

Meeting Date: 09/05/2023

Title: **Finance Report to 31/03/2023**
End of the 2022/23 Financial Year

Submitted by: Clerk and Responsible Financial Officer

Purpose of the report:

To update members of the Council's financial position to the end of March 2023 and to seek approval of the accounts to that date.

Recommendations:

Approve the end of year financial report.

Receipts for the period 1st April 2022 to 31st March 2023.

Bank			Income Streams					
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants	Other Grants	Sundry	Totals
13/06/2022	comd32676	RV in Bloom			60.00			60.00
11/04/2022	accy030498	Precept 2022/23	7,024.00					7,024.00
05/07/2022	####100388	HMRC VTR		109.00				109.00
08/08/2022		Forbes (HMLR Refund)					40.00	40.00
10/10/2022	00009441	RVBC Concurrent Grant			144.00			144.00
10/11/2022		PM+M Solutions. Reimbursment - paid twice once by DD.					102.60	102.60
16/01/2023		From Cllr Scholfield (Barclays Bank complaint compensation)					100.00	100.00
Total:			7,024.00	109.00	204.00	0.00	242.60	7,579.60

Note:

The Switch from Barclays Bank to Unity Trust Bank occurred 17/08/22 = £11,092.97

Payments for the period 1st April 2022 to 31st March 2023

Dates		DD = Direct Debit. UTB = Unity Trust Bank		Staff Costs (Clerk)			Administration Expenses			Amenity Expenses				
CHQ Stub	Bank Recon.	CHQ No.	Details	Salary	HMRC	Home Use & Expenses	General Admin.	Website/ emails	General Costs	Grounds Maint.	Amenity Maint.	Sundry Expenses	VAT	Total
	01/04/22	DD	Easy Websites					26.00					5.20	31.20
	03/05/22	DD	Easy Websites					26.00					5.20	31.20
10/05/22	20/05/22	100977	Burial Committee Levy for 2021/22									74.00		74.00
	01/06/22	DD	Easy Websites					26.00					5.20	31.20
10/05/22	09/06/22	100978	LALC Subscription									54.78		54.78
13/06/22		100979	Void											-
	21/06/22	DD	Easy Websites (Initial set up)					500.00					100.00	600.00
13/06/22	24/06/22	100980	Paul Marlow Jubilee									139.09	27.80	166.89
13/06/22	24/06/22	100981	Paul Marlow (Jubilee Band)									250.00		250.00
	01/07/22	DD	Easy Websites					27.00					5.40	32.40
17/07/22		100982	Void											-
20/07/22		100983	Void											-
20/07/22	03/08/22	100984	AER Accountants						200.00					200.00
	01/08/22	DD	Easy Websites					27.00					5.40	32.40
27/07/22	02/08/22	100985	Clerk printer consumables				79.99						16.00	95.99
20/07/22	01/08/22	100986	Clr Houghton (Jubilee)									54.06		54.06
	01/09/22	UTB DD	Easy Websites					27.00					5.40	32.40
	28/09/22	UTB	Clerk Three Month Salary	1,163.25										1,163.25
	28/09/22	UTB	Purchase of pads for defibrilator									56.45	11.29	67.74
	30/09/22	UTB	Unity Bank service charge				6.65							6.65
	03/10/22	UTB DD	Easy Websites					27.00					5.40	32.40
	13/10/22	UTB	Clerk for purchase of defib lock									141.00	28.20	169.20
	19/10/22	UTB	HMRC (Income Tax)		290.60									290.60
	24/10/22	UTB DD	PM+M Solutions (payroll services)				85.50						17.10	102.60
	28/10/22	UTB	Countryside Charity									36.00		36.00
	01/11/22	UTB DD	Easy Websites					35.99					7.20	43.19

Dates		DD = Direct Debit. UTB = Unity Trust Bank		Staff Costs (Clerk)			Administration Expenses			Amenity Expenses		Sundry Expenses	VAT	Total
CHQ Stub	Bank Recon.	CHQ No.	Details	Salary	HMRC	Home Use & Expenses	General Admin.	Website/ emails	General Costs	Grounds Maint.	Amenity Maint.			
	04/11/22	UTB	Clerk Expenses			139.08								139.08
	04/11/22	UTB	PM+M Solutions (payroll services)				85.50						17.10	102.60
	07/11/22	UTB	Sue Walmsley (parishoner) plant containers							83.36				83.36
	07/11/22	UTB	Cllr Scholfield purchase A5 paper				6.15							6.15
	15/11/22	UTB	BHIB Ltd. Insurance						381.54					381.54
	18/11/22	UTB	Lancashire Flag									76.95	15.00	91.95
	25/11/22	UTB	RBL Poppy Appeal									25.00		25.00
	01/12/22	UTB DD	Easy Websites					44.99					9.00	53.99
	05/12/22	UTB	Yeowart (parishoner) purchase of plants							33.10				33.10
	30/12/22	UTB	Clerk Three Month Salary	900.00										900.00
	31/12/22	UTB	Unity Bank service charge				18.00							18.00
	03/01/23	UTB DD	Easy Websites					44.99					9.00	53.99
	05/01/23	UTB	Cllr Scholfield (Screwfix)									7.29		7.29
	05/01/23	UTB	HMRC (Income Tax)		225.00									225.00
	06/01/23	UTB	Clerk Expenses			154.08								154.08
	24/01/23	UTB	PM+M Solutions (payroll services)				27.75						5.55	33.30
	01/02/23	UTB	Easy Websites					44.99					9.00	53.99
	16/02/23	UTB	ICO GDPR (Clerk made payment from own card)						40.00					40.00
	24/02/23	UTB	S. Walmsley								54.00			54.00
	24/02/23	UTB	RS Houghton								33.97			33.97
	01/03/23	UTB DD	Easy Websites					44.99					9.00	53.99
	27/03/23	UTB	CP and SL Yeowart								26.00			26.00
	31/03/23	UTB	Clerk Three Month Salary	900.00										900.00
	31/03/23	UTB	Unity Bank Service Charge				18.00							18.00
TOTALS				2,963.25	515.60	293.16	327.54	901.95	621.54	116.46	113.97	914.62	318.44	7,086.53

7,086.53

Summary of Receipts and Payments

	£	
Balance brought forward at 1st April 2022:	5,514	
Add total receipts to date:	7,580	
Less total payments to date:	-7,087	
Balance:	6,007	If these two figures are different an explanation is required.
	£	
Unity Trust Bank Account - Balance at 31/03/23:	6,007	

Comparisons as at 31/03/2023

	FINAL ACCOUNTS 2021/22	AGREED BUDGET 2022/23	ACCOUNTS TO DATE 2022/23	BUDGET vs ACTUAL DIFFERENCE
INCOME				
	£	£	£	£
RVBC Precept:	6,886	6,886	7,024.00	138
RVBC Concurrent Grant:	144	150	144.00	(6)
RVBC in Bloom Grant:	0	60	60.00	0
RVBC Grants (Finger Posts):	0	0	0.00	0
RVBC Jubilee Grant:	500	0	0.00	0
Contribution IT Equipment:	105	0	0.00	0
Pendle Partnership Grant:	470	470	0.00	(470)
HMRC VAT Refunds:	314	250	109.00	(141)
Barclays Compensation:	50	0	0.00	0
Sundry and Other Income:	0	0	242.60	243
	8,469	7,816	7,579.60	(236)
EXPENDITURE				
Staff Costs:				
	£	£	£	£
Clerk's salary:	2,353	4,500	2,963.25	(1,537)
Home use, expenses and mileage:	228	295	293.16	(2)
HMRC:	0	0	515.60	516
	2,581	4,795	3,772.01	(1,023)
Administration Expenses:				
	£	£	£	£
Consumables (Ink and Paper etc):	0	120	86.14	(34)
Website design and hosting:	108	140	901.95	761.95
Microsoft 365 Licence subscription:	0	200	0.00	(200)
Payroll and Bank Service Charges:	80	80	241.40	161.4
Other website expenses:	0	240	0.00	(240)
GDPR, IT set-aside:	0	290	40.00	(250)
Insurances:	218	220	381.54	161.54
Audit:	55	55	200.00	145
Room hire:	60	60	0.00	(60)
Training books etc:	50	100	0.00	(100)
	571	1,505	1,851.03	346.03
Amenity Expenses:				
	£	£	£	£
Parish lengthsman scheme:	500	500	0.00	(500)
Coronation Gardens ground maintenance:	121	400	230.43	(170)
Registration of Coronation Gardens:	0	0	0.00	0
Refurbishment Molly's Well:	470	0	0.00	0
Finger Posts	47	0	0.00	0
Welcome Trough:	35	0	0.00	0
	1,173	900	230	(670)
Sundry Expenses:				
	£	£	£	£
Burial Committee precept:	0	75	74.00	(1)
LALC subscription:	0	55	54.78	(0)
CPRE subscription:	36	40	36.00	(4)
Best kept village:	20	20	0.00	(20)
Christmas tree:	0	350	0.00	(350)
Remembrance Sunday - wreath:	20	25	25.00	0
Noticeboard:	0	0	0.00	0
Refurbish Telephone box:	210	200	0.00	(200)
Contingency:	0	500	0.00	(500)
Sundry expenditure:	0	100	724.84	625
	286	1,365	914.62	(450)
VAT on Expenses to be Reclaimed:	45	150	318.44	168.44
Total Expenditure:	2,075	3,770	7,086.53	3,317
SUMMARY:				
	£	£	£	£
Income:	8,469	7,816	7,579.60	(236)
Expenditure:	(2,075)	(3,770)	-7,086.53	(3,317)
	6,394	4,046	493.07	(3,553)
BALANCE:				
	£	£	£	
Balance brought forward at 1 April:	2,083	5,514	5,514.09	
Add surplus / less deficit from year:	3,431	4,046	493	
Balance carried forward:	5,514	9,560	6,007.16	