

## Claughton on Brock Parish Council Accounts 2017-2018

DATE	ITEM DESCRIPTION	Receipts	Payments £	Balance £	£ VAT	cheque no.	
01/04/2017	Bank Account brought forward	6924.41			<b>40.96</b>		Note1
01/04/2017	Precept from Wyre Council	15000.00					
01/04/2017	Memorial Hall Council Tax		426.31			596	
01/04/2017	Clerk's Salary 2017-18 Tax Year		592.38			597	
01/04/2017	Biffa Waste Services Ltd. March 2017		43.44		<b>7.24</b>	598	
01/04/2017	Lengthsman fee (march)		1255.50			599	
01/04/2017	Easy Web Sites for maintenance of PC website(April)		24.00		<b>4.00</b>	Standing Order	
01/04/2017	PAYE tax due to HMRC for Clerk's salary 2016/17		148.10			600	
04/04/2017	Biffa Waste Services Ltd. March 2017		21.72		<b>3.62</b>	601	
07/04/2017	Reimburse Clerk for cost of computer service charge		50.00		<b>8.33</b>	602	
10/04/2017	Payment from Clerk to correct overpayment from 2016-17	592.38				BACS Transfer	Note 3
10/04/2017	Payment to Lengthsman for January 2017 omission of 8hrs		108.00			604	
11/04/2017	Additional PAYE payment to cover NICs for Clerk for 2016-17		35.59			605	Note 4
13/04/2017	BACS VAT remittance from HMRC	124.22					
01/05/2017	Easy Web Sites for maintenance of PC website(May)		24.00		<b>4.00</b>	Standing Order	
09/05/2017	Donation to the North West Air Ambulance Charity		50.00			606	
09/05/2017	Biffa Waste Services Ltd. April 2017		44.40		<b>7.40</b>	607	
10/05/2017	Myerscough Parish Council contribution to Lengthsman 1st qtr	1250.00					
10/05/2017	Aon UK Ltd Annual Insurance Premium		203.21			608	
10/05/2017	Lengthsman fee (April)		1191.10			609	
11/05/2017	Reimburse Clerk for cost stationery purchased for Council		28.29			610	
01/06/2017	Easy Web Sites for maintenance of PC website(June)		24.00		<b>4.00</b>	Standing Order	
06/06/2017	Biffa Waste Services Ltd. May 2017		44.40		<b>7.40</b>	611	
13/06/2017	Payment of PAYE Tax and NIC for Clerk to HMRC for 1st qtr 2017-18		148.00			612	
13/06/2017	Lengthsman fee (May)		1397.65			613	
13/06/2017	Internal Audit Fee		50.00			614	
26/06/2017	Additional Payment of PAYE Tax and NIC for Clerk to HMRC for 1st qtr 2017-18		8.35			615	
01/07/2017	Easy Web Sites for maintenance of PC website(July)		24.00		<b>4.00</b>	Standing Order	
03/07/2017	Clerk's Salary 2017-18 Tax Year		592.48			616	
11/07/2017	Biffa Waste Services Ltd. June 2017		44.40		<b>7.40</b>	617	
11/07/2017	Lengthsman fee (June)		881.28			618	
01/08/2017	Easy Web Sites for maintenance of PC website(August)		24.00		<b>4.00</b>	Standing Order	
02/08/2017	Myerscough Parish Council contribution to Lengthsman 2nd qtr	1250.00					
10/08/2017	Lengthsman fee (July)		1281.84		<b>2.50</b>	619	
11/08/2017	Biffa Waste Services Ltd. July 2017		44.40		<b>7.40</b>	620	
31/08/2017	Biffa Waste Services Ltd. August 2017		66.60		<b>11.10</b>	621	
01/09/2017	Easy Web Sites for maintenance of PC website(September)		24.00		<b>4.00</b>	Standing Order	

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12/09/2017	Lengthsman fee (August fee))		1163.56			623	Note 5
24/09/2017	Reimburse Clerk for purchase of Stamps, ink cartridge and paper		33.22	<b>4.41</b>		624	
28/09/2017	Payment of PAYE Tax and NIC for Clerk to HMRC 2nd Qtr 2017-18		156.35			625	
28/09/2017	Clerk's Salary 2017-18 Tax Year		592.48			626	
01/10/2017	Easy Web Sites for maintenance of PC website(October)		24.00	<b>4.00</b>	Standing Order		
02/10/2017	BDO LLP External Annual Audit Fee		120.00	<b>20.00</b>		627	
04/10/2017	BACS VAT remittance from HMRC	123.35					
04/10/2017	Biffa Waste Services Ltd Sept 2017 <i>(bill was £22.20)</i>		20.20	<b>3.70</b>		628	Note 6
09/10/2017	Lengthsman fee (September fee))		991.44			629	
09/10/2017	Reimburse Clerk for payment of anti virus software renewal		89.98	<b>15.00</b>		630	
09/10/2017	Towers + Gornall Accountancy Fees for April to September 2017		109.20	<b>18.20</b>		631	
18/10/2017	Myerscough Parish Council contribution to Lengthsman 3rd qtr	1250.00					
18/10/2017	Donation to the Royal British Legion Poppy Appeal		40.00			632	
01/11/2017	Easy Web Sites for maintenance of PC website(October)		24.00	<b>4.00</b>	Standing Order		
02/11/2017	Reimburse Clerk for payment of repairs charge for Parish Computer		129.00	<b>21.49</b>		633	
06/11/2017	Biffa Waste Services Ltd October 2017		44.40	<b>7.40</b>		634	
06/11/2017	Reimburse Clerk for payment advertisement for Lengthsman Contract		140.40	<b>23.40</b>		636	
10/11/2017	Lengthsman fee (October fee)		1184.22			635	
01/12/2017	Easy Web Sites for maintenance of PC website(November)		24.00	<b>4.00</b>	Standing Order		
18/12/2017	Lengthsman fee (November)		1528.47			637	
21/12/2017	Biffa Waste Services Ltd November 2017 <i>(bill was 44.40)</i>		46.40	<b>7.40</b>		638	Note 6
21/12/2017	Clerk's Salary qtr 3-2017-18 Tax Year		592.28			639	
21/12/2017	Payment of PAYE Tax and NIC for Clerk to HMRC 3rd Qtr 2017-18		156.55			640	
30/12/2017	Reimburse Clerk for personal debit card payment to Biffa Waste Services Ltd		44.40	<b>7.40</b>		641	Note 7
01/01/2018	Easy Web Sites for maintenance of PC website(December)		24.00	<b>4.00</b>	Standing Order		
03/01/2018	Reimburse Clerk for Printer Cartridge Purchase		21.00	<b>3.33</b>		642	
08/01/2018	Lengthsman fee (December)		881.28			643	
08/01/2018	Biffa Waste Services Ltd. December 2017		46.40	<b>7.40</b>		644	
17/01/2018	Reimburse Clerk for Stationery Purchased		17.75	<b>3.55</b>		645	
15/01/2018	Myerscough Parish Council contribution to Lengthsman 4th qtr	1250.00					
19/01/2018	BACS VAT remittance from HMRC	144.40					Note 1
01/02/2018	Easy Web Sites for maintenance of PC website(January)		24.00	<b>4.00</b>	Standing Order		
03/02/2018	Purchase of retirement gift for Lengthsman (£50.00)		50.00			646	
08/02/2018	Lengthsman fee (January - M. Noblet)		1087.83			647	
09/02/2018	Lengthsman fee (January - Tony Cragg)		1218.64			648	
10/02/2018	Biffa Waste Services Ltd January 2018		66.60	<b>11.10</b>		649	
13/02/2018	Refund of subscription to Wyre Road Safety Association (now disbanded)	20.00					
	<b>Balances</b>	<b>27928.76</b>	<b>19,593.49</b>	<b>8335.27</b>	<b>33.38</b>		Note 2

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Note 1 VAT outstanding from 2016-17 is now claimed

Note 2 All VAT in period 31/8/2017 to 31/12/2017 has been claimed. VAT items highlighted in red will be claimed once the cumulative total reaches £

Note 3 This corrects an historic administrative error and procedures have been amended to avoid any reoccurrence.

Note 4 Cheque 603s made out to pay the HMRC was scrapped and replaced by 605, the payroll accountant has corrected the payment amount.

Note 5 Cheque 622 was filled in with an incorrect amount so was scrapped and replaced by 623 payment to Lengthsman.

Note 6 Payment included an additional £2 to cover an incorrect payment amount paid in September of £20.20 which should have been £22.20

Note 7 The Clerk had to make a payment by card to cover the amount owing to Biffa for November payment that was delayed in the xmas post.  
this should cover the account for December 2017.

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