

Agenda Item 5

For Decision



Meeting Date: 05/03/2025

Title: **Finance Report**

Submitted by: Clerk and Responsible Financial Officer

Purpose of the report:

To update members of the Council's financial position and to seek approval of the accounts to date and agree any payments to be made.

Recommendations:

1. Approve the Report and specifically the:
2. Schedule of Payments.

Schedule of Payments to be considered for approval.

#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Area of Spend
1	ZB299158	RFO	Payment for ICO Registration	52.00	0.00	52.00	Paid	Admin. Exp
2	2025-005	AP Landscaping	Coronation Garden Additional Clearance	500.00	0.00	500.00	March	REPF
3	2025-007	AP Landscaping	Coronation Garden Horticultrual Mainetnance	450.00	0.00	450.00	March	REPF
4	2025-006	AP Landscaping	Clearance and planting	1,500.00	0.00	1,500.00	March	REPF
5		Holden Clough	Stone Troughs and Bird Path	1,494.00	249.00	1,245.00	March	REPF
6		Steptoos Yard	Stone Trough	552.00	92.00	460.00	March	REPF
7		S. McGANN and Son	Paint Heritage Phone Box	700.00	0.00	700.00	March	REPF
8		Walne Engravers	Commemorative plaques	201.60	33.60	168.00	March	REPF
9		Notice Board Company	Notice board and installation	2,670.00	445.00	2,225.00	March	REPF
Totals:				8,119.60	819.60	7,300.00		

Note: Approval is not usually sought for Direct Debit payments, or for people or organisations where the Parish Council has a contractual relationship.

Receipts for the period 1st April 2024 to 31st March 2025.

Remittance			Income Streams						
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants	LCC Grants	REPF	Sundry	Totals
02/04/2023	accy054257	Precept 2024/25	9,166.00						9,166.00
19/06/2024	410767	Bio Diversity Grant				300.00			300.00
19/06/2024	410767	Public Right of Way (PROW) Grant				500.00			500.00
03/07/2024		Donation from Open Gardens Event to Residents Fund						265.00	265.00
19/08/2024	9441	Ribble Valley in Bloom			80.00				80.00
23/09/2024	9441	Concurrent Grant			113.00				113.00
23/12/2024	9441	RVBC - REPF Receipts					3,890.48		3,890.48
Total:			9,166.00	0.00	193.00	800.00	3,890.48	265.00	14,314.48

Payments for the period 1st April 2024 to 31st March 2025

DD = Direct Debit

Dates	Details	Staff Costs (Clerk)			Administration Expenses			Amenity Expenses		Sundry Expenses	Resident Fund	REPF	VAT	Total
		Salary	HMRC	Home Use & Expenses	General Admin.	Website/ emails	General Costs	Ground Maint.	Amenity Maint.					
02/04/24	Clerk - Three months expenses			218.50										218.50
02/04/24	Additional Employment Costs									3,500.00				3,500.00
03/04/24	Easy Websites (DD)					50.79							10.16	60.95
09/04/25	LALC Subscription									55.01				55.01
15/04/23	HMRC Cumbernauld - three months tax		247.60											247.60
15/04/24	HR Partner						124.80						24.96	149.76
25/04/24	PM+M Payroll Services				27.75								5.55	33.30
01/05/24	Easy Websites (DD)					50.79							10.16	60.95
03/05/24	Contribution to Lengtsman Scheme 24/25								500.00					500.00
03/05/24	Contribution to Lengtsman Scheme 23/24								450.00					450.00
03/06/24	Easy Websites (DD)					50.79							10.16	60.95
03/06/24	AER Accountants (AGAR Audit)				200.00									200.00
03/06/24	Stonehill (Cllr. Wrightson) plants for WM								17.94					17.94
04/06/24	Cllr. Houghton defib kit								16.74					16.74
04/06/24	North West Ambulance (donation)									100.00				100.00
28/06/24	Clerk - 3 months salary to end of June 2024	990.10												990.10
30/06/24	Unity Bank Service Charge (3 months)				18.00									18.00
01/07/24	Easy Websites (DD)					50.79							10.16	60.95
15/07/24	HMRC Cumbernauld		247.40											247.40
22/07/24	Susan Walmsley Newlands Plants								25.00					25.00
24/07/24	PM+M Payroll Services				27.75								5.55	33.30
29/07/24	Clerk - 3 mnths expenses end of June 2024			241.97										241.97
01/08/24	Easy Websites (DD)					48.59							9.72	58.31
02/09/24	Easy Websites (DD)					48.59							9.72	58.31
24/09/24	AP Landscaping											2,298.60		2,298.60
30/09/24	Unity Bank Service Charge (3 months)				18.00									18.00
01/10/24	Easy Websites (DD)					44.19							8.84	53.03

Dates	Details	Staff Costs (Clerk)			Administration Expenses			Amenity Expenses		Sundry Expenses	Resident Fund	REPF	VAT	Total
		Salary	HMRC	Home Use & Expenses	General Admin.	Website/ emails	General Costs	Ground Maint.	Amenity Maint.					
11/10/24	RFO - 3 months salary to end of Sept. 2024	989.90												989.90
15/10/24	HMRC Cumbernauld - three months tax		247.60											247.60
24/10/24	PM+M Payroll Services				27.75								5.55	33.30
24/10/24	Royal British Legion (Wreath)									25.00				25.00
24/10/24	Clerk salary (two weeks) to end of Sept.		124.00											124.00
31/10/24	Unity Bank Service Charge				5.40									5.40
01/11/24	Easy Websites (DD)					44.19							8.84	53.03
01/11/24	Clerk Salary end of October		268.67											268.67
01/11/24	RFO Salary to end of October		92.00											92.00
04/11/24	Bruce Mitchell											1,035.86		1,035.86
04/11/24	AP Landscaping											440.02		440.02
04/11/24	Bruce Mitchell											116.00		116.00
12/11/24	HMRC Cumbernauld		23.00											23.00
13/11/24	Clear Council Insurance						621.18							621.18
29/11/24	Clerk salary end of November		268.67											268.67
29/11/24	Clerk RFO end of November		171.50											171.50
30/11/24	Service Charge - Unity				6.00									6.00
02/12/24	Easy Websites (DD)					44.19							8.84	53.03
16/12/24	HMRC Cumbernauld		43.00											43.00
31/12/24	Unity Bank Service Charge				6.00									6.00
02/01/25	Easy Websites (DD)					44.19							8.84	53.03
03/01/25	Clerk Salary - Dec 2024	268.67												268.67
03/01/25	RFO Salary - Dec 2024	171.70												171.70
03/01/25	Christmas Tree (payment to Cllr. Houghton)									150.00	200.00			350.00
07/01/25	HR Partner						216.00							216.00
17/01/25	Village Hall Rental						160.00							160.00
23/01/25	AP Landscaping											743.10		743.10
23/01/25	AP Landscaping											893.76		893.76
24/01/25	PM+M Payroll Services				27.75								5.55	33.30

Dates	Details	Staff Costs (Clerk)			Administration Expenses			Amenity Expenses		Sundry Expenses	Resident Fund	REPF	VAT	Total
		Salary	HMRC	Home Use & Expenses	General Admin.	Website/ emails	General Costs	Ground Maint.	Amenity Maint.					
03/02/25	Unity Bank Service Charge				6.00									6.00
03/02/25	Easy Websites (DD)					44.19							8.84	53.03
03/02/25	Clerk Salary - January 2025	268.67												268.67
03/02/25	RFO Salary - January 2025	171.50												171.50
24/02/25	ICO Data Protection to RFO						52.00							52.00
	TOTALS	2,860.54	1,733.44	460.47	370.40	521.29	1,173.98	0.00	1,009.68	3,830.01	200.00	5,527.34	151.44	17,838.59

Check: 17,838.59

Reconciliation of Receipts and Payments

	£	
Balance brought forward at 1st April 2024:	6,009	
Add total receipts to date:	14,314	
Less total payments to date:	17,838.59	
Balance:	2,484.72	<i>If these two figures are different an explanation is required.</i>
	£	
Unity Trust Bank Account - Balance at 28/02/25:	2,484.72	

Comparisons as at 28/02/2025

	FINAL ACCOUNTS 2023/24	AGREED BUDGET 2024/25	ACCOUNTS TO DATE 2024/25
INCOME	£	£	£
RVBC Precept:	7,965.00	9,166	9,166
RVBC Concurrent Grant:	0.00	0	113
RVBC in Bloom Grant:	0.00	0	80
REPF and other RVBC Grants:	0.00	0	3,890
RVBC Coronation Grant:	500.00	0	0
LCC Grants: Bio Diversity	0.00	0	300
LCC Grants: PROW	600.00	300	500
HMRC VAT Refunds:	513.30	325	0
Sundry and Other Income:	0.00	0	0
Residents Fund	543.65	0	265
	10,121.95	9,791	14,314.48
EXPENDITURE			
Staff Costs:	£	£	£
Clerk and RFO salary:	4,155	4,080	2,860.54
Home use, expenses and mileage:	565	640	460.47
HMRC:	697	1,020	1,733.44
	5,417.40	5,740	5,054.45
Administration Expenses:	£	£	£
Consumables (Ink and Paper etc):	54	50	0.00
Website hosting and emails:	607	810	521.29
Microsoft 365 Licence subscription:	0	80	0.00
Payroll and Bank Service Charges:	183	200	170.40
Other website expenses:	0	0	0.00
GDPR and IT:	40	40	0.00
Insurances:	517	405	621.18
Audit and legal fees	1,014	200	592.80
Room hire:	210	0	160.00
Training, books etc:	70	0	0.00
	2,694.85	1,785	2,065.67
Amenity Expenses:	£	£	£
Grnd Maint. Parish lengthsman scheme:	0	750	950
Grnd. Maint. Coronation Garden, War Mem.:	234	100	43
Amenity Maint. Noticeboard and Benches:	85	0	0
Amenity Maint. Phonebox, Defib, Grit bin:	14	0	17
Best kept village and other expenditure:	0	150	0
	332.72	1,000	1,010
Sundry Expenses:	£	£	£
Settlement	0	0	3,500
LALC subscription:	51	52	55
Christmas tree:	350	350	350
Remembrance Sunday:	168	25	25
Contingency:	0	200	0
Other Sundry expenditure:	851	200	100
	1,419.59	827	4,030
IDENTIFIED EXPENDITURE	£	£	£
Residents Fund:	0	0	0
REPF:	0	0	5,527
VAT on Expenses to be Reclaimed:	256	300	151.4
	£	£	£
Total Expenditure:	10,120.28	9,652	17,838.59
SUMMARY:	£	£	£
Income:	10,122	9,791	14,314
Expenditure:	(10,120)	(9,652)	-17,838.59
	1.67	139	-3,524
BALANCE:	£		£
Balance brought forward at 1 April:	6,007		6,009
Add surplus / less deficit from year:	2		-3,524
Balance carried forward to April 2024:	6,009		Balance to date: 2,484.72

Cash flow forecast for the period 1st April 2024 to 31st March 2025

INCOME		Actual Income										Forecast		Total
		April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	
1	RVBC Precept	9,166.00												9,166
2	RV in Bloom					80.00								80
3	HMRC VAT Return												971.00	971
4	Concurrent Funding						113.00							113
5	Other Grants			800.00										800
6	Residents Fund				265.00									265
7	REPF (against expenditure)									3,890.48		1,636.86	7,248.00	12,775
Totals:		9,166.00	0.00	800.00	265.00	80.00	113.00	0.00	0.00	3,890.48	0.00	1,636.86	8,219.00	24,170

EXPENDITURE		Stream	Actual Expenditure										Forecast		Total
			April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	
20	Easy Websites	Admin.	60.95	60.95	60.95	60.95	58.31	58.31	53.03	53.03	53.03	53.03	53.03	53.03	679
21	LALC Subs. & Training	Sundry	55.01												55
22	Accountant, Legal Fees	Admin.	149.76		200.00							216.00		566	
23	Office and IT	Admin.												0	
24	Clerk and RFO Salary	Staff Costs			990.10			1,113.90	800.84		440.37	440.17	440.37	4,226	
25	Defibrillator	Sundry			16.74									17	
26	Unity Bank: Service Fee	Admin.			18.00		18.00	5.40	6.00	6.00	6.00	6.00	6.00	71	
27	HMRC Income Tax	Staff Costs	247.60			247.40		247.60	23.00	43.00		43.00		852	
28	PM+M Payroll services	Admin.	33.30			33.30		33.30			33.30			133	
29	Clerk Expenses	Staff Costs	218.50			241.97						25.00		485	
30	Coronation Garden etc.	Amenity			17.94	25.00								43	
31	Insurance	Admin.							621.18					621	
32	Remembrance Sunday	Sundry						25.00						25	
33	ICO GDPR Charge	Sundry										52.00		52	
34	Phone Box/NB/Grit Bin	Sundry												0	
35	Room Hire	Admin.									160.00			160	
36	Lengthsman	Grnd Maint		950.00										950	
37	Other Subs & Expenses	Sundry			100.00									100	
38	Christmas Expenses	Sundry									350.00			350	
39	Settlement	Sundry	3,500.00											3,500	
40	REPF	REPF					2,298.60		1,591.88		1,636.86		8,067.60	13,595	
Totals:			4,265.12	1,010.95	1,403.73	608.62	58.31	2,374.91	1,478.23	3,095.93	102.03	2,895.56	619.20	8,567.00	26,479.59

Forecasts			
2024/2025	£		End of Year (March) 2025
Forecast Income	24,170		£
Forecast Expenditure	26,480		Balance at 28/02/25
Forecast Balance 2024/25	-2,309		2,484.72
			Forecast Income - Feb. onwards
			9,855.86
			Forecast Spend - Feb. onwards
			9,186.20
			Forecast Balance EoY 2024/25
			3,154.38
			Forecast balance less Res. Fund
			2,545.73

For reference:
 Balance EoY 2023/24 = £6,009

2024-2025 - Unity Trust Bank Statements													
DETAILS	2023/24	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Balance brought forward	6,007.16	6,008.83	10,909.71	9,898.76	9,239.03	8,951.41	8,973.10	6,711.19	5,232.96	2,137.03	5,925.48	3,029.92	
Income	10,121.95	9,166.00	0.00	800.00	265.00	80.00	113.00	0.00	0.00	3,890.48	0.00		
Expenditure	10,120.28	4,265.12	1,010.95	1,403.73	608.62	58.31	2,374.91	1,478.23	3,095.93	102.03	2,895.56		
Closing/Interim Balance	6,008.83	10,909.71	9,898.76	9,295.03	8,895.41	8,973.10	6,711.19	5,232.96	2,137.03	5,925.48	3,029.92		
Unity Bank Statements	6,008.83	10,909.71	9,898.76	9,295.03	8,951.41	8,973.10	6,711.19	5,232.96	2,137.03	5,925.48	3,029.92		
Statement Date:		30/04/24	31/05/24	30/06/24	31/07/24	31/08/24	30/09/24	31/10/24	31/11/24	31/12/24	31/01/25		

Residents Fund - Summary

	£	
Total amount of fund transferred:	543.65	
<i>The above and initial donation was made on 27/09/23</i>		
Gross Expenditure April 2023 to 31 March 2024:	0.00	
Gross Expenditure April 2024 to 31 March 2025:	200.00	Donation to Xmas Tree
Donations April 2024 to 31 March 2025:	265.00	
<i>The above donation was made on 03/07/2024</i>		
Balance at 28/02/25:	608.65	

Residents Fund (ring-fenced donation).

At the 6 September 2023 Council Meeting:

RESOLVED THAT COUNCIL:

- a. Subject to consultation with members of the Wiswell Social Committee regarding signing off expenditure, approved that the Wiswell Resident's Fund could be transferred into the Council's Unity Trust Bank Account as set out in the report.
- b. Authorise the Clerk to make the necessary arrangements for the transfer and ring-fencing of the funds and the required changes to the Council's Finance Report.