

Appendix 1 - Elmstead Parish Council Finance Report for September
2023

	Invoice Date	Method	Payee		Invoice Number	Net	VAT	Total	
			Approval is requested for the following payments:						
1	01/10/2023	BT	Elmstead Community Centre	September hall hire (2 x meetings, social hub, surgery, Neighbourhood Plan events)	42C	£ 88.00	£ -	£ 88.00	
2	28/09/2023	BT	Mrs Baxter	September home printing excess over pre-home working usual plan		£ 6.50	£ -	£ 6.50	
3	30/09/2023	BT	Mrs A Baxter	Google Workspace Business starter 09/23	4816418218	£ 9.20	£ -	£ 9.20	
4	15/09/2023	BT	Elmstead Community Centre	Reed Hall FC use of community centre facilities	Sept 2023 Reed Hall FC	£ 1,350.00	£ -	£ 1,350.00	
5	12/09/2023	BT	Lambert Smith Hampton	Rent for playing field 19/09/23 - 24/03/24	76119	£ 610.65	£ -	£ 610.65	
6	Var	BT	Cllr Jeggo	Halloween & Christmas Expenses; treats/prizes, bunting, icicle outdoor lights		£ 50.61	£ 10.14	£ 60.75	
7	19/09/2023	BT	Cllr Brennan	A frame		£ 91.62	£ 18.33	£ 109.95	
8	Var		Mr A Dingwall	Materials to fix little library	receipts	£ 68.29	£ -	£ 68.29	
9	01/09/2023	BT	Upmarket	Halloween advert		£ 12.50	£ -	£ 12.50	
10	30/09/2023	BT	Sibbons	Security panel fence hire (for the playing field)	25393	£ 86.94	£ 15.12	£ 102.06	
11	18/09/2023	BT	Ernest Doe & Sons Ltd	Wheelbarrow	C19339	£ 81.66	£ 16.33	£ 97.99	
12	19/09/2023	BT	Mrs A Baxter	Winter grit salt 2 pallets (42 bages per pallet)		£ 400.00	£ 80.00	£ 480.00	
13	19/09/2023	BT	Mrs A Baxter	Dash Cam for mower		£ 83.32	£ 16.67	£ 99.99	
14	11/09/2023	BT	PKF Littlejohn LLP	Limited assurance review of Annual Return for year ended 31 March 2023.	SB20231619	£ 420.00	£ 84.00	£ 504.00	
15	TBA	BT	Mr A Dingwall	Thank you vouchers for Mr H Reilly		£ 50.00	£ -	£ 50.00	

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16	30/09/2023	BT	VCS Websites	Web Hosting Oct 23 - Mar 24. Set up Facebook feed.	1322	£ 200.00	£ -	£ 200.00
17	TBA	BT	Tendring District Council	Annual fee for emptying of 2 dog waste bins (Tye Road and Bromley Road)	TBA	£ 202.08	£ -	£ 202.08
18	28/09/2023	BT	Equals bank account	Transfer of funds already made. Additional amount to be decided		£ 500.00	£ -	£ 500.00
			Direct Debits and Standing Orders:					
	07/09/2023	BT	Woodland Trust	Annual donation		£ 100.00	£ -	£ 100.00
	01/10/2023	DD	A&J Lighting Solutions	Monthly maintenance street lights	37599	£ 31.63	£ 6.33	£ 37.96
	10/09/2023	DD	Talk Talk	Telephone and internet	25290365	£ 41.69	£ 8.34	£ 50.03
	30/09/2023	DD	CSH Environmental Ltd	Skip empty x 2	P621584	£ 33.64	£ 6.73	£ 40.37
	05/09/2023	DD	Npower	Electricity for street lights - August	IN08223723	£ 39.81	£ 1.99	£ 41.80
			Total			£ 4,558.14	£ 263.98	£ 4,822.12
			For information					
	29/09/2023	BT	Payroll summary	September salaries, pension and qnd quarter HMRC payment for PAYE and NIC - Paid	September	£ 3,999.11	£ -	£ 3,999.11

Parish Council agreed the above expenditure on 5th October 2023 agenda item 23/206(i)

Signed _____

Examined invoices _____

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Closing Balances to 30th September 2023

Current Account to end of month	£ 13,641.03	
Total Expenses unpaid at end of month	-£ 894.82	
Balance in current account after expenses unpaid	£ 12,746.21	
Business Premium Account	£ 40,288.59	
Active Saver Account	£ 50,157.55	
Equals Account (Pre-paid cash cards)	£ 500.00	£100 for social hub, £100 for handyman, £100 for clerk, £200 reserve
Overall Closing Balance - Current and Deposit	£ 103,192.35	

Income Details for September 2023:

01-Sep	Reed Hall Sentinels - Playing Field Hire	£ 2,700.00
	Total income for the month	£ 2,700.00