

West Rainton Parish Council – 19 October 2017

Item 6 : Finance Report

Part A: For information:

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| 1. Income: | Scott Memorials – memorial fee for late V Lynn – | £50.00 |
| | County Councillors Hall/Kellett Donations - | £300.00 |

2. Expenditure

Expenditure previously approved by Parish Council due this month

	Payee	Purpose	Amount
1	M Ramshaw	Parish Clerk net salary – October 2017	£350.03
2	G Keedy	Project Officer net salary – October 2017	£372.36
3	Post Office	Combined HMRC liabilities - October 2017	£180.60
4	D Lewins	Cemetery Gatekeeper Gratuity Payment – October 2017	£80.00
5	A Baker	Heritage Garden Maintenance	£190.00
TOTAL			£1172.99

Part B: Expenditure requiring approval

	Payee	Purpose	Amount	Budget Provision Y/N
6	M Ramshaw	Pride in our village day – Reimbursement for food purchases and costs associated with scone baking for the day.	£72.85	Y
7	Jones Boyd	Payroll Maintenance 1/10/17 – 31/12/17	£90.00	Y
8	West Rainton and Leamside Community Association	Hire of Jubilee Hall – Pride in our village day	£60.00	Y
9	G Keedy	Re-imbusement of Mastercard Payment to replace 'Bounced Cheque' No 302717 – Gardeners Dream Order: 4/ 17-18	£645.40	Y
10	Gilpin Press	Pride in our village day promotional leaflets	£83.42	Y
TOTAL			£951.67	

Part C: Bank Balances – For Information

Total Expenditure included above	£2124.66
Anticipated current a/c bank balance if all paid (inc. cheques to be re-issued)	£12634.14
Reserve Account Balance	£15033.52

Members are asked to: Approve expenditure in part B.

Part D: Bank Administration Issue

Due to an administrative issue at Co-op Bank, the Parish Council's current account was shut down by them without notice towards the end of September. When this came to light, an immediate enquiry and formal complaint was made to Co-op by Parish Clerk – leading to swift re-instatement of the account.

However, as a result of the temporary account closure, Parish Clerk was advised that cheques authorised and signed at 21 September meeting were likely not be honoured upon presentation.

All creditors were contacted and advised of the position and the Parish Council's apology offered. Some cheques were subsequently returned prior to banking, some others which were presented "bounced". One cheque was successfully cashed (G Keedy Cheque No. 302753 - £372.16).

Action is now required to ensure that outstanding payments are made by Parish Council. Checks have been made with Co-op to ensure that no duplicate payments are likely and Parish Council are now asked to agree to authorise replacement cheques as follows:

ORIGINAL CHEQUE NUMBER PREVIOUSLY ISSUED	RECIPIENT	REPLACEMENT CHEQUE NUMBER	AMOUNT
302705	M Ramshaw	302751	£350.23
302707	HM Revenue and Customs	302772	£180.60
302708	D Lewins	302754	£80.00
302709	Leamside Nurseries	302755	£1643.20
302710	Durham City Homes	302756	£10.00
302711	CDALC	302757	£27.00
302712	BDO LLP	302758	£276.00
302713	Smith of Derby	302759	£789.84
302714	Smith of Derby	302760	£238.80
302715	NWG Business	302761	£12.16
302716	Communicorp	302762	£12.00
		Total	£3619.83

Members are asked to approve the re-issue of cheques as detailed above for previously approved payments in the September 2017 Finance report.

Part E: Lost Cheque

It has brought to the Parish clerks attention that the following cheque has not been received by the intended recipient – D Lewins. Checks with the Bank show the cheque has not been presented and is now unable to be cashed.

302696	D Lewins	302753	£80.00
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Members are asked to approve the re-issue of the cheque as detailed above.

M Ramshaw
19 October 2017