

Agenda Item - Financial Management June 2024

Payments to be approved this month:

Ref	Payee & Details	Amount	BACS amount
1773	David Cole Expenses -June	61.01	£ 787.01
1774	David Cole - Lengthsman Pay plus 15hrs contracting from 2022/23 (Balance 11.5hrs)	726.00	
1775	Jackie Bennetts - Clerks pay	488.95	£ 543.87
1776	Jackie Bennetts - Clerks Expenses - Sealant x10 for Playpark	54.92	
1777	Jake Cook - Litter Picker fee May	£ 46.00	
1778	Zurich Insurance	£ 560.07	
1779	Dartmoor Garden Machinery £324.30 Service Ride on Mower	£ 324.30	
1780	Hazel Williams - LOVE - re-imburement for plants	£ 13.20	
		Total	£ 2,274.45

Bank Reconciliation:

The monthly bank reconciliation has been completed and is correct. Access to internet banking allows Clerk to check between statements. Monthly report is therefore correct to 21/06/24

Significant Changes: none

Outstanding Income:

Invoices to be issued: 005/24 – Football Pitch Cut £ 120.92
006/24 – Churchyard Cuts £ 124.54

Outstanding Payments/Liabilities: none

Risks: none

VAT to be Claimed: (2023-24: £ 888.74) 2024-25: £ 270.09

Annual Governance and Accountability Review (AGAR) **AGAR has been sent to external auditors.**

Lengthsman: David Cole has recorded 44 hours this month on DFPC tasks.
Total hours worked 2024/25 = 107 out of 480.
Balance of hours is therefore 373 remaining to end March 2025.

He has also worked 15 hours this month on contracting work Football Pitch and Churchyard. David has worked at total of 27.5 Contracting hours in 2024/5, which will be paid in August and September.

David has been paid his normal 40 hours, plus 15 additional hours to cover Pitch and Churchyard cutting 2023/24 remaining balance of 11.5hrs will be paid in July. As agreed 26/04/24

Play Park Repairs: Balance of £44.47 carried forward from 2023/4, plus vat to be reclaimed of £389.29. Grass seed will be bought once weather warms up.

Vision Zero South West Road Safety Partnership Grant: Carried forward from 2022/3 £742.96 to be spent on improved signage on the B3212. VAT 2022/23 claimed back £566.95 is ringfenced to VZSW, road safety initiatives. Total available £ 1310 held in Allocated Reserves.

LOVE Project: Income £500, plus £100 from DFPC. Expenditure to date: £299.56 ex vat (£56.56 vat to be reclaimed) see below for detail. Balance £300.44

Transaction no		Income	Expenditure ex vat	VAT to claim	Balance
	2024/5 Budget - LOVE Project	£600.00	£312.76	£55.56	£287.24
1738	WDDB - Localities Funding	£ 100.00			£ 100.00
	DFPC match funding	£ 100.00			£ 200.00
1740	01 Nick Bennett - 1x trough	£ 50.00			£ 250.00
1748	EB Champernowne - Plants - LOVE Project		£ 145.16	£ 29.03	£ 104.84
1749	Re-imbursing Cllr M Williams - Compost for LOVE		£ 15.98	£ 3.20	£ 88.86
1750	Re-imbursing Cllr H Williams - Compost and Troughs LOVE (awaiting vat invoice)		£ 46.66	£ 9.33	£ 42.20
1751	02 Dartmoor Preservation Association - LOVE donation 2x planter 1x trough	£ 200.00			£ 242.20
1752	03 Jenner D & J (Old Police Station Café) LOVE donation - 1x planter	£ 75.00			£ 317.20
1753	04 C Wain - Duchy House Donation 1x Planter	£ 75.00			£ 392.20
1756	EB Champernowne - Plants - LOVE Project May 2024		£ 40.85	£ 8.17	£ 351.35
1757	Shop4allsorts - LOVE - Planters		£ 29.16	£ 5.83	£ 322.19
1768	Dart Engraving - Labels (1,2,3)		£ 21.75		£ 300.44
1780	Hazel Williams - LOVE - re-imburement for plants		£ 13.20		£ 287.24

Funding Applications or Opportunities:

Other applications will be progressed when funding suitable funding streams are identified for the projects below.

- a. Bench seats and a 'chat bench' in Princetown village centre.
- b. Better footpath signposting before Station Cottages.
- c. Replacement of Defibs
- d. Replacement of Play Equipment in Play Park

Report of Accounts:

End of Month Report of Accounts			June 2024			
Report of Accounts	To Date	Forecast to year end	Budget 2023-24	Expenditure To Date (ex vat)	Forecast to end March	Variance at end of March
Brought Forward 1/4/24	£ 31,859.44					
Income			Expenditure (ex VAT)			
Precept	£ 9,267.50	£ 18,535.00	£ 602.00	£ 143.82	£ 599.99	£ 2.01
Grass Cutting & Lengthsman	£ 1,416.16	£ 3,672.00	£ 7,102.00	£ 2,178.00	£ 7,081.80	£ 20.20
VAT reclaim 2023/24	£ -	£ 888.74	£ 700.00	£ 100.86	£ 121.01	£ 578.99
Other	£ 460.00	£ 460.00	£ 393.00	£ 159.12	£ 350.06	£ 42.94
LOVE Project	£ 500.00	£ 500.00	£ 1,925.00	£ 163.77	£ 276.52	£ 1,648.48
Total	£11,643.66	£24,055.74	£ 890.00	£ 376.45	£ 430.50	£ 459.50
				£ 8.36	£ 10.06	£ (10.06)
			£ 450.00	£ -	£ -	£ 450.00
			£ -	£ -	£ -	£ -
			£ -	£ -	£ -	£ -
			£ 150.00	£ -	£ 75.00	£ 75.00
			£ 100.00	£ -	£ 100.00	£ -
				£ -	£ -	£ -
			£ 500.00	£ 312.76	£ 368.32	£ 131.68
			£ 1,005.00	£ 527.57	£ 1,043.10	£ (38.10)
			£ 1,292.00	£ 644.07	£ 1,194.63	£ 97.37
			£ 6,145.00	£ 1,466.85	£ 5,867.40	£ 277.60
			£ 135.00	£ 15.00	£ 18.00	£ 117.00
					£ -270.09	
			£ 21,389.00	£ 6,096.63	£ 17,266.30	£ 3,852.61
Bank Reconciliation			Bank Reconciliation			
Cash in Bank as on 20/06/24	£27,961.28					
Savings Account as at end May		£ 10,054.96				
Plus Outstanding Income						
Less Outstanding Cheques	£0.00					
Less spend this month	£2,274.45					
Balance carried forward	£35,741.79					
Annual Budget Reconciliation			Annual Budget Reconciliation			
Brought Forward 1/4/24	£31,859.44	£31,859.44				
Total Income	£11,643.66	£24,055.74				
Total Expenditure (ex VAT)	£6,096.63	£21,118.91				
Allocated Reserves	£12,886.01	£11,079.21				
General Reserve 1/4/24	£18,973.43	£20,780.23				
Balance carried forward	£5,547.03	£2,936.83				
Reserves Held by the Parish Council			Reserves Held by the Parish Council			
Allocated:	Start of Year	Transfer In	Transfers Out	Balance		
Skate Park	£500.00			£500.00		
Speed Reduction & Animal Safety	£1,336.45			£1,336.45		
Contested Election	£2,500.00			£2,500.00		
Grass cutting equipment	£5,000.00			£5,000.00		
VZSW (vat reclaim & underspend)	£1,309.00			£1,309.00		
Playpark repairs		433.76		£433.76		
Mower Service		£700.00	£700.00	£0.00		
Dog Waste Bin		£261.00	£261.00	£0.00		
David Cole - additional hours		£745.80	£745.80	£0.00		
LOVE Project		£100.00	£100.00	£0.00		
	£10,645.45	£2,240.56	£1,806.80	£11,079.21		
Unallocated:			Unallocated:			
General Reserve at start of year	£18,973.43		Expected at end of year	£20,780.23		
Assets Held by the Parish Council			Assets Held by the Parish Council			
Playground Equipment	£63,486		Tools and Other Equipment	£6,021		
Community Assets	£20,165		Miscellaneous	£602		
Information Systems Equipment	£843		CCTV System	£4,275		
VZSW Grant Resources	£6,280					
			Total	£101,671.66		

Dartmoor Forest Parish Council



Parish Clerk: Miss Jackie Bennetts
Applegarth, Walkhampton, Yelverton, PL20 6JP
Telephone: 01822 859104

Email: clerk@dartmoorforestparishcouncil.gov.uk Website: www.dartmoorforestparishcouncil.gov.uk

Allen Lewis
Chairman - Princetown Football Club
By e-mail to redrum347@hotmail.com

25 June 2024

Dear Allen

Subject – Invoice 05/24 Grass Cutting Princetown Football Field

Thank you for asking Dartmoor Forest Parish Council to cut the football field on behalf of Princetown Football Club. As a valuable local community organisation, we have restricted our charges to the absolute minimum to recover our variable costs only. These are the Parish Groundsman's time and the cost of the petrol.

Parish Groundsman 4 hours labour: £13.20 x 4 = £52.80
Petrol (based on average consumption): £ 7.51

Invoice 05/24

To cut grass on Princetown Football Field	03/06		£60.31
	12/06		£60.31
Underpayment from INV 03/24			£00.30
		TOTAL	£ 120.92

Payment Details:

Bank:	Lloyds Bank Fore Street Okehampton
Account Holder:	Dartmoor Forest Parish Council
Sort Code:	30-96-23
Account Number:	00741473
Payment:	Within 30 days

Yours sincerely

A handwritten signature in cursive script that reads 'Jackie Bennetts'.

Jackie Bennetts
Clerk to Dartmoor Forest Parish Council

Dartmoor Forest Parish Council



Parish Clerk: Miss Jackie Bennetts
Applegarth, Walkhampton, Yelverton, PL20 6JP
Telephone: 01822 859104

Email: clerk@dartmoorforestparishcouncil.gov.uk

Website: www.dartmoorforestparishcouncil.gov.uk

Princetown Churchyard Maintenance Fund
By e-mail hazeljanetwilliams@gmail.com and
greggmanning1@outlook.com

25 June 2024

Dear Hazel and Gregg

Subject – Invoice 06/24 Grass Cutting Princetown Churchyard

Thank you for asking Dartmoor Forest Parish Council to cut the Churchyard. As a valuable local community organisation, we have restricted our charges to the absolute minimum to recover our variable costs only. These are the Parish Groundsman's time and the cost of the petrol.

Parish Groundsman 2.5 hours labour: £13.20 x 2.5 = £33.00

Petrol (based on average consumption): £ 5.92

+ Invoice 06/24

To cut grass on Princetown Churchyard	23/05	£62.27
	18/06	£62.27
	TOTAL	£ 124.54

Payment Details:

Bank:	Lloyds Bank Fore Street Okehampton
Account Holder:	Dartmoor Forest Parish Council
Sort Code:	30-96-23
Account Number:	00741473
Payment:	Within 30 days

Yours sincerely

Jackie Bennetts
Clerk to Dartmoor Forest Parish Council