



Finance Report and Payment Schedule for Coxhoe Parish Council: December 2021

- 1. Bank Reconciliation and Balances
2. Payments and Receipts

1. Bank Reconciliation and Balances

Bank reconciliation, bank statements and cashbook are available on request.

Bank Balances as at 22.11.21:

Unity Trust: £72,123.16

Date: 27/10/2021 Coxhoe Parish Council Current Year Page 1
Time: 11:52 Bank Reconciliation Statement as at 26/10/2021 for Cashbook 1 - Unity Trust Current Account User: CL

Table with 4 columns: Bank Statement Account Name (s), Statement Date, Page No, Balances. Rows include Unity Trust Current Account (78,747.67), Unpresented Cheques (Minus) (0.00), Receipts not Banked/Cleared (Plus) (0.00), and final Balance per Cash Book (78,747.67) and Difference (0.00).

Nationwide: £75,524.33

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Date: 26/11/2021 Coxhoe Parish Council Current Year Page 1  
Time: 17:10 **Bank Reconciliation Statement as at 22/11/2021** User: CL  
**for Cashbook 2 - Nationwide Account**

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nationwide Savings Account	22/11/2021		75,524.33
			75,524.33
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			75,524.33
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			75,524.33
		<b>Balance per Cash Book is :-</b>	<b>75,524.33</b>
		<b>Difference is :-</b>	<b>0.00</b>

Credit Card Balance £0.00

## 2. Payments and Receipts

### a) Payments for Approval

December

No	Date of Invoice	Payment Method	Payment Due Date	Payee	Description	Amount
1.	N/A	Bank Payment	30.11.21	Staff	Salaries	£4,122.01
2.	N/A	Direct debit	10 of the month	NEST	Employer & Employees' Pension Contributions	£105.79
3.	N/A	Bank Payment	10 of the month	HMRC	Employer Liabilities	£947.68
4.	N/A	Bank Payment	10 of the month	SE Landscaping	Grounds Maintenance Contract	£884.90
5.	N/A	Direct Debit	Approx 7 of the month	BT	Landline & internet	£52.92
6.	N/A	Direct Debit	Approx 15 of month	ITC	Sophos Internet Security & One drive storage	£10.80
7.	N/A	Direct Debit	Approx 28 of month	Vodafone	3 x Mobile Phones	£51.69
8.	N/A	Direct Debit	Approx 15 of month	Scottish Power	Memorial Garden Lighting	£12.00
9.	25.10.21	Bank Payment	N/A	Coxhoe Timber Services	Supplies for Coxhoe Pavilion decorating (updated invoice from Schedules July 12 & October 10, 11, 12)	£372.08
10	21.10.21	Bank Payment	Immediate	Durham County Council	HR Advice	£42.00
11	27.10.21	Bank Payment	N/A	Coxhoe Timber Services	Supplies to erect Christmas Tree (2020)	£15.00
12	20.10.21	Bank Payment	30 days	Total Business Group	Photocopier Usage	£15.81
13	01.11.21	Bank Payment	N/A	SE Landscaping	Sports field cuts	£192.00
14	28.10.21	Cheque	N/A	Royal British Legion	Wreaths and Crosses Quarrington Hill Section 137 Payment	£116.50
15	08.11.21	Bank Payment	20 days	T & A Dixon	Payroll Services April to October 2021	£132.00
16	26.10.21	Bank Payment	25.11.21	Thinford Nurseries	Hanging Basket Watering September	£1,350.00

17	03.11.21	Bank Payment	06.12.21	County Durham Association of Local Councils County Training Partnership	Training Courses Officers and Councillors	£60.00
18	08.11.21	Bank Payment	N/A	Reaction Fireworks	Fireworks Display (fireworks only)	£5,400.00
19	18.11.21	Bank Payment	N/A	Total Business	Photocopier Usage	£44.79
20	15.11.21	Bank Payment	15 days	Coxhoe Village Hall	Youth Club Room Hire Halloween Party	£50.00
21	12.11.21	Bank Payment	N/A	Total Business	Staples for Photocopier	£70.14
22	18.11.21	Bank Payment	N/A	Premier Traffic Management	Signs for Christmas Event	£435.60
23	N/A	Bank Payment	N/A	Active Life Centre	Youth Club Hire Charges	£2,000.00
24	N/A	Bank Payment	N/A	Quarrington Hill Community Centre	Youth Club Hire Charges	£750.00
25	22.10.21	Credit card	N/A	Amazon Mellbree	Landline Extension Cable	£10.49
26	22.10.21	Credit card	N/A	Amazon Yo-To-Eu	Laptop Bag	£28.48
27	25.10.21	Credit card	N/A	Amazon PRODHKS	Heavy Duty LED Torches x2	£21.98
28	26.10.21	Credit card	N/A	Amazon	Keyboard & Mouse	£13.81
29	28.10.21	Credit card	N/A	Amazon	Laptop Riser & Mouse	£25.69
30	03.11.21	Credit card	N/A	Timpsons	Key Copies Allotment Track Gate	£90.00
31	11.11.21	Credit card	N/A	Post Office	Postage	£3.23
32	11.11.21	Credit card	N/A	Amazon Magic Global Gadgets	Batteries Megaphone	£13.39
33	12.11.21	Credit card	N/A	Durham County Council	Temporary Event Notice Payment (Christmas Event)	£21.00
34	16.11.21	Credit card	N/A	Amazon Eroofing	Hazard Tape for Events	£17.96
35	20.12.21	Credit card	N/A	Microsoft	365 Subscription	£5.99
36	17.11.21	Credit card	N/A	Lloyds	Monthly Fee	£3.00

Payments are gross (after VAT) unless indicated otherwise.  
Section 137 payments are marked as such.

Approved for action/payment:

Signed: .....

Print Name: .....

**b) Monies received (over £100 only)**

Please note these have been added to the report for your information and to note.

Ref	Payment Method	Payee	Description	Further information	Amount
A.	Bank Payment				

**Recommendation:** note the monies received.