

## Northstowe Town Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

<b>A</b>	<b>Bank Reconciliation at 30/09/2021</b>		
	Cash in Hand 01/04/2021		500.00
	<b>ADD</b> Receipts 01/04/2021 - 30/09/2021		100,426.48
	<b>SUBTRACT</b> Payments 01/04/2021 - 30/09/2021		15,843.27
	<b>Cash in Hand 30/09/2021</b> (per Cash Book)		<b>85,083.21</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 30/09/2021	0.00	
	Unity Trust Current Account 30/09/2021	85,083.21	
			<b>85,083.21</b>
	Less unrepresented payments		85,083.21
Plus unrepresented receipts			
<b>Adjusted Bank Balance</b>		<b>85,083.21</b>	
<b>A = B Checks out OK</b>			

**Northstowe Town Council**  
**Summary of Receipts and Payments**

14 October 2021 (2021 - 2022)

All Cost Centres and Codes (Between 01/04/2021 and 13/10/2021)

**Administration**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Town Clerk Salary		-2,500.00	-2,500.00	42,042.50	4,513.86	37,528.64	35,028.64 (83%)
2 Interim Clerk				3,680.00	8,786.25	-5,106.25	-5,106.25 (-138%)
3 Employer Pension Contributions		500.00	500.00	1,261.28		1,261.28	1,761.28 (139%)
4 Employer NIC Contributions		-500.00	-500.00	5,802.02		5,802.02	5,302.02 (91%)
5 Employee Expenses							(N/A)
6 PAYE Software & support				200.00		200.00	200.00 (100%)
7 Staff & Councilor Training				2,500.00	950.00	1,550.00	1,550.00 (62%)
8 Telephone & Internet				1,000.00	24.00	976.00	976.00 (97%)
9 Data Protection				35.00	35.00		(0%)
10 Office Equipment				300.00		300.00	300.00 (100%)
11 IT Software & Support				350.00		350.00	350.00 (100%)
12 Insurance				500.00	344.74	155.26	155.26 (31%)
13 Annual Subscriptions				800.00	337.00	463.00	463.00 (57%)
14 Office Admin/supplies				300.00	10.10	289.90	289.90 (96%)
15 Chairman Allowance				100.00		100.00	100.00 (100%)
<b>SUB TOTAL</b>		<b>-2,500.00</b>	<b>-2,500.00</b>	<b>58,870.80</b>	<b>15,000.95</b>	<b>43,869.85</b>	<b>41,369.85 (70%)</b>

**Communications & PR**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19 Newsletters & Publications				500.00		500.00	500.00 (100%)
20 Website/email address support				500.00		500.00	500.00 (100%)
21 Recruitment				320.00	195.00	125.00	125.00 (39%)
<b>SUB TOTAL</b>				<b>1,320.00</b>	<b>195.00</b>	<b>1,125.00</b>	<b>1,125.00 (85%)</b>

**Community Projects**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
31 Council/Community Events		2,500.00	2,500.00				2,500.00 (N/A)
<b>SUB TOTAL</b>		<b>2,500.00</b>	<b>2,500.00</b>				<b>2,500.00 (N/A)</b>

**Contingency**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
25 Contingency				500.00	242.32	257.68	257.68 (51%)
<b>SUB TOTAL</b>				<b>500.00</b>	<b>242.32</b>	<b>257.68</b>	<b>257.68 (51%)</b>

Northstowe Town Council

14 October 2021 (2021 - 2022)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2021 and 13/10/2021)

**Finance**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16 Audit fees				900.00		900.00	900.00 (100%)
17 Bank Charges				180.00	36.00	144.00	144.00 (80%)
<b>SUB TOTAL</b>				<b>1,080.00</b>	<b>36.00</b>	<b>1,044.00</b>	<b>1,044.00 (96%)</b>

**Grants**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
22 Section 137							(N/A)
<b>SUB TOTAL</b>							<b>(N/A)</b>

**Highways**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23 Street Furniture							(N/A)
24 Station Rd Verges (Longstanton)				202.00		202.00	202.00 (100%)
<b>SUB TOTAL</b>				<b>202.00</b>		<b>202.00</b>	<b>202.00 (100%)</b>

**Income**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28 Precept		66,472.80	66,472.80				66,472.80 (N/A)
29 Opening Bank Receipt							(N/A)
30 Longstanton PC Transfer of fund		33,953.68	33,953.68				33,953.68 (N/A)
<b>SUB TOTAL</b>		<b>100,426.48</b>	<b>100,426.48</b>				<b>100,426.48 (N/A)</b>

**Legal**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
18 Solicitor/consultants				3,000.00		3,000.00	3,000.00 (100%)
<b>SUB TOTAL</b>				<b>3,000.00</b>		<b>3,000.00</b>	<b>3,000.00 (100%)</b>

**Office Services**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27 Hire of office space/council chair				1,500.00	330.00	1,170.00	1,170.00 (78%)

**Northstowe Town Council**

14 October 2021 (2021 - 2022)

**Summary of Receipts and Payments**

All Cost Centres and Codes (Between 01/04/2021 and 13/10/2021)

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SUB TOTAL			1,500.00	330.00	1,170.00	1,170.00 (78%)
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<b>Summary</b>						
NET TOTAL	100,426.48	100,426.48	66,472.80	15,904.27	50,668.53	151,095.01 (227%)
V.A.T.				39.00		
GROSS TOTAL	100,426.48			15,843.27		