

Agenda Item 5

For Decision



Meeting Date: 03/09/2025

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	11940	HR Partner	HR Consultancy Services	72.00	0.00	72.00	Paid	Admin.
Totals:				72.00	0.00	72.00		

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 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
Total:			9,750.00	941.97	500.00	0.00	0.00	0.00	11,191.97

Payments for the period 1st April 2025 to 31st March 2026

DD = Direct Debit

		Staff Costs			Administration Expenses			Amenity Expenses						Total
Dates	Details	Salary	HMRC	Home Use & Expenses	General Admin.	Website/ emails	General Costs	Ground Maint.	Amenity Maint.	Sundry Expenses	Resident Fund	REPF	VAT	
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

		Staff Costs			Administration Expenses			Amenity Expenses						Total
Dates	Details	Salary	HMRC	Home Use & Expenses	General Admin.	Website/ emails	General Costs	Ground Maint.	Amenity Maint.	Sundry Expenses	Resident Fund	REPF	VAT	
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
TOTALS:		1,716.08	308.00	0.00	230.30	227.55	788.24	13.98	55.00	41.00	0.00	1,335.00	180.52	4,895.67

Check: 4,895.67

Reconciliation of Receipts and Payments

	£
Balance brought forward at 1st April 2025:	3,700.42
Add total receipts to date:	11,191.97
Less total payments to date:	4,895.67
Balance:	9,996.72
	£
Unity Trust Bank Account - Balance at 28/08/25:	9,996.72

If these two figures are different an explanation is required.

Comparisons as at 28/08/2025

	FINAL ACCOUNTS 2024/25	AGREED BUDGET 2025/26	ACCOUNTS TO DATE 2025/26
INCOME	£	£	£
RVBC Precept:	9,166.00	9,750	9,750
RVBC Concurrent Grant:	113.00	0	0
RVBC in Bloom Grant:	80.00	50	0
REPF and other RVBC Grants:	12,775.34	0	500
RVBC Coronation Grant:	0.00	0	0
LCC Grants: Bio Diversity	300.00	500	0
LCC Grants: PROW	500.00	300	0
HMRC VAT Refunds:	0.00	325	942
Sundry and Other Income:	0.00	100	0
Residents Fund	265.00	0	0
	23,199.34	11,025	11,191.97
EXPENDITURE			
Staff Costs:	£	£	£
Clerk and RFO salary:	3,740	3,800	1,716.08
Home use, expenses and mileage:	611	500	0.00
HMRC:	1,776	1,800	308.00
	6,127.58	6,100	2,024.08
Administration Expenses:	£	£	£
Consumables (Ink and Paper etc):	0.00	280	0.00
Website hosting and emails:	565.48	810	227.55
Microsoft subscriptions	0.00	70	0.00
Payroll and Bank Service Charges:	182.40	185	162.60
Other website expenses:	0.00	0	0.00
GDPR, IT and Hardware:	0.00	40	675.00
Insurances:	621.18	225	0.00
HR, Audit and legal fees	592.80	200	125.00
Room hire:	160.00	160	0.00
Training, books etc:	0.00	120	0.00
	2,121.86	2,090	1,190.15
Amenity Expenses:	£	£	£
Grnd Maint. Parish lengthsman scheme:	950.00	750	0
Grnd. Maint. Coronation Garden, War Mem.:	42.94	100	14
Amenity Maint. Noticeboard and Benches:	0.00	50	55
Amenity Maint. Phonebox, Defib, Grit bin:	16.74	100	0
Best kept village and other expenditure:	0.00	150	0
	1,009.68	1,150	69
Sundry Expenses:	£	£	£
Settlement	3500.00	0	0
LALC subscription:	55.01	60	56
Christmas tree:	350.00	350	0
Remembrance Sunday:	25.00	25	0
Contingency:	0.00	100	0
Other Sundry expenditure:	100.00	100	41
	4,030.01	635	96.94
IDENTIFIED EXPENDITURE	£	£	£
Residents Fund:	0	0	0
REPF:	11,495	0	1,335
VAT on Expenses to be Reclaimed:	724	0	180.5
	£	£	£
Total Expenditure:	25,507.75	9,975	4,895.67
SUMMARY:	£	£	£
Income:	23,199	11,025	11,191.97
Expenditure:	(25,508)	(9,975)	(4,895.67)
	(2,308.41)	1,050	6,296.30
BALANCE:	£		£
Balance brought forward at 1 April:	6,008.83	Balance carried forward:	3,700
Add surplus / less deficit from year:	(2,308.41)	Balance this period:	6,296
Balance carried forward to April 2025	3,700.42	Balance to date:	9,996.72

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

		Actual				Forecast Income								Total
INCOME		April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	
1	RVBC Precept	9,750.00												9,750
2	RV in Bloom						80.00							80
3	HMRC VAT Return	941.97									150.00			1,092
4	Concurrent Funding						120.00							120
5	Other Grants		500.00											500
6	Residents Fund								200.00					200
7	REPF (against expenditure)													0
Totals:		10,691.97	500.00	0.00	0.00	0.00	200.00	0.00	200.00	0.00	150.00	0.00	0.00	11,742

		Actual				Forecast Expenditure								Total
EXPENDITURE	Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	
20	Easy Websites	Admin.	53.03	53.03	53.03	56.99	56.99	56.99	56.99	56.99	56.99	56.99	56.99	672
21	LALC Subs. & Training	Sundry	55.94											56
22	HR, Account, Legal Fees	Admin.			125.00	72.00								197
23	Office and IT	Admin.			810.00									810
24	Clerk Salary	Staff Costs	268.67		267.87	535.74	267.87	267.87	267.87	267.87	267.87	267.87	267.87	3,215
25	RFO Salary	Staff Costs	214.50		171.50	257.80	128.90	128.90	128.90	128.90	128.90	128.90	128.90	1,675
26	Defibrillator	Sundry												0
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	72
28	HMRC Income Tax	Staff Costs	48.00	43.40	43.80	86.40	43.80	43.80	43.80	43.80	43.80	43.80	43.80	572
29	PM+M Payroll services	Admin.		33.30			33.30		33.30			33.30		133
30	Clerk Expenses	Staff Costs					60.00		60.00		60.00		60.00	240
31	Coronation Garden etc.	Amenity		13.98	55.00									69
32	Insurance	Admin.							625.00					625
33	Remembrance	Sundry		41.00					52.00					93
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					950.00							950
38	Other Subs & Expenses	Sundry												0
39	Christmas Expenses	Sundry									350.00			350
40	REPF	REPF			1,335.00									1,335
Totals:		646.14	190.71	2,057.20	1,752.93	608.86	1,513.56	503.56	1,273.86	503.56	1,073.56	588.86	563.56	11,276.36

Forecasts					
2025/2026	£		End of Year 2026	£	
Forecast Income	11,742		Balance at 28/08/25	9,996.72	
Forecast Expenditure	11,276		Forecast Income - Aug. onwards	550.00	
Forecast Balance 2025/26	466		Forecast Spend - Aug. onwards	6,065.82	
			Forecast Balance EoY 2025/26	4,480.90	
			Forecast balance less Res. Fund	3,872.25	

For reference:

Balance EoY 2024/25 = £3,700

2025-2026 - Unity Trust Bank Statements												
DETAILS	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Balance brought forward	3,700.42	13,746.25	14,055.54	11,998.34	10,245.41							
Income	10,691.97	500.00	0.00	0.00								
Expenditure	646.14	190.71	2,057.20	1,752.93								
Closing/Interim Balance	13,746.25	14,055.54	11,998.34	10,245.41								
Unity Bank Statements	13,746.25	14,055.54	11,998.34	10,245.41								
Statement Date:	30/04/25	31/05/25	30/06/25	31/07/25								

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	Xmas tree donation
Donations April 2024 to 31 March 2025:	265.00	
<i>The above donation was made on 03/07/2024</i>		
Balance at 28/08/25:	608.65	
Gross Expenditure April 2025 to 31 March 2026:	0.00	

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.