

Agenda Item 5

For Decision



Meeting Date: 14/01/2026

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.
3. Reconciliation of Receipts and Payments.

Schedule of Payments to be considered for approval

Date	Payment	NET £	VAT £	GROSS £	Due Date	AREA OF SPEND
14/11/25	IT system	300.58		300.58	Due	Admin
14/11/25	Lengthsman Scheme	1,179.50		1,179.50	Due	Amenity
18/11/25	Clear Insurance	779.75		779.75	Due	Admin
10/12/25	RS Houghton reimbursed for Christmas Tree	370.00		370.00	Due	Sundry
12/12/25	RS Houghton reimbursed for defib battery VAT	-	41.00	41.00	Due	Amenity
12/12/25	RS Houghton reimbursed for defibrillator battery	205.00		205.00	Due	Amenity
	TOTAL	2,834.83	41.00	2,875.83		

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 2025 to 31st March 2026.

Remittance		Income Streams							
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants	LCC Grants	REPF	Sundry	Totals
07/04/25	accy055780	Precept 2025/26	9,750.00						9,750.00
15/04/25	100388	HMRC VTR (01/12/23 to 31/03/25)		941.97					941.97
06/05/25	00009441	VE Day Grant			500.00				500.00
29/09/25	9441	Concurrent Grant			125.00				125.00
Total:			9,750.00	941.97	625.00	0.00	0.00	0.00	11,316.97

REPF = Rural England Prosperity Fund

Payments for the period 1st April 2025 to 31st March 2026														
DD = Direct Debit														
		Staff Costs			Administration Expenses			Amenity Expenses						
Dates	Details	Salary	HMRC	Home Use & Expenses	General Admin.	Website/ emails	General Costs	Ground Maint.	Amenity Maint.	Sundry Expenses	Resident Fund	REPF	VAT	Total
01/04/25	Easy Websites (DD)					44.19							8.84	53.03
15/04/25	HMRC Cumbernald 1 month tax		48.00											48.00
29/04/25	LALC - annual subscription						55.94							55.94
30/04/25	Clerk - Salary	268.67												268.67
30/04/25	RFO - Salary	214.50												214.50
30/04/25	Unity Bank service charge						6.00							6.00
01/05/25	Easy Websites (DD)					44.19							8.84	53.03
09/05/25	VE Day Weekend (Cllr. Houghton)									41.00				41.00
09/05/25	Resident - Plants for War Memorial							13.98						13.98
13/05/25	HMRC Cumbernald 1 month tax		43.40											43.40
22/05/25	P+M Payroll Services - Charge						33.30							33.30
31/05/25	Unity Bank service charge						6.00							6.00
02/06/25	Easy Websites (DD)					44.19							8.84	53.03
02/06/25	Notice Board Company											1,335.00		1,335.00
02/06/25	RFO - Salary	171.50												171.50
02/06/25	Cllr. Houghton - Timber for village repairs								55.00					55.00
02/06/25	Clerk - Salary	267.87												267.87
02/06/25	Accountant - David Swift				125.00									125.00
11/06/25	HMRC Cumbernald 1 month tax		43.80											43.80
30/06/26	Unity Bank service charge						6.00							6.00
01/07/25	Easy Websites (DD)					47.49							9.50	56.99
01/07/25	Use It Computers - New Laptop						675.00						135.00	810.00
01/07/25	Clerk - Salary	267.87												267.87
01/07/25	RFO - Salary	128.90												128.90
14/07/25	HMRC Cumbernald 1 month tax		86.40											86.40
31/07/25	RFO - Salary	128.90												128.90
31/07/25	Clerk - Salary	267.87												267.87
31/07/25	Unity Bank service charge						6.00							6.00
01/08/25	Easy Websites (DD)					47.49							9.50	56.99
13/08/25	HMRC Cumbernald 1 month tax		86.40											86.40
19/08/25	HR Partner				72.00									72.00
22/08/25	PMM+M Payroll Services				33.30									33.30
29/08/25	Clerk - Salary	268.07												268.07
29/08/25	RFO - Salary	128.90												128.90
31/08/25	Unity Bank service charge						6.00							6.00
01/09/25	Easy Websites (DD)					47.49							9.50	56.99
30/09/25	Unity Bank service charge						6.00							6.00
01/10/25	Easy Websites (DD)					47.49							9.50	56.99
01/10/25	Clerk - Expenses Final			141.60										141.60
01/10/25	AGAR PKF Littejohn				252.00									252.00
01/10/25	Cllr. Houghton - Defib								95.94					95.94
01/10/25	Clerk Final Salary Additional	511.47												511.47
01/10/25	Purple Wreath									27.50				27.50
01/10/25	RFO - Salary -Sept	128.90												128.90
15/10/25	HMRC Cumbernald 1 month tax		86.40											86.40
31/10/25	Unity Bank service charge						6.00							6.00
03/11/25	Easy Websites (DD)					37.40							7.48	44.88
14/11/25	IT system				300.58									300.58
14/11/25	RFO-Salary-Oct	128.90												128.90
14/11/25	Lengthsman Scheme							1,179.50						1,179.50
18/11/25	Clear Insurance						779.75							779.75
24/11/25	PMM+M Payroll Services				33.30									33.30
28/11/25	RFO-Salary-Nov	128.90												128.90
30/11/25	Unity Bank service charge						6.00							6.00
01/12/25	Easy Websites (DD)					37.40							7.48	44.88
10/12/25	RS Houghton reimbursed for Christmas Tree									170.00	200.00			370.00
12/12/25	RS Houghton reimbursed for defib battery VAT												41.00	41.00
12/12/25	RS Houghton reimbursed for defibrillator battery								205.00					205.00
22/12/25	Clerk-salary-Dec	351.60												351.60
22/12/25	Clerk printing and milaeage expenses			17.01										17.01
31/12/25	Unity Bank service charge						6.00							6.00
TOTALS:		3,362.82	394.40	158.61	816.18	397.33	1,597.99	1,193.48	355.94	238.50	200.00	1,335.00	255.48	10,305.73

Reconciliation of Receipts and Payments

	£		
Balance brought forward at 1st April 2025:	3,700.42		
Add total receipts to date:	11,316.97		
Less total payments to date:	10,305.73		
Balance:	4,711.66	}	If these two figures are different an explanation is
	£		
Unity Trust Bank Account - Balance at 31/12/25:	4,711.66		

Cash flow forecast for the period 1st April 2025 to 31st March 2026

		Actual							Forecast						
INCOME		April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total	
1	RVBC Precept	9,750.00												9,750	
2	RV in Bloom													0	
3	HMRC VAT Return	941.97									150.00			1,092	
4	Concurrent Funding						125.00							125	
5	Other Grants		500.00											500	
6	Residents Fund													0	
7	REPF (against expenditure)													0	
	Totals:	10,691.97	500.00	0.00	0.00	0.00	125.00	0.00	0.00	0.00	150.00	0.00	0.00	11,467	
		Actual							Forecast						
EXPENDITURE	Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total	
20	Easy Websites	Admin.	53.03	53.03	53.03	56.99	56.99	56.99	56.99	44.88	44.88	56.99	56.99	56.99	648
21	LALC Subs. & Training	Sundry	55.94												56
22	HR, Account, Legal Fees	Admin.			125.00		72.00		252.00						449
23	Office and IT	Admin.				810.00				300.58					1,111
24	Clerk Salary	Staff Costs	268.67		267.87	535.74	267.87	0.00	511.47		351.60	340.00	340.00	340.00	3,223
25	RFO Salary	Staff Costs	214.50		171.50	257.80	128.90	0.00	128.90	257.80		0.00	0.00	0.00	1,159
26	Defibrillator	Sundry							95.94		246.00				342
27	Unity Bank: Service Fee	Admin.	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	72
28	HMRC Income Tax	Staff Costs	48.00	43.40	43.80	86.40	86.40	0.00	86.40			85.00	85.00	85.00	649
29	PM+M Payroll services	Admin.		33.30			33.30			33.30			33.30		133
30	Clerk Expenses	Staff Costs							141.60		17.01	0.00	60.00	0.00	219
31	Coronation Garden etc.	Amenity		13.98	55.00										69
32	Insurance	Admin.								779.75					780
33	Remembrance	Sundry		41.00					27.50						69
34	ICO GDPR Charge	Sundry											52.00		52
35	Phone Box/NB/Grit Bin	Sundry													0
36	Room Hire	Admin.										160.00			160
37	Lengthsman	Grnd Maint								1,179.50					1,180
38	Other Subs & Expenses	Sundry													0
39	Christmas Expenses	Sundry									370.00				370
40	REPF	REPF			1,335.00										1,335
	Totals:	646.14	190.71	2,057.20	1,752.93	651.46	62.99	1,306.80	2,601.81	1,035.49	647.99	633.29	487.99	12,074.80	