

PARISH COUNCIL ACCOUNTS



SIMPLE

STRAIGHTFORWARD

SECURE

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SAMPLE REPORTS

CONTENTS

There are a number of different reports that can be run within the software, all accessed from the Reports menu option.

Every report has a Reserve selection. This enables you to print the report for a particular reserve or all reserves consolidated.

All reports can be printed, previewed and exported into a variety of different formats such as PDF, xls etc.

Page 1	I&E Report
Page 2	R&P Balances
Page 3	Reconciliation Statement
Page 4	Transactions List
Page 5	Cash Movement Report
Page 6	AGAR Report
Page 7	VAT Report
Page 8	Budget Variance
Page 9	Budget v Actual Report
Page 10	Budget Only
Page 11	Project I&E
Page 12	Project Trans List
Page 13	Bank Reconciliation
Page 14	Chart of Accounts

I & E REPORT

Displays the balances for the selected month, quarter, year or date range for your receipt and payment account codes. This report is net of VAT but does display the amount of VAT you are able to reclaim in the selected period.

Parish Council Accounts I&E Report (Net of VAT) - March 2024		Page 1 of 2	
Littletown Parish Council		Printed: 12/06/2024	
Year to March 2024			
All Reserves consolidated			
	Turnover year to date	Turnover last year to date	
Precept			
200 Precept	15,270.00	0.00	
	15,270.00	0.00	
Other Income			
210 VAT recovery	1,478.36	0.00	
	1,478.36	0.00	
Grants			
250 Grants	1,750.00	0.00	
	1,750.00	0.00	
	18,498.36	0.00	
Staff Costs			
300 Salary	2,976.96	0.00	
305 Payroll costs	125.00	0.00	
310 Expenses	59.98	0.00	
315 Training / Membership	107.20	0.00	
	(3,269.14)	0.00	
Meetings			
325 Hall hire	60.00	0.00	
	(60.00)	0.00	
Councillors			
345 Councillors expenses /training	245.10	0.00	
350 Insurance	515.25	0.00	
	(760.35)	0.00	
Subs / Fees			
355 Bank charges	48.00	0.00	
380 Website / domain	275.00	0.00	
385 Audit	500.00	0.00	
	(823.00)	0.00	
Assets			
390 Asset purchase	375.00	0.00	
395 Asset maintenance & repair	2,916.67	0.00	
	(3,291.67)	0.00	
Projects & Services			
400 Grass cutting	1,894.17	0.00	
410 Lighting	1,030.13	0.00	
420 Defibrillator Maintenance	748.64	0.00	
430 Contributions / Donations	2,100.00	0.00	
	(5,772.94)	0.00	
Administration Expenses			
311 Stationery	56.25	0.00	
312 Postage	19.86	0.00	
	(76.11)	0.00	
Input VAT Recoverable			
XX900 Input VAT recoverable	1,236.43	0.00	
	(1,236.43)	0.00	
	(15,289.64)	0.00	
TOTAL SURPLUS/DEFICIT	3,208.72	0.00	

Parish Council Accounts I&E Report (Net of VAT) - March 2024		Page 1 of 1	
Littletown Parish Council		Printed: 12/06/2024	
Year to March 2024			
All Reserves consolidated			
	Turnover year to date	Turnover last year to date	
Precept	15,270.00	0.00	
Other Income	1,478.36	0.00	
Grants	1,750.00	0.00	
	18,498.36	0.00	
Staff Costs	(3,269.14)	0.00	
Meetings	(60.00)	0.00	
Councillors	(760.35)	0.00	
Subs / Fees	(823.00)	0.00	
Assets	(3,291.67)	0.00	
Projects & Services	(5,772.94)	0.00	
Administration Expenses	(76.11)	0.00	
Transfers	0.00	0.00	
Input VAT Recoverable	(1,236.43)	0.00	
	(15,289.64)	0.00	
TOTAL SURPLUS/DEFICIT	3,208.72	0.00	

Each account code will print under the section code that's specified in the Chart of Accounts. This allows full control over the layout of the report.

It can be run as a *detailed* report which gives the balance of each account code or as a *summary* which totals each report section.

When choosing the 'Year to' option it will print the balances as at the year end in one column and the previous years as a comparison in the other.

When choosing the 'Month' or 'Quarter' options it will print the selected month or quarter balances in the first column and the year to date balances in the second column.

R & P BALANCES

Displays the balances for either all or the selected receipt and payment codes for a month or date range. Each balance will have the net, VAT and total in different columns

Parish Council Accounts

R & P Balances

Littletown Parish Council

Printed: 13/06/2024

All accounts

Transaction date is between 01/04/2023 and 31/03/2024

All reserves

Account code	Account name	Value	VAT	Total
200	Precept	-15,270.00	0.00	-15,270.00
210	VAT recovery	-1,478.36	0.00	-1,478.36
250	Grants	-1,750.00	0.00	-1,750.00
300	Salary	2,976.96	0.00	2,976.96
305	Payroll costs	125.00	25.00	150.00
310	Expenses	59.98	0.00	59.98
311	Stationery	56.25	4.25	60.50
312	Postage	19.86	3.65	23.51
315	Training / Membership	107.20	16.66	123.86
325	Hall hire	60.00	0.00	60.00
345	Councillors expenses /training	245.10	0.00	245.10
350	Insurance	515.25	0.00	515.25
355	Bank charges	48.00	0.00	48.00
380	Website / domain	275.00	0.00	275.00
385	Audit	500.00	0.00	500.00
390	Asset purchase	375.00	75.00	450.00
395	Asset maintenance & repair	2,916.67	583.33	3,500.00
400	Grass cutting	1,894.17	378.83	2,273.00
410	Lighting	1,030.13	0.00	1,030.13
420	Defibrillator Maintenance	748.64	149.73	898.37
430	Contributions / Donations	2,100.00	0.00	2,100.00
Totals:		-£4,445.15	£1,236.46	-£3,208.69

RECONCILIATION STATEMENT

Displays the balances for all your money accounts up to the end of the chosen month.

Parish Council Accounts Reconciliation Statement Page 1 of 1

Littletown Parish Council

Printed: 13/06/2024

Month = March 2024

All reserves consolidated

	<u>Balance</u>	
150 Bank current account	7,808.87	7,808.87
160 Deposit account	10,500.00	10,500.00
170 Petty cash	0.00	0.00
Total	18,308.87	18,308.87

TRANSACTIONS LIST

This report will list all your transactions entered against the selected account code(s) for the month or date range entered.

Parish Council Accounts

Transactions List

Page 1 of 1

Littletown Parish Council

Printed: 13/06/2024

Account is 300

Transaction date is between 01/04/2023 and 26/01/2024

All reserves

Date	Type	References	Reserve	Value	VAT Rate %	VAT	Total
300	Salary						
Opening balance as at 01/04/2023				0.00			
25/04/2023 Exp.	April Tax		General	49.60	0	0.00	49.60
25/04/2023 Exp.	J Smith Salary		General	198.48	0	0.00	198.48
25/05/2023 Exp.	J Smith salary		General	198.48	0	0.00	198.48
25/05/2023 Exp.	May tax		General	49.60	0	0.00	49.60
05/06/2023 Exp.	J Smith Salary		General	198.48	0	0.00	198.48
05/06/2023 Exp.	June tax		General	49.60	0	0.00	49.60
25/07/2023 Exp.	J Smith salary		General	198.48	0	0.00	198.48
25/07/2023 Exp.	July Tax		General	49.60	0	0.00	49.60
25/08/2023 Exp.	J Smith Salary		General	198.48	0	0.00	198.48
25/08/2023 Exp.	Tax Aug 23		General	49.60	0	0.00	49.60
25/09/2023 Exp.	J Smith Salary		General	198.48	0	0.00	198.48
25/09/2023 Exp.	Tax Sep 23		General	49.60	0	0.00	49.60
25/10/2023 Exp.	J Smith Salary		General	198.48	0	0.00	198.48
25/10/2023 Exp.	Tax Oct 23		General	49.60	0	0.00	49.60
25/11/2023 Exp.	J Smith Salary		General	198.48	0	0.00	198.48
25/11/2023 Exp.	Tax Nov 23		General	49.60	0	0.00	49.60
25/12/2023 Exp.	J Smith Salary		General	198.48	0	0.00	198.48
25/12/2023 Exp.	Tax Dec 23		General	49.60	0	0.00	49.60
25/01/2024 Exp.	J Smith Salary		General	198.48	0	0.00	198.48
25/01/2024 Exp.	Tax Jan 24		General	49.60	0	0.00	49.60
				2,480.80	0.00	0.00	2,480.80
Closing balance as at 26/01/2024				2,480.80			

Parish Council Accounts

Transactions List

Page 1 of 1

Littletown Parish Council

Printed: 13/06/2024

Account is 400

Transaction date is between 01/04/2023 and 31/03/2024

All reserves

Date	Type	References	Reserve	Value	VAT Rate %	VAT	Total
400	Grass cutting						
Opening balance as at 01/04/2023				0.00			
15/06/2023 Exp.	Grass cutting		General	309.25	20	61.85	371.10
23/07/2023 Exp.	grass cutting		General	309.25	20	61.85	371.10
18/08/2023 Exp.	Grass cutting		General	309.25	20	61.85	371.10
20/09/2023 Exp.	Grass cutting		General	257.71	20	51.54	309.25
16/10/2023 Exp.	Tree removal		General	291.67	20	58.33	350.00
31/10/2023 Exp.	Shrub cutbacks		General	417.04	20	83.41	500.45
				1,894.17	0.00	378.83	2,273.00
Closing balance as at 31/03/2024				1,894.17			

CASH MOVEMENT REPORT

This report will list all your transactions entered against the selected money account code for the month or date range selected.

Parish Council Accounts

Cash Movement Report

Page 1 of 1

Littletown Parish Council

Printed: 13/06/2024

Account is 150

Transaction date is between 01/04/2023 and 30/06/2023

All Reserve codes

Date	Type	References	Value	Reserve	Comment
150		Bank current account			
Opening balance as at 01/04/2023			10,100.15		
06/06/2023 Exp.	R&H Jones Ltd	Audit	-500.00	General	Payment
15/06/2023 Exp.	Turners	Grass cutting	-371.10	General	Payment
20/04/2023 Exp.	BACS24674	Wordpress	-250.00	General	Payment
25/04/2023 Exp.	J Smith April 23	J Smith Salary	-198.48	General	Payment
25/05/2023 Exp.	J Smith May 23	J Smith salary	-198.48	General	Payment
05/06/2023 Exp.	J Smith June 23	J Smith Salary	-198.48	General	Payment
19/05/2023 Exp.	Scottish Power	Lights	-170.12	General	Payment
01/04/2023 Exp.	YesPay Ltd	Year subs	-150.00	General	Payment
01/04/2023 Exp.	LST Services	Defib Maint	-99.50	Defib	Payment
25/04/2023 Exp.	HMRC 04/23	April Tax	-49.60	General	Payment
25/05/2023 Exp.	HMRC 05/23	May tax	-49.60	General	Payment
05/06/2023 Exp.	HMRC 06/23	June tax	-49.60	General	Payment
06/06/2023 Exp.	June Meeting	Meeting Expenses	-45.00	General	Payment
18/06/2023 Exp.	Wordpress	Website	-25.00	General	Payment
02/06/2023 Exp.	HSBC Charge	Bank Charges	-12.00	General	Payment
19/04/2023 Exp.	Amazon 12646767	Printer inks	-9.98	General	Payment
19/04/2023 Exp.	RM13496843	Postage	-1.62	General	Payment
28/04/2023 Inc.	BACS Precept	23/24 Precept	15,270.00	General	Receipt
			15,270.00		
			-2,378.56		
Closing balance as at 30/06/2023			22,991.59		

AGAR REPORT

This screen will list display and print the balances to complete your AGAR.

The Assets field (Box 9) is a manually entered number. Assets should be maintained outside of the software and the total entered into this field.

AGAR Report : USER01 : Parish Council Demo Data

* Year ending = 31/03/2024

Box 1 - Balances b/f	15100.15	Box 6 - All other payments	12312.68
Box 2 - Precept income	15270.00	Box 7 - Balances c/f	18308.87
Box 3 - Total other receipts	3228.36	Box 8 - Total balance	18308.87
Box 4 - Staff costs	2976.96	Box 9 - Assets	9000.00
Box 5 - Loan interest	0.00	Box 10 - Total borrowings	0.00

Preview Print Exit

Parish Council Accounts

AGAR Report as at 31/03/2024

Page 1 of 1

Littletown Parish Council

Printed: 13/06/2024

AGAR Box	Value
Box 1 - Balances b/f	£ 15,100.15
Box 2 - Precept income	£ 15,270.00
Box 3 - Total other receipts	£ 3,228.36
Box 4 - Staff costs	£ 2,976.96
Box 5 - Loan interest	£ 0.00
Box 6 - All other payments	£ 12,312.68
Box 7 - Balances c/f	£ 18,308.87
Box 8 - Total balance	£ 18,308.87
Box 9 - Assets	£ 9,000.00
Box 10 - Total borrowings	£ 0.00

VAT REPORT

This export will list all your VAT transactions within the selected date range. It outputs to a CSV file and will contain the following information from each transaction with VAT:-

Reserve, Reference 1, Date, Supplier, VAT No, Goods Supplied, Gross Amount, Net Amount and VAT Paid.

	A	B	C	D	E	F	G	H	I
1	Reserve	Reference	Date	Supplier	VAT No.	Goods Supplied	Gross Amount	Net Amount	VAT Paid
2	Defibrillator	Defib Maint	01/04/2023	LST Services	GB284500123	Maintenance	99.5	82.92	16.58
3	Defibrillator	Defib Maint	06/10/2023	LST Services	GB284500123	Maintenance	99.5	82.92	16.58
4	Defibrillator	Defib Maint	01/01/2024	LST Services	GB284500123	Maintenance	99.5	82.92	16.58
5	Defibrillator	Replacement part	05/03/2024	LST Services	GB284500123	Parts	500.35	416.96	83.39
6	General reserve	Year subs	01/04/2023	YesPay Ltd	GB45641485	Software	150	125	25
7	General reserve	Grass cutting	15/06/2023	Turners Landscaping Ltd	GB456456184	Grass cutting	371.1	309.25	61.85
8	General reserve	Debbib Maint	01/07/2023	LST Services	GB284500123	Maintenance	99.5	82.92	16.58
9	General reserve	grass cutting	23/07/2023	Turners Landscaping Ltd	GB456456184	Grass cutting	371.1	309.25	61.85
10	General reserve	Grass cutting	18/08/2023	Turners Landscaping Ltd	GB456456184	Grass cutting	371.1	309.25	61.85
11	General reserve	Grass cutting	20/09/2023	Turners Landscaping Ltd	GB456456184	Grass cutting	309.25	257.71	51.54
12	General reserve	Admin expenses	21/09/2023	Amazon	GB146456153	paper	25.5	21.25	4.25
13	General reserve	Admin expenses	21/09/2023	Royal Mail	GB456456112	postage	15.98	13.32	2.66
14	General reserve	Tree removal	16/10/2023	Turners Landscaping Ltd	GB456456184	Tree removal	350	291.67	58.33
15	General reserve	Shrub cutbacks	31/10/2023	Turners Landscaping Ltd	GB456456184	Landscaping	500.45	417.04	83.41
16	General reserve	Bench purchase	14/01/2024	Coopers Ltd	GB4567864152	Bench	450	375	75
17	General reserve	Awareness course	07/02/2024				99.98	83.32	16.66
18	General reserve	Bus Stop Repairs	14/02/2024	SHG Services Ltd	GB541234453	Maintenance Services	3500	2916.67	583.33
19	General reserve	March 24 Expense	06/03/2024	Evri	GB26463131	Postage	5.9	4.92	0.98

BUDGET VARIANCE

Produces a report in income and expenditure format showing the actual and budget values for the selected month or quarter and year to date or rolling year with the percentage variance against budget for each item.

Parish Council Accounts			Page 1 of 2	
Budget Variance Report (consolidated) March 2024				
Littletown Parish Council			Printed: 17/06/2024	
	Actuals year to date	Budgets year to date	Variance	%
Staff Costs				
300 Salary	2,977	3,500	523	14.94
305 Payroll costs	125	150	25	16.67
310 Expenses	60	250	190	76.00
315 Training / Membership	107	200	93	46.50
	(3,269)	(4,100)	831	20.27
Meetings				
325 Hall hire	60	200	140	70.00
	(60)	(200)	140	70.00
Councillors				
345 Councillors expenses /training	245	300	55	18.33
350 Insurance	515	800	285	35.63
	(760)	(1,100)	340	30.91
Subs / Fees				
355 Bank charges	48	100	52	52.00
380 Website / domain	275	400	125	31.25
385 Audit	500	500	0	0.00
	(823)	(1,000)	177	17.70
Projects & Services				
400 Grass cutting	1,894	2,500	606	24.24
410 Lighting	1,030	2,000	970	48.50
420 Defibrillator Maintenance	749	1,000	251	25.10
430 Contributions / Donations	2,100	2,000	-100	-5.00
	(5,773)	(7,500)	1,727	23.03
Administration Expenses				
311 Stationery	56	200	144	72.00
312 Postage	20	50	30	60.00
	(76)	(250)	174	69.60
Input VAT Recoverable				
X900 Input VAT recoverable	1,236	0	-1,236	xxxxxx
	(1,236)	0	-1,236	xxxxxx
TOTAL SURPLUS/DEFICIT	(15,289)	(20,150)	4,861	24.12

Each account code will print under the section code that's specified in the Chart of Accounts. This allows full control over the layout of the report.

It can be run as a *detailed* report which gives the balance of each account code or as a *summary* which totals each report section.

Parish Council Accounts			Page 1 of 1	
Budget Variance Report (consolidated) September 2023				
Littletown Parish Council			Printed: 17/06/2024	
	<u>Actuals this month</u>	<u>Budgets this month</u>	<u>Variance</u>	<u>%</u>
Staff Costs	(272)	(330)	58	17.58
Meetings	(60)	(17)	-43	-252.94
Councillors	(63)	(92)	29	31.52
Subs / Fees	(12)	(41)	29	70.73
Assets	0	(500)	500	100.00
Projects & Services	(430)	(625)	195	31.20
Administration Expenses	(34)	(21)	-13	-61.90
Input VAT Recoverable	(58)	0	-58	xxxxxx
TOTAL SURPLUS/DEFICIT	(929)	(1,626)	697	42.87

BUDGET v ACTUAL REPORT

Lists for all or the selected reserve(s) of the budget and actual figures together with the accumulative budget surplus or shortfall for each month to date and the available budget for the remaining months of the selected year.

Parish Council Accounts			Budget v Actual Report											Page 1 of 3
Littletown Parish Council			Printed: 17/06/2024											
All reserves consolidated														
Account code and Reserve			04/23	05/23	06/23	07/23	08/23	09/23	10/23	11/23	12/23	01/24	02/24	03/24
300 Salary	Consolidated	Budget	292	292	292	292	292	292	292	292	292	292	292	288
		Actual	248	248	248	248	248	248	248	248	248	248	248	248
		Budget YTD	292	584	876	1,168	1,460	1,752	2,044	2,336	2,628	2,920	3,212	3,500
		Actual YTD	248	496	744	992	1,240	1,488	1,736	1,984	2,232	2,480	2,728	2,976
		Remainder	44	88	132	176	220	264	308	352	396	440	484	524
305 Payroll costs	Consolidated	Budget	150	0	0	0	0	0	0	0	0	0	0	0
		Actual	125	0	0	0	0	0	0	0	0	0	0	0
		Budget YTD	150	150	150	150	150	150	150	150	150	150	150	150
		Actual YTD	125	125	125	125	125	125	125	125	125	125	125	125
		Remainder	25	25	25	25	25	25	25	25	25	25	25	25
310 Expenses	Consolidated	Budget	21	21	21	21	21	21	21	21	21	21	21	19
		Actual	10	0	0	0	0	0	0	0	0	0	0	50
		Budget YTD	21	42	63	84	105	126	147	168	189	210	231	250
		Actual YTD	10	10	10	10	10	10	10	10	10	10	10	60
		Remainder	11	32	53	74	95	116	137	158	179	200	221	190
311 Stationery	Consolidated	Budget	17	17	17	17	17	17	17	17	17	17	17	13
		Actual	0	0	0	0	0	21	0	0	0	0	0	35
		Budget YTD	17	34	51	68	85	102	119	136	153	170	187	200
		Actual YTD	0	0	0	0	0	21	21	21	21	21	21	56
		Remainder	17	34	51	68	85	81	98	115	132	149	166	144
312 Postage	Consolidated	Budget	4	4	4	4	4	4	4	4	4	4	4	6
		Actual	2	0	0	0	0	13	0	0	0	0	0	5
		Budget YTD	4	8	12	16	20	24	28	32	36	40	44	50
		Actual YTD	2	2	2	2	2	15	15	15	15	15	15	20
		Remainder	2	6	10	14	18	9	13	17	21	25	29	30
315 Training / Membership	Consolidated	Budget	17	17	17	17	17	17	17	17	17	17	17	13
		Actual	0	0	0	0	0	24	0	0	0	0	83	0
		Budget YTD	17	34	51	68	85	102	119	136	153	170	187	200
		Actual YTD	0	0	0	0	0	24	24	24	24	24	107	107
		Remainder	17	34	51	68	85	78	95	112	129	146	80	93
325 Hall hire	Consolidated	Budget	17	17	17	17	17	17	17	17	17	17	17	13
		Actual	0	0	0	0	0	60	0	0	0	0	0	0
		Budget YTD	17	34	51	68	85	102	119	136	153	170	187	200
		Actual YTD	0	0	0	0	0	60	60	60	60	60	60	60
		Remainder	17	34	51	68	85	42	59	76	93	110	127	140
345 Councillors expenses /training	Consolidated	Budget	25	25	25	25	25	25	25	25	25	25	25	25
		Actual	0	0	45	0	0	63	0	0	85	0	0	52
		Budget YTD	25	50	75	100	125	150	175	200	225	250	275	300
		Actual YTD	0	0	45	45	45	108	108	108	193	193	193	245
		Remainder	25	50	30	55	80	42	67	92	32	57	82	55
350 Insurance	Consolidated	Budget	67	67	67	67	67	67	67	67	67	67	67	63
		Actual	0	0	0	515	0	0	0	0	0	0	0	0
		Budget YTD	67	134	201	268	335	402	469	536	603	670	737	800
		Actual YTD	0	0	0	515	515	515	515	515	515	515	515	515
		Remainder	67	134	201	-247	-180	-113	-46	21	88	155	222	285
355 Bank charges	Consolidated	Budget	8	8	8	8	8	8	8	8	8	8	8	12
		Actual	0	0	12	0	0	12	0	0	12	0	0	12
		Budget YTD	8	16	24	32	40	48	56	64	72	80	88	100
		Actual YTD	0	0	12	12	12	24	24	24	36	36	36	48
		Remainder	8	16	12	20	28	24	32	40	36	44	52	52
380 Website/ domain	Consolidated	Budget	33	33	33	33	33	33	33	33	33	33	33	37
		Actual	250	0	25	0	0	0	0	0	0	0	0	0
		Budget YTD	33	66	99	132	165	198	231	264	297	330	363	400
		Actual YTD	250	250	275	275	275	275	275	275	275	275	275	275
		Remainder	-217	-184	-176	-143	-110	-77	-44	-11	22	55	88	125
385 Audit	Consolidated	Budget	0	0	500	0	0	0	0	0	0	0	0	0
		Actual	0	0	500	0	0	0	0	0	0	0	0	0
		Budget YTD	0	0	500	500	500	500	500	500	500	500	500	500
		Actual YTD	0	0	500	500	500	500	500	500	500	500	500	500
		Remainder	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS		Budget	-651	-501	-1,001	-501	-501	-501	-501	-501	-501	-501	-501	-489
		Actual	-635	-248	-830	-763	-248	-441	-248	-248	-345	-248	-331	-402
		Budget YTD	-651	-1,152	-2,153	-2,654	-3,155	-3,656	-4,157	-4,658	-5,159	-5,660	-6,161	-6,650
		Actual YTD	-635	-883	-1,713	-2,476	-2,724	-3,165	-3,413	-3,661	-4,006	-4,254	-4,585	-4,987
		Difference	16	269	440	178	431	491	744	997	1,153	1,406	1,576	1,663

BUDGET ONLY

Produces a report of the current values set for the budget for all reserves consolidated or for a specific reserve.

The report will display 12 month columns and you can choose to start at either the beginning of the financial year or any particular month.

Parish Council Accounts		Budget Only												Page 1 of 1
Littletown Parish Council		Printed: 17/06/2024												
All reserves consolidated		04/23	05/23	06/23	07/23	08/23	09/23	10/23	11/23	12/23	01/24	02/24	03/24	Total
300 Salary		292	292	292	292	292	292	292	292	292	292	292	288	3,500
305 Payroll costs		150												150
310 Expenses		21	21	21	21	21	21	21	21	21	21	21	19	250
311 Stationery		17	17	17	17	17	17	17	17	17	17	17	13	200
312 Postage		4	4	4	4	4	4	4	4	4	4	4	6	50
315 Training / Membership		17	17	17	17	17	17	17	17	17	17	17	13	200
325 Hall hire		17	17	17	17	17	17	17	17	17	17	17	13	200
345 Councillors expenses /training		25	25	25	25	25	25	25	25	25	25	25	25	300
350 Insurance		67	67	67	67	67	67	67	67	67	67	67	63	800
355 Bank charges		8	8	8	8	8	8	8	8	8	8	8	12	100
380 Website / domain		33	33	33	33	33	33	33	33	33	33	33	37	400
385 Audit				500										500
390 Asset purchase		83	83	83	83	83	83	83	83	83	83	83	87	1,000
395 Asset maintenance & repair		417	417	417	417	417	417	417	417	417	417	417	413	5,000
400 Grass cutting		208	208	208	208	208	208	208	208	208	208	208	212	2,500
410 Lighting		167	167	167	167	167	167	167	167	167	167	167	163	2,000
420 Defibrillator Maintenance		83	83	83	83	83	83	83	83	83	83	83	87	1,000
430 Contributions / Donations		167	167	167	167	167	167	167	167	167	167	167	163	2,000
TOTALS		-1,776	-1,626	-2,126	-1,626	-1,626	-1,626	-1,626	-1,626	-1,626	-1,626	-1,626	-1,614	-20,150

PROJECT I&E

Displays the balances for the selected month, quarter, year or date range for your receipt and payment account codes for either a specific project or all projects consolidated.

Each account code will print under the section code that's specified in the Chart of Accounts. This allows full control over the layout of the report.

It can be run as a *detailed* report which gives the balance of each account code or as a *summary* which totals each report section.

Parish Council Accounts Income and Expenditure Report Page 1 of 1

Littletown Parish Council

Printed: 17/06/2024

Date range from 01/01/2024 to 01/06/2024

Project code Speed

All reserves consolidated

	<u>Turnover this period</u>	<u>Turnover year to date</u>
Grants		
Grants	1,000.00	0.00
	1,000.00	0.00
Staff Costs		
Training / Membership	233.32	150.00
	(233.32)	(150.00)
Meetings		
Hall hire	100.00	100.00
	(100.00)	(100.00)
Administration Expenses		
Stationery	35.00	0.00
	(35.00)	0.00
TOTAL SURPLUS/DEFICIT	631.68	(250.00)

PROJECT TRANS LIST

Prints or previews the transactions for all or the specified project(s) for the given month or date range.

Parish Council Accounts			Project Transaction List				Page 1 of 1		
Littletown Parish Council			Values in Project Currency				Printed: 17/06/2024		
Project code is Speed									
All transaction dates									
All accounts									
<u>Date</u>	<u>Type</u>	<u>Station</u>	<u>Account code</u>	<u>References</u>	<u>Audit</u>	<u>Closed</u>	<u>Value</u>	<u>Comment</u>	
Speed		Speed Awareness							
Opening balance as at start of use							0.00		
05/01/24	Inc.	General	250	Speed awareness		Y	-1,000.00	Receipt	
07/02/24	Exp	General	315	Awareness course		Y	83.32	Payment	
06/03/24	Exp	General	311	March 24 Expense		Y	35.00	Payment	
05/04/24	Exp	General	325	1 day hire	Speed Awareness	N	100.00	Payment	
05/05/24	Exp	General	315	Training		N	150.00	Payment	
							368.32	-1,000.00	
Closing balance as at 17/06/2024								-631.68	

BANK RECONCILIATION

When you have completed your bank reconciliation you have the option to print or preview the details

Parish Council Accounts

Bank Reconciliation

Page 1 of 1

Littletown Parish Council

Printed: 17/06/2024

With effective date up to 31/07/23

Showing Payments In and Payments Out

Reconciliation reference: HSBCJul23

Nominal code : 150

Nominal name : Bank current account

All entries

<u>Date</u>	<u>Type</u>	<u>Reference</u>	<u>Reference 2</u>	<u>Debit</u>	<u>Credit</u>	<u>R.</u>
01/07/2023	Expenditure	Country Ins	Insurance		515.25	Y
01/07/2023	Expenditure	LST Services	Deb fib Maint		99.50	Y
18/07/2023	Income	HMRC VAT Recover	22/23 VAT Rec	1,478.36		Y
21/07/2023	Expenditure	Scottish Power	Lights		172.01	Y
23/07/2023	Expenditure	Turners	grass cutting		371.10	Y
25/07/2023	Expenditure	HMRC July 23	July Tax		49.60	Y
25/07/2023	Expenditure	J Smith July 23	J Smith salary		198.48	Y
				<u>1,478.36</u>	<u>1,405.94</u>	

Summary:	Previous reconciled balance	22,991.59
	Reconciled payments in	1,478.36
	Reconciled payments out	-1,405.94
	Unreconciled payments in	0.00
	Unreconciled payments out	0.00
	Reconciled total	<u>23,064.01</u>
	Entered bank statement value	<u>23,064.01</u>
	Difference	<u>0.00</u>

CHART OF ACCOUNTS

At any time you can print or preview a list of your account codes and their settings.

Parish Council Accounts		Chart of Accounts		Page 1 of 1
Littletown Parish Council				Printed: 17/06/2024
Code	Name	Type	Report section	AGAR box number
150	Bank current account	Asset	MONEY	1
160	Deposit account	Asset	MONEY	1
170	Petty cash	Asset	MONEY	1
200	Precept	Income	PRECEPT	2
210	VAT recovery	Income	OTHER INCOME	3
220	Other income	Income	OTHER INCOME	3
250	Grants	Income	GRANTS	3
300	Salary	Expenditure	STAFF COSTS	4
305	Payroll costs	Expenditure	STAFF COSTS	6
310	Expenses	Expenditure	STAFF COSTS	6
311	Stationery	Expenditure	ADMIN EXP	6
312	Postage	Expenditure	ADMIN EXP	6
315	Training / Membership	Expenditure	STAFF COSTS	6
325	Hall hire	Expenditure	MEETINGS	6
345	Councillors expenses /training	Expenditure	COUNCILLORS	6
350	Insurance	Expenditure	COUNCILLORS	6
355	Bank charges	Expenditure	FEES	6
380	Website / domain	Expenditure	FEES	6
385	Audit	Expenditure	FEES	6
390	Asset purchase	Expenditure	ASSETS	6
395	Asset maintenance & repair	Expenditure	ASSETS	6
400	Grass cutting	Expenditure	SERVICES	6
410	Lighting	Expenditure	SERVICES	6
420	Defibrillator Maintenance	Expenditure	SERVICES	6
430	Contributions / Donations	Expenditure	SERVICES	6
X900	Input VAT recoverable	Expenditure	VAT	6
X901	Retained surplus	Liability	RESERVES	
X902	Transfers between reserves	Expenditure	TRF	