

Appendix 1 - Elmstead Parish Council Finance Report for December 2021

Invoice Date	Method	Payee	Invoice Number	Net	VAT	Total	
		<b>Approval is requested for the following payments:</b>					
01/12/2021	BT	Elmstead Community Centre - Hall hire November x 3 & Exhibition	20C	£ 98.00	£ -	£ 98.00	
01/11/2021	BT	Mrs M Lewis - Remembrance day refreshments		£ 30.00	£ -	£ 30.00	
30/09/2021	BT	VCS Websites - web hosting Oct - Dec 21 and set up of NP items	1189	£ 92.50	£ -	£ 92.50	
25/11/2021	BT	Unipar Services LLP - genesis radar service and certificated	2933	£ 230.00	£ 46.00	£ 276.00	
30/11/2021	BT	Mrs A Baxter - Google Workspace Business starter 11/21	4022909960	£ 36.57	£ -	£ 36.57	
22/11/2021	BT	Mrs A Baxter - Zoom standard pro monthly	INV119191743	£ 11.99	£ 2.40	£ 14.39	
06/12/2021	BT	Mr B Jennings - 1 x cut of Dean Park, 1 x cut of grass on wildlife area	0635 & 0636	£ 120.00	£ -	£ 120.00	
24/10/2021	BT	Mrs H Ward - provisions for NP Focus Group & Exhibition	Receipts	£ 19.00	£ -	£ 19.00	
01/12/2021	BT	Mrs A Baxter - Staples order (file dividers, foldback clips, string, hole punch and stapler)		£ 45.31	£ 9.06	£ 54.37	
		<b>Prior approval given and payment made:</b>					£ -
28/10/2021	BT	Mr A Dingwall - printing on high vis jacket	INV-1688	£ 8.33	£ 1.67	£ 10.00	
26/11/2021	BT	Active Med Supplies - defibrillator pads	INV-2313	£ 49.95	£ 9.99	£ 59.94	
		<b>Direct Debits and Standing Orders</b>					
10/12/2021	DD	Talk Talk - phone and internet	23066529	£ 34.00	£ 6.80	£ 40.80	
01/12/2021	DD	A&J Lighting Solutions - Streetlight maintenance	35733	£ 31.63	£ 6.33	£ 37.96	
02/12/2021	DD	Eon - street lighting	H1A7D6265B	£ 36.48	£ 1.82	£ 38.30	
30/11/2021	DD	CSH Environmental - skip empty x 2	P538451	£ 28.84	£ 5.77	£ 34.61	
28/11/2021	DD	Nest - pension contribution	Monthly	£ 65.54	£ -	£ 65.54	
		<b>Total</b>		£ 938.14	£ 89.84	£ 1,027.98	
		<b>For information</b>					
28/11/2021	BT	November salaries - Paid	Monthly	£ 1,691.96	£ -	£ 1,691.96	

Parish Council resolved to approve the above expenditure 16th December agenda item 21/233

Signed \_\_\_\_\_

Examined invoices \_\_\_\_\_

**Closing Balances to 30th November 2021 are:**

Current Account to end of month	£ 5,069.79
Total Expenses unpaid at end of month	-£ 1,643.04
Total of unpaid expenses in this month's payments - request for approval	-£ 1,027.98
Balance in current account after monthly expenses	£ 2,398.77
Business Premium Account	£ 52,907.16
Active Saver Account	£ 10,123.43
<b>Estimated Overall Closing Balance - Current and Deposit</b>	<b>£ 65,429.36</b>

**Income Details for November 2021:**

Forefront Utilities - donation for use of Dene Park	£ 500.00
Forefront Utilities - reimbursement for damage to mower	£ 270.00
<b>Total income for the month</b>	<b>£ 770.00</b>