
Hi-Speed Internet Survey				£ 208.33	
Bridge repair				£ 250.00	£ 23,507.00
Website Hosting					£ 50.00
Neighbourhood Watch Meetings				£ 284.69	£ 626.95
	£ 1,568.70	£ 5,768.46	£ 2,376.47	£ 2,721.34	£ 27,276.16

Line 7

	Income	Funds Carried				Restricted Funds				Restricted Funds				Funds Carried
		Expenditure in 2016/17	forward into 2017/18	Expenditure in 2017/18	New Income in 2017/18	Carried forward into 2018/19	Expenditure in 2018/19	New Income in 2018/19	Carried forward into 2019/20	Expenditure in 2019/20	New Income in 2019/20	Carried forward into 2020/21		
Transparency Fund	£ 583.00	£ 406.97	£ 176.03	£ 79.16	£ -	£ 96.87		£ 96.87	£ 74.99		£ 21.88			
Village Fete	£ 600.00	£ 600.00	£ -	£ -	£ -	£ -		£ -			£ -			
Parish Plan	£ 1,500.00	£ 1,115.40	£ 384.60	£ 189.97	£ -	£ 194.63		£ 194.63	£ 35.42		£ 159.21			
Litter Picking	£ 780.00	£ 516.42	£ 263.58	£ 648.94	£ 2,460.00	£ 2,074.64	£ 697.46	£ 1,377.18	£ 700.63		£ 676.55			
Defibrillator	£ 2,000.00	£ 1,406.00	£ 594.00	£ 180.00	£ -	£ 414.00		£ 414.00			£ 414.00			
Neighbourhood Watch				£ -	£ 972.00	£ 972.00	£ 284.69	£ 687.31	£ 626.95		£ 60.36			
Bridge Repairs							£ 23,507.00	£ 23,507.00	£ 23,507.00		£ -			
Broadband Survey							£ 208.33	£ 250.00	£ 41.67	£ 41.67	£ -			
Total	£ 5,463.00	£ 4,044.79	£ 1,418.21	£ 1,098.07	£ 3,432.00	£ 3,752.14	£ 1,190.48	£ 23,757.00	£ 26,318.66	£ 24,986.66	£ -	£ 1,332.00		

Reserves

	As at 31/3/16		As at 31/3/17		As at 31/3/18				As at 31/3/19			
General reserves	£ 1,645.74	£ 1,249.68	£ 3,845.47	£ 4,043.36	£ 1,637.54	£ 4,037.01	£ 3,717.70	£ 1,318.23				£ 1,245.37
Restricted funds	£ -	£ 1,418.21	£ 908.10	£ 3,432.00	£ 3,752.14	£ 1,190.48	£ 23,757.00	£ 26,318.66	£ 24,986.66			£ 1,332.00
Total	£ 1,645.74	£ 2,667.89	£ 4,753.57	£ 7,475.36	£ 5,389.68	£ 5,227.49	£ 27,474.70	£ 27,636.89				£ 2,577.37

Date	Document Refer	Invoice Refer	Invoiced To	In Respect of	Total Net of	VAT £	Total £	VAT Regn No,
23/04/2019	557	0	Little Braxted Parish Council	Printer ink and paper	£ 35.42	£ 7.08	£ 42.50	220430231
14/05/2019	561		Little Braxted Parish Council	McAfee Renewal	£ 74.99	£ 15.00	£ 89.99	IE6410804G
14/05/2019	562		Little Braxted Parish Council	Internal Audit Fee	£ 225.00	£ 45.00	£ 270.00	825 0232 65
14/05/2019	563		Little Braxted Parish Council	Litterpicking sacks	£ 11.65	£ 2.33	£ 13.98	232 5555 75
25/09/2019	578		Little Braxted Parish Council	External Audit	£ 200.00	£ 40.00	£ 220.00	440 4982 50
28/10/2019	583		Little Braxted Parish Council	Hi-Viz jackets	£ 57.68	£ 11.60	£ 69.28	167433887
21/11/2019	584		Little Braxted Parish Council	Website Hosting	£ 50.00	£ 10.00	£ 60.00	159 058 487
21/11/2019	587		Little Braxted Parish Council	Road Closure Remembrance Day	£ 450.00	£ 90.00	£ 540.00	977 3359 68
21/11/2019	588		Little Braxted Parish Council	Road Closure Remembrance Day	£ 144.17	£ 28.83	£ 173.00	104 3332 25
21/11/2019	590		Little Braxted Parish Council	Litterpicking sacks	£ 14.98	£ 2.99	£ 17.97	232 5555 75

Invoice Date	Invoiced To	In Respect of	VAT £	VAT Regn No,
03/04/2019	Little Braxted Parish Council	Printer ink and paper	£ 7.08	220430231
11/05/2019	Little Braxted Parish Council	McAfee Renewal	£ 15.00	IE6410804G
30/05/2019	Little Braxted Parish Council	Internal Audit Fee	£ 45.00	825 0232 65
30/05/2019	Little Braxted Parish Council	Litterpicking sacks	£ 2.33	232 5555 75
09/09/2019	Little Braxted Parish Council	External Audit	£ 40.00	440 4982 50
04/10/2019	Little Braxted Parish Council	Hi-Viz jackets	£ 11.60	167433887
29/10/2019	Little Braxted Parish Council	Website Hosting	£ 10.00	159 058 487
15/11/2019	Little Braxted Parish Council	Road Closure Remembrance Day	£ 90.00	977 3359 68
18/11/2019	Little Braxted Parish Council	Road Closure Remembrance Day	£ 28.83	104 3332 25
21/11/2019	Little Braxted Parish Council	Litterpicking sacks	£ 2.99	232 5555 75
			£ 252.83	

