

Date	Document reference	From	In Respect of	General Administration £	War Memorial £	Other £	VAT £	Total £
08/04/2020		HMRC	VAT Refund				252.83	£ 252.83
23/04/2020		Maldon District Council	Precept Contribution towards War Memorial and Remembrance	£ 3,950.00				£ 3,950.00
12/01/2021		Wickham Bishops PC	Day		£ 339.26	£ 90.97	£ -	£ 430.23
14/01/2021		Essex Community Foundation	Litterpicking Grant Contribution towards War Memorial and Remembrance			£ 2,500.00		£ 2,500.00
03/02/2021		Great Braxted PC	Day		£ 61.21	£ 16.41		£ 77.62
<b>Total for Year</b>				<b>£ 3,950.00</b>	<b>£ 400.47</b>	<b>£ 2,607.38</b>	<b>£ 252.83</b>	<b>£ 7,210.68</b>

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 £
22/04/2020	604		H Bendall	Litterpicking April									£ 41.60		£ 41.60		£ 41.60
22/04/2020	605		G N Mussett	Clerk's Salary April	£ 125.15										£ 125.15		£ 125.15
															£ -		£ -
22/04/2020	606	12558	EALC	Annual Subscription			£ 66.72								£ 66.72		£ 66.72
22/04/2020	607		BHIB	Insurance Premium					£ 317.38						£ 317.38		£ 317.38
11/05/2020	608		McAfee	Antivirus										£ 74.99	£ 74.99	£ 15.00	£ 89.99
21/05/2020	609		SALC	Internal Audit Fee				£ 105.00							£ 105.00	£ 21.00	£ 126.00
21/05/2020	610		G N Mussett	Clerk's Salary May	£ 93.95										£ 93.95		£ 93.95
21/05/2020	611		H Bendall	Litterpicking May									£ 50.10		£ 50.10		£ 50.10
27/06/2020	612		H Bendall	Litterpicking - June									£ 41.60		£ 41.60		£ 41.60
27/06/2020	613		G N Mussett	Clerk's Salary June	£ 93.95										£ 93.95		£ 93.95
27/06/2020	614		HMRC	PAYE/NI	£ 156.00								£ 33.20		£ 189.20		£ 189.20
21/07/2020	615		H Bendall	Litterpicking - July									£ 41.60		£ 41.60		£ 41.60
21/07/2020	616		G N Mussett	Clerk's Salary July	£ 93.95										£ 93.95		£ 93.95
04/08/2020	617		PKF Littlejohn	External Audit Fee				£ 200.00							£ 200.00	£ 40.00	£ 240.00
23/08/2020	618		G N Mussett	Clerk's Salary August	£ 93.95										£ 93.95		£ 93.95
23/08/2020	619		H Bendall	Litterpicking August									£ 50.10		£ 50.10		£ 50.10
24/09/2020	620		H Bendall	Litterpicking September									£ 41.60		£ 41.60		£ 41.60
24/09/2020	621		G N Mussett	Clerk's Salary September	£ 93.95										£ 93.95		£ 93.95
24/09/2020	622		HMRC	Tax/NI	£ 187.20								£ 33.20		£ 220.40		£ 220.40
30/09/2020	623		Community Action Suffolk	Website Hosting										£ 50.00	£ 50.00	£ 10.00	£ 60.00
21/10/2020	624		H Bendall	Litterpicking									£ 64.12		£ 64.12		£ 64.12
21/10/2020	625		G N Mussett	Clerk's Salary October	£ 110.63										£ 110.63		£ 110.63
21/11/2020	626		H Bendall	Litterpicking									54.04		£ 54.04		£ 54.04
21/11/2020	627		G N Mussett	Clerk's Salary November	£ 96.33										£ 96.33		£ 96.33
21/11/2020	628		Maldon District Council	Road Closure notice										£ 115.84	£ 115.84	£ 23.17	£ 139.01
25/11/2020	629		Goodlife Countryside Services	Grass Cutting						£ 350.00				£ 380.00	£ 730.00		£ 730.00
14/12/2020	630		H Bendall	Litterpicking									£ 43.35		£ 43.35		£ 43.35
14/12/2020	631		G N Mussett	Clerk's Salary December	£ 96.33										£ 96.33		£ 96.33
14/12/2020	632		HMRC	Tax/NI	£ 201.60								£ 40.00		£ 241.60		£ 241.60
08/03/2021	633		G N Mussett	Clerk's Salary January	£ 73.16										£ 73.16		£ 73.16
08/03/2021	634		CANCELLED												£ -		£ -

08/03/2021	635	H Bendall	Litterpicking January									£ 54.04		£ 54.04		£ 54.04
08/03/2021	636	G N Mussett	Clerk's Salary February	£ 96.33										£ 96.33		£ 96.33
08/03/2021	637	H Bendall	Litterpicking February									£ 43.35		£ 43.35		£ 43.35
08/03/2021	638	ICO	Data Protection Registration						£ 40.00					£ 40.00		£ 40.00
08/03/2021	639	G N Mussett	Clerk's Salary March	£ 96.33										£ 96.33		£ 96.33
08/03/2021	640	H Bendall	Litterpicking March									£ 43.35		£ 43.35		£ 43.35
08/03/2021	641	HMRC	Tax/NI	£ 191.40								£ 34.60		£ 226.00		£ 226.00
<b>Total for Year</b>				<b>£ 1,900.21</b>	<b>£ -</b>	<b>£ 66.72</b>	<b>£ 305.00</b>	<b>£ 317.38</b>	<b>£ 350.00</b>	<b>£ 40.00</b>	<b>£ -</b>	<b>£ 709.85</b>	<b>£ 620.83</b>	<b>£ 4,309.99</b>	<b>£ 109.17</b>	<b>£ 4,419.16</b>

## BANK RECONCILIATION

### As at 31/03/20

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

Add Income for year	£	7,210.68
Less Expenditure for year	-£	<u>4,419.16</u>
<b>Total</b>	<b>£</b>	<b><u>5,368.89</u></b>

### As at 31/03/21

#### **Represented by**

Petty Cash	£	0.58
Barclays Bank	£	5,348.80
<b>Total</b>	<b>£</b>	<b><u>5,349.38</u></b>
Plus unrepresented cheques	£	19.51
Less Uncashed Cheques	£	<u>-</u>
<b>Total</b>	<b>£</b>	<b><u>5,368.89</u></b>

## BUDGET ANALYSIS

2020/21

Item	Budget		Figures are net of VAT		%age Budget Spers	Notes
	£	Income £	Expenditure £	Income		
Clerk's Salary	£ 1,900.00		£ 1,900.21		100.0%	
Subscriptions	£ 65.00		£ 66.72		102.6%	
Audit Fees	£ 105.00		£ 305.00		290.5%	
Insurance	£ 350.00		£ 317.38		90.7%	
War Memorial	£ 375.00		£ 350.00	£ 400.47	-13.5%	
Information Commissioner	£ 55.00		£ 40.00		72.7%	
Grass Cutting	£ 400.00		£ 380.00		95.0%	
Hall Hire	£ 360.00					
Transparency Fund			£ 74.99			Restricted funds
Other	£ 200.00				0.0%	
Election Fees	£ 90.00		£ -		0.0%	
Remembrance Day Parade	£ 200.00		£ 115.84	£ 90.97	12.4%	
Parish Plan						Restricted funds
Village Fete						Restricted funds
Litterpicking	£800		£ 709.85	£ 2,500.00	88.7%	Restricted funds
Housing Needs Survey						Restricted funds
Defibrillator						Restricted funds
Precept		£ 3,950.00		£ 3,950.00		
Neighbourhood Watch Meetings						Restricted funds
Data Protection Officer						
Website Hosting	£ -	£ -	£ 50.00			
Bridge Repairs						Restricted funds
VAT Refund		£ 180.00		£ 252.83	140.5%	
<b>Totals net of VAT</b>	<b>£ 4,900.00</b>	<b>£ 4,130.00</b>	<b>£ 4,309.99</b>	<b>£ 7,194.27</b>		
VAT		£ -	£ 109.17	£ -		
<b>Totals inc VAT</b>		<b>£ 4,130.00</b>	<b>£ 4,419.16</b>	<b>£ 7,194.27</b>		

<b>Asset Register</b>	<b>Date of Acquisition</b>	<b>Value</b>	<b>Basis of Valuation</b>		
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
		<b><u>£ 4,804</u></b>			<b>£ 1,875</b>

**EXTERNAL AUDIT FORM**

	<b>2019/20</b>		<b>Percentage Variation</b>		
<b>1 Balances Brought Forward</b>	£	27,637	£	2,577	
<b>2 Annual Precept</b>	£	3,600	£	3,950	9.7%
<b>3 Total Other Receipts</b>	£	1,169	£	3,261	179.0%
<b>4 Staff Costs</b>	£	2,552	£	2,610	2.3%
<b>5 Loan Interest/Capital Repayments</b>	£	-	£	-	0.0%
<b>6 All Other Payments</b>	£	27,276	£	1,809	-93.4%
<b>7 Balances Carried Forward</b>	£	2,577	£	5,369	108.3%
<b>8 Total Cash &amp; Short Term Investments</b>	£	2,577	£	5,369	108.3%
<b>9 Total Fixed Assets Plus Other Long Term Investments</b>	£	4,804	£	4,804	0.0%
<b>10 Total Borrowings</b>	£-				

<b>Line 3</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>Notes</b>
Transparency Grant		£ 583.00	£ -				One-off project funding
VAT Refund	£ 63.29	£ 55.31	£ 553.67	£ 112.76	£ 164.10	£ 252.83	
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	£ 400.47	
Litterpicking		£ 780.00	£ 2,460.00			£ 2,500.00	Project funding to continue to 2020 (3 years fundir
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	£ 107.38	
Grant towards bridge refurbishment				£ 23,507.00			One-off project funding
	<b>£ 544.23</b>	<b>£ 5,849.25</b>	<b>£ 4,350.36</b>	<b>£ 24,200.70</b>	<b>£ 1,168.84</b>	<b>£ 3,260.68</b>	



ing in advance

**Line 4**

	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
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
	<b>£ 1,808.64</b>	<b>£ 2,158.64</b>	<b>£ 2,377.10</b>	<b>£ 2,506.15</b>

**Line 6**

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

Line 7

	Funds					Restricted Funds			Restricted Funds			
	Income	Expenditure in 2016/17	Carried forward into	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			
Transparency Fund	£ 583.00	£ 406.97	£ 176.03	£ 79.16	£ -	£ 96.87			£ 96.87			
Village Fete	£ 600.00	£ 600.00	£ -	£ -	£ -	£ -			£ -			
Parish Plan	£ 1,500.00	£ 1,115.40	£ 384.60	£ 189.97	£ -	£ 194.63			£ 194.63			
Litter Picking	£ 780.00	£ 516.42	£ 263.58	£ 648.94	£ 2,460.00	£ 2,074.64	£ 697.46		£ 1,377.18			
Defibrillator	£ 2,000.00	£ 1,406.00	£ 594.00	£ 180.00	£ -	£ 414.00			£ 414.00			
Neighbourhood Watch				£ -	£ 972.00	£ 972.00	£ 284.69		£ 687.31			
Bridge Repairs								£ 23,507.00	£ 23,507.00			
Broadband Survey							£ 208.33	£ 250.00	£ 41.67			
<b>Total</b>	<b>£ 5,463.00</b>	<b>£ 4,044.79</b>	<b>£ 1,418.21</b>	<b>£ 1,098.07</b>	<b>£ 3,432.00</b>	<b>£ 3,752.14</b>	<b>£ 1,190.48</b>	<b>£ 23,757.00</b>	<b>£ 26,318.66</b>			

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		
Restricted funds	£ -	£ 1,418.21	£ 908.10	£ 3,432.00	£ 3,752.14	£ 1,190.48	£ 23,757.00	£ 26,318.66		
<b>Total</b>	<b>£ 1,645.74</b>	<b>£ 2,667.89</b>	<b>£ 4,753.57</b>	<b>£ 7,475.36</b>	<b>£ 5,389.68</b>	<b>£ 5,227.49</b>	<b>£ 27,474.70</b>	<b>£ 27,636.89</b>		

Date	Document Refer	Invoice Refer	Invoiced To	In Respect of	Total Net of	VAT £	Total £	VAT Regn No,
------	----------------	---------------	-------------	---------------	--------------	-------	---------	--------------

