

Rusper Parish Council



Working with and for the community

Clerk to Council: Mrs Leanne Bannister
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ANNUAL ACCOUNTS

for the year ending
2018-19

Notes to the Accounts

1. Bank balance

£70,764 is held on in the bank accounts as at 31st March 2019. Although this seems a high amount, please take the following into account:

- Grants of £6,946 & £21,215 received for Operation Watershed work still need to be spent.
- The Neighbourhood Plan grant of £3526 remains unspent.
- Recommended reserves are £20,000
- Earmarked funds are £15,000 (£10,000 for the recreation ground & £5,000 for road safety)

So in reality, the excess amount held is **£4,077**. This year you will need to bear this in mind when making spending decisions and ensure that the budget is closely monitored.

However, the VAT reclaim for the year has yet to be received and should be in the region of £2500.

2. Budget

The budget shows a total underspend of £21,565, with the most notable underspend shown in NP staff costs of £2023. This underspend is mostly made up of income that was not budgeted for (including the remembrance event). So, the budget was largely adhered to.

3. Section 137 payments

Each year parish councils are allowed to spend a certain amount that do not have to be covered by a certain legislation. The only restriction for this expenditure is that it needs to be spent for the benefit of the parish. All other expenditure must be in line with existing legislation.

Your annual allowance for S137 this year was £7.86 per elector = £9801 total.

Your actual S137 expenditure was £2258 towards the remembrance event (however £1825 was received towards this in donations).

4. Summary

Total expenditure for the past few years has increased as shown below:

2016-17 £27,882

2017-18 £26,411

2018-19 £39,112

To examine whether or not this is a trend I recommend doing a 3 year forecast exercise. Ruser certainly seems to be going through a lot of change at the moment and this could well impact on your expenditure. It seems sensible to put together a plan of what you hope to achieve over the coming years. Please let me know if this is something that you would like me to do.

Rusper Parish Council
RECONCILIATION - Lloyds

From Accounts	£70,764.85
Payments not cashed Add	£0.00
Receipts not entered Subtract	£0.00
Statement should be	£70,764.85

Rusper Parish Council**Receipts and Payments compared with Flexed Budget (01/04/2018 to 31/03/2019)**

		Budget Receipts		Act. Receipts	Budget Payments		Act. Payments	Variance	
		Total for year	Year to Date		Total for Year	Year to Date		Year to Date	
Cost Centre	PRECEPT								
49	Precept	28,309.00	28,309.00	28309.00	0.00	0.00	0.00	0.00	
Sub Total for	PRECEPT	28,309.00	28,309.00	28,309.00	0.00	0.00	0.00	0.00	
Cost Centre	OTHER INCOME								
50	Environmental Cleansing Grant	1,400.00	1,400.00	1367.48	0.00	0.00	0.00	-32.52	
51	Interest	0.00	0.00	38.41	0.00	0.00	0.00	38.41	
52	VAT	0.00	0.00	2544.75	0.00	0.00	0.00	2,544.75	
55	Wayleave agreement	0.00	0.00	1.15	0.00	0.00	0.00	1.15	
56	Operation Watershed grant	0.00	0.00	6946.00	0.00	0.00	0.00	6,946.00	
Sub Total for	OTHER INCOME	1,400.00	1,400.00	10,897.79	0.00	0.00	0.00	9,497.79	
Cost Centre	EMPLOYEES								
1	Clerk's salary	0.00	0.00	0.00	5934.00	5,934.00	6521.58	-587.58	
2	Clerk's expenses	0.00	0.00	0.00	300.00	300.00	430.89	-130.89	
3	Litter Warden	0.00	0.00	0.00	1500.00	1,500.00	1355.10	144.90	
4	PAYE	0.00	0.00	0.00	120.00	120.00	30.20	89.80	
5	Pension	0.00	0.00	0.00	180.00	180.00	0.00	180.00	
6	Employee training	0.00	0.00	0.00	350.00	350.00	155.00	195.00	
7	Payroll administration	0.00	0.00	0.00	0.00	0.00	491.00	-491.00	
Sub Total for	EMPLOYEES	0.00	0.00	0.00	8,384.00	8,384.00	8,983.77	-599.77	
Cost Centre	ADMINISTRATION								
13	Cllr expenses	0.00	0.00	0.00	200.00	200.00	51.60	148.40	
14	Hire of Parish Hall	0.00	0.00	0.00	200.00	200.00	186.00	14.00	
15	Insurance	0.00	0.00	0.00	1200.00	1,200.00	869.37	330.63	
16	Miscellaneous	0.00	0.00	400.00	300.00	300.00	1118.96	-418.96	
17	Printing	0.00	0.00	0.00	500.00	500.00	0.00	500.00	
18	Cllr training	0.00	0.00	0.00	500.00	500.00	430.00	70.00	
19	Recreation ground rent	0.00	0.00	0.00	100.00	100.00	100.00	0.00	
20	Car park rates	0.00	0.00	0.00	1250.00	1,250.00	1248.00	2.00	
21	Advertising	0.00	0.00	0.00	200.00	200.00	200.00	0.00	
22	Website/email	0.00	0.00	0.00	600.00	600.00	417.48	182.52	

Rusper Parish Council**Receipts and Payments compared with Flexed Budget (01/04/2018 to 31/03/2019)**

		Budget Receipts		Act. Receipts	Budget Payments		Act. Payments	Variance	
		Total for year	Year to Date		Total for Year	Year to Date		Year to Date	
23	Election expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
24	Broadband & phone line	0.00	0.00	0.00	450.00	450.00	531.96	-81.96	
25	Technology	0.00	0.00	0.00	2000.00	2,000.00	1040.17	959.83	
26	Internal audit	0.00	0.00	0.00	250.00	250.00	90.75	159.25	
27	External audit	0.00	0.00	0.00	200.00	200.00	300.00	-100.00	
53	Bank charges	0.00	0.00	0.00	100.00	100.00	95.25	4.75	
Sub Total for ADMINISTRATION		0.00	0.00	400.00	8,050.00	8,050.00	6,679.54	1,770.46	
Cost Centre	SUBSCRIPTIONS								
8	SALC & NALC	0.00	0.00	0.00	465.00	465.00	955.21	-490.21	
9	SLCC	0.00	0.00	0.00	100.00	100.00	0.00	100.00	
10	GACC	0.00	0.00	0.00	10.00	10.00	0.00	10.00	
11	HALC	0.00	0.00	0.00	15.00	15.00	15.00	0.00	
12	ICO	0.00	0.00	0.00	35.00	35.00	35.00	0.00	
Sub Total for SUBSCRIPTIONS		0.00	0.00	0.00	625.00	625.00	1,005.21	-380.21	
Cost Centre	S137 EXPENDITURE								
28	Grants	0.00	0.00	0.00	50.00	50.00	0.00	50.00	
54	Remembrance event	0.00	0.00	1825.00	600.00	600.00	2258.00	167.00	
Sub Total for S137 EXPENDITURE		0.00	0.00	1,825.00	650.00	650.00	2,258.00	217.00	
Cost Centre	MAINTENANCE								
29	Bus shelters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
30	Trees	0.00	0.00	0.00	500.00	500.00	0.00	500.00	
31	Grass cutting	0.00	0.00	0.00	3500.00	3,500.00	3178.00	322.00	
32	Lights inc electricity	0.00	0.00	0.00	1000.00	1,000.00	1449.76	-449.76	
33	Playground	0.00	0.00	0.00	1500.00	1,500.00	1414.85	85.15	
34	Car park	0.00	0.00	0.00	500.00	500.00	275.00	225.00	
35	Notice boards	0.00	0.00	0.00	50.00	50.00	443.20	-393.20	
36	Dog bins	0.00	0.00	0.00	250.00	250.00	424.90	-174.90	
37	Road safety/traffic calming	0.00	0.00	0.00	5000.00	5,000.00	4380.75	619.25	
38	Recreation ground	0.00	0.00	0.00	2500.00	2,500.00	348.00	2,152.00	
40	Finger posts/telephone boxes	0.00	0.00	0.00	5300.00	5,300.00	3234.64	2,065.36	

Rusper Parish Council**Receipts and Payments compared with Flexed Budget (01/04/2018 to 31/03/2019)**

		Budget Receipts		Act. Receipts	Budget Payments		Act. Payments	Variance	
		Total for year	Year to Date		Total for Year	Year to Date		Year to Date	
41	WW1 bench	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
42	Operation Watershed	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sub Total for MAINTENANCE		0.00	0.00	0.00	20,100.00	20,100.00	15,149.10	4,950.90	
Cost Centre NEIGHBOURHOOD PLAN									
43	Staff costs	0.00	0.00	0.00	2500.00	2,500.00	476.52	2,023.48	
44	Hall hire	0.00	0.00	0.00	150.00	150.00	110.00	40.00	
45	Postage	0.00	0.00	0.00	500.00	500.00	0.00	500.00	
46	Printing	0.00	0.00	0.00	200.00	200.00	0.00	200.00	
47	Professional fees	0.00	0.00	0.00	0.00	0.00	4450.00	-4,450.00	
48	NP grant	0.00	0.00	7796.00	0.00	0.00	0.00	7,796.00	
Sub Total for NEIGHBOURHOOD PLAN		0.00	0.00	7,796.00	3,350.00	3,350.00	5,036.52	6,109.48	
GRAND TOTALS		£29,709.00	£29,709.00	£49,227.79	£41,159.00	£41,159.00	£39,112.14	£21,565.65	

Rusper Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	Dog bins	03/04/2018	DD Schedule	Lloyds		Dog bins	HDC	Z	21.58	0.00	21.58
2	Car park rates	03/04/2018	DD schedule	Lloyds		Car park rates	HDC	Z	123.00	0.00	123.00
3	Technology	09/04/2018	27/3/18	Lloyds		Accounts package	Scribe	S	179.90	35.98	215.88
4	Broadband & phone line	10/04/2018	DD schedule	Lloyds		Broadband	BT	S	26.90	5.38	32.28
5	Bank charges	13/04/2018	DD schedule	Lloyds		Bank charges	Lloyds	Z	6.50	0.00	6.50
6	Lights inc electricity	17/04/2018	DD schedule	Lloyds		Street light electricity	EDF Energy	E	60.47	3.02	63.49
7	Website/email	25/04/2018	DD schedule	Lloyds		Email/website	1&1 Internet Ltd	S	80.26	16.05	96.31
8	Playground	26/04/2018	24/4/18	Lloyds		Playground Inspection	The Play Inspection Co	S	100.00	20.00	120.00
9	Dog bins	26/04/2018	DD schedule	Lloyds		Dog bins	HDC	Z	0.86	0.00	0.86
10	Litter Warden	26/04/2018	24/4/18	Lloyds		Litter warden salary & expense	Sue Russell	Z	103.48	0.00	103.48
11	Clerk's salary	26/04/2018	24/4/18	Lloyds		Clerk's salary & overtime	Leanne Bannister	Z	494.43	0.00	494.43
12	Staff costs	26/04/2018	24/4/18	Lloyds		Clerk's NP overtime	Leanne Bannister	Z	96.99	0.00	96.99
13	Payroll administration	26/04/2018	24/4/18	Lloyds		Payroll administration	Sheridan Brooks	S	491.00	98.20	589.20
14	SALC & NALC	26/04/2018	24/4/18	Lloyds		Subscription	WSALC	Z	464.38	0.00	464.38
15	HALC	26/04/2018	24/4/18	Lloyds		Subscription	HALC	Z	15.00	0.00	15.00
16	Dog bins	26/04/2018	24/4/18	Lloyds		Dog bins	Glasdon UK	S	178.92	35.78	214.70
17	Website/email	27/04/2018	DD schedule	Lloyds		Email/website	1&1 Internet Ltd	S	0.99	0.20	1.19
18	Dog bins	01/05/2018	DD schedule	Lloyds		Dog bins	HDC	Z	21.58	0.00	21.58
19	Car park rates	01/05/2018	DD schedule	Lloyds		Car park rates	HDC	Z	125.00	0.00	125.00
20	Playground	01/05/2018	27/3/18	Lloyds		Playground maintenance	Chris Attree	Z	800.00	0.00	800.00
21	Recreation ground rent	01/05/2018	27/3/18	Lloyds		Recreation ground rent	Diocese of Chichester	Z	50.00	0.00	50.00
22	Broadband & phone line	14/05/2018	DD schedule	Lloyds		Broadband	BT	S	26.90	5.38	32.28
23	Lights inc electricity	15/05/2018	DD schedule	Lloyds		Street light electricity	EDF Energy	E	59.45	2.98	62.43
24	Bank charges	15/05/2018	DD schedule	Lloyds		Bank charges	Lloyds	Z	6.50	0.00	6.50
25	Website/email	24/05/2018	DD schedule	Lloyds		Email/website	1&1 Internet Ltd	S	8.98	1.80	10.78
26	Clerk's salary	30/05/2018	29.5.18	Lloyds		Clerk's salary & overtime	Leanne Bannister	Z	494.43	0.00	494.43
27	Staff costs	30/05/2018	29.5.18	Lloyds		Clerk's NP overtime	Leanne Bannister	Z	114.10	0.00	114.10
28	Clerk's salary	30/05/2018	29.5.18	Lloyds		Clerk's GDPR overtime	Leanne Bannister	Z	11.41	0.00	11.41
29	Litter Warden	30/05/2018	29.5.18	Lloyds		Litter warden salary & expense	Sue Russell	Z	106.48	0.00	106.48
30	PAYE	14/06/2018	29.5.18	Lloyds		PAYE	HMRC	Z	1.00	0.00	1.00
31	Road safety/traffic calming	31/05/2018	29.5.18	Lloyds		Bollards in East Street	Sherlock & Neal	S	4,293.10	858.62	5,151.72
32	Internal audit	30/05/2018	29.5.18	Lloyds		Internal Audit	Mulberry & Co	S	90.75	18.15	108.90
33	Cllr expenses	30/05/2018	29.5.18	Lloyds		G. Hill expenses	Cllr. G. Hill	Z	14.40	0.00	14.40
34	Professional fees	31/05/2018	29.5.18	Lloyds		NP consultancy	ONeill Homer	S	1,125.00	225.00	1,350.00
35	Miscellaneous	30/05/2018	29.5.18	Lloyds		Mayday road closure	6-10 Traffic Management	S	300.00	60.00	360.00
36	Insurance	30/05/2018	29.5.18	Lloyds		Insurance premium	BHIB	Z	869.37	0.00	869.37

Rusper Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
37	Lights inc electricity	14/06/2018	29.5.18	Lloyds		Street light maintenance	SSE Enterprise	S	351.76	70.35	422.11
38	Website/email	22/06/2018	DD schedule	Lloyds		Email/website	1&1 Internet Ltd	S	8.98	1.80	10.78
39	Lights inc electricity	15/06/2018	DD schedule	Lloyds		Street light electricity	EDF Energy	E	60.47	3.02	63.49
40	Bank charges	14/06/2018	DD schedule	Lloyds		Bank charges	Lloyds	Z	6.50	0.00	6.50
41	Broadband & phone line	12/06/2018	DD schedule	Lloyds		Broadband	BT	S	31.26	6.25	37.51
42	Car park rates	01/06/2018		Lloyds		Car park rates	HDC	Z	125.00	0.00	125.00
43	Dog bins	01/06/2018	DD schedule	Lloyds		Dog bins	HDC	Z	22.44	0.00	22.44
44	Broadband & phone line	31/05/2018	DD schedule	Lloyds		Phone line	BT	S	48.00	9.60	57.60
45	Website/email	30/05/2018	DD schedule	Lloyds		Email/website	1&1 Internet Ltd	S	14.98	3.00	17.98
46	Recreation ground rent	30/05/2018		Lloyds		Recreation ground rent	R Hurst	Z	50.00	0.00	50.00
47	Clerk's salary	27/06/2018	26/6/18	Lloyds		Clerk's salary & overtime	Leanne Bannister	Z	494.43	0.00	494.43
48	Staff costs	27/06/2018	26/6/18	Lloyds		Clerk's NP overtime	Leanne Bannister	Z	79.87	0.00	79.87
49	Clerk's expenses	27/06/2018	26/6/18	Lloyds		Clerk's GDPR overtime	Leanne Bannister	Z	45.64	0.00	45.64
50	Litter Warden	27/06/2018	26/6/18	Lloyds		Litter warden salary & expense	Sue Russell	Z	106.48	0.00	106.48
51	PAYE	27/06/2018	26.6.18	Lloyds		PAYE	HMRC	Z	1.00	0.00	1.00
52	Cllr training	27/06/2018	26.6.18	Lloyds		Cllr training	SSALC Ltd	S	60.00	12.00	72.00
53	Finger posts/telephone boxes	27/06/2018	26.6.18	Lloyds		Payphone parts	X2Connect Ltd	S	59.64	11.93	71.57
54	Miscellaneous	27/06/2018	26.6.18	Lloyds		Gardeners Green solicitor mon	Coole Bevis LLP	Z	500.00	0.00	500.00
55	Website/email	27/07/2018	DD schedule	Lloyds		Email/website	1&1 Internet Ltd	S	4.99	1.00	5.99
56	Website/email	28/07/2018	DD schedule	Lloyds		Email/website	1&1 Internet Ltd	S	8.98	1.80	10.78
57	Lights inc electricity	16/07/2018	DD schedule	Lloyds		Street light electricity	EDF Energy	E	59.45	2.98	62.43
58	Bank charges	13/07/2018	DD schedule	Lloyds		Bank charges	Lloyds	Z	6.50	0.00	6.50
59	Broadband & phone line	12/07/2018	DD schedule	Lloyds		Broadband	BT	S	32.10	6.42	38.52
60	Car park rates	02/07/2018	DD schedule	Lloyds		Car park rates	HDC	Z	125.00	0.00	125.00
61	Dog bins	02/07/2018	DD schedule	Lloyds		Dog bins	HDC	Z	22.44	0.00	22.44
62	Website/email	27/06/2018	DD schedule	Lloyds		Email/website	1&1 Internet Ltd	S	4.99	1.00	5.99
63	Clerk's salary	02/08/2018	31/7/18	Lloyds		Clerk's salary & overtime	Leanne Bannister	Z	494.43	0.00	494.43
64	Clerk's salary	02/08/2018	31/7/18	Lloyds		Clerk's GDPR overtime	Leanne Bannister	Z	68.46	0.00	68.46
65	Staff costs	02/08/2018	31/7/18	Lloyds		Clerk's NP overtime	Leanne Bannister	Z	22.82	0.00	22.82
66	Cllr training	02/08/2018	31.7.18	Lloyds		Cllr training	Lancing Parish Council	Z	60.00	0.00	60.00
67	Cllr expenses	02/08/2018	31.7.18	Lloyds		Mileage expenses	Geoff Hussey	Z	30.60	0.00	30.60
68	Notice boards	02/08/2018	31.7.18	Lloyds		Notice board repairs	Sherlock & Neal	S	95.30	19.06	114.36
69	Car park	02/08/2018	31.7.18	Lloyds		Car park barrier maintenance	Log-tech	S	275.00	55.00	330.00
70	Miscellaneous	02/08/2018	31.7.18	Lloyds		Mayday road closure	HDC	Z	100.00	0.00	100.00
71	Remembrance event	02/08/2018	31.7.18	Lloyds		30 event poppies	The Royal British Legion	Z	90.00	0.00	90.00
72	Clerk's salary	24/08/2018	Email 24/8/18	Lloyds		Clerk's salary & overtime	Leanne Bannister	Z	494.43	0.00	494.43
73	Litter Warden	24/08/2018	Email 24/8/18	Lloyds		Litter warden salary & expense	Sue Russell	Z	179.22	0.00	179.22
74	Dog bins	01/08/2018	DD schedule	Lloyds		Dog bins	HDC	Z	22.44	0.00	22.44
75	Car park rates	01/08/2018	DD schedule	Lloyds		Car park rates	HDC	Z	125.00	0.00	125.00

Rusper Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
76	Broadband & phone line	13/08/2018	DD schedule	Lloyds		Broadband	BT	S	32.10	6.42	38.52
77	Bank charges	14/08/2018	DD schedule	Lloyds		Bank charges	Lloyds	Z	6.50	0.00	6.50
78	Lights inc electricity	15/08/2018	DD schedule	Lloyds		Street light electricity	EDF Energy	E	60.47	3.02	63.49
79	Website/email	22/08/2018	DD schedule	Lloyds		Email/website	1&1 Internet Ltd	S	32.97	6.59	39.56
80	Broadband & phone line	28/08/2018	DD schedule	Lloyds		Phone line	BT	S	48.00	9.60	57.60
81	Website/email	30/08/2018	DD schedule	Lloyds		Email/website	1&1 Internet Ltd	S	4.99	1.00	5.99
82	Dog bins	03/09/2018	DD schedule	Lloyds		Dog bins	HDC	Z	22.44	0.00	22.44
83	Car park rates	03/09/2018	DD schedule	Lloyds		Car park rates	HDC	Z	125.00	0.00	125.00
84	Broadband & phone line	12/09/2018	DD schedule	Lloyds		Broadband	BT	S	32.10	6.42	38.52
85	Bank charges	14/09/2018	DD schedule	Lloyds		Bank charges	Lloyds	Z	6.50	0.00	6.50
86	Lights inc electricity	17/09/2018	DD schedule	Lloyds		Street light electricity	EDF Energy	E	60.47	3.02	63.49
87	Playground	17/09/2018	EIN 10.9.18	Lloyds		Playground benches	Fenton Timber	S	514.85	102.97	617.82
88	Clerk's salary	26/09/2018	25.9.18	Lloyds		Clerk's salary & overtime	Leanne Bannister	Z	494.43	0.00	494.43
89	Litter Warden	26/09/2018	25.9.18	Lloyds		Litter warden salary & expense	Sue Russell	Z	167.02	0.00	167.02
90	Clerk's expenses	26/09/2018	25.9.18	Lloyds		Clerk's expenses	Leanne Bannister	Z	72.82	0.00	72.82
91	PAYE	26/09/2018	25.9.18	Lloyds		PAYE	HMRC	Z	12.20	0.00	12.20
92	Remembrance event	26/09/2018	25.9.18	Lloyds		Hall hire for Remembrance me	Rusper Village Hall	Z	30.00	0.00	30.00
93	Professional fees	26/09/2018	25.9.18	Lloyds		NP consultancy	ONeill Homer	S	1,650.00	330.00	1,980.00
94	Website/email	25/09/2018	DD Schedule	Lloyds		Email/website	1&1 Internet Ltd	S	8.98	1.80	10.78
95	Website/email	28/09/2018	DD schedule	Lloyds		Email/website	1&1 Internet Ltd	S	4.99	1.00	5.99
96	Dog bins	01/10/2018	DD Schedule	Lloyds		Dog bins	HDC	Z	22.44	0.00	22.44
97	Car park rates	01/10/2018	DD Schedule	Lloyds		Car park rates	HDC	Z	125.00	0.00	125.00
98	Broadband & phone line	12/10/2018	DD Schedule	Lloyds		Broadband	BT	S	32.10	6.42	38.52
99	Bank charges	15/10/2018	DD Schedule	Lloyds		Bank charges	Lloyds	Z	6.50	0.00	6.50
100	Lights inc electricity	16/10/2018	DD Schedule	Lloyds		Street light electricity	EDF Energy	E	80.76	4.04	84.80
101	Clerk's salary	31/10/2018	30.10.18	Lloyds		Clerk's salary & overtime	Leanne Bannister	Z	494.43	0.00	494.43
102	Staff costs	31/10/2018	30.10.18	Lloyds		Clerk's NP overtime	Leanne Bannister	Z	102.69	0.00	102.69
103	Clerk's salary	31/10/2018	30.10.18	Lloyds		Clerk's GDPR overtime	Leanne Bannister	Z	34.23	0.00	34.23
104	Litter Warden	31/10/2018	30.10.18	Lloyds		Litter warden salary & expense	Sue Russell	Z	116.08	0.00	116.08
105	Clerk's expenses	31/10/2018	30.10.18	Lloyds		Clerk's expenses	Leanne Bannister	Z	19.26	0.00	19.26
106	PAYE	31/10/2018	30.10.18	Lloyds		PAYE	HMRC	Z	3.40	0.00	3.40
107	Finger posts/telephone boxes	31/10/2018	30.10.18	Lloyds		Finger posts	J K Engineering	S	1,250.00	250.00	1,500.00
108	External audit	31/10/2018	30.10.18	Lloyds		External audit fee	Moore Stephens	S	300.00	60.00	360.00
109	Cllr training	31/10/2018	30.10.18	Lloyds		Cllr training	Dale Valley Training	S	310.00	62.00	372.00
110	Website/email	31/10/2018	30.10.18	Lloyds		Website upgrade	Roland Allen	Z	39.04	0.00	39.04
111	Employee training	31/10/2018	30.10.18	Lloyds		Clerk's training	SSALC Ltd	S	15.00	3.00	18.00
112	Miscellaneous	01/11/2018	30.10.18	Lloyds		Neighbourhood Watch sign str	BHMA Ltd	S	60.63	12.13	72.76
113	Website/email	24/10/2018	DD schedule	Lloyds		Email/website	1&1 Internet Ltd	S	80.26	16.05	96.31
114	Website/email	30/10/2018	DD schedule	Lloyds		Email/website	1&1 Internet Ltd	S	4.99	1.00	5.99

Rusper Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
115	Dog bins	01/11/2018	DD schedule	Lloyds		Dog bins	HDC	Z	22.44	0.00	22.44
116	Car park rates	01/11/2018		Lloyds		Car park rates	HDC	Z	125.00	0.00	125.00
117	Broadband & phone line	12/11/2018	DD schedule	Lloyds		Broadband	BT	S	33.30	6.66	39.96
118	Bank charges	14/11/2018	DD schedule	Lloyds		Bank charges	Lloyds	Z	9.10	0.00	9.10
119	Lights inc electricity	15/11/2018	DD schedule	Lloyds		Street light electricity	EDF Energy	E	82.38	4.12	86.50
120	Technology	20/11/2018	27.11.18	Lloyds		Projector & screen	R Allen	Z	453.27	0.00	453.27
121	Website/email	23/11/2018	DD schedule	Lloyds		Email/website	1&1 Internet Ltd	S	8.98	1.80	10.78
122	Broadband & phone line	27/11/2018	DD schedule	Lloyds		Phone line	BT	S	48.00	9.60	57.60
123	Website/email	28/11/2018	DD schedule	Lloyds		Email/website	1&1 Internet Ltd	S	4.99	1.00	5.99
124	Clerk's salary	28/11/2018	27.11.18	Lloyds		Clerk's salary & overtime	Leanne Bannister	Z	572.48	0.00	572.48
125	Litter Warden	28/11/2018	27.11.18	Lloyds		Litter warden salary & expense	Sue Russell	Z	125.68	0.00	125.68
126	PAYE	28/11/2018	27.11.18	Lloyds		PAYE	HMRC	Z	5.80	0.00	5.80
127	Clerk's expenses	28/11/2018	27.11.18	Lloyds		Clerk's expenses	Leanne Bannister	Z	233.18	0.00	233.18
128	Employee training	28/11/2018	27.11.18	Lloyds		Clerk's training	SSALC Ltd	S	15.00	3.00	18.00
129	Remembrance event	28/11/2018	27.11.18	Lloyds		Remembrance wreath	Mandy Forrest	Z	62.00	0.00	62.00
130	Notice boards	28/11/2018	27.11.18	Lloyds		Notice board repairs	Sherlock & Neal	S	347.90	69.58	417.48
131	Remembrance event	14/12/2018	27.11.18	Lloyds		Remembrance donation	Help for Heroes	Z	1,023.00	0.00	1,023.00
132	Remembrance event	14/12/2018	27.11.18	Lloyds		Remembrance donation	British Legion	Z	1,023.00	0.00	1,023.00
133	Clerk's salary	21/12/2018	18.12.18	Lloyds		Clerk's salary & overtime	Leanne Bannister	Z	572.48	0.00	572.48
134	Litter Warden	21/12/2018	18.12.18	Lloyds		Litter warden salary & expense	Sue Russell	Z	109.68	0.00	109.68
135	PAYE	21/12/2018	18.12.18	Lloyds		PAYE	HMRC	Z	1.80	0.00	1.80
136	Hire of Parish Hall	21/12/2018	18.12.18	Lloyds		Hall hire for meetings	Rusper Village Hall	Z	186.00	0.00	186.00
137	Staff costs	21/12/2018	18.12.18	Lloyds		Clerk's NP overtime	Leanne Bannister	Z	60.05	0.00	60.05
138	Remembrance event	21/12/2018	18.12.18	Lloyds		Hall hire for Remembrance me	Rusper Village Hall	Z	30.00	0.00	30.00
139	Hall hire	21/12/2018	18.12.18	Lloyds		Hall hire for NP meetings	Rusper Village Hall	Z	110.00	0.00	110.00
140	Website/email	03/12/2018	DD Schedule	Lloyds		Email/website	1&1 Internet Ltd	Z	22.44	0.00	22.44
141	Car park rates	03/12/2018	DD Schedule	Lloyds		Car park rates	HDC	Z	125.00	0.00	125.00
142	Broadband & phone line	12/12/2018	DD Schedule	Lloyds		Phone line	BT	S	33.30	6.66	39.96
143	Bank charges	14/12/2018	DD Schedule	Lloyds		Bank charges	Lloyds	Z	8.45	0.00	8.45
144	Lights inc electricity	17/12/2018	DD Schedule	Lloyds		Street light electricity	EDF Energy	E	80.76	4.04	84.80
145	Website/email	27/12/2018	DD Schedule	Lloyds		Email/website	1&1 Internet Ltd	S	8.98	1.80	10.78
146	Website/email	31/12/2018	DD Schedule	Lloyds		Email/website	1&1 Internet Ltd	S	4.99	1.00	5.99
147	Dog bins	02/01/2019	DD schedule	Lloyds		Dog bins	HDC	Z	22.44	0.00	22.44
148	Car park rates	02/01/2019	DD schedule	Lloyds		Car park rates	HDC	Z	125.00	0.00	125.00
149	Broadband & phone line	14/01/2019	DD schedule	Lloyds		Broadband	BT	S	33.30	6.66	39.96
150	Bank charges	14/01/2019	DD schedule	Lloyds		Bank charges	Lloyds	Z	16.25	0.00	16.25
151	Lights inc electricity	16/01/2019	DD schedule	Lloyds		Street light electricity	EDF Energy	E	82.38	4.12	86.50
152	Website/email	23/01/2019	DD schedule	Lloyds		Email/website	1&1 Internet Ltd	S	8.98	1.80	10.78
153	Website/email	29/01/2019	DD schedule	Lloyds		Email/website	1&1 Internet Ltd	S	4.99	1.00	5.99

Rusper Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
154	Clerk's salary	30/01/2019	29.1.19	Lloyds		Clerk's salary & overtime	Leanne Bannister	Z	572.48	0.00	572.48
155	Miscellaneous	30/01/2019	29.1.19	Lloyds		Subscription	Communicorp	Z	75.00	0.00	75.00
156	Professional fees	30/01/2019	29.1.19	Lloyds		NP consultancy	ONeill Homer	S	1,575.00	315.00	1,890.00
157	Clerk's expenses	30/01/2019	29.1.19	Lloyds		Clerk's expenses	Leanne Bannister	Z	59.99	0.00	59.99
158	PAYE	30/01/2019	29.1.19	Lloyds		PAYE	HMRC	Z	5.00	0.00	5.00
159	Litter Warden	30/01/2019	29.1.19	Lloyds		Litter warden salary & expense	Sue Russell	Z	134.22	0.00	134.22
160	Professional fees	30/01/2019	29.1.19	Lloyds		NP biodiversity report	SxBRC	S	100.00	20.00	120.00
161	Clerk's salary	27/02/2019	26.02.19	Lloyds		Clerk's salary & overtime	Leanne Bannister	Z	572.48	0.00	572.48
162	Litter Warden	27/02/2019	26.02.19	Lloyds		Litter warden salary & expense	Sue Russell	Z	100.08	0.00	100.08
163	Technology	27/02/2019	26.02.19	Lloyds		Accounts package	Scribe	S	257.00	51.40	308.40
164	Advertising	27/02/2019	26.02.19	Lloyds		Donation to Parish News	Rusper Parish News	Z	200.00	0.00	200.00
165	Recreation ground	27/02/2019	26.02.19	Lloyds		Legal advice re. rec ground	Surrey Hills Solicitors	S	348.00	69.60	417.60
166	Employee training	27/02/2019	26.02.19	Lloyds		Clerk's training	Leanne Bannister	Z	125.00	0.00	125.00
167	Clerk's salary	27/02/2019	26.02.19	Lloyds		Clerk's NP overtime	Leanne Bannister	Z	84.07	0.00	84.07
168	Road safety/traffic calming	12/03/2019	26.2.19	Lloyds		Neighbourhood Watch signs	NSP	S	87.65	17.53	105.18
169	Dog bins	01/02/2019	DD schedule	Lloyds		Dog bins	HDC	Z	22.44	0.00	22.44
170	Broadband & phone line	11/02/2019	DD schedule	Lloyds		Broadband	BT	S	29.30	5.86	35.16
171	Bank charges	14/02/2019	DD schedule	Lloyds		Bank charges	Lloyds	Z	8.15	0.00	8.15
172	ICO	15/02/2019	DD schedule	Lloyds		Data Protection fee	Information Commissioner's	Z	35.00	0.00	35.00
173	Lights inc electricity	15/02/2019	DD schedule	Lloyds		Street light electricity	EDF Energy	E	82.38	4.12	86.50
174	Website/email	22/02/2019	DD schedule	Lloyds		Email/website	1&1 Internet Ltd	S	16.01	3.20	19.21
175	Website/email	27/02/2019	DD schedule	Lloyds		Email/website	1&1 Internet Ltd	S	12.02	2.40	14.42
176	Clerk's salary	27/03/2019	26.03.2019	Lloyds		Clerk's salary & overtime	Leanne Bannister	Z	572.48	0.00	572.48
177	Litter Warden	27/02/2019	26.03.19	Lloyds		Litter warden salary & expense	Sue Russell	Z	106.68	0.00	106.68
178	Miscellaneous	27/02/2019	26.03.19	Lloyds		Mayday road closure	HDC	S	83.33	16.67	100.00
179	Technology	27/03/2019	26.03.19	Lloyds		Surveillance cameras	TLC Crawley	S	150.00	30.00	180.00
180	Lights inc electricity	27/03/2019	26.03.19	Lloyds		Street light maintenance	SSE Enterprise	S	251.02	50.20	301.22
181	SALC & NALC	27/03/2019	26.03.19	Lloyds		Subscription	WSALC	Z	490.83	0.00	490.83
182	Grass cutting	27/03/2019	26.03.19	Lloyds		Grass cutting 2018	Sussex Land Services	S	3,178.00	635.60	3,813.60
183	Finger posts/telephone boxes	27/03/2019	26.03.19	Lloyds		Finger posts	J K Engineering	S	1,925.00	385.00	2,310.00
184	Cllr expenses	27/03/2019	26.03.19	Lloyds		Parking expenses	Geoff Hussey	Z	6.60	0.00	6.60
185	Dog bins	01/03/2019	DD schedule	Lloyds		Dog bins	HDC	Z	22.44	0.00	22.44
186	Broadband & phone line	14/03/2019	DD schedule	Lloyds		Broadband	BT	S	45.30	9.06	54.36
187	Lights inc electricity	15/03/2019	DD schedule	Lloyds		Street light electricity	EDF Energy	E	77.54	3.88	81.42
188	Bank charges	15/03/2019	DD schedule	Lloyds		Bank charges	Lloyds	Z	7.80	0.00	7.80
189	Website/email	25/03/2019	DD schedule	Lloyds		Email/website	1&1 Internet Ltd	S	3.71	0.74	4.45
190	Website/email	27/03/2019	DD schedule	Lloyds		Email/website	1&1 Internet Ltd	S	12.02	2.40	14.42

Rusper Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
								Total	39,112.14	4,223.73	43,335.87

Rusper Parish Council

RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
1	Interest	09/05/2018		Lloyds		Interest	Lloyds	Z	2.96	0.00	2.96
2	Interest	09/04/2018		Lloyds		Interest	Lloyds	Z	2.79	0.00	2.79
3	VAT	03/04/2018		Lloyds		VAT return	HMRC	Z	2,544.75	0.00	2,544.75
4	NP grant	11/05/2018		Lloyds		NP grant	Groundwork UK	Z	7,796.00	0.00	7,796.00
5	Environmental Cleansing Gra	30/04/2018		Lloyds		Environmental Cleansing Grant	HDC	Z	683.74	0.00	683.74
6	Precept	27/04/2018		Lloyds		Precept (50%)	HDC	Z	14,154.50	0.00	14,154.50
7	Interest	11/06/2018		Lloyds		Interest	Lloyds	Z	3.74	0.00	3.74
8	Interest	09/07/2018		Lloyds		Interest	Lloyds	Z	2.92	0.00	2.92
9	Interest	09/08/2018		Lloyds		Interest	Lloyds	Z	3.18	0.00	3.18
10	Remembrance event	11/09/2018		Lloyds		Remembrance donation	Mrs Tame	Z	75.00	0.00	75.00
11	Remembrance event	11/09/2018		Lloyds		Remembrance donation	Mr Rice	Z	50.00	0.00	50.00
12	Wayleave agreement	11/09/2018		Lloyds		Wayleave agreement	UKPN	Z	1.15	0.00	1.15
13	Interest	10/09/2018		Lloyds		Interest	Lloyds	Z	3.21	0.00	3.21
14	Precept	28/09/2018		Lloyds		Precept (50%)	HDC	Z	14,154.50	0.00	14,154.50
15	Environmental Cleansing Gra	01/10/2018		Lloyds		Environmental Cleansing Grant	HDC	Z	683.74	0.00	683.74
16	Remembrance event	04/10/2018		Lloyds		Remembrance donation	Sherlock & Neal	Z	100.00	0.00	100.00
17	Remembrance event	09/10/2018		Lloyds		Remembrance donation	Rtd Systems	Z	100.00	0.00	100.00
18	Interest	09/10/2018		Lloyds		Interest	Lloyds	Z	3.05	0.00	3.05
19	Interest	09/11/2018		Lloyds		Interest	Lloyds	Z	3.53	0.00	3.53
20	Remembrance event	22/10/2018		Lloyds		Rusper Remembers donation	Resident	Z	25.00	0.00	25.00
21	Remembrance event	22/10/2018		Lloyds		Rusper Remembers donation	Keep Rusper Green	Z	100.00	0.00	100.00
22	Miscellaneous	25/10/2018		Lloyds		Mayday road closure	Mayday Committee	Z	100.00	0.00	100.00
23	Miscellaneous	25/10/2018		Lloyds		Mayday road closure	Mayday Committee	Z	300.00	0.00	300.00
24	Remembrance event	15/11/2018		Lloyds		Remembrance donation	Bovis Homes	Z	250.00	0.00	250.00
25	Remembrance event	15/11/2018		Lloyds		Remembrance auction	Resident	Z	50.00	0.00	50.00
26	Remembrance event	15/11/2018		Lloyds		Remembrance donation	Resident	Z	25.00	0.00	25.00
27	Remembrance event	15/11/2018		Lloyds		Remembrance auction	Various residents	Z	510.00	0.00	510.00
28	Remembrance event	20/11/2018		Lloyds		Remembrance donation	Mayday Committee	Z	200.00	0.00	200.00
29	Interest	10/12/2018		Lloyds		Interest	Lloyds	Z	3.44	0.00	3.44
30	Remembrance event	06/12/2018		Lloyds		Remembrance auction	Resident	Z	190.00	0.00	190.00
31	Interest	09/01/2019		Lloyds		Interest	Lloyds	Z	3.18	0.00	3.18
32	Remembrance event	31/01/2019		Lloyds		Remembrance donation	Frog & Nightgown	Z	50.00	0.00	50.00
33	Remembrance event	09/01/2019		Lloyds		Remembrance auction	Resident	Z	100.00	0.00	100.00
34	Interest	11/02/2019		Lloyds		Interest	Lloyds	Z	3.42	0.00	3.42
35	Operation Watershed grant	14/02/2019		Lloyds		Operation Watershed grant	WSCC	Z	6,946.00	0.00	6,946.00
36	Interest	11/03/2019		Lloyds		Interest	Lloyds	Z	2.99	0.00	2.99

Rusper Parish Council
RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
								Total	49,227.79	0.00	49,227.79

RUSPER PARISH COUNCIL-- YEAR TO DATE EXPENDITURE VS BUDGET

2018-19 BUDGET ADJUSTED OCTOBER 18

FINAL 2019-20 BUDGET

	BUDGET 2018-19	YTD (as at mid Oct)	BUDGET 2019-20	NOTES
RECEIPTS (OTHER THAN PRECEPT)	1,400.00	11,736.00	9,400.00	
Environmental Cleansing Grant	1,400.00	1,368.00	1,400.00	As quoted
NP Grant		7,796.00	8,000.00	
Interest & other	0.00	27.00	0.00	
VAT		2,545.00		
PAYMENTS	31,709.00	24,021.00	41,676.00	
Staff	8,384.00	5,968.00	9,490.00	
Clerk's salary	5,934.00	4,148.00	6,870.00	Salary at 12.01 for 11 hours per week
Clerk's expenses	300.00	371.00	300.00	Estimate based on previous expenditure
Litter warden's salary	1,200.00	905.00	1,500.00	£8 per hour plus expenses of around £23 pm
Litter warden's expenses	300.00	0.00	0.00	Included in above
PAYE	120.00	23.00	120.00	Estimate
Pension	180.00	0.00	0.00	No contributions at this time
Payroll administration	0.00	491.00	500.00	Assumed will remain the same
Training (50% of costs)	350.00	30.00	200.00	Assumed will be lower now course has finished
Subscriptions	625.00	514.00	556.00	
SALC & NALC	465.00	464.00	491.00	As quoted
SLCC	100.00	0.00	0.00	This is included in Clerk's expenses
Misc	0.00	0.00	0.00	
GACC	10.00	0.00	10.00	As previous years
HALC	15.00	15.00	15.00	As previous years
ICO	35.00	35.00	40.00	Slight increase expected

General admin	8,050.00	5,196.00	7,100.00	
Cllr expenses	200.00	45.00	200.00	No increase expected
Hire of Parish Hall	200.00	0.00	200.00	£15 per hour, 12 meetings per year
Insurance	1,200.00	869.00	1,000.00	No increase expected
Stationery/post	0.00		0.00	Included in Clerk's expenses
Miscellaneous	300.00	961.00	300.00	Difficult to predict
Printing	500.00		0.00	No planned mailshots
Cllr training	500.00	430.00	500.00	Elections next year so could be new cllrs to train
Recreation ground rent	100.00	100.00	100.00	As expected
Car park rates	1,250.00	998.00	1,500.00	As expected
Advertising	200.00		200.00	Donation to Parish News
Website/email	600.00	323.00	500.00	As expected
Election expenses	0.00	0.00	1,000.00	Needed if more people apply than there are seats
Broadband & phone line	450.00	391.00	550.00	Similar expenditure expected, with small increase
Technology	2,000.00	634.00	500.00	Upgrade to Office required
Internal	250.00	90.00	100.00	As expected
External	200.00	300.00	350.00	As expected
Bank fees	100.00	55.00	100.00	No change expected
S137 Expenditure	50.00	182.00	50.00	
Grants	50.00	0.00	50.00	These are at your discretion, but you usually pay £50 for a wreath
Remembrance event	0.00	182.00	0.00	Not expected next year
Maintenance	14,600.00	8,969.00	14,400.00	
Bus shelters	0.00	0.00	0.00	No maintenance expected
Trees	0.00	0.00	200.00	Minor works could be necessary
Grass cutting	3,500.00	0.00	3,600.00	As quoted
Lights inc electricity	1,000.00	876.00	2,000.00	Including a bit extra in case lights need removing
Playground	1,500.00	1,414.00	2,000.00	Only minor works expected, plus inspection
Car park	500.00	275.00	500.00	Only minor works expected

Notice boards	50.00	444.00	50.00	Perhaps this needs to be increased for Ifield board?
Dog bins	250.00	358.00	250.00	High last year for purchase of new bin
Road safety/traffic calming	0.00	4,293.00	0.00	Moved to earmarked reserves
Recreation ground	2,500.00	0.00	2,500.00	This will potentially need legal advice next year
Fingerposts/kiosks/signage	5,300.00	1,309.00	3,300.00	Sign maintenance
WW1 bench	0.00	0.00	0.00	No maintenance expected
Operation Watershed		0.00	0.00	No expenditure planned
Neighbourhood Plan	0.00	3,192.00	10,080.00	
Staff costs	0.00	417.00	1,200.00	Overtime expected from Clerk
Hall hire	0.00	0.00	180.00	£15 per meeting, 12 meetings per year
Postage	0.00	0.00	500.00	One mailshot expected
Printing	0.00	0.00	200.00	For meetings
Professional fees	0.00	2,775.00	8,000.00	This should be received via grant
<u>OVERALL BUDGET</u>	<u>31,709.00</u>	<u>24,021.00</u>	<u>32,276.00</u>	
(Payments - Receipts)				
BALANCE AS AT 30.11.18			80,242.85	
APPROX. PROJECTED 18/19 YEAR END BALANCE			72,554.00	
-RECOMMENDED RESERVES			20,000.00	
-OPERATION WATERSHED GRANT			21,215.00	
-NP CONSULTANT FEE (REC'D VIA GRANT)			5,021.00	
=			26,318.00	
Earmarked reserves			15,000.00	
Recreation Ground			10,000.00	For legal fees, maintenance, securing land etc
Road safety/traffic calming			5,000.00	

Electorate: 1247

Tax base 19/20: 907.5 18/19: 813.6

Suggested increase: £3967 - 14%

Band D payment: £35.57 (18-19 was £34.79, so increase of 2.24%)

AGREED PRECEPT (BUDGET - INCOME)

32,276.00

Precept 2018-19

28,309.00

Adjusted 30.10.18 to move £1500 from Streetlights to Finger posts.

Adjusted 30.10.18 to move £500 from Playground to Finger posts.