

Scribe Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

9 March 2021 (2020 - 2021)

Income		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
1	Precept	750,000.00	750,000.00					(0%)
2	Sundry Income		289.45	289				289 (N/A)
13	Donations	456.88	15.00	-442				-442 (-96%)
201	Rental	100.00	36.00	-64				-64 (-64%)
203	Bank Interest		4.23	4				4 (N/A)
SUB TOTAL		750,556.88	750,344.68	-212				-212 (-0%)

Grounds Maintenance		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
4	Grasscutting				800.00	2,374.00	-1,574	-1,574 (-196%)
7	General grounds maintenance					496.00	-496	-496 (N/A)
SUB TOTAL					800.00	2,870.00	-2,070	-2,070 (-258%)

Allotments		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
3	Allotment fees	250.00	623.00	373	120.00		120	493 (133%)
10	Allotment maintenance				512.00	524.00	-12	-12 (-2%)
14	Water				670.00	123.00	547	547 (81%)
SUB TOTAL		250.00	623.00	373	1,302.00	647.00	655	1,028 (66%)

Office Costs		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
5	Stationery				50.00	680.00	-630	-630 (-1260%)
9	Phone & Broadband				100.00		100	100 (100%)
SUB TOTAL					150.00	680.00	-530	-530 (-353%)

Administration		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
6	Printer				85.00	173.00	-88	-88 (-103%)
8	Staff Costs				10,000.00	16,896.00	-6,896	-6,896 (-68%)
11	Hall hire				280.00	150.33	130	130 (46%)
12	Electricity				1,000.00	1,513.00	-513	-513 (-51%)
15	Water				199.98		200	200 (100%)
202	Website Costs		120.00	120		280.00	-280	-160 (N/A)

Scribe Parish Council
Summary of Receipts and Payments
 All Cost Centres and Codes

9 March 2021 (2020 - 2021)

SUB TOTAL	120.00	120	11,564.98	19,012.33	-7,447	-7,327 (-63%)
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Earmarked Reserves

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17	Play park				5,000.00	1,500.00	3,500	3,500 (70%)
200	Resurfacing car park				5,000.00		5,000	5,000 (100%)
SUB TOTAL					10,000.00	1,500.00	8,500	8,500 (85%)

Summary

NET TOTAL	750,806.88	751,087.68	281	23,816.98	24,709.33	-892	-612 (-0%)
V.A.T.		5,031.36			1,099.43		
GROSS TOTAL		756,119.04			25,808.76		

Scribe Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 28/02/2021			
	Cash in Hand 01/04/2020		71,671.86
	ADD Receipts 01/04/2020 - 28/02/2021		24,619.04
	SUBTRACT Payments 01/04/2020 - 28/02/2021		96,290.90
			25,808.76
A	Cash in Hand 28/02/2021 (per Cash Book)		70,482.14
	Cash in hand per Bank Statements		
	Petty Cash	28/02/2021	257.00
	Deposit Account	28/02/2021	42,250.23
	Current Account	28/02/2021	37,043.30
			79,550.53
	Less unrepresented payments		9,223.62
			70,326.91
	Plus unrepresented receipts		155.23
B	Adjusted Bank Balance		70,482.14
	A = B Checks out OK		

Scribe Parish Council
ANNUAL RETURN - Section 2 : Statement of Accounts

Accounts for Year from 01/04/2020 to 31/03/2021

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on an INCOME and EXPENDITURE basis.

Box No.	Description	Last Year £	This Year £
1	Balances brought fwd	103158.22	76567.22
2	Annual precept	17000.00	18500.00
3	Total other receipts	28817.00	1410.68
4	Staff Costs	48658.00	16896.00
5	Loan interest/capital repayments	0.00	0.00
6	Total other payments	23870.00	10327.33
7	Balances carried forward	76567.22	70394.57
8	Total Cash and Short Term Investments	71671.86	71850.14
9	Total Fixed Assets and Long Term Investments	101000.00	251000.00
10	Total Borrowings	5000.00	3000.00

Scribe Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	Printer	03/04/2020		Current Account		Cartridges	Stationery 4U	S	30.00	6.00	36.00
4	General grounds maintenanc	08/04/2020		Current Account	7679999	Hedge cutting	S Scott Maintenance	S	58.00	11.61	69.61
5	Grasscutting	08/04/2020		Current Account	7679999	Hedge cutting	S Scott Maintenance	S	20.00	4.00	24.00
2	Grasscutting	10/04/2020		Current Account		Grasscutting	Lawncare	S	68.00	13.60	81.60
3	Water	17/04/2020		Current Account		Water bill	Anglian Water	S	123.00	24.60	147.60
6	Staff Costs	30/04/2020		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
7	Stationery	18/06/2020		Current Account		Materials	Stationery 4U	X	650.00	0.00	650.00
8	General grounds maintenanc	01/07/2020		Current Account	454353	Hedge cutting	S Scott Maintenance	S	88.00	17.60	105.60
9	Grasscutting	31/07/2020		Current Account	123444	Grasscutting	Lawncare	S	100.00	20.00	120.00
10	Grasscutting	06/08/2020		Current Account	545454	Grasscutting	S Scott Maintenance	S	88.00	17.60	105.60
11	Grasscutting	28/08/2020		Current Account		Grasscutting	Lawncare	X	56.00	0.00	56.00
12	Staff Costs	28/08/2020		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
13	Printer	01/09/2020		Current Account		Paper	Stationery 4U	S	23.00	4.60	27.60
14	Hall hire	02/09/2020		Current Account		Hall hire	District Council	X	150.33	0.00	150.33
16	Electricity	09/09/2020		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
15	Grasscutting	09/09/2020		Current Account	6767	Grasscutting	Lawncare	S	50.00	10.00	60.00
17	Grasscutting	11/09/2020		Current Account	676566	Grasscutting	Lawncare	S	65.00	13.00	78.00
18	Grasscutting	22/09/2020		Current Account	1234	Grass Cutting	Mr Day	Z	50.00	0.00	50.00
19	Allotment maintenance	22/09/2020		Current Account	1234	Grass Cutting	Mr Day	Z	50.00	0.00	50.00
20	Grasscutting	14/10/2020		Current Account	DD	Grasscutting	Lawncare	S	87.00	17.40	104.40
21	Grasscutting	15/10/2020		Current Account	654454	Grasscutting	Lawncare	S	25.00	5.00	30.00
22	General grounds maintenanc	15/10/2020		Current Account	654454	Grasscutting	Lawncare	S	40.00	8.00	48.00
29	Play park	15/10/2020		Current Account		Play park equipment	Playsafety Ltd	S	1,500.00	300.00	1,800.00
23	Staff Costs	15/10/2020		Current Account		Clerk's salary	The Clerk	X	980.00	0.00	980.00
25	Electricity	16/10/2020		Current Account		Electricity	ABC Electricity	L	131.00	6.55	137.55
24	General grounds maintenanc	16/10/2020		Current Account	65644	Fence repair	S Scott Maintenance	S	87.00	17.40	104.40
26	Staff Costs	16/10/2020		Current Account		Salary	All salaries	X	1,000.00	0.00	1,000.00
27	Staff Costs	16/10/2020		Current Account		Salary	All salaries	X	500.00	0.00	500.00
28	Staff Costs	16/10/2020		Current Account		Salary	All salaries	X	1,000.00	0.00	1,000.00
30	Grasscutting	29/10/2020		Current Account	434565	Grasscutting	Lawncare	X	65.00	0.00	65.00
31	Staff Costs	01/11/2020		Current Account		Clerk's salary	The Clerk	X	980.00	0.00	980.00
32	Printer	10/11/2020		Current Account		Electricity	ABC Electricity	L	100.00	5.00	105.00
33	Grasscutting	20/11/2020		Current Account	222424	Grasscutting	Lawncare	S	50.00	10.00	60.00
34	Grasscutting	26/11/2020		Current Account	BACS	Grasscutting	Lawncare	S	65.00	13.00	78.00
35	Staff Costs	26/11/2020		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
36	General grounds maintenanc	01/12/2020		Current Account	544545	Hedge cutting	S Scott Maintenance	S	56.00	11.20	67.20

Scribe Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
37 Staff Costs	01/12/2020		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
39 Electricity	04/12/2020		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
38 Allotment maintenance	04/12/2020		Current Account	56464	Fence painting	S Scott Maintenance	S	90.00	18.00	108.00
41 Electricity	10/12/2020		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
42 Allotment maintenance	10/12/2020		Current Account	56474	Hedge cutting	Mr Thomson	X	89.00	0.00	89.00
43 Staff Costs	11/12/2020		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
44 Allotment maintenance	16/12/2020		Current Account	76765	Hedge cutting	S Scott Maintenance	S	50.00	10.00	60.00
48 Grasscutting	16/12/2020		Current Account	76765	Hedge cutting	S Scott Maintenance	S	50.00	10.00	60.00
45 Electricity	18/12/2020		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
40 Website Costs	01/01/2021		Current Account		Services	Company	S	100.00	20.00	120.00
46 Allotment maintenance	08/01/2021		Current Account	1243341	Fence painting	S Scott Maintenance	S	80.00	16.00	96.00
47 Staff Costs	08/01/2021		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
52 Allotment maintenance	28/01/2021		Current Account	685757	Fence painting	S Scott Maintenance	S	45.00	9.00	54.00
53 Grasscutting	28/01/2021		Current Account	685757	Fence painting	S Scott Maintenance	S	45.00	9.00	54.00
51 Electricity	29/01/2021		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
49 General grounds maintenanc	29/01/2021		Current Account	565474	Hedge cutting	S Scott Maintenance	S	37.00	7.40	44.40
50 Allotment maintenance	29/01/2021		Current Account	565474	Hedge cutting	S Scott Maintenance	S	30.00	6.01	36.01
54 Staff Costs	29/01/2021		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
70 Electricity	01/02/2021		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
56 Staff Costs	01/02/2021		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
64 Electricity	02/02/2021		Current Account		Electricity	ABC Electricity	L	132.00	6.60	138.60
61 Website Costs	02/02/2021		Current Account	Direct Debit	Banner Printing	Somerset County Council	S	180.00	36.00	216.00
62 Grasscutting	02/02/2021		Current Account	Direct Debit	Grass Cutting	John Smith	S	150.00	30.00	180.00
63 Grasscutting	02/02/2021		Current Account	Direct Debit	Expenses	John Smith	S	50.00	10.00	60.00
55 Allotment maintenance	03/02/2021		Current Account	64737	Fence repair	S Scott Maintenance	S	90.00	18.01	108.01
69 Staff Costs	03/02/2021		Current Account	123456	Clerk's salary	The Clerk	S	20.00	4.00	24.00
71 Staff Costs	03/02/2021		Current Account	123456	Clerk's salary	The Clerk	X	896.00	0.00	896.00
59 Electricity	09/02/2021		Current Account		Electricity	ABC Electricity	L	120.00	6.00	126.00
57 Grasscutting	09/02/2021		Current Account	DD	Grasscutting	Lawncare	S	45.00	9.00	54.00
58 General grounds maintenanc	09/02/2021		Current Account	DD	Grasscutting	Lawncare	S	45.00	9.00	54.00
60 Stationery	09/02/2021		Current Account	9878765	Ink cartridges	Stationery 4U	S	30.00	6.00	36.00
74 Staff Costs	10/02/2021		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
65 Printer	11/02/2021		Current Account		Taxi Expense	J Parker	L	20.00	0.75	20.75
68 Electricity	12/02/2021		Current Account		Electricity	ABC Electricity	L	130.00	6.50	136.50
66 Grasscutting	12/02/2021		Current Account	DD	Grass Cutting	Lawncare	S	45.00	9.00	54.00
67 General grounds maintenanc	12/02/2021		Current Account	DD	Grass Cutting	Lawncare	S	45.00	9.00	54.00
73 Electricity	17/02/2021		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
72 Staff Costs	18/02/2021		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
76 Electricity	19/02/2021		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25

Scribe Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
75 Staff Costs	19/02/2021		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
77 Grasscutting	25/02/2021		Current Account	DD	Grasscutting	Lawncare	S	1,200.00	240.00	1,440.00
78 General grounds maintenanc	25/02/2021		Current Account	DD	Grasscutting	Lawncare	S	40.00	8.00	48.00
79 Staff Costs	28/02/2021		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
							Total	24,709.33	1,099.43	25,808.76

SAMPLE

Scribe Parish Council
Cost Centre Year Comparison Summary
All Cost Centres and Codes

Code Title	Receipts (Current Year)		Payments (Current Year)		Receipts (Last Year)		Payments (Last Year)	
	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual
Income								
Precept	17,000.00	18,500.00	0.00	0.00	17,000.00	17,000.00	0.00	0.00
Sundry Income	0.00	289.45	0.00	0.00	0.00	12,035.00	0.00	0.00
Allotment fees	0.00	0.00	0.00	0.00	250.00	1,782.00	0.00	0.00
Donations	456.88	15.00	0.00	0.00	456.88	15,000.00	0.00	0.00
Rental	100.00	36.00	0.00	0.00	0.00	0.00	0.00	0.00
Bank Interest	0.00	4.23	0.00	0.00	0.00	0.00	0.00	0.00
SUB TOTAL	17,556.88	18,844.68	0.00	0.00	17,706.88	45,817.00	0.00	0.00
Grounds Maintenance								
Grasscutting	0.00	0.00	800.00	2,374.00	0.00	0.00	800.00	2,406.00
General grounds maintenance	0.00	0.00	0.00	496.00	0.00	0.00	0.00	12,377.00
SUB TOTAL	0.00	0.00	800.00	2,870.00	0.00	0.00	800.00	14,783.00
Allotments								
Allotment fees	250.00	623.00	120.00	0.00	0.00	0.00	0.00	0.00
Allotment maintenance	0.00	0.00	512.00	524.00	0.00	0.00	500.00	2,990.00
Water	0.00	0.00	670.00	123.00	0.00	0.00	670.00	134.00
SUB TOTAL	250.00	623.00	1,302.00	647.00	0.00	0.00	1,170.00	3,124.00
Office Costs								
Stationery	0.00	0.00	50.00	680.00	0.00	0.00	0.00	-80.00
Phone & Broadband	0.00	0.00	100.00	0.00	0.00	0.00	100.00	0.00
SUB TOTAL	0.00	0.00	150.00	680.00	0.00	0.00	100.00	-80.00
Administration								
Printer	0.00	0.00	85.00	173.00	0.00	0.00	85.00	54.00
Staff Costs	0.00	0.00	10,000.00	16,896.00	0.00	0.00	10,000.00	48,658.00
Hall hire	0.00	0.00	280.00	150.33	0.00	0.00	280.00	123.00
Electricity	0.00	0.00	1,000.00	1,513.00	0.00	0.00	1,000.00	3,340.00
Water	0.00	0.00	199.98	0.00	0.00	0.00	199.98	0.00
Website Costs	0.00	120.00	0.00	280.00	0.00	0.00	0.00	0.00
SUB TOTAL	0.00	120.00	11,564.98	19,012.33	0.00	0.00	11,564.98	52,175.00
Earmarked Reserves								
Resurfacing car park	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00
Play park	0.00	0.00	5,000.00	1,500.00	0.00	0.00	5,000.00	2,390.00
Resurfacing car park	0.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00

Scribe Parish Council
Cost Centre Year Comparison Summary
All Cost Centres and Codes

Code Title	Receipts (Current Year)		Payments (Current Year)		Receipts (Last Year)		Payments (Last Year)	
	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual
SUB TOTAL	0.00	0.00	10,000.00	1,500.00	0.00	0.00	10,000.00	2,390.00
NET TOTAL	17,806.88	19,587.68	23,816.98	24,709.33	17,706.88	45,817.00	23,634.98	72,392.00
V.A.T.		5,031.36		1,099.43		82.00		4,086.02
GROSS TOTAL		24,619.04		25,808.76		45,899.00		76,478.02

Scribe Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2020 and 09-03-2021)

Cost Centre Grounds Maintenance**Code Number 4 Grasscutting**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
2	10/04/2020		Current Account		Grasscutting	Lawncare	S	68.00	13.60	81.60
5	08/04/2020		Current Account	7679999	Hedge cutting	S Scott Maintenance	S	20.00	4.00	24.00
9	31/07/2020		Current Account	123444	Grasscutting	Lawncare	S	100.00	20.00	120.00
10	06/08/2020		Current Account	545454	Grasscutting	S Scott Maintenance	S	88.00	17.60	105.60
11	28/08/2020		Current Account		Grasscutting	Lawncare	X	56.00	0.00	56.00
15	09/09/2020		Current Account	6767	Grasscutting	Lawncare	S	50.00	10.00	60.00
17	11/09/2020		Current Account	676566	Grasscutting	Lawncare	S	65.00	13.00	78.00
18	22/09/2020		Current Account	1234	Grass Cutting	Mr Day	Z	50.00	0.00	50.00
20	14/10/2020		Current Account	DD	Grasscutting	Lawncare	S	87.00	17.40	104.40
21	15/10/2020		Current Account	654454	Grasscutting	Lawncare	S	25.00	5.00	30.00
30	29/10/2020		Current Account	434565	Grasscutting	Lawncare	X	65.00	0.00	65.00
33	20/11/2020		Current Account	222424	Grasscutting	Lawncare	S	50.00	10.00	60.00
34	26/11/2020		Current Account	BACS	Grasscutting	Lawncare	S	65.00	13.00	78.00
48	16/12/2020		Current Account	76765	Hedge cutting	S Scott Maintenance	S	50.00	10.00	60.00
53	28/01/2021		Current Account	685757	Fence painting	S Scott Maintenance	S	45.00	9.00	54.00
57	09/02/2021		Current Account	DD	Grasscutting	Lawncare	S	45.00	9.00	54.00
62	02/02/2021		Current Account	Direct Debit	Grass Cutting	John Smith	S	150.00	30.00	180.00
63	02/02/2021		Current Account	Direct Debit	Expenses	John Smith	S	50.00	10.00	60.00
66	12/02/2021		Current Account	DD	Grass Cutting	Lawncare	S	45.00	9.00	54.00
77	25/02/2021		Current Account	DD	Grasscutting	Lawncare	S	1,200.00	240.00	1,440.00
Subtotal for Code: Grasscutting								£2,374.00	£440.60	£2,814.60

Code Number 7 General grounds maintenance

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
4	08/04/2020		Current Account	7679999	Hedge cutting	S Scott Maintenance	S	58.00	11.61	69.61
8	01/07/2020		Current Account	454353	Hedge cutting	S Scott Maintenance	S	88.00	17.60	105.60
22	15/10/2020		Current Account	654454	Grasscutting	Lawncare	S	40.00	8.00	48.00
24	16/10/2020		Current Account	65644	Fence repair	S Scott Maintenance	S	87.00	17.40	104.40
36	01/12/2020		Current Account	544545	Hedge cutting	S Scott Maintenance	S	56.00	11.20	67.20
49	29/01/2021		Current Account	565474	Hedge cutting	S Scott Maintenance	S	37.00	7.40	44.40
58	09/02/2021		Current Account	DD	Grasscutting	Lawncare	S	45.00	9.00	54.00
67	12/02/2021		Current Account	DD	Grass Cutting	Lawncare	S	45.00	9.00	54.00
78	25/02/2021		Current Account	DD	Grasscutting	Lawncare	S	40.00	8.00	48.00
Subtotal for Code: General grounds maintenance								£496.00	£99.21	£595.21
Subtotal for Cost Centre: Grounds Maintenance								2,870.00	539.81	3,409.81

Cost Centre Allotments

Scribe Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2020 and 09-03-2021)

Code Number 10 Allotment maintenance

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
19	22/09/2020		Current Account	1234	Grass Cutting	Mr Day	Z	50.00	0.00	50.00
38	04/12/2020		Current Account	56464	Fence painting	S Scott Maintenance	S	90.00	18.00	108.00
42	10/12/2020		Current Account	56474	Hedge cutting	Mr Thomson	X	89.00	0.00	89.00
44	16/12/2020		Current Account	76765	Hedge cutting	S Scott Maintenance	S	50.00	10.00	60.00
46	08/01/2021		Current Account	1243341	Fence painting	S Scott Maintenance	S	80.00	16.00	96.00
50	29/01/2021		Current Account	565474	Hedge cutting	S Scott Maintenance	S	30.00	6.01	36.01
52	28/01/2021		Current Account	685757	Fence painting	S Scott Maintenance	S	45.00	9.00	54.00
55	03/02/2021		Current Account	64737	Fence repair	S Scott Maintenance	S	90.00	18.01	108.01
Subtotal for Code: Allotment maintenance								£524.00	£77.02	£601.02

Code Number 14 Water

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
3	17/04/2020		Current Account		Water bill	Anglian Water	S	123.00	24.60	147.60
Subtotal for Code: Water								£123.00	£24.60	£147.60
Subtotal for Cost Centre: Allotments								647.00	101.62	748.62

Cost Centre Office Costs**Code Number 5 Stationery**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
7	18/06/2020		Current Account		Materials	Stationery 4U	X	650.00	0.00	650.00
60	09/02/2021		Current Account	9878765	Ink cartridges	Stationery 4U	S	30.00	6.00	36.00
Subtotal for Code: Stationery								£680.00	£6.00	£686.00
Subtotal for Cost Centre: Office Costs								680.00	6.00	686.00

Cost Centre Administration**Code Number 6 Printer**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1	03/04/2020		Current Account		Cartridges	Stationery 4U	S	30.00	6.00	36.00
13	01/09/2020		Current Account		Paper	Stationery 4U	S	23.00	4.60	27.60
32	10/11/2020		Current Account		Electricity	ABC Electricity	L	100.00	5.00	105.00
65	11/02/2021		Current Account		Taxi Expense	J Parker	L	20.00	0.75	20.75
Subtotal for Code: Printer								£173.00	£16.35	£189.35

Code Number 8 Staff Costs

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
6	30/04/2020		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
12	28/08/2020		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
23	15/10/2020		Current Account		Clerk's salary	The Clerk	X	980.00	0.00	980.00
26	16/10/2020		Current Account		Salary	All salaries	X	1,000.00	0.00	1,000.00
27	16/10/2020		Current Account		Salary	All salaries	X	500.00	0.00	500.00
28	16/10/2020		Current Account		Salary	All salaries	X	1,000.00	0.00	1,000.00

Scribe Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2020 and 09-03-2021)

31	01/11/2020	Current Account		Clerk's salary	The Clerk	X	980.00	0.00	980.00
35	26/11/2020	Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
37	01/12/2020	Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
43	11/12/2020	Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
47	08/01/2021	Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
54	29/01/2021	Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
56	01/02/2021	Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
69	03/02/2021	Current Account	123456	Clerk's salary	The Clerk	S	20.00	4.00	24.00
71	03/02/2021	Current Account	123456	Clerk's salary	The Clerk	X	896.00	0.00	896.00
72	18/02/2021	Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
74	10/02/2021	Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
75	19/02/2021	Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
79	28/02/2021	Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
Subtotal for Code: Staff Costs							£16,896.00	£4.00	£16,900.00

Code Number 11 Hall hire

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
14	02/09/2020		Current Account		Hall hire	District Council	X	150.33	0.00	150.33
Subtotal for Code: Hall hire							£150.33	£0.00	£150.33	

Code Number 12 Electricity

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
16	09/09/2020		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
25	16/10/2020		Current Account		Electricity	ABC Electricity	L	131.00	6.55	137.55
39	04/12/2020		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
41	10/12/2020		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
45	18/12/2020		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
51	29/01/2021		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
59	09/02/2021		Current Account		Electricity	ABC Electricity	L	120.00	6.00	126.00
64	02/02/2021		Current Account		Electricity	ABC Electricity	L	132.00	6.60	138.60
68	12/02/2021		Current Account		Electricity	ABC Electricity	L	130.00	6.50	136.50
70	01/02/2021		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
73	17/02/2021		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
76	19/02/2021		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
Subtotal for Code: Electricity							£1,513.00	£75.65	£1,588.65	

Code Number 202 Website Costs

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
40	01/01/2021		Current Account		Services	Company	S	100.00	20.00	120.00
61	02/02/2021		Current Account	Direct Debit	Banner Printing	Somerset County Council	S	180.00	36.00	216.00
Subtotal for Code: Website Costs							£280.00	£56.00	£336.00	
Subtotal for Cost Centre: Administration							19,012.33	152.00	19,164.33	

Scribe Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2020 and 09-03-2021)

Cost Centre		Earmarked Reserves								
Code Number		17	Play park							
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
29	15/10/2020		Current Account		Play park equipment	Playsafety Ltd	S	1,500.00	300.00	1,800.00
Subtotal for Code: Play park								£1,500.00	£300.00	£1,800.00
Subtotal for Cost Centre: Earmarked Reserves								1,500.00	300.00	1,800.00
TOTALS								£24,709.33	£1,099.43	£25,808.76