Dear Members,

Please find enclosed financial reports for the month ending March 2023 for your information:

1. Detailed Income & Expenditure by Budget Heading.
2. Expenditure from Earmarked Reserves.
3. Analysis of Payments made between 1 and 31 March 2023 (Barclays Bank Current Account).
4. Bank – Cash and Investment Reconciliation to 31 March 2023
5. Quarterly Summary of Income & Expenditure will follow when the accounts for the financial year ending 31 March 2023 are formally presented to Council members.

Income that was received in March 2023

1. Barclays Business Current Account:
   £808.00 CTH Rent for March 2023

2. Nationwide Building Society:
   £98.73 for March 2023

3. Barclays Business Premium Account:
   £5,221.63 VAT Claim for VAT Refund for the invoice period Oct to Dec 2022

Non-Budgeted Expenditure in March 2023
There was no expenditure.

Earmarked Reserves Expenditure in March 2023
There was no expenditure.

Overspent Budget Heading (15% or more)
Expenditure has been as anticipated. There are currently three overspent budget headings:

- 4465 E&A Christmas Lights has increased slightly to 175.4% since the February report – a contribution towards energy supply costs has been paid to the residents who kindly agreed to offer assistance.

- 4500 E&A Digital Mapping 125% (previously reported)

- 4530 Village Orderly Equipment/Expenses has increased to 123.2% since the February report - everyday expenses have unfortunately exceeded those budgeted due to rising cost of living and current economic conditions.

Accounts for the financial year ending 31 March 2023 will be formally presented to Council members for approval in due course. These will be presented on an Income & Expenditure basis and will need to include year-end adjustments, which are in the process of being calculated and have not therefore been included in the attached documentation. Rialtas Business Solutions are due to complete the year-end closedown to assist with completion of the Annual Return on Tuesday 16 May 2023. We will then present the draft Annual Return to the Internal Auditor for verification at a meeting that has been arranged for Wednesday 31 May 2023. The year-end audit will also take place on this date. Once approved by Full Council, Lindfield Parish Council will be required to submit the Annual Return to the External Auditor by 30 June 2023.

Tracy Ely - Responsible Financial Officer for Lindfield Parish Council

Reports previously circulated by email on 24th April 2023.

Lindfield Parish Council Current Year

Detailed Income & Expenditure by Budget Heading 31/03/2023

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	Finance & General Purposes							
1076	Precept	189,000	189,000	0			100.0%	
1090	Interest Received	786	0	(786)			0.0%	
1120	Clock Tower House Rental	9,696	0	(9,696)			0.0%	
1125	CTH Service Charge	755	0	(755)			0.0%	
1210	Licence Fee	116	0	(116)			0.0%	
1230	Christmas Festival Night	520	0	(520)			0.0%	
	Finance & General Purposes :- Income	**200,873**	**189,000**	**(11,873)**			**106.3%**	**0**
4000	Salary	73,378	74,797	1,419		1,419	98.1%	
4010	Tax & NI	5,821	5,200	(621)		(621)	111.9%	
4020	Pension	11,338	11,553	215		215	98.1%	
4110	Staff Expenses	0	200	200		200	0.0%	
4111	Payroll Administration	163	350	187		187	46.6%	
4120	Training	85	2,000	1,915		1,915	4.3%	
4140	Audit Fees	191	1,500	1,309		1,309	12.8%	
4160	Insurance	1,837	2,500	663		663	73.5%	
4170	Postage & Stationery	166	500	334		334	33.2%	
4175	Annual Memberships/Subscriptio	2,763	2,950	187		187	93.7%	
4180	Photocopying	1,581	2,300	719		719	68.7%	
4190	Telephone & Broadband	2,228	2,500	272		272	89.1%	
4200	IT & Website	3,567	4,000	433		433	89.2%	
4210	Office Equipment	35	1,000	965		965	3.5%	
4221	Lindfield Enterprise Park	630	700	70		70	90.0%	
4230	Grants Paid	1,750	2,500	750		750	70.0%	
4240	Room Hire	781	850	69		69	91.9%	
4250	Cleaning/Catering	2,945	2,700	(245)		(245)	109.1%	
4260	Newsletter & Annual Report	2,290	2,300	10		10	99.6%	
4265	F&GP Professional Fees	1,174	5,000	3,826		3,826	23.5%	
4270	Chairs Allowance	140	500	360		360	28.0%	
4271	Members Allowances	0	4,000	4,000		4,000	0.0%	
4280	Councillor Expenses	0	200	200		200	0.0%	
4292	Community Engagement	578	3,000	2,422		2,422	19.3%	
4295	Waste Collection	911	1,500	589		589	60.7%	
4310	PWLB Repayment	22,783	22,783	0		0	100.0%	
4320	Electricity Supply	1,406	2,100	694		694	67.0%	
4330	Water Supply	120	300	180		180	40.0%	
4340	Security Alarm System	380	550	170		170	69.1%	
4350	Fire Safety System	267	550	283		283	48.6%	
4360	Health & Safety	0	200	200		200	0.0%	
4370	Publications	0	200	200		200	0.0%	

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Lindfield Parish Council Current Year

Detailed Income & Expenditure by Budget Heading 31/03/2023

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4380	Data Protection	185	850	665		665	21.8%	
4393	Maintenance/Improvements CTH	919	2,500	1,581		1,581	36.7%	
Finance & General Purposes :- Indirect Expenditure		**140,413**	**164,633**	**24,220**	**0**	**24,220**	**85.3%**	**0**
	Net Income over Expenditure	**60,460**	**24,367**	**(36,093)**				
110	Environment & Amenities							
4450	Street Lighting Energy/Mainten	4,476	4,900	424		424	91.3%	
4460	Street Lighting Purchase	0	4,000	4,000		4,000	0.0%	
4465	Christmas Lights	17,540	10,000	(7,540)		(7,540)	175.4%	
4471	Maintenance/Gardening	692	2,000	1,309		1,309	34.6%	
4480	Christmas Festival Night & Com	2,104	3,000	896		896	70.1%	
4500	Digital Mapping	375	300	(75)		(75)	125.0%	
4510	Grass Cutting	1,894	2,000	106		106	94.7%	
4521	Wilderness Field S106	2,400	0	(2,400)		(2,400)	0.0%	2,400
4530	Village Orderly Equip/Expenses	1,232	1,000	(232)		(232)	123.2%	
4560	Denmans Lane Toilets Repair	1,017	5,000	3,983		3,983	20.3%	
4561	Denmans Lane Toilets Utilities	11,355	14,000	2,645		2,645	81.1%	
4650	Climate Change Projects	412	2,000	1,588		1,588	20.6%	
4750	Replacement Street Furniture	0	1,000	1,000		1,000	0.0%	
4800	Emergency Equipment	0	1,000	1,000		1,000	0.0%	
4825	Community Equipment	0	1,500	1,500		1,500	0.0%	
4850	Community Assets	0	1,000	1,000		1,000	0.0%	
4875	Joint Projects	3,000	3,000	0		0	100.0%	
4900	Village Archives	0	200	200		200	0.0%	
Environment & Amenities :- Indirect Expenditure		**46,495**	**55,900**	**9,405**	**0**	**9,405**	**83.2%**	**2,400**
	Net Expenditure	**(46,495)**	**(55,900)**	**(9,405)**				
6000	plus Transfer from EMR	2,400						
	Movement to/(from) Gen Reserve	**(44,095)**						
120	Allotments							
1200	Allotment Income	880	0	(880)			0.0%	
	Allotments :- Income	**880**	**0**	**(880)**				**0**
4600	Allotment Expense	2,839	2,500	(339)		(339)	113.6%	
	Allotments :- Indirect Expenditure	**2,839**	**2,500**	**(339)**	**0**	**(339)**	**113.6%**	**0**
	Net Income over Expenditure	**(1,959)**	**(2,500)**	**(541)**				

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Lindfield Parish Council Current Year

Detailed Income & Expenditure by Budget Heading 31/03/2023

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
130	Planning & Traffic							
4965	TRO Costs	1,312	2,500	1,188		1,188	52.5%	
4975	Planning Support	0	2,500	2,500		2,500	0.0%	
4985	Improvements per Traffic Study	8,115	0	(8,115)		(8,115)	0.0%	8,115
	Planning & Traffic :- Indirect Expenditure	**9,427**	**5,000**	**(4,427)**	**0**	**(4,427)**	**188.5%**	**8,115**
	Net Expenditure	**(9,427)**	**(5,000)**	**4,427**				
6000	plus Transfer from EMR	8,115						
	Movement to/(from) Gen Reserve	**(1,312)**						
140	Non Budgeted Expenditure							
4398	GR: Lindfield Village Day	20	0	(20)		(20)	0.0%	
4876	GR: Lindfield Village Pond	1,500	0	(1,500)		(1,500)	0.0%	
	Non Budgeted Expenditure :- Indirect Expenditure	**1,520**	**0**	**(1,520)**	**0**	**(1,520)**		**0**
	Net Expenditure	**(1,520)**	**0**	**1,520**				
	Grand Totals:- Income	**201,752**	**189,000**	**(12,752)**			**106.7%**	
	Expenditure	**200,694**	**228,033**	**27,339**	**0**	**27,339**	**88.0%**	
	Net Income over Expenditure	**1,058**	**(39,033)**	**(40,091)**				
	plus Transfer from EMR	**10,515**						
	Movement to/(from) Gen Reserve	**11,573**						

Lindfield Parish Council 2022-2023

Expenditure from Earmarked Reserves as at 31 March 2023

Account	Opening Balance	Expenditure	Closing Balance
EMR - Toilets on the Common	84,170.00		84,170.00
EMR - Wilderness Field S106 Maintenance	21,095.58	- 2,400.00	18,695.58
EMR - Traffic Study Improvements	15,000.00	- 8,114.97	6,885.03
	120,265.58	**- 10,514.97**	**109,750.61**

Cashbook 1

Current Bank A/c

Payments made between 01/03/2023 and 31/03/2023

						Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/03/2023	Castle Water Limited	DD	51.20			4600	120	51.20	Water Supply (Paid 2 Mar 2023)
03/03/2023	F. Goddard & Sons Ltd	DEBIT CARD	108.00		18.00	4600	120	90.00	Repair Water Tank PipeworkLeak
03/03/2023	Mr J M Higgins	ONLINE	40.00			4465	110	40.00	Energy Supply: J Higgins
03/03/2023	Mr D J Brown	ONLINE	55.00			4465	110	55.00	Energy Supply: D J Brown
03/03/2023	Alison M Carter	ONLINE	55.00			4465	110	55.00	Energy Supply: Alison M Carter
03/03/2023	David Fireman	ONLINE	40.00			4465	110	40.00	Energy Supply: David Fireman
03/03/2023	United Reformed Church	ONLINE	30.00			4465	110	30.00	Energy Supply: URC
03/03/2023	Holt Security Systems	ONLINE	456.00		76.00	4340	100	380.00	Maint. Intruder Alarm Feb23/24
03/03/2023	King Edward Hall Village Day	ONLINE	25.00			4292	100	25.00	LVD: Stallholder Fee 3Jun2023
03/03/2023	JNR Computer Services	ONLINE	234.57		39.10	4200	100	195.47	JetStreamPoE/Switc
03/03/2023	Monitor Cleaning Services Ltd	ONLINE	440.53		73.42	4561	110	367.11	Daily Cleaning Feb 2023
03/03/2023	Ian Woodhams	ONLINE	20.00			4250	100	20.00	CTH Window Cleaning 28.2.23
03/03/2023	King Edward Hall Village Day	ONLINE	275.00			4292	100	275.00	LVD Medics Sponsorship 3Jun23
10/03/2023	British Telecommunications Plc	DD	144.69		24.11	4190	100	120.58	Phone/Cloud/Broadb Feb 2023
13/03/2023	BNP Paribas Leasing Solutions	DD	311.99		52.00	4180	100	259.99	Rental 13Mar-12Jun23
13/03/2023	Momentive Europe UC FKA	DEBIT CARD	372.00		62.00	4175	100	310.00	SurveyMonkey Mar 2023/24
17/03/2023	Castle Water Limited	DD	10.78			4330	100	10.78	Water Supply Feb 2023
17/03/2023	Castle Water Limited	DD	48.08			4561	110	48.08	Water Supply Feb 2023
17/03/2023	Npower Commercial Gas Ltd	DD	261.87		12.47	4450	110	249.40	Unmetered Supplies Feb 2023
20/03/2023	Apogee Corporation Ltd	DD	174.00		29.00	4180	100	145.00	AdminFee/Charge8
23/03/2023	British Gas Trading Ltd	DD	39.33		1.87	4561	110	37.46	Electricity Supply 6Feb-6Mar23
23/03/2023	Kipper Creative Ltd	ONLINE	648.00		108.00	4260	100	540.00	Full Page Lfield Life Apr 2023
24/03/2023	Tisburys Cleaning Services	ONLINE	227.50			4250	100	227.50	Office & CTH Cleaning Feb 2023
24/03/2023	Vision ICT Ltd	ONLINE	78.00		13.00	4200	100	65.00	Fee .gov.uk domain May23-Apr25
24/03/2023	Streetlights	ONLINE	354.00		59.00	4450	110	295.00	LightingRepairsCol4
	Subtotal Carried Forward:		4,500.54	0.00	567.97			3,637.57	

Cashbook 1

Current Bank A/c

Payments made between 01/03/2023 and 31/03/2023

						Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
									FrancisRd
24/03/2023	West Sussex County Council	ONLINE	8,253.99			4000	100	6,670.76	Salaries February 2023
						4020	100	1,030.69	Pen Contributions Feb 2023
						4010	100	502.14	NICs February 2023
						4530	110	50.40	VO Travel Expenses Feb 2023
27/03/2023	KPS Contractors Ltd	ONLINE	360.00		60.00	4560	110	300.00	Remove Lime/Grind Stump Mar 23
27/03/2023	Healthmatic Ltd	ONLINE	438.00		73.00	4560	110	365.00	Supply/Install Radar Lock Set
28/03/2023	Castle Water Limited	DD	51.20			4600	120	51.20	Water Supply (paid Mar 2023)
31/03/2023	SUEZ Recycling and Recovery	DD	100.74		16.79	4295	100	83.95	Waste Collection Feb 2023
31/03/2023	King Edward Hall	ONLINE	212.40			4240	100	212.40	Comm. Meetings Jan-Mar 2023
31/03/2023	King Edward Hall	ONLINE	21.30			4650	110	21.30	GdnSustainability Mtg 02/03 23
31/03/2023	King Edward Hall	ONLINE	60.80			4292	100	60.80	KEH Pub Consult BusPlan Jan23
31/03/2023	British Telecommunications Plc	ONLINE	351.42		58.57	4190	100	292.85	GP01076289Charge 7Feb-31Mar23
		Total Payments:	14,350.39	0.00	776.33			13,574.06	

Lindfield Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 March 2023

		Account Description	Balance	
Bank Statement Balances				
1	31/03/2023	Barclays Current Account	15,000.00	
2	31/03/2023	Business Premium Account	88,926.74	
3	31/03/2023	Nationwide Building Society	93,000.03	
4	31/03/2023	Petty Cash	151.80	
				197,078.57
Receipts not on Bank Statement				
1	31/03/2023	Interest	98.73	
				98.73
Closing Balance				197,177.30
All Cash & Bank Accounts				
1		Current Bank A/c		15,098.73
2		Business Premium Account		88,926.74
3		Nationwide Building Society		93,000.03
4		Petty Cash		151.80
		Other Cash & Bank Balances		0.00
		Total Cash & Bank Balances		197,177.30