

End of Year Finance Report

For Decision



Title: **End of Year 2024/25 - Finance Report**

Submitted by: Responsible Financial Officer

Purpose of the report:

To seek approval of the accounts for the 2024/25 financial year.

Recommendations:

Approve the Report and specifically the:

Reconciliation of Receipts and Payments.

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

#	Remittance			Income Streams						Totals
	Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants	LCC Grants	REPF	Sundry	
100	02/04/2023	accy054257	Precept 2024/25	9,166.00						9,166.00
101	19/06/2024	410767	Bio Diversity Grant				300.00			300.00
102	19/06/2024	410767	Public Right of Way (PROW) Grant				500.00			500.00
103	03/07/2024		Donation - Open Gardens Event to Residents Fund						265.00	265.00
104	19/08/2024	9441	Ribble Valley in Bloom			80.00				80.00
105	23/09/2024	9441	Concurrent Grant			113.00				113.00
106	23/12/2024	9441	RVBC - REPF Receipts (1)					3,890.48		3,890.48
107	10/03/2025	9441	RVBC - REPF Receipts (2)					8,884.86		8,884.86
Total:				9,166.00	0.00	193.00	800.00	12,775.34	265.00	23,199.34

REPF = Rural England Prosperity Fund

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

DD = Direct Debit

			Staff Costs (Clerk)			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
1	02/04/24	Clerk - Three months expenses			218.50										218.50
2	02/04/24	Additional Employment Costs									3,500.00				3,500.00
3	03/04/24	Easy Websites (DD)					50.79							10.16	60.95
4	09/04/25	LALC Subscription									55.01				55.01
5	15/04/23	HMRC Cumbernald - three months tax		247.60											247.60
6	15/04/24	HR Partner						124.80						24.96	149.76
7	25/04/24	PM+M Payroll Services				27.75								5.55	33.30
DD	01/05/24	Easy Websites (DD)					50.79							10.16	60.95
9	03/05/24	Contribution to Lenghtsman Scheme 24/25								500.00					500.00
10	03/05/24	Contribution to Lenghtsman Scheme 23/24								450.00					450.00
DD	03/06/24	Easy Websites (DD)					50.79							10.16	60.95
12	03/06/24	AER Accountants (AGAR Audit)				200.00									200.00
13	03/06/24	Stonehill (Cllr. Wrightson) plants for WM								17.94					17.94
14	04/06/24	Cllr. Houghton defib kit								16.74					16.74
15	04/06/24	North West Ambulance (donation)									100.00				100.00
16	28/06/24	Clerk - 3 months salary to end of June 2024	990.10												990.10
17	30/06/24	Unity Bank Service Charge (3 months)				18.00									18.00
DD	01/07/24	Easy Websites (DD)					50.79							10.16	60.95
18	15/07/24	HMRC Cumbernald		247.40											247.40
19	22/07/24	Susan Walmsley Newlands Plants								25.00					25.00
20	24/07/24	PM+M Payroll Services				27.75								5.55	33.30
21	29/07/24	Clerk - 3 mnths expenses end of June 2024			241.97										241.97
DD	01/08/24	Easy Websites (DD)					48.59							9.72	58.31
DD	02/09/24	Easy Websites (DD)					48.59							9.72	58.31
24	24/09/24	AP Landscaping											2,298.60		2,298.60
DD	30/09/24	Unity Bank Service Charge (3 months)				18.00									18.00
DD	01/10/24	Easy Websites (DD)					44.19							8.84	53.03
27	11/10/24	RFO - 3 months salary to end of Sept. 2024	989.90												989.90
28	15/10/24	HMRC Cumbernald - three months tax		247.60											247.60

			Staff Costs (Clerk)			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
DD	24/10/24	PM+M Payroll Services				27.75								5.55	33.30
30	24/10/24	Royal British Legion (Wreath)									25.00				25.00
31	24/10/24	Clerk salary (two weeks) to end of Sept.		124.00											124.00
DD	31/10/24	Unity Bank Service Charge				5.40									5.40
DD	01/11/24	Easy Websites (DD)					44.19							8.84	53.03
34	01/11/24	Clerk Salary end of October		268.67											268.67
35	01/11/24	RFO Salary to end of October		92.00											92.00
36	04//11/24	Bruce Mitchell											1,035.86		1,035.86
37	04/11/24	AP Landscaping											440.02		440.02
38	04/11/24	Bruce Mitchell											116.00		116.00
39	12/11/24	HMRC Cumbernauld		23.00											23.00
40	13/11/24	Clear Council Insurance						621.18							621.18
41	29/11/24	Clerk salary end of November		268.67											268.67
42	29/11/24	Clerk RFO end of November		171.50											171.50
DD	30/11/24	Service Charge - Unity				6.00									6.00
DD	02/12/24	Easy Websites (DD)					44.19							8.84	53.03
45	16/12/24	HMRC Cumbernauld		43.00											43.00
DD	31/12/24	Unity Bank Service Charge				6.00									6.00
DD	02/01/25	Easy Websites (DD)					44.19							8.84	53.03
48	03/01/25	Clerk Salary - Dec 2024	268.67												268.67
49	03/01/25	RFO Salary - Dec 2024	171.70												171.70
50	03/01/25	Christmas Tree (payment to Cllr. Houghton)									150.00	200.00			350.00
51	07/01/25	HR Partner						216.00							216.00
52	17/01/25	Village Hall Rental						160.00							160.00
53	23/01/25	AP Landscaping											743.10		743.10
54	23/01/25	AP Landscaping											893.76		893.76
DD	24/01/25	PM+M Payroll Services				27.75								5.55	33.30
DD	03/02/25	Unity Bank Service Charge				6.00									6.00
DD	03/02/25	Easy Websites (DD)					44.19							8.84	53.03
58	03/02/25	Clerk Salary - January 2025	268.67												268.67
59	03/02/25	RFO Salary - January 2025	171.50												171.50

			Staff Costs (Clerk)			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
60	24/02/25	ICO Data Protection to RFO						52.00							52.00
DD	28/02/25	Service Charge - Unity				6.00									6.00
DD	03/03/25	Easy Websites (DD)					44.19							8.84	53.03
63	03/03/25	RFO Salary - February 2025	171.00												171.00
64	05/03/25	Clerk Expenses - February 2025			150.49										150.49
65	05/03/25	Clerk Salary - February 2025	268.67												268.67
66	13/03/25	Holden Clough Nursery inc. deposit											1,245.00	249.00	1,494.00
67	13/03/25	Steptoe Yard											460.00	92.00	552.00
68	13/03/25	AP Landscaping											1,500.00		1,500.00
69	13/03/25	AP Landscaping											450.00		450.00
70	13/03/25	AP Landscaping											500.00		500.00
71	14/03/25	HMRC - Cumbernauld		42.80											42.80
72	19/03/25	G. McGann (Paint Box)											700.00		700.00
73	28/03/25	Clerk Salary - March 2025	268.67												268.67
74	31/03/25	RFO Salary - March 2025	171.50												171.50
75	31/03/25	Noticeboard (Deposit)											1,112.50	222.50	1,335.00
DD	31/03/25	Service Charge - Unity				6.00									6.00
TOTALS			3,740.38	1,776.24	610.96	382.40	565.48	1,173.98	0.00	1,009.68	3,830.01	200.00	11,494.84	723.78	25,507.75

Check: 25,507.75

Reconciliation of Receipts and Payments

	£	
Balance brought forward at 1st April 2024:	6,009	
Add total receipts to date:	23,199	
Less total payments to date:	25,507.75	
Balance:	3,700.42	<i>If these two figures are different an explanation is required.</i>
	£	
Unity Trust Bank Account - Balance at 31/03/25:	3,700.42	

Comparisons as at 31/03/2025

	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	12,775
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	23,199.34
EXPENDITURE			
Staff Costs:	£	£	£
Clerk and RFO salary:	4,155	4,080	3,740.38
Home use, expenses and mileage:	565	640	610.96
HMRC:	697	1,020	1,776.24
	5,417.40	5,740	6,127.58
Administration Expenses:	£	£	£
Consumables (Ink and Paper etc):	54	50	0.00
Website hosting and emails:	607	810	565.48
Microsoft 365 Licence subscription:	0	80	0.00
Payroll and Bank Service Charges:	183	200	182.40
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	2,121.86
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	11,495
VAT on Expenses to be Reclaimed:	256	300	723.8
	£	£	£
Total Expenditure:	10,120.28	9,652	25,507.75
SUMMARY:	£	£	£
Income:	10,122	9,791	23,199
Expenditure:	(10,120)	(9,652)	-25,507.75
	1.67	139	-2,308
BALANCE:	£		£
Balance brought forward at 1 April:	6,007		6,008.83
Add surplus / less deficit from year:	2		-2,308.41
Balance carried forward to April 2024:	6,009		Balance to date: 3,700.42

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

		Actual Income												
INCOME		April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
1	RVBC Precept	9,166.00												9,166
2	RV in Bloom					80.00								80
3	HMRC VAT Return													0
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			8,884.86	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	0.00	8,884.86	23,199.34

		Actual Expenditure												
EXPENDITURE	Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
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	439.67	879.84	4,665
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			42.80	851
28	PM+M Payroll services Admin.	33.30			33.30			33.30			33.30			133
29	Clerk Expenses Staff Costs	218.50			241.97								150.49	611
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		6,531.00	12,058
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	550.70	7,663.16	25,507.25

Actuals				
2024/2025	£		End of Year (March) 2025	£
Income	23,199		Balance at 31/03/25	3,700.42
Expenditure	25,507			
Balance 2024/25	-2,308			
			Balance EoY 2024/25	3,700.42
			Balance less Res. Fund	3,091.77

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	2,478.72
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	0.00	8,884.86
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	550.70	7,663.16
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	2,479.22	3,700.42
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	2,478.72	3,700.42
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	28/02/25	31/03/25

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 31/03/25:	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.