
Horsted Keynes Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 October 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

31/10/2024	Current Account	34,097.67
31/10/2024	Business Premium Account	29,539.87

63,637.54

Receipts not on Bank Statement

0.00

Closing Balance

63,637.54

All Cash & Bank Accounts

1	Current Bank A/c	34,097.67
2	Business Premium Account	29,624.10
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	63,721.77

List of Payments made between 01/10/2024 and 30/10/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2024	EDF Energy	65.00	65.00		EDF Engery Pubic Toilets
04/10/2024	EDF Energy	DD	85.00		Electricity Pavillion
04/10/2024	SUSSEX HR	BACS	138.00		Payroll costs Aug
04/10/2024	SLCC	BACS	253.20		SLCC recruitment Advert
04/10/2024	moore stephens audit	BACS	378.00		External Audit 23-24
04/10/2024	Chris Jupp	BACS	410.00		Mowing Village Green Jul & Aug
07/10/2024	Horsted Keynes P O	BACS	500.00		Horsted Keynes P O
07/10/2024	S Heynes	BACS	1,327.50		Locum Clerk
15/10/2024	Castle water	DD	1.50		Water Pavillion
17/10/2024	Business Stream Water	DD	59.21		59.21
17/10/2024	SUSSEX HR	BACS	60.00		Payroll Costs Sept 24
17/10/2024	NALC	BACS	120.00		NALC Job Advert
17/10/2024	Wessex IT	BACS	207.50		Wessex IT support
18/10/2024	Arthur J Gallagher Insurance	BACS	1,419.56		P C Insurance
23/10/2024	Value Products Ltd	BACS	131.38		Defrib pads
24/10/2024	HRMC	DD	210.03		Employers PAYE NI
24/10/2024	Value Products Ltd	BACS	-131.38		Defrib pads
24/10/2024	Value Products Ltd	BACS	131.58		Defrib pads
28/10/2024	British Telecom	DD	200.28		BT
28/10/2024	Chris Jupp	BACS	410.00		Mow village green sept & oct
28/10/2024	Arthur J Gallagher Insurance	BACS	1,286.29		Recreation Ground Insurance
Total Payments			7,262.65		

Business Premium Account

List of Payments made between 28/10/2024 and 30/10/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/10/2024	Council HR & Governance Suppor	BACS	1,380.00		HR Support

		Total Payments	<u>1,380.00</u>		
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Horsted Keynes Parish Council Draft Budget

2025/2026

Master V9

PARISH COUNCIL		2023/2024		2024/2025				2025/2026 Budget		
	Budget	Actual	Current Budget	Actual YTD @30/09/24	Oct & Nov Actual	Projected	Forecast Year End	Variance	Proposed	Carried Fwd
100 Income										
1076 Precept	55,830	55,830	61,850	62,430		0	62,430	580	0	0
1077 Grants and Donations	0	419	0	0		0	0	0	0	0
NEW Precept - to the Village Hall	0	0	0	0		0	0	0	?	0
NEW Precept - Reserves	0	0	0	0		0	0	0	82,300	0
1080 Bank Interest Received	0	604	100	337		200	537	437	300	0
1240 Wayleaves	0	0	100	0	87	0	87	-13	0	0
1260 Miscellaneous Income	0	1,501	0	0	267	0	267	267	0	0
Total Parish Council Income	55,830	58,354	62,050	62,767	354	200	63,321	1,271	82,600	0
120 Administration										
4000 Salaries	16,650	14,245	18,900	4,664		7,500	12,164	-6,736	21,000	0
4001 PAYE NI	400	845	1,280	254	210	400	864	-416	2,400	0
4002 Pension	550	655	800	258		400	658	-142	900	0
4003 Extra Provision Office (Staff)	0	0	0	0		0	0	0	1,000	0
4005 Website maintenance	990	844	1,100	17	1,122	0	1,139	39	1,200	0
4006 Locum Clerk (Salaries)	0	1,541	0	7,187	2,440	0	9,627	9,627	0	0
4007 HR	0	0	0	9,325	7,038	2,500	18,863	18,863	1,000	0
4110 Postage	10	0	0	0		0	0	0	0	0
4120 Stationery	150	162	120	0		120	120	0	80	0
4130 Telephone	1,300	1,110	700	377	200	150	727	27	700	0
4140 Insurance	2,400	2,509	1,264	0	1,420	0	1,420	156	1,300	0
4150 Audit	900	695	850	324	378	0	702	-148	800	0

4160 Subscriptions	940	712	750	573	120	57	750	0	750	0
4170 Hall Hire	500	825	850	820		800	1,620	770	1,600	0
4180 Chairman's Allowance	50	0	50	0		50	50	0	50	0
4220 Parish Office (incl Wessex IT)	900	5,352	1,000	857	528	201	1,586	586	1,000	0
4230 Training/Conferences	300	0	600	0		600	600	0	1,000	0
4315 Defib and Defib maintenance	0	155	200	0	132	68	200	0	200	0
Overhead expenditure	26,040	29,650	28,464	24,656	13,588	12,846	51,089	22,625	34,980	0
200 Highways and Footpaths										
4310 Maintenance	0	0	0	182		0	182	182	400	0
4325 SID	0	2,745	0	0		0	0	0	0	0
4350 Fido Bins	1,460	0	1,650	913		740	1,653	3	1,800	0
4360 Hedge Cutting	0	0	0	120		0	120	120	200	0
4370 Bus Shelter Maintenance	120	0	100	0		0	0	-100	100	0
4380 Fingerpost Maintenance	200	0	0	254		0	254	254	0	0
Overhead expenditure	1,780	2,745	1,750	1,469	0	740	2,209	459	2,500	0
220 Village Green										
4310 Maintenance	500	545	600	0		600	600	0	600	0
4315 Defib and Defib Maintenance	0	137	0	0		0	0	0	0	0
4340 Mowing	2,800	2,400	2,940	1,230	820	890	2,940	0	3,000	0
4430 Christmas Tree	400	618	450	0	423		423	-27	450	0
Overhead expenditure	3,700	3,700	3,990	1,230	1,243	1,490	3,963	-27	4,050	0

240 Toilets										
4250 Electricity	600	1,229	1,200	486	170	120	776	-424	250	0
4260 Water	750	1,069	1,100	0		0	0	-1,100	400	0
4310 Maintenance	0	331	150	0		150	150	0	150	0
4450 Toilet Cleaning	3,650	3,296	3,800	1,124	990	1,320	3,434	-366	3,960	0
4460 PHS	700	775	800	852		852	1,704	904	1,800	0
Overhead expenditure	5,700	6,700	7,050	2,462	1,160	2,442	6,064	-986	6,560	0
260 Donations/Grants										
NEW Donation to RGC	4,260	5,591	5,446	374	3,017	2,960	6,351	905	6,610	0
NEW Donation to Village Hall	0	0	0	0		0	0	0	0	0
4510 Community Donations	2,000	2,355	2,000	90	165	979	1,234	-766	1,000	0
4515 Donations/Grants Churchyard	2,400	2,400	1,350	1,350		0	1,350	0	1,400	0
4516 Hkafe Donation	0	0	750	750		0	750	0	750	0
4517 Donation/Grant P&P	0	0	1,300	1,300		0	1,300	0	1,500	0
4525 Post Office grant	500	500	500	0	500	0	500	0	600	0
4529 PWLB Loan Repayment	9,450	9,478	9,450	4,739		4,711	9,450	0	9,450	0
TRANSFER TO RESERVES	0	0	0	0		0	0	0	13,000	0
Overhead expenditure	18,610	20,324	20,796	8,603	3,682	8,650	20,935	139	34,310	0
280 Neighbourhood Plan										
4240 Neighbourhood plan	0	108	0	0		0	0	0	200	0
Overhead expenditure	0	108	0	0		0	0	0	200	0
290 Miscellaneous Projects										
1260 Miscellaneous Projects	0	0	0	0		0	0	0	0	0
Overhead expenditure	0	0	0	0		0	0	0	0	0

999 VAT Data										
115 VAT Receipts	0	5,773	0	3,455		0	3,455	3,455	0	0
Total Income	0	5,773	0	3,455		0	3,455	3,455	0	0
515 VAT on payments	0	3,455	0	2,932		0	2,932	2,932	0	0
4310 Maintenance	0	64	0	0		0	0	0	0	0
Overhead expenditure	0	3,519	0	2,932		0	2,932	2,932	0	0
Total Parish Council Income	55,830	64,127	62,050	66,222	354	200	67,129	4,726	82,600	0
Parish Council Budget Expenditure	55,830	66,746	62,050	41,352	19,673	26,168	87,192	25,142	82,600	0
Parish Council EMR Expenditure				5,200						
Net Parish Council Income over Expenditure	0	-2,619	0	19,670	-19,319	-25,968	-20,063	-20,416	0	0

320 EMR - Elections	2,000	0	0	2,000
324 EMR - Parish Office	1,780	0	1,000	780
NEW EMR - Youth Council	267	0	0	267
333 EMR - Defibrilators	200	0	0	200
326 EMR - Play Area	5,254	0	0	5,254
334 EMR - SID	255	0	0	255
322 EMR Fingerposts	4,145	2,000	0	2,145
321 EMR Toilets and Bus Shelter	7,301	0	0	7,301
328 Donation to RGT - Pavilion EMR	3,285	0	0	3,285
331 EMR - Small Business Rural Grant	6,750	3,200	3,550	0
TOTAL	31,236	5,200	4,550	21,486

	O/B @ 01/04/2024	YTD @ 29/11/2024	YE@ 31/03/2025
Current Account	8,182	28,113	
Business Premium Account	49,201	29,624	
Total	57,383	57,737	27,019
Made up of;			
Remaining Budget	0	351	0
EMR	31,236	26,036	21,486
General Reserves	26,147	31,350	5,533
	57,383	57,737	27,019

Horsted Keynes Recreation Ground Charity (RGC) Draft Budg 2025/2026

RECREATION GROUND CHARITY	2023/2024		2024/2025					2025/2026 Budget		
	Budget	Actual	Current Budget	Actual YTD @30/09/24	Oct & Nov Actual	Projected	Forecast Year End	Variance	Proposed	Carried Fwd
100 Income										
1200 Allotment	50	60	60	0		60	60	0	60	0
1220 Recreation Grounds	900	1,368	1,200	900		0	900	300	900	0
1230 Memorial Pavillion	0	0	0	0		350	350	-350	350	0
Total RGC Income	950	1,428	1,260	900	0	410	1,310	-50	1,310	0
140 Memorial Pavillion										
4250 Electricity	650	794	720	371	130	150	651	69	300	0
4260 Water	700	856	650	27	81	600	708	-58	700	0
4280 Fire Inspection	90	0	120	0		120	120	0	170	0
4310 Maintenance	700	556	700	160		300	460	240	1,000	0
Overhead expenditure	2,140	2,206	2,190	558	211	1,170	1,939	251	2,170	0
160 Playground										
4310 Maintenance	650	1,611	650	125		1,700	1,825	1,175	1,200	0
4330 Inspections	120	110	110	118		0	118	8	150	0
Overhead expenditure	770	1,721	760	243	0	1,700	1,943	1,183	1,350	0

180 Recreation Ground										
4310 Maintenance	500	1,500	500	0	640	0	640	-140	600	0
NEW (4140) Insurance	0	0	1,286	0	1,286	0	1,286	0	1,400	0
4340 Mowing	1,200	1,472	1,200	473		500	973	227	1,500	0
4360 Hedge Cutting	600	120	770	0	880	0	880	-110	900	0
Overhead expenditure	2,300	3,092	3,756	473	2,806	500	3,779	-23	4,400	0
Total RGC Expenditure	5,210	7,019	6,706	1,274	3,017	3,370	7,661	1,411	7,920	0
Net RGC (Donation from PC)	-4,260	-5,591	-5,446	-374	-3,017	-2,960	-6,351	-1,461	-6,610	0

1.0 Introduction

- 1.1 The Parish Council maintains reserves to enable it to meet its day-to-day obligations and to put money aside to fund larger projects in the future.
- 1.2 Because all reserves are raised through the precept process, it is important that only sufficient funds are kept in reserve to meet prudent financial management.
- 1.3 This Minimum Reserves Policy has been drawn up as a reference and guidance document for financial planning and reporting.

2.0 Reserves

- 2.1 The Parish Council's reserves are divided into two areas: General and Earmarked Reserves.
- 2.2 General Reserves
 - 2.2.1 These reserves are held to enable the Parish Council to continue to operate if there is either a significant drop in funding or an unexpected demand on its projected cashflow.
 - 2.2.2 The majority of this funding is generated from the annual precept and this arrives every six months from Mid Sussex District Council as the precept collection authority.
 - 2.2.3 This Policy sets out the level of this General Reserve.
 - 2.2.4 For the present time this General Reserve shall, as a minimum, be kept as three months operating costs as predicted by the annual budget.
 - 2.2.5 Any General Reserves held above this minimum level should be supported by an assessment of financial risks facing the Parish Council.
- 2.3 Earmarked Reserves
 - 2.3.1 These reserves are held to enable the Parish Council to build up sufficient funds to meet its capital expenditure programme.
 - 2.3.2 The spend profile for these reserves should be supported by a medium to long-term plan of works.

3.0 Review

This Policy will be reviewed annually as part of the Budget process to ensure it fully covers the Parish Council's requirements.