

******Only type anything into the green cells******

When entering a payment on 2018-19 tab

Choose the correct month from the drop down menu in the month column

Fill in the cheque number and any additional information in the relevant columns

Put the cost of the payment into the relevant columns. REMEMBER TO SPLIT OUT THE V/

Once you've done this, check the 'expense total' column equals the total on the receipt. If it c

To add a new row on 2018-19 tab

a) If you've filled all the rows and you want a new row at the bottom (above the subtotal):

Right click on the bar down the left side of the spreadsheet where the row numbers are. Rig

Choose Insert from the pop up menu

b) If you have missed a cheque and you want to add it in between two rows that are already co

I.e. the new row gets input ABOVE the row number you right click on on the left

Once you've entered a new row, look in the expense total column - if it is blank it means the

Hover over the bottom right of the green square until the cursor becomes a black cross. Onc

Bank Reconciliation

This spreadsheet has bi-monthly reconciliations they are named based on the closing month

ht click on the number of the row above the subtotal row to make sure the new row goes into the right pl

ompleted, right click on the left hand side on the row number UNDERNEATH where you want your new r

formula isn't there. If this is the case, click on the cell above it (with formula) you will see a green square
ce you see the black cross, left click and simulataneously drag the cross down to the cell without a formi

ow and choose INSERT

Cornwood Parish Council Accounts 2021-22

Income

Month	Type	Amount	Account
			Treasurer's
Apr	interest	£0.30	Savings
Apr	Toilet	£5,992.00	Savings
Apr	interest	£0.08	Special Savings
Apr	precept	£10,507.50	Savings
May	interest	£0.42	Savings
May	interest	£235.00	Savings
May	interest	£0.08	Special Savings
Jun	Toilet	£23.07	Treasurer's
Jun	interest	£0.08	Special Savings
Jun	interest	£0.40	Savings
Jul	interest	£0.08	Special Savings
Jul	interest	£0.39	Savings
Aug	interest	£0.08	Special Savings
Aug	interest	£0.37	Savings
Sep	toilet	£17.34	Treasurer's
	rate		
Sep	rebate	£778.44	Savings
Sep	interest	£0.35	Savings
Sep	interest	£0.08	Special Savings
Sep	precept	£10,507.50	Savings
Oct	interest	£0.41	Savings
Oct	interest	£0.08	Special Savings
Nov	interest	£0.39	Savings
Nov	interest	£0.07	Special Savings
Dec	Xmas	£147.41	Treasurer's
Dec	JB	£4.00	Treasurer's
Dec	Savings	£0.39	Savings
Dec	interest	£0.08	Special Savings
Jan	interest	£0.39	Savings
Jan	SHDC	£500.00	Savings
Jan	DAA don	£91.60	Treasurer's
Jan	interest	£0.08	Special Savings
Feb	DAA grant	£2,902.03	Savings
Feb	interest	£0.08	Special Savings
Feb	interest	£0.35	Savings
Mar	crowdfund	£408.66	Savings
Mar	interest	£0.35	Savings
Mar	DCC grant	£1,150.00	Savings
Mar	DAA don	£175.00	Treasurer's
Mar	DAA don	£192.38	Treasurer's
Mar	interest	£0.07	Special Savings
Mar	DAA	£543.73	Treasurer's
Mar	DAA	£2,450.00	Treasurer's
Mar	Show	£200.00	Treasurer's

Summary:	
Treasurer's	£3,844.53
Savings	£32,985.64
Special Savings	£0.94
	<u>£36,831.11</u>

ONLY CHANGE CELLS THAT ARE HIGHLIGHTED GREEN

Cornwood Parish Council Acc 2021-22

Opening Balance as at 01/04/2021		46,595.83
Receipts	+	36,831.11
Payments	-	-22,655.88
Carried forward balance as at 31/03/2022		<u>60,771.06</u>

Bank statements as at 31/03/2022

Treasurer's Account 00677026	6,382.14
Savings Account 07517881	9,136.60
Special Savings Account 07317807	45,252.32
	<u>60,771.06</u>

Includes uncleared cheques and adjustment years 15/16 to 18/19

Month	Cheque No.	Add Info	Cleared	Council Expenses	Staffing	Premises	Ongoing Works	Subscriptions	Grants	New projects	Contingency	Public Toilets	S 137	Total (Excl VAT)	VAT	Expense total
Apr	DD	PlusNet - broadband	>			18								18	3.6	21.60
Apr	B0024	MH salary + expenses (April)	>	30	362.35									392.35		392.35
May	826	MH cash for cleaner 29/03-26/04, postbox	Y	31.13								80.00		111.13	6.23	117.36
May	3242	DALC	Y					213.00						213.00	27.59	240.59
May	1633	SHDC	Y		100.00									100.00	20.00	120.00
May	4317	SDR Housing Association Ltd	Y			20.00								20.00		20.00
May	DD	PlusNet Broadband	Y			18.00								18.00	3.60	21.60
May	9664	MH cash for cleaner	Y									80.00		80.00		80.00
May	SO	MH salary + expenses (May)	Y	30.00	368.55									398.55		398.55
Jun	5294	SWW water rates	Y			69.12								69.12		69.12
Jun	3697	MH out of pocket - Zoom and perspex sample	Y	119.90			2.50							122.40	24.48	146.88
Jun	6813	MH out of pocket - Adobe	Y	41.61										41.61	8.32	49.93
Jun	7035	MH cash for cleaner 26/04-24/05	Y									80.00		80.00		80.00
Jun	SO	MH cash for cleaner 24/5-21/06	Y									80.00		80.00		80.00
Jun	DD	PlusNet Broadband	Y			18.00								18.00	3.60	21.60
Jun	SO	MH salary + expenses (June)	Y	30.00	368.55									398.55		398.55
Jul	9113	Diamond Disposables Toilet sundries	Y									34.69		34.69	6.94	41.63
Jul	927	Greenflow - auto flush units service	Y									50.84		50.84	10.17	61.01
Jul	SO	MH cash for cleaner 21/06-19/07	Y									80.00		80.00		80.00
Jul	SO	PlusNet Broadband	Y			18.00								18.00	3.60	21.60
Jul	SO	MH salary + expenses (July)	Y	30.00	368.55									398.55		398.55
Jul	B3059	MH out of pocket	Y	85.69										85.69	17.14	102.83
Jul	4265	SHDC election costs	Y	91.92										91.92		91.92
Jul	351	SHDC bin emptying	Y				110.38							110.38	22.08	132.46
Jul	Cq1549	L.Oven Plants, compost etc.	Y				28.56							28.56	3.32	31.88
Jul		J Rees noticeboard expenses	Y	221.75										221.75	34.28	256.03
Aug	B0916	BHIB Insurance	Y	787.16										787.16		787.16
Aug	SO	MH Out of pocket cleaning	Y									80.00		80.00		80.00
Aug	SO	MH Sal+expenses (Aug)	Y	30.00	368.55									398.55		398.55
Aug	B1772	Village hall	Y						900.12					900.12		900.12
Aug	DD	PlusNet Broadband	Y			18.00								18.00	3.60	21.60
Sep	DD	ICO subscription GDPR	Y					35.00						35.00		35.00
Sep	SO	MH out of pocket - cleaner	Y									80.00		80.00		80.00
Sep	B9447	MH out of pocket, N/B, Adobe, stationery	Y	167.04			181.92					100.00		448.96	38.99	487.95
Sep	B7553	SW Water	Y									68.84		68.84		68.84
Sep	SO	M Hughes - Playarea rent (paid twice)	Y			200.00								200.00		200.00
Sep	SO	MH salary+ exp (Sept)	Y	30.00	368.55									398.55		398.55
Sep	B8647	DALC training	Y		15.00									15.00	3.00	18.00
Sep	SO	PlusNet broadband	Y			18.00								18.00	3.60	21.60
Oct	B3479	village hall room hire	Y			15.00								15.00		15.00
Oct	B9431	M Hughes play area rent (paid twice)	Y			200.00								200.00		200.00
Oct	B6010	MH out of pocket and back pay	Y	14.20	60.06							80.00		154.26		154.26
Oct	SO	MH out of pocket Cash for cleaner	Y									80.00		80.00		80.00
Oct	B2594	Kioo Marketing - website hosting	Y	240.00										240.00		240.00
Oct	B9765	Ivybridge Ring&Ride	Y					250.00						250.00		250.00
Oct	B3644	SHDC Inspection	Y			210.00								210.00	42.00	252.00
Oct	B3655	SHDC Inspection	Y			210.00								210.00	42.00	252.00
Oct	DD	PlusNet	Y			18.00								18.00	3.60	21.60
Oct	B0223	J Bertram - plants	Y				19.50							19.50		19.50
Oct	SO	MH salary+expenses (Oct)	Y	30.00	378.56									408.56		408.56
Nov	SO	MH - cash for cleaner	Y									160.00		160.00		160.00
Nov	DD	PlusNet - broadband Nov	Y			18.00								18.00	3.60	21.60

Apr	30	362.35	18	0	0	0	0	0	0	0	0	410.35	3.6	413.95
May	91.13	830.9	56	0	213	0	0	0	0	160	0	1351.03	61.02	1412.05
Jun	282.64	1199.45	143.12	2.5	213	0	0	0	0	320	0	2160.71	97.42	2258.13
Jul	712	1568	161.12	141.44	213	0	0	0	0	485.53	0	3281.09	194.95	3476.04
Aug	1529.16	1936.55	179.12	141.44	213	900.12	0	0	0	565.53	0	5464.92	198.55	5663.47
Sep	1726.2	2320.1	397.12	323.36	248	900.12	0	0	0	814.37	0	6729.27	244.14	6973.41
Oct	2010.4	2758.72	1050.12	342.86	248	1150.12	0	0	0	974.37	0	8534.59	331.74	8866.33
Nov	2040.4	3137.28	1068.12	362.36	248	1150.12	0	0	0	1134.37	0	9140.65	335.34	9475.99
Dec	2556.15	3515.84	1086.12	1967.36	248	1180.12	0	0	0	1364.37	309.29	12227.25	378.94	12606.19
Jan	2586.15	3894.4	1104.12	1967.36	248	1180.12	0	0	0	1524.37	309.29	12813.81	382.54	13196.35
Feb	2710.25	4272.96	1122.12	1967.36	248	1180.12	769	0	0	1684.37	309.29	14263.47	539.94	14803.41
Mar	2740.25	4651.52	1190.12	1967.36	248	1215.12	769	0	0	2070.89	309.29	15161.55	543.54	15705.09

Check	0	0	0	0	0	0	0	0	0	0	0	0	0	-15161.55	0	0
-------	---	---	---	---	---	---	---	---	---	---	---	---	---	-----------	---	---

Cornwood Parish Council Accounts 2020-21

Income

Month	Type	Amount	Account
Apr-19			Treasurer's
Apr-20	precept	10,528.50	Savings
Apr-19	interest	0.81	Savings
Apr-20	interest	0.39	Special Savings
May-20	pay back	80	Treasurer's
May-20	interest	1.2	Savings
	Toilet		
May-20	Grant	5,992	Savings
May-20	interest	0.4	Special Savings
	HMRC		
	VAT		
May-20	Refund	2368.06	Savings
Jun-20	interest	0.36	Special Savings
Jun-20	interest	1.44	Savings
Jul-20	interest	0.38	Special Savings
Jul-20	interest	1.56	Savings
Aug-20	interest	0.32	Special Savings
Aug-20	interest	1.25	Savings
Aug-20	Grant	500	Treasurer's
	Toilet		
Aug-20	donation	14.63	Treasurer's
Sep-20	interest	0.28	Savings
Sep-20	interest	0.08	Special Savings
Oct-20	interest	0.33	Savings
Oct-20	interest	0.08	Special Savings
	Special Savings		
	Treasurer's	200	
Sep-20	precept	10,212.50	Savings
Nov-20	interest	0.08	Special Savings
Nov-20	interest	0.35	Savings
	Treasurer's		
Dec-20	pay back	19.5	Treasurer's
	Special Savings		
Jan-21	pay back	58.28	Treasurer's
Dec-20	interest	0.33	Savings
Dec-20	interest	0.08	Special Savings
Jan-21	interest	0.35	Savings
Jan-21	interest	0.08	Special Savings
Feb-21	interest	0.3	Savings
	Treasurer's		
Feb-21	Interest	0.07	Special Savings
Mar-21	interest	0.07	Special Savings
Mar-21	interest	0.27	Savings

Summary:	
Treasurer's	872
Savings	29,110
Special Savings	2
	29,984

ONLY CHANGE CELLS THAT ARE HIGHLIGHTED GREEN

Cornwood Parish Council Accounts 2020-21

Opening Balance as at 01/04/2020		32,223.61
Receipts	+	29,984.33
Payments	-	(15,705.09)
Carried forward balance as at 31/03/2021		<u>46,503</u>

Uncleared Cheques				
Date	No.	Description		Value
15/16		1305 J Gent		20
15/16		1297 Sherill Solutions		44
16/17		1356 SDRHA		20
18/19		Adjustment		9.00
				<u>93</u>

93.00

46,596.00

Bank statements as at 31/03/2021

Treasurer's Account 00677026	2,193.49
Savings Account 07517881	35,266.68
Special Savings Account 07317807	9,135.66
	<u>46,595.83</u>

DOES THIS AGREE TO BANK STATEMENTS

Difference of 17p due to rounding