

Appendix 1 - Elmstead Parish Council Finance Report for March
2024

| | Invoice Date | Method | Payee | | Invoice Number | Net | VAT | Total | |
|----|--------------|---------|---|--|----------------|----------|--------|----------|--|
| | | | Approval is requested for the following payments: | | | | | | |
| 1 | 01/04/2024 | BT | Elmstead Community Centre | March hall hire (1x council meeting, 1 x hub, 1 x committee meeting) | 48C | £ 88.00 | £ - | £ 88.00 | |
| 2 | 31/03/2024 | BT | Mrs Baxter | Google Workspace Business starter 03/24 | 4946359981 | £ 10.27 | £ - | £ 10.27 | |
| 3 | 28/03/2024 | BT | Mrs A Baxter | March home printing excess over pre-home working usual plan | | £ 7.80 | £ - | £ 7.80 | |
| 4 | 14/03/2024 | BT | Classique Design & Print Limited | Copy plans for new community centre | 38539 | £ 13.75 | £ 2.75 | £ 16.50 | |
| 5 | 16/03/2024 | BT | Mr A Dingwall | Grass seed for the south green | | £ 3.75 | £ - | £ 3.75 | |
| 6 | 06/03/2024 | BT | Cllr A Brennan | Refreshments for post March PC meeting | | £ 49.29 | | £ 49.29 | |
| 7 | Various | BT | Cllr A Brennan | Refreshments for Neighbourhood Plan/NDO hearing | | £ 11.52 | £ 0.50 | £ 12.02 | |
| 8 | 02/04/2024 | BT | Essex Association of Local Councils | EALC and NALC affiliation fees 2024/25 | | £ 583.52 | £ - | £ 583.52 | |
| | | | Payments made by pre-paid card from Equals Account | | | | | | |
| 9 | 05/03/2024 | AD card | Project Plastics | Replacement plastic for Little Library doors | | £ 36.43 | £ 7.29 | £ 43.72 | |
| 10 | 06/03/2024 | SD Card | Tesco | Hub supplies | | £ 18.68 | £ - | £ 18.68 | |
| 11 | 14/03/2024 | SD Card | Budgens | Hub supplies | | £ 18.80 | £ - | £ 18.80 | |
| 12 | 28/03/2024 | SD Card | Tesco | Hub supplies | | £ 27.19 | £ - | £ 27.19 | |

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| Payments made by pre-paid card from Equals Account | | | | | | | | |
|---|------------|---------|---|--|------------|------------|---------|------------|
| 13 | 06/03/2024 | AB Card | The Shed Café | Meeting refreshments | | £ 4.20 | | £ 4.20 |
| 14 | 12/03/2024 | AB Card | Norton | Norton renewal | | £ 29.99 | | £ 29.99 |
| 15 | 12/03/2024 | AB Card | Google | Increased google storage | | £ 0.33 | £ 0.06 | £ 0.39 |
| 16 | 15/03/2024 | AB Card | Society of Local Council Clerks CG Degree Students | Procurement training for Mrs Baxter | | £ 27.80 | | £ 27.80 |
| 17 | 16/03/2024 | AB Card | NCP Parking | Parking for meeting with architect | | £ 7.35 | | £ 7.35 |
| 18 | 22/03/2024 | AB Card | Dell | New battery for laptop | | £ 31.40 | £ 6.28 | £ 37.68 |
| Direct Debits and Standing Orders: | | | | | | | | |
| 19 | 01/04/2024 | DD | A&J Lighting Solutions | Monthly maintenance street lights | 38160 | £ 31.63 | £ 6.33 | £ 37.96 |
| 20 | 31/03/2024 | DD | CSH Environmental Ltd | Skip empty x 2 | P644877 | £ 31.63 | £ 6.33 | £ 37.96 |
| 21 | 05/03/2024 | DD | Npower | Electricity for street lights - February | IN09852900 | £ 75.78 | £ 3.79 | £ 79.57 |
| Total | | | | | | £ 1,109.11 | £ 33.33 | £ 1,142.44 |
| For information | | | | | | | | |
| | 28/03/2024 | BT | Payroll summary | March salaries, pension and 4th quarter HMRC payment. Paid. | | £ 4,326.99 | £ - | £ 4,326.99 |

Parish Council agreed the above expenditure on 7th March 2024 agenda item 24/032

Signed _____

Examined invoices _____

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Closing Balances to 30th March 2024

| | | | |
|--|----------|------------------|---|
| Current Account to end of month | £ | 5,912.27 | |
| Total Expenses unpaid at end of month | £ | - | |
| Balance in current account after expenses unpaid | £ | 5,912.27 | |
| Business Premium Account | £ | 40,748.10 | |
| Active Saver Account | £ | 50,654.09 | |
| Equals Account (Pre-paid cash cards) | £ | 1,085.18 | £100.87 for social hub, £187.78 for handyman, £796.53 for clerk |
| Overall Closing Balance - Current and Deposit | £ | 98,399.64 | |

Income Details for March 2024:

| | | | | |
|--------|-----------------------------------|---------------------------|----------|---------------|
| 04-Mar | Barclays | Business Premium interest | £ | 187.64 |
| 04-Mar | Barclays | Business Premium interest | £ | 189.08 |
| | Total income for the month | | £ | 376.72 |