**MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE**

**OF KINVER PARISH COUNCIL HELD AT 95 HIGH STREET, KINVER ON WEDNESDAY 19th SEPTEMBER 2018**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Councillors: D Light (Chairman), H Williams (ex-officio), Mrs C Allen, JK Hall, I G Sadler

1. APOLOGIES FOR ABSENCE

Councillor P Wooddisse (Vice Chairman), Miss V Webb, and BR Edwards sent their apologies for the meeting.

1. DECLARATIONS OF PECUNIARY INTERESTS

No declarations were made.

1. MINUTES OF THE MEETING OF 18th JULY 2018

The minutes of the meeting held on 18th July were approved and signed as a true record of that meeting.

1. MATTERS ARISING FROM PREVIOUS MINUTES

Youth Café update

All funds have been transferred back to the Youth Café, as they now have their bank account set up.

Post Office Clock

Permission is being awaited from Staffordshire County Council to locate the clock in the Library. When this is granted the repairer will bring the clock over and install it. The repairs are complete.

Speed Sign Posts

The posts have been installed around the Parish and the SID’s are currently on Hyde Lane and Dunsley Bank. Councillor Mrs C Allen is working on finding a suitable location in Stourton for the sign also. In addition the Clerk has applied for a grant from the PCC fund for further SID sign, it was noted that some more posts could do with being located on Stone Lane, the Clerk to look into this and find a suitable location.

1. BUDGET COMPARISON AND TO RECEIVE THE ACCOUNTS FROM 1ST APRIL TO 31ST AUGUST 2018 AS PREPARED BY THE RFO

The accounts as attached as Appendix 1 to these minutes: the figures were reviewed and noted.

It was **Resolved** to **Recommend** to the Parish Council that the accounts as set as Appendix 1 to these minutes be accepted.

It was noted that at the November Budget meeting, members need to discuss how funding for the future takes place for the Methodist Church Carpark.

1. FUNDING REQUESTS

The following internal application was received:-

National Trust - £500 towards Interpretation boards for the Hill Fort Area

*It was agreed that the Clerk ask to see copies of the quotations for the boards, and the Committee will reconsider the application at the next meeting.*

Funding for bulbs for Leisure and Amenities

£70 requested for bulbs for Stourton. It was **Resolved** to Recommend to the Parish Council that 2 x 25kg sacks of bulbs are purchased at a maximum cost of £70. On a vote this was agreed unanimously.

1. STAFFING ISSUES RELATING TO RECENT STAFF SICKNESS

At the present time one of the Maintenance Technician is on his absence sickness contract period.

The costs to date for covering the period of sickness are £1548. With an ongoing cost of £333 per week.

These costs were noted. This ongoing staffing matters will be discussed further at the Personnel Meeting to be held on the 25th September 2018.

8. VAN LEASE POTENTIAL CHANGES TO THE EXISTING VEHICLE

The Clerk informed members that the current van is no longer fit for purpose. There has been an issue from the beginning with the smell from the waste bags in the rear of the vehicle. It returned back to County on several occasions and they have tried to block the back of the van from the ca to stop the smell. But as its getting older the smell is awful for the drivers. It is cleaned very regularly, however the smell just does not seem to go.

In addition now that we are getting back to undertaking more of the other duties in the Parish such as the footpaths etc, the need for a 4WD vehicle is increasing. With this van, with it now being kept at the highest point of the village, when the bad weather hits the van is not able to even be moved from Comber Ridge, as it is totally unsuitable for snow and icy weather.

With this in mind, the Clerk has sought costs to change the vehicle to a 4WD the costs are below:-

Mitsubishi L200, single cab        @         £4003.09pa

Polar White

Tow Bar

Our lease agreement includes;

                        All servicing & wear & tear repairs

                        MOT

                        Road Fund License

                        6 monthly safety checks

                        Worn tyre replacement

                        24/7 roadside assistance/recovery

We can also offer the following at an extra cost;

Staffordshire County Council Insurance (subject to Terms & Conditions) which includes Windscreen repairs/replacement, currently £1027.00pa.

SCC is in partnership with a print & design company and if you wish to add graphics to the vehicle we can obtain a quotation for you and should you wish the costs can be added to vehicle lease.

All prices are subject to manufactures price increase prior to order.

The termination cost on your vehicle is £2940.10.

It was **Resolved** to defer this agenda item until further details on the termination costs can be sought. This to be an agenda item for the next meeting.

10. AUDIT REVIEW – FROM CLLR P WOODDISSE

The Vice Chairman of the Committee prepared the following report:-

Treatment of fixed assets and depreciation are different for Parish Council accounts as to what happens in commerce.

Although the Council produces an annual balance sheet it only shows currents assets and current liabilities and excludes fixed assets.

In our annual report we are therefore asked to produce a list of fixed assets.

We are asked to put values against this list, being at cost, or insured value if we do not know the cost, when the asset is FIRST listed.

We are specifically asked NOT to increase those insured values once they have been listed.

Both internal and external auditors have point this out.

I recommend that at our next annual report we revert to the values at 31st March 2016 with cost of assets acquired since, and state that we have done to comply with the requirement.

Members discussed the report and resolved that the fixed assets should remain at Insurance Value.

11. DATE OF NEXT MEETING

Date of the next meeting is Wednesday 21st November 2018.

1. ITEMS FOR FUTURE MEETINGS

Last date for items to be put on the agenda for the next meeting is 10th September 2018.

To discuss the requirement for a meeting in May and April

Budget for 2019/2020

Van Lease

Staffing costs (if required)

1. RECOMMENDATIONS TO THE PARISH COUNCIL

It was **Resolved** to Recommend to the Parish Council that:-

* the accounts as set as Appendix 1 to these minutes be accepted.
* 2 x 25kg sacks of bulbs are purchased at a maximum cost of £70

Appendix 1 to the minutes of the Finance Committee held on the 19th September 2018

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item 5 |  |  |  |  |
| **KINVER PARISH COUNCIL** |  |  |  |  |
|  |  |  |  |  |
| Monthly Balance Sheet as at: 31/08/2018 | |  |  |  |
|  |  |  |  |  |
| **Barclays Bank** |  |  |  |  |
| Unpresented Cheques |  |  | Unpresented Receipts | |
|  |  |  |  |  |
|  | 163.32 |  |  |  |
|  | 10.42 |  |  |  |
|  | 250 |  |  |  |
|  | 35.96 |  |  |  |
|  | 27.29 |  |  |  |
| **TOTAL** | 486.99 |  |  | 0.00 |
|  |  |  |  |  |
| Computer Figures Barclays Bank acc. |  | 16990.80 |  |  |
| less unpresented |  | 486.99 |  |  |
|  |  |  |  |  |
| **Total** |  | **17477.79** |  |  |
|  |  |  |  |  |
| Bank Statement Figure |  | **17477.79** |  |  |
|  |  |  |  |  |
| **Other bank account balances** |  |  |  |  |
|  |  |  |  |  |
| Bath Building Society |  | 36851.69 |  |  |
| Old Alliance and Leicester account |  | 0.00 |  |  |
| West Bromwich Building Society |  | 22296.75 |  |  |
| Co-Operative Bank |  | 26.38 |  |  |
|  |  | 76652.61 |  |  |

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**Financial Budget Comparison**

Comparison between 01/04/18 and 31/08/18 inclusive.

Excludes transactions with an invoice date prior to 01/04/18

**2018/2019** **Actual Net** **Balance**

**INCOME**

**Council**

13 INTEREST BATH BUILDING £1,000.00 £0.00 -£1,000.00

SOCIETY

14 BURIAL FEES £9,928.00 £3,535.00 -£6,393.00

15 TOILET INCOME £1,500.00 £420.00 -£1,080.00

16 DONATIONS £300.00 £0.00 -£300.00

17 PRECEPT £144,709.00 £72,354.50 -£72,354.50

19 SUNDRIES £0.00 £765.05 £765.05

20 TOILET GRANT SSDC £0.00 £0.00 £0.00

22 INTEREST WEST BROM £2.00 £11.55 £9.55

ACCOUNT - CHARITY ACC

24 SANTANDER BOND £0.00 £0.00 £0.00

26 RENT FROM DOWN STAIRS £4,000.00 £2,000.00 -£2,000.00

OFFICE

**Total Council** £161,439.00 £79,086.10 £82,352.90

**Total Income** £161,439.00 £79,086.10 -£82,352.90

**EXPENDITURE**

**Council**

51 GENERAL ADMINISTRATION £16,090.00 £9,018.62 £7,071.38

53 MAINTENANCE £24,000.00 £10,279.74 £13,720.26

55 CAR PARK RENT £550.00 £575.00 -£25.00

57 CHRISTMAS ILLUMINATIONS £4,500.00 £155.62 £4,344.38

59 INTERNAL GRANTS NO £0.00 £0.00 £0.00

LONGER USED

60 CONTINGENCIES £0.00 £0.00 £0.00

61 VEHICLES - BARCLAYS £5,650.00 £1,531.04 £4,118.96

62 HEALTH AND SAFETY £200.00 £184.00 £16.00

63 GRANTS AND SUBS £14,230.00 £1,558.00 £12,672.00

EXTERNAL BARCLAYS

ACCOUNT

64 GARAGE PROJECT £0.00 £0.00 £0.00

101 ELECTION EXPENSES £0.00 £0.00 £0.00

103 WAGES / SALARIES £90,219.00 £39,846.21 £50,372.79

BARCLAYS BANK

104 COMMUNITY PROJECTS £4,000.00 £0.00 £4,000.00

105 LEGAL FEES £2,000.00 £0.00 £2,000.00

**Total Council** £161,439.00 £63,148.23 -£98,290.77

**Total Expenditure** £161,439.00 £63,148.23 £98,290.77

Total Income £161,439.00 £79,086.10 -£82,352.90

Total Expenditure £161,439.00 £63,148.23 £98,290.77

**Total Net Balance** **£0.00** **£15,937.87**

31/08/18 10:18 AM Vs: ***Kinver Parish Council*** ***Page 1 of 1***

**Financial Budget Comparison**

Comparison between 01/04/18 and 31/08/18 inclusive.

Excludes transactions with an invoice date prior to 01/04/18

**2018/2019** **Actual Net** **Balance**

**INCOME**

**Council**

13 INTEREST BATH BUILDING £1,000.00 £0.00 -£1,000.00

SOCIETY

14 BURIAL FEES £9,928.00 £3,535.00 -£6,393.00 15 TOILET INCOME £1,500.00 £420.00 -£1,080.00

16 DONATIONS £300.00 £0.00 -£300.00

17 PRECEPT £144,709.00 £72,354.50 -£72,354.50

19 SUNDRIES £0.00 £765.05 £765.05

20 TOILET GRANT SSDC £0.00 £0.00 £0.00

22 INTEREST WEST BROM £2.00 £11.55 £9.55

ACCOUNT - CHARITY ACC

24 SANTANDER BOND £0.00 £0.00 £0.00

26 RENT FROM DOWN STAIRS £4,000.00 £2,000.00 -£2,000.00

OFFICE

**Total Council** £161,439.00 £79,086.10 -£82,352.90

**Total Income** £161,439.00 £79,086.10 -£82,352.90

**EXPENDITURE**

**Council**

51 GENERAL ADMINISTRATION

51/1 TELEPHONE £1,900.00 £865.86 £1,034.14

51/2 STATIONERY £2,850.00 £1,073.87 £1,776.13

51/3 GENERAL INSURANCE £3,500.00 £3,285.26 £214.74

51/4 RATES £700.00 £133.81 £566.19 51/5 OFFICE ELECTRICITY AND GAS £1,500.00 £773.80 £726.20

51/6 AUDIT £1,050.00 £450.00 £600.00

51/7 CHAIRMAN’S ALLOWANCE £500.00 £500.00 £0.00

51/8 STAFF TRAINING EXPENSES £100.00 £0.00 £100.00

51/9 MISCELLANEOUS £0.00 £36.23 -£36.23

51/10 MEMBERS EXPENSES £300.00 £0.00 £300.00 51/11 COMPUTER SUPPORT £2,300.00 £943.68 £1,356.32

SERVICES

51/12 PHOTOCOPIER £240.00 £120.00 £120.00

51/13 ADVERTISING £50.00 £0.00 £50.00

51/14 CIVIC EXPENSES £0.00 £345.91 -£345.91

51/15 POSTAGE £1,100.00 £450.20 £649.80

51/16 MISC PETTY CASH £0.00 £40.00 -£40.00

51 Total £16,090.00 £9,018.62 £7,071.38

53 MAINTENANCE

53/2 MAINTENANCE TOILETS £2,500.00 £699.26 £1,800.74

53/4 MAINTENANCE MISC £6,500.00 £2,362.98 £4,137.02

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**Financial Budget Comparison**

Comparison between 01/04/18 and 31/08/18 inclusive.

Excludes transactions with an invoice date prior to 01/04/18

**2018/2019** **Actual Net** **Balance**

53/41 MAINTENANCE GRASS £13,000.00 £7,217.50 £5,782.50

CUTTING

53/42 MAINTENANCE PLAY AREA £2,000.00 £0.00 £2,000.00

53 Total £24,000.00 £10,279.74 £13,720.26

55 CAR PARK RENT £550.00 £575.00 -£25.00

57 CHRISTMAS ILLUMINATIONS £4,500.00 £155.62 £4,344.38

59 INTERNAL GRANTS NO £0.00 £0.00 £0.00

LONGER USED

60 CONTINGENCIES £0.00 £0.00 £0.00

61 VEHICLES - BARCLAYS BANK

61/1 LEASING £3,500.00 £1,265.82 £2,234.18

61/2 FUEL £1,100.00 £265.22 £834.78

61/3 STORE FOR EQUIPMENT £0.00 £0.00 £0.00

61/4 INSURANCE FOR VEHICLE £1,050.00 £0.00 £1,050.00

61 Total £5,650.00 £1,531.04 £4,118.96

62 HEALTH AND SAFETY £200.00 £184.00 £16.00

63 GRANTS AND SUBS

EXTERNAL BARCLAYS

ACCOUNT

63/1 PARISH COUNCIL SUBS £500.00 £402.00 £98.00

63/2 SPCA AND LCR £700.00 £0.00 £700.00

63/3 GRANTS £13,030.00 £1,156.00 £11,874.00

63 Total £14,230.00 £1,558.00 £12,672.00

64 GARAGE PROJECT £0.00 £0.00 £0.00

101 ELECTION EXPENSES £0.00 £0.00 £0.00

103 WAGES / SALARIES

BARCLAYS BANK

103/1 SALARIES £70,805.00 £26,252.41 £44,552.59

103/2 TAX AND NI FOR EMPLOYEES £0.00 £3,378.84 -£3,378.84

103/3 EMPLOYERS NATIONAL £3,484.00 £1,939.18 £1,544.82

INSURANCE

103/4 EMPLOYEES PENSION £0.00 £1,516.43 -£1,516.43 103/5 EMPLOYERS PENSION £14,869.00 £6,389.35 £8,479.65

103/6 OPENING PUBLIC TOILETS £1,061.00 £370.00 £691.00

103 Total £90,219.00 £39,846.21 £50,372.79

104 COMMUNITY PROJECTS £4,000.00 £0.00 £4,000.00

105 LEGAL FEES £2,000.00 £0.00 £2,000.00

**Total Council** £161,439.00 £63,148.23 £98,290.77

**Total Expenditure** £161,439.00 £63,148.23 £98,290.77

Total Income £161,439.00 £79,086.10 -£82,352.90

Total Expenditure £161,439.00 £63,148.23 £98,290.77

**Total Net Balance** **£0.00** **£15,937.87**

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**Financial Summary - Cashbook**

Summary between 01/04/18 and 31/08/18 inclusive.

Balances at the start of the year

**Ordinary Accounts**

.BARCLAYS BANK £14,822.12

.COOPERATIVE BANK C & I £26.38

Alliance and Leicester £0.00

Bath Building Society £36,851.69

Santander old account £0.00

**Short Term Investment Accounts**

Reserves West Bromwich £22,296.75

Total £73,996.94

RECEIPTS Net Vat Gross

Council £81,785.35 £0.00 £81,785.35

Total Receipts £81,785.35 £0.00 £81,785.35

PAYMENTS Net Vat Gross

Council £69,335.43 £2,136.27 £71,471.70

Total Payments £69,335.43 £2,136.27 £71,471.70

Closing

**Ordinary Accounts**

.BARCLAYS BANK £16,990.80

.COOPERATIVE BANK C & I £26.38

Alliance and Leicester £0.00

Bath Building Society £36,851.69

Santander old account £0.00

**Short Term Investment Accounts**

Reserves West Bromwich £30,441.72

Total £84,310.59

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| --- | --- | --- | --- | --- | --- |
|  | BUDGET COMPARISON 2018-19 | |  |  |  |
|  |  |  |  |  |  |
|  | **PARISH COUNCIL INCOME** | **BUDGET** | **ACTUAL INC** | **BALANCE** | **%** |
|  |  | **2018-19** | **RECEIVED** |  | **RECEIVED** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| 10 | PRECEPT | 147603.18 | 72354.50 | -75248.68 | 49.02 |
| 12 | INTEREST INSTANT / CURRENT ACC | 0.00 | 0.00 | 0.00 | 0.00 |
| 14 | BURIAL FEES | 9928.00 | 3535.00 | -6393.00 | 35.61 |
| 15 | TOILETS HIGH STREET | 1500.00 | 420.00 | -1080.00 | 28.00 |
| 16 | DONATIONS | 300.00 | 0.00 | -300.00 | 0.00 |
| 19 | SUNDRIES | 0.00 | 765.05 | 765.05 | 0.00 |
| 22 | INTEREST ON NEW RESERVES ACC AT WBROM | 2.00 | 0.00 | -2.00 | 0.00 |
| 23 | INTEREST BATH BUILDING SOCIETY | 1000.00 | 11.55 | -988.45 | 1.16 |
| 24 | POLICE OFFICE RENT | 4000.00 | 2000.00 | -2000.00 | 50.00 |
|  |  | **164333.18** | **79086.10** | **-85247.08** | **48.13** |
|  |  |  |  |  |  |
|  | **EXPENDITURE FOR PARISH** | **BUDGET** | **ACTUAL EXP** | **BALANCE** | **%** |
|  |  |  |  |  | **SPENT** |
| 50 | **GENERAL ADMIN** |  |  |  |  |
| 50/1 | GA TELEPHONE | 1500.00 | 865.86 | 634.14 | 57.72 |
| 50/2 | GA STATIONARY | 2850.00 | 1113.87 | 1736.13 | 39.08 |
| 50/3 | GA GENERAL INSURANCE | 3500.00 | 3285.26 | 214.74 | 93.86 |
| 50/4 | GA RATES BURIAL GROUND AND WATER RATES | 700.00 | 133.81 | 566.19 | 19.12 |
| 50/5 | GA OFFICE ELECTRICITY & GAS | 1500.00 | 773.80 | 726.20 | 51.59 |
| 50/6 | GA AUDIT | 1050.00 | 450.00 | 600.00 | 42.86 |
| 50/7 | GA CHAIRMAN'S ALLOWANCE | 500.00 | 500.00 | 0.00 | 100.00 |
| 50/9 | GA STAFF TRAINING EXPENSES | 100.00 | 0.00 | 100.00 | 0.00 |
| 50/11 | GA MISCELLANEOUS | 0.00 | 36.23 | -36.23 | 0.00 |
| 50/25 | GA MEMBERS EXPENSES | 300.00 | 0.00 | 300.00 | 0.00 |
| 50/47 | GA COMPUTER SUPPORT SERVICES / OFFICE EQUIP (2010) | 2300.00 | 943.68 | 1356.32 | 41.03 |
| 50/48 | GA PHOTOCOPIER | 240.00 | 120.00 | 120.00 | 50.00 |
| 50/51 | GA ADVERTISING | 50.00 | 0.00 | 50.00 | 0.00 |
| 50/14 | GA CIVIC EXPENSES | 0.00 | 345.91 | -345.91 | 0.00 |
| 50/110/1 | GA POSTAGE | 1100.00 | 450.20 | 649.80 | 40.93 |
| 50/110/2 | GA PETTY CASH OTHER | 0.00 | 0.00 | 0.00 | 0.00 |
|  |  | **15690.00** | **9018.62** | **6671.38** | **57.48** |
|  |  |  |  |  |  |
|  | **EXPENDITURE FOR PARISH** | **BUDGET** | **ACTUAL EXP** | **BALANCE** | **%** |
|  |  |  |  |  | **SPENT** |
| 52 | **MAINTENANCE** |  |  |  |  |
| 52/1 | MAINTENANCE TOILETS | 2500.00 | 699.26 | 1800.74 | 27.97 |
| 52/6 | MAINTENANCE MISC. | 6500.00 | 2362.98 | 4137.02 | 36.35 |
| 52/7 | MAINTENANCE GRASS CUTTING | 13000.00 | 7217.50 | 5782.50 | 55.52 |
| 52/26 | MAINTENANCE PLAY AREA | 2000.00 | 0.00 | 2000.00 | 0.00 |
|  | MAINTENANCE TOTAL | **24000.00** | **10279.74** | **13720.26** | **42.83** |
| 54 | **GRANTS & SUBS EXTERNAL** |  |  |  |  |
| 54/1 | PARISH COUNCIL SUBSCRIPTIONS | 500.00 | 402.00 | 98.00 | 80.40 |
| 54/2 | SPCA & LCR | 700.00 | 0.00 | 700.00 | 0.00 |
| 54/3 | GRANTS | 16324.18 | 1156.00 | 15168.18 | 7.08 |
|  | **GRANTS & SUBS TOTAL** | **17524.18** | **1558.00** | **15966.18** | **8.89** |
| 55 | **CAR PARK RENTAL** | **550.00** | **575.00** | **-25.00** | **104.55** |
| 57 | **CHRISTMAS LIGHTS** | **4500.00** | **155.62** | **4344.38** | **3.46** |
| 58 | **VEHICLES** |  |  |  |  |
| 58/1 | LEASING | 3500.00 | 1265.82 | 2234.18 | 36.17 |
| 58/2 | FUEL | 1100.00 | 265.22 | 834.78 | 24.11 |
| 58/4 | INSURANCE FOR VEHICLE | 1050.00 | 0.00 | 1050.00 | 0.00 |
|  | TOTAL FOR VEHICLES | **5650.00** | **1531.04** | **4118.96** | **27.10** |
| **60** | **CONTINGENCIES** | **0.00** | **0.00** | **0.00** | **0.00** |
| **62** | **HEALTH AND SAFETY AUDIT** | **200.00** | **184.00** | **16.00** | **92.00** |
| **63'** | **PROJECTS FOR COMMUNITY FUNDED BY RENT** | **4000.00** | **0.00** | **4000.00** | **0.00** |
| **100** | **WAGES / SALARIES** |  |  |  |  |
| 103/1 | SALARIES NET inc pen/Tax/NI/ | 70805.00 | 31147.68 | 39657.32 | 43.99 |
| 103/3 | EMPLOYERS NATIONAL INS. | 3484.00 | 1939.18 | 1544.82 | 55.66 |
| 103/5 | EMPLOYERS PENSION | 14869.00 | 6389.35 | 8479.65 | 42.97 |
| 103/6 | OPENING TOILETS | 1061.00 | 370.00 | 691.00 | 34.87 |
|  | **TOTAL WAGES** | **90219.00** | **39846.21** | **50372.79** | **44.17** |
| 101/9 | ELECTION EXPENSES | **0.00** | **0.00** | **0.00** | **0.00** |
| 105 | SOLICITORS FEES | **2000.00** | **0.00** | **2000.00** | **0.00** |
|  | **TOTAL EXPENDITURE** | **164333.18** | **63148.23** | **101184.95** | **38.43** |
|  |  |  |  |  |  |
|  | **TOTAL INCOME** | **164333.18** | **79086.10** | **85247.08** | **48.13** |
|  |  |  |  |  |  |
|  | **TOTAL NET BALANCE** | **0.00** | **15937.87** | **-15937.87** | **0.00** |