

APPENDIX B2

Timesheet & expenses November and December 2018						SAY 34.5 hours a month	
Date	Hours	Actions	Mileage	Phone	mins		
NOVEMBER							
1-5 Nov	3.0	Playing field, planning, police, Highways					
06-Nov	5.5	Final papers & finance update & print, attend meeting	15				
7-9 Nov	7.0	Finance, bank, planning, highways and other follow up matters from meeting					
12-16 Nov	4.5	Planning, governance, HCC, closed churchyard PSOs, planning, Highways					
19-23 Nov	2.5	Planning, County Cllr, EHC					
26-30 Nov	12.0	Minutes Nov plus outstanding matters arising, cheques, finance, Highways, planning, DC Brunton, EHC, police	15	DC Brunton	10		
NOV	34.5	34.5					
DECEMBER							
3-7 Dec	2.0	Planning, Highways, Playing Field					
10-11 Dec	6.0	Affinity Water (Allotments)		Affinity	45		
12-Dec	1.5	SLCC, EH Planning, Highways		SLCC, EHC	15		
13-14 Dec	1.0	Admin order, Highways, Affinity Water					
17-21 Dec	14.5	First draft of Jan agenda, finance, budget and other papers in preparation for the Christmas break, December cheques for payment, bank, planning, s106 issues, County Cllr/Highways	15				
24-31 Dec	9.6	6 days holiday, including 2 days public holidays					
		Total mileage @ 45p/mile	45	mins @ 15p	70		
DECEMBER	34.6	34.5	.45	0.15			
Total hours	69.1	69	MILEAGE £ 20.25	PHONE £ 10.50			

SUMMARY			Cheque
607.43			
Salary November	£ 320.00		1187
	paid		26-Nov
Salary December	£ 426.16		1189
	paid		20-Dec

EXPENSES Nov/Dec		
Mileage	£	20.25
Phone	£	10.50
Broadband contribution		
£6 per month	£	12.00
Home office: space, lighting, heating, electricity, per month	£	-
TOTAL	£	42.75
Nov/Dec pay together 15 Jan chq 1191		

PETTY CASH EXPENSES - OFFICE		VAT incl
November/December		
7/11 Wilko Stamps	£	6.96
29/12 Printer paper	£	3.60
2/1 Minute book	£	2.00
3/1 calendar	£	1.00
TOTAL	£	13.56
	£	-
Nov/Dec pay together 15 Jan chq 1192		
Petty cash in hand	£	36.44
Petty Cash Float	£	50.00

Basic 34.5 Nov
 Basic 34.5 Dec

 69.0 2 months

IOU
 £ 30.00
 £ 2.00
 £ 4.44
 £ -

 £ 36.44