

## Northstowe Town Council

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

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

	<b>Bank Reconciliation at 30/11/2021</b>		
	Cash in Hand 01/04/2021		500.00
	<b>ADD</b>		
	Receipts 01/04/2021 - 30/11/2021		101,426.48
			101,926.48
	<b>SUBTRACT</b>		
	Payments 01/04/2021 - 30/11/2021		25,979.87
<b>A</b>	<b>Cash in Hand 30/11/2021</b> (per Cash Book)		<b>75,946.61</b>
	Cash in hand per Bank Statements		
	Petty Cash 30/09/2021	0.00	
	Unity Trust Current Account 31/10/2021	75,966.61	
			<b>75,966.61</b>
	Less unrepresented payments		20.00
			75,946.61
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>75,946.61</b>
	<b>A = B Checks out OK</b>		

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	<b>Bank Reconciliation at 31/12/2021</b>		
	Cash in Hand 01/04/2021		500.00
	<b>ADD</b>		
	Receipts 01/04/2021 - 31/12/2021		123,192.98
			123,692.98
	<b>SUBTRACT</b>		
	Payments 01/04/2021 - 31/12/2021		30,080.77
<b>A</b>	<b>Cash in Hand 31/12/2021</b> (per Cash Book)		<b>93,612.21</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/12/2021	0.00	
	Unity Trust Current Account 31/12/2021	93,612.21	
			<b>93,612.21</b>
	Less unrepresented payments		
			93,612.21
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>93,612.21</b>
	<b>A = B Checks out OK</b>		

**Northstowe Town Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

13 January 2022 (2021 - 2022)

**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	14,558.06	27,484.44	24,984.44 (59%)
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	500.00	761.28	1,261.28 (100%)
4	Employer NIC Contributions		-500.00	-500.00	5,802.02	5,446.90	355.12	-144.88 (-2%)
5	Employee Expenses					21.60	-21.60	-21.60 (N/A)
6	PAYE Software & support				200.00		200.00	200.00 (100%)
7	Staff & Councillor Training		250.00	250.00	2,500.00	2,040.00	460.00	710.00 (28%)
8	Telephone & Internet				1,000.00	48.00	952.00	952.00 (95%)
9	Data Protection				35.00	35.00		(0%)
10	Office Equipment				300.00	132.95	167.05	167.05 (55%)
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	117.40	182.60	182.60 (60%)
15	Chairman Allowance				100.00		100.00	100.00 (100%)
<b>SUB TOTAL</b>			<b>-2,250.00</b>	<b>-2,250.00</b>	<b>58,870.80</b>	<b>32,367.90</b>	<b>26,502.90</b>	<b>24,252.90 (41%)</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		2,649.99	-2,649.99	-149.99 (N/A)
<b>SUB TOTAL</b>			<b>2,500.00</b>	<b>2,500.00</b>		<b>2,649.99</b>	<b>-2,649.99</b>	<b>-149.99 (N/A)</b>

**Contingency**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
25	Contingency		-250.00	-250.00	500.00	242.32	257.68	7.68 (1%)
<b>SUB TOTAL</b>			<b>-250.00</b>	<b>-250.00</b>	<b>500.00</b>	<b>242.32</b>	<b>257.68</b>	<b>7.68 (1%)</b>

**Northstowe Town Council**  
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13 January 2022 (2021 - 2022)

**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	54.00	126.00	126.00 (70%)
<b>SUB TOTAL</b>				<b>1,080.00</b>	<b>54.00</b>	<b>1,026.00</b>	<b>1,026.00 (95%)</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		(0%)
<b>SUB TOTAL</b>				<b>202.00</b>	<b>202.00</b>		<b>(0%)</b>

**Income**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28 Precept	66,472.80	88,239.30	21,766.50				21,766.50 (32%)
29 Opening Bank Receipt							(N/A)
30 Longstanton PC Transfer of fund	33,953.68	33,953.68					(0%)
32 Sponsorship_Christmas tree 202		1,500.00	1,500.00				1,500.00 (N/A)
33 S106							(N/A)
<b>SUB TOTAL</b>	<b>100,426.48</b>	<b>123,692.98</b>	<b>23,266.50</b>				<b>23,266.50 (23%)</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	630.00	870.00	870.00 (58%)

**Northstowe Town Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

13 January 2022 (2021 - 2022)

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SUB TOTAL					1,500.00	630.00	870.00	870.00 (58%)
 <b>Summary</b>								
NET TOTAL	100,426.48	123,692.98	23,266.50	66,472.80	36,341.21	30,131.59	53,398.09 (31%)	
V.A.T.					557.00			
GROSS TOTAL		123,692.98			36,898.21			