

## WORKING SHEET - UPDATED EACH MONTH

	Cheque Written (CW) Minute Ref (M.ref) Cheque Number	PAYEE	DESCRIPTION	SALARY & PAYE INLAND REVENUE	STAFF EXPENSES (including travel) No evidence of what the expenses were shown to council. Need to look through Invoices from handover	VAT	Other	VAT	Landscaping	VAT	Play Area	VAT	TOTAL (GROSS)	Over £100 after VAT reclaim	NO VAT RECLAIM
We are currently undergoing reconcilliation of all payments to check that there was a specific minute authorising the expenditure as opposed to a cheque being presented and signed AD HOC. Resolutions authorising the specific expenditure are being sought. COLUMN B. Vague references have been found so far.															
1	CW 10.04.19 M.REF: 10.04.19/13 HSBC 101231	JC Shaw	Salary	£ 200.00									£ 200.00	✓	✓
2	CW 15.05.19 M.REF: 10.04.19/13 HSBC 101232	Copeland Borough Council	(Play Area Repairs)								£ 107.88	£ 21.56	£ 129.44	✓	
3	CW 10.04.19 M.REF: 10.04.19/13 HSBC 101233	Cumbria Association Local Councils	Subscription				£ 194.99						£ 194.99	✓	✓
4	CW 10.04.19 M.REF: 10.04.19/13 HSBC 101234	JC Shaw	Expenses		£ 27.43								£ 27.43		Further Checks req'd
5	CW 10.04.19 M.REF: 10.04.19/13 HSBC 101235	Parton and District Old Folks Fund	(s.137 Grant)				£ 115.00						£ 115.00	✓	
6	CW 15.05.19 HSBC 101236	JC Shaw	Expenses		£ 41.85								£ 41.85		Further Checks req'd
7	CW 15.05.19 M. Ref 15.05.19/7 HSBC 101237	BHIB	Insurance				£ 274.90	£ 32.99					£ 307.89	✓	✓
8	CW 15.05.19 HSBC 101238	Printpoint	Stationary / Cartridges				£ 78.00	£ 15.60					£ 93.60		
9	CW 15.05.19 HSBC 101239	Copeland Borough Council	(Landscaping)						£ 172.14	£ 34.43			£ 206.57	✓	
10	CW 15.05.19 HSBC 101240	Copeland Borough Council	(Waste Collection / bin)						£ 24.31				£ 24.31		
11	CW 15.05.19 HSBC 101241	JC Shaw	Salary	£ 200.00									£ 200.00	✓	✓
12	CW 12.06.19 M.Ref: 12.06.19/28 HSBC 101242	FG Hoyle	Internal Auditor				£ 50.00						£ 50.00		✓
13	CW 12.06.19 M.Ref: 12.06.19/28 HSBC 101243	JC Shaw	Salary (May & April Arrears)	£ 320.00									£ 320.00	✓	✓
14	CW 12.06.19 M.Ref: 12.06.19/28 HSBC 101244	Copeland Borough Council	High Viz Vests				£ 84.15	£ 16.83					£ 100.98		

15	CW 12.06.19 M.Ref: 12.06.19/28 HSBC 101245	** to do	Commemorative Wreath			£ 22.98						£ 22.98		Further Checks req'd
16	CW 12.06.19 M.Ref: 12.06.19/28 HSBC 101246	JC Shaw	Expenses		£ 56.99							£ 56.99		✓
17	CW 12.06.19 M.Ref: 12.06.19/28 HSBC 101247	HMRC	(JC Shaw)	£ 180.00								£ 180.00	✓	✓
18	CW 12.06.19 M.Ref: 12.06.19/28 HSBC 101249	Parton Village Hall	Rent			£ 180.00						£ 180.00	✓	✓
19	M. REF: 12.06.19/14 M.Ref: 12.06.19/28 HSBC 101249	Parton Re-United	(s.137 Grant)			£ 250.00						£ 250.00	✓	✓
20	M. REF: 12.06.19/8 HSBC 101250	Copeland Citizens Advice	(s.137 Grant)			£ 100.00						£ 100.00	✓	✓
21	M. REF: 10.07.19/24 HSBC 101251	Copeland Borough Council	(Election Costs) No VAT included in the invoice Earmarked reserves as per minute 9 of the 20th Feb Meeting			£ 779.20						£ 779.20	✓	This is earmarked reserves as per minute 9 of the 20th Feb Meeting
22	M. REF: 10.07.19/24 HSBC 101252	Copeland Borough Council	(Grass Cutting)				£ 172.14	£ 34.43				£ 206.57	✓	
23	M. REF: 10.07.19/24 HSBC 101253	Copeland Borough Council	(Waste Collection)				£ 24.31					£ 24.31		Further Checks req'd
24	M. REF: 10.07.19/24 HSBC 101254	JC Shaw	Salary (June)	£ 260.00								£ 260.00	✓	✓
25	M. REF: 10.07.19/24 HSBC 101255	JC Shaw	Expenses		£ 19.31							£ 19.31		Further Checks req'd
26	M. REF: 10.07.19/8 HSBC 101256	North Copeland Youth Partnership	(s.137 Grant)			£ 250.00						£ 250.00	✓	✓
27	M. REF: 11.09.19/35 HSBC 101257	HMRC	(JC Shaw)	£ 195.00								£ 195.00	✓	✓
28	M. REF: 10.07.19/8 HSBC 101258	Parton Village Hall	Rent			£ 240.00						£ 240.00	✓	✓
29	CW 11.09.19 HSBC 101259	Alwel Glass	(Bus Shelter Repair)			£ 75.00	£ 15.00					£ 90.00		
30	M. REF: 10.07.19/11 HSBC 101260	Copeland Borough Council	(Play Units)					£ 1,208.25	£ 241.65			£ 1,449.90	✓	
31	M. REF: CW 11.09.19 HSBC 101261	Play Safety Ltd	(Inspection)					£ 75.50	£ 15.10			£ 90.60		
32	M. REF: 11.09.19/35 HSBC 101262	Mike Dowling Contracting Ltd	Grass Cutt / Footpath Clearance				£ 250.00	£ 50.00				£ 300.00	✓	
33	M. REF: 11.09.19/35 HSBC 101263	JC Shaw	Expenses		£ 105.08							£ 105.08	✓	Further Checks req'd
34	M. REF: 11.09.19/35 HSBC 101264	JC Shaw	Salary (July&Aug)	£ 520.00								£ 520.00	✓	✓
35	M. REF: 11.09.19/18 HSBC 101265	Parton and District Old Folks Fund	(s.137 Grant) 2nd Grant this year			£ 200.00						£ 200.00	✓	✓

36	CW 09.10.19 HSBC 101266	Copeland Borough Council	(Includes 2 payments Waste Collection & £206.57)					£ 196.45	£ 34.43			£ 230.88	✓	Further Checks req'd
37	HSBC 101267	VOID CHEQUE										£ -		
38	CW 09.10.19 HSBC 101268	JC Shaw	Expenses		£ 54.61							£ 54.61		Further Checks req'd
39	HSBC 101269	VOID CHEQUE										£ -		
40	CW 11.09.19 HSBC 101270	HMRC	(JC Shaw)	£ 180.00								£ 180.00	✓	✓
41	M. REF: 21.11.19/5ii Cheque # 101276	JC Shaw	Salary (Sep, Oct, Nov)	£ 720.00								£ 720.00	✓	✓
42	M.REF: 08.01.20/8 Cheque #101277	Lowca Parish Council	(Footbridge Contribution 50% Insurance)				£ 148.00					£ 148.00	✓	Further Checks req'd
43	20.02.10/8 HSBC 101280	J & R Bennett	(War Memorial Planting)					£ 265.50	£ 53.10			£ 318.60	✓	
44	20.02.20 HSBC 101282	Cheer Force Knights	(s.137 Grant)				£ 150.00					£ 150.00	✓	✓
45	M. REF: 13.11.19/12 Cheque # 101275	Great North Air Ambulance	(s.137 Grant)				£ 150.00					£ 150.00	✓	✓
46	08.01.20/8 Cheque # 101278 (invoice # 6585478)	Copeland Borough Council	(Waste Collection) VAT receipt needs checked					£ 24.31				£ 24.31		Further Checks req'd
47	M.REF: 08.01.20/8 Cheque #101279	Wordpress	Reimburse R.Huck. Wordpress Website				£ 84.00					£ 84.00		Further Checks req'd
48	M.REF: 08.01.20/8 authorised 20.02.10/8 HSBC 101283	R Huck Reimburse.	Reimburse R.Huck. Notice Board (No VAT to reclaim)				£ 195.00					£ 195.00	✓	✓
49	20.02.20/8 Cheque #101281	Copeland Borough Council	(Grounds Maintenance)					£ 172.14	£ 34.43			£ 206.57	✓	
50	20.02.20/18 HSBC 101284	CRUG	Membership Cumbrian coast Rail Users' Group				£10					£ 10.00		Further Checks req'd
				£ 2,775.00	£ 305.27	£ -	£ 3,631.22	£ 80.42	£ 1,301.30	£ 240.82	£ 1,391.63	£ 278.31	£ 10,003.97	

Vat To Re-Claim £ 599.55

Precept 2019-20 £ 8,240.00

Spend to Date £ 10,003.97

**Overspend  
against  
precept** **-£ 1,763.97**