

For Decision



Meeting Date: 08/05/2024

Title: **Finance Report**

Submitted by: Clerk and Responsible Financial Officer

Purpose of the report:

To seek approval of the accounts for the 2023/24 financial year.

Recommendations:

1. To approve the Report and specifically the:
2. Schedule of Payments.
3. Reconciliation of Receipts and Payments.

Receipts for the period 1st April 2023 to 31st March 2024.

| Bank | | Income Streams | | | | | Totals | |
|---------------|-----------------|-------------------------|-----------------|---------------|---------------|---------------|---------------|------------------|
| Date | Reference | Details | RVBC Precept | VAT Repay | RVBC Grants | Other Grants | | Sundry |
| 11/04/2023 | accy052286 | Precept 2023/24 | 7,965.00 | | | | | 7,965.00 |
| 17/04/2023 | accy052367 | Coronation Grant | | | 500.00 | | | 500.00 |
| 12/05/2023 | 3091401uu | LCC Bio-diversity Grant | | | | 300.00 | | 300.00 |
| 27/09/2023 | | Residents Fund | | | | | 543.65 | 543.65 |
| 10/11/2023 | 235618 | LCC Bio-diversity Grant | | | | 300.00 | | 300.00 |
| 13/12/2023 | XXV126000100388 | HMRC VTR | | 513.30 | | | | 513.30 |
| Total: | | | 7,965.00 | 513.30 | 500.00 | 600.00 | 543.65 | 10,121.95 |

Payments for the period 1st April 2023 to 31st March 2024

DD = Direct Debit

| Dates | Details | Staff Costs (Clerk) | | | Administration Expenses | | | Amenity Expenses | | Sundry Expenses | Resident Fund | VAT | Total |
|----------|--|---------------------|--------|---------------------|-------------------------|-----------------|---------------|------------------|----------------|-----------------|---------------|-------|--------|
| | | Salary | HMRC | Home Use & Expenses | General Admin. | Website/ emails | General Costs | Ground Maint. | Amenity Maint. | | | | |
| 03/04/23 | Easy Websites | | | | | 50.99 | | | | | | 10.20 | 61.19 |
| 11/04/23 | HMRC Cumbernauld | | 225.00 | | | | | | | | | | 225.00 |
| 24/04/23 | PM+M Solutions - Payroll Services. (3 months) DD | | | | 27.75 | | | | | | | 5.55 | 33.30 |
| 02/05/23 | Easy Websites | | | | | 50.99 | | | | | | 10.20 | 61.19 |
| 12/05/23 | AER Accountants (Annual Audit) | | | | | | 200.00 | | | | | | 200.00 |
| 12/05/23 | Clerk three months expenses | | | 154.80 | | | | | | | | | 154.80 |
| 12/05/23 | Alan Pursglove (Coronation Activities - Band) | | | | | | | | | 300.00 | | | 300.00 |
| 12/05/23 | Cllr. Wrightson (plants 8 Dianthus) | | | | | | | 26.61 | | | | 5.32 | 31.93 |
| 22/05/23 | LALC Annual Subscripton | | | | | | | | | 50.74 | | | 50.74 |
| 26/05/23 | Paul Marlow (Coronation activities) | | | | | | | | | 107.63 | | | 107.63 |
| 01/06/23 | Easy Websites | | | | | 50.99 | | | | | | 10.20 | 61.19 |
| 13/06/23 | Cllr. Houghton (Coronation gratuities) | | | | | | | | | 37.97 | | | 37.97 |
| 13/06/23 | Cllr. Houghton (varnish- bench 1) | | | | | | | | | 19.17 | | 3.83 | 23.00 |
| 30/06/23 | Clerk three months salary | 900.00 | | | | | | | | | | | 900.00 |
| 30/06/23 | Unity Bank Service Charge (3 months) DD | | | | 18.00 | | | | | | | | 18.00 |
| 03/07/23 | Easy Websites | | | | | 50.99 | | | | | | 10.20 | 61.19 |
| 12/07/23 | Clerk - three months expenses | | | 129.80 | | | | | | | | | 129.80 |
| 12/07/23 | Print consumables (ink cartridges) | | | | | | 54.13 | | | | | 10.82 | 64.95 |
| 12/07/23 | Compensation for damaged loaned gazebo | | | | | | | | | 170.00 | | | 170.00 |
| 14/07/23 | HMRC Cumbernauld | | 225.00 | | | | | | | | | | 225.00 |
| 24/07/23 | PM+M Solutions - Payroll Services. (3 months) DD | | | | 27.75 | | | | | | | 5.55 | 33.30 |
| 25/07/23 | Purchase of 'Tommy' silhouette | | | | | | | | | 167.66 | | 33.34 | 201.00 |
| 01/08/23 | Easy Websites | | | | | 50.99 | | | | | | 10.20 | 61.19 |
| 04/08/23 | Cllr. Houghton (varnish bench 2) | | | | | | | | | 19.17 | | 3.83 | 23.00 |
| 04/08/23 | Parishoner S. Yeowart (plants) | | | | | | | 13.32 | | | | 2.66 | 15.98 |
| 11/08/23 | Parishoner S. Walmsley (plants) | | | | | | | 25.42 | | | | 5.08 | 30.50 |

| Dates | Details | Staff Costs (Clerk) | | | Administration Expenses | | | Amenity Expenses | | Sundry Expenses | Resident Fund | VAT | Total |
|----------|--|---------------------|--------|---------------------|-------------------------|-----------------|---------------|------------------|----------------|-----------------|---------------|-------|----------|
| | | Salary | HMRC | Home Use & Expenses | General Admin. | Website/ emails | General Costs | Ground Maint. | Amenity Maint. | | | | |
| 11/08/23 | Parishoner S. Yeowart (plants) | | | | | | | 19.00 | | | | | 19.00 |
| 17/08/23 | Parishoner S. Yeowart (bulbs) | | | | | | | 117.68 | | | | | 117.68 |
| 17/08/23 | Cllr. Houghton (sandpaper) | | | | | | | | 7.94 | | | | 7.94 |
| 01/09/23 | Easy Websites | | | | | 50.99 | | | | | | 10.20 | 61.19 |
| 28/09/23 | Iron bench - refurbishment (Dawsons) | | | | | | | | 19.00 | | | | 19.00 |
| 28/09/23 | Iron bench - paint | | | | | | | | 20.00 | | | 4.00 | 24.00 |
| 29/09/23 | Clerk three months salary | 1,020.00 | | | | | | | | | | | 1,020.00 |
| 30/09/23 | Unity Bank Service Charge (3 months) DD | | | | 18.00 | | | | | | | | 18.00 |
| 02/10/23 | Easy Websites | | | | | 50.99 | | | | | | 10.20 | 61.19 |
| 12/10/23 | HMRC Cumbernauld | 255.00 | | | | | | | | | | | 255.00 |
| 23/10/23 | PM+M Solutions - Payroll Services. (3 months) DD | | | | 27.75 | | | | | | | 5.55 | 33.30 |
| 01/11/23 | Easy Websites | | | | | 50.99 | | | | | | 10.20 | 61.19 |
| 14/11/23 | LALC - Training | | | | | | 70.00 | | | | | | 70.00 |
| 14/11/23 | Cllr. Houghton (phone box) D Bryne and Co. | | | | | | | | 7.99 | | | | 7.99 |
| 14/11/23 | Clerk - three months expenses | | | 161.00 | | | | | | | | | 161.00 |
| 14/11/23 | Grit Bin (Screwfix) | | | | | | | | | 179.30 | | 35.70 | 215.00 |
| 14/11/23 | Cllr. Wrightson (plants Bents) | | | | | | | 24.92 | | | | 4.98 | 29.90 |
| 14/11/23 | SL Yeowart (plants Homebase) | | | | | | | 6.67 | | | | 1.32 | 7.99 |
| 15/11/23 | Clear Insurance | | | | | | 516.84 | | | | | | 516.84 |
| 01/12/23 | Easy Websites | | | | | 46.99 | | | | | | 9.40 | 56.39 |
| 04/12/23 | Cllr. Houghton Christmas tree | | | | | | | | | 350.00 | | | 350.00 |
| 04/12/23 | Alan Pursglove (Phone box repair Motorsavers) | | | | | | | | 5.83 | | | 1.16 | 6.99 |
| 29/12/23 | Clerk - three months salary | 990.10 | | | | | | | | | | | 990.10 |
| 31/12/23 | Unity Bank Service Charge (3 months) DD | | | | 18.00 | | | | | | | | 18.00 |
| 02/01/24 | Easy Websites | | | | | 50.79 | | | | | | 10.16 | 60.95 |
| 15/01/24 | HMRC Cumbernauld | | 247.40 | | | | | | | | | | 247.40 |
| 24/01/24 | PM+M Solutions - Payroll Services. (3 months) DD | | | | 27.75 | | | | | | | 5.55 | 33.30 |
| 29/01/24 | Cllr. Scholfield (Christmas Festivities) | | | | | | | | | 56.29 | | | 56.29 |

| Dates | Details | Staff Costs (Clerk) | | | Administration Expenses | | | Amenity Expenses | | Sundry Expenses | Resident Fund | VAT | Total |
|----------|---|---------------------|---------------|---------------------|-------------------------|-----------------|-----------------|------------------|----------------|-----------------|---------------|---------------|------------------|
| | | Salary | HMRC | Home Use & Expenses | General Admin. | Website/ emails | General Costs | Ground Maint. | Amenity Maint. | | | | |
| 01/02/24 | Easy Websites | | | | | 50.79 | | | | | | 10.16 | 60.95 |
| 23/02/24 | ICO Data Protection | | | | | | 40.00 | | | | | | 40.00 |
| 26/02/24 | Clerk - Three months expenses | | | 119.40 | | | | | | | | | 119.40 |
| 01/03/24 | Easy Websites | | | | | 50.79 | | | | | | 10.16 | 60.95 |
| 08/03/24 | Village Hall Hire | | | | | | 210.00 | | | | | | 210.00 |
| 13/03/24 | HR Partner (11083) | | | | | | 590.40 | | | | | | 590.40 |
| 13/03/24 | HR Partner (11081) | | | | | | 223.20 | | | | | | 223.20 |
| 28/03/24 | Clerk - three months salary | 989.90 | | | | | | | | | | | 989.90 |
| 31/03/24 | Unity Bank Service Charge (3 months) DD | | | | 18.00 | | | | | | | | 18.00 |
| | TOTALS | 4,155.00 | 697.40 | 565.00 | 183.00 | 607.28 | 1,904.57 | 233.62 | 99.10 | 1,419.59 | 0.00 | 255.72 | 10,120.28 |

Check: 10,120.28

Reconciliation of Receipts and Payments

| | |
|---|-----------------|
| | £ |
| Balance brought forward at 1st April 2023: | 6,007 |
| Add total receipts for 2023/24: | 10,122 |
| Less total payments for 2023/24: | 10,120 |
| Balance: | 6,008.83 |
| | £ |
| Unity Trust Bank Account - Balance at 31/03/24: | 6,008.83 |

If these two figures are different an explanation is required.

Comparisons as at 31/03/24

| | FINAL ACCOUNTS 2022/23 | AGREED BUDGET 2023/24 | FINAL ACCOUNTS 2023/24 |
|---|------------------------------|-----------------------------|------------------------------|
| INCOME | | | |
| | £ | £ | £ |
| RVBC Precept: | 7,024 | 7,965 | 7,965 |
| RVBC Concurrent Grant: | | 0 | 0 |
| RVBC in Bloom Grant: | 60 | 50 | 0 |
| Other RVBC Grants: | 0 | 0 | 0 |
| RVBC Coronation Grant: | 0 | 500 | 500 |
| Other Grants: | 0 | 0 | 600 |
| HMRC VAT Refunds: | 109 | 318 | 513 |
| Sundry and Other Income: | 243 | 0 | 0 |
| Residents Fund | 0 | 0 | 544 |
| | 7,435.60 | 8,833 | 10,122 |
| EXPENDITURE | | | |
| | £ | £ | £ |
| Staff Costs: | | | |
| Clerk's salary: | 2,963 | 3,600 | 4,155 |
| Home use, expenses and mileage: | 293 | 604 | 565 |
| HMRC: | 516 | 900 | 697 |
| | 3,772.01 | 5,104 | 5,417 |
| Administration Expenses: | | | |
| Consumables (Ink and Paper etc): | 86 | 100 | 54 |
| Website hosting and emails: | 902 | 735 | 607 |
| Microsoft 365 Licence subscription: | 0 | 200 | 0 |
| Payroll and Bank Service Charges: | 241 | 205 | 183 |
| Other website expenses: | 0 | 0 | 0 |
| GDPR, IT set-aside: | 40 | 40 | 40 |
| Insurances: | 382 | 400 | 517 |
| Audit and legal fees | 200 | 200 | 1,014 |
| Room hire: | 0 | 60 | 210 |
| Training books etc: | 0 | 0 | 70 |
| | 1,851 | 1,940 | 2,695 |
| Amenity Expenses: | | | |
| Grnd Maint. Parish lengthsman scheme: | 0 | 500 | 0 |
| Grnd. Maint. Coronation Garden: | 230 | 250 | 234 |
| Amenity Maint. Noticeboard and Benches: | 0 | 200 | 85 |
| Amenity Maint. Phonebox: | 0 | 50 | 14 |
| Other expenditure: | 0 | 250 | 0 |
| | 230 | 1,250 | 333 |
| Sundry Expenses: | | | |
| Burial Committee precept: | 74 | 0 | 0 |
| LALC subscription: | 55 | 51 | 51 |
| CPRE subscription: | 36 | 40 | 0 |
| Best kept village: | 0 | 20 | 0 |
| Christmas tree: | 0 | 350 | 350 |
| Remembrance Sunday: | 25 | 25 | 168 |
| Contingency: | 0 | 500 | 0 |
| Other Sundry expenditure: | 725 | 100 | 851 |
| | 915 | 1,086 | 1,420 |
| RESIDENTS FUND: | | | |
| Expenditure: | 0 | 0 | 0 |
| VAT on Expenses to be Reclaimed: | 318 | 300 | 255.7 |
| Total Expenditure: | 7,087 | 9,680 | 10,120 |
| SUMMARY: | | | |
| Income: | 7,436 | 8,833 | 10,122 |
| Expenditure: | (7,087) | (9,680) | (10,120) |
| | 349.07 | (847) | 1.67 |
| BALANCE: | | | |
| Balance brought forward at 1 April: | 5,514 | 5,514 | 6,007 |
| Add surplus / less deficit from year: | 493 | (847) | 1.67 |
| Balance carried forward: | 6,007 | 4,667 | 6,008.83 |

Cash Flow for the period 1st April 2023 to 31st March 2024

| Income 2023/24 | | | | | | | | | | | | | | |
|----------------|------------------------|------------|-----------------|---------------|-------------|-------------|-------------|---------------|-------------|---------------|---------------|-------------|-------------|---------------|
| INCOME | Stream | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | Total |
| 1 | RVBC Precept | Precept | 7,965.00 | | | | | | | | | | | 7,965 |
| 2 | RV in Bloom | RVBC Grant | | | | | | | | | | | | 0 |
| 3 | HMRC VAT Return | VAT Repay | | | | | | | | 513.30 | | | | 513 |
| 4 | Concurrent Funding | RVBC Grant | | | | | | | | | | | | 0 |
| 5 | RVBC Coronatiion Grant | RVBC Grant | 500.00 | | | | | | | | | | | 500 |
| 6 | Residents Fund | RF | | | | | 543.65 | | | | | | | 544 |
| 7 | Other funding | LCC | | 300.00 | | | | | 300.00 | | | | | 600 |
| Totals: | | | 8,465.00 | 300.00 | 0.00 | 0.00 | 0.00 | 543.65 | 0.00 | 300.00 | 513.30 | 0.00 | 0.00 | 10,122 |

| Expenditure 2023/24 | | | | | | | | | | | | | | |
|---------------------|-------------------------|--------------|---------------|---------------|-----------------|---------------|---------------|-----------------|---------------|-----------------|-----------------|---------------|-----------------|------------------|
| EXPENDITURE | Stream | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | Total |
| 20 | Easy Websites | Admin. Exp. | 61.19 | 61.19 | 61.19 | 61.19 | 61.19 | 61.19 | 61.19 | 56.39 | 60.95 | 60.95 | 60.95 | 729 |
| 21 | LALC Subs. & Training | Sundry Exp. | | 50.74 | | | | | 70.00 | | | | | 121 |
| 22 | Coronation Celebration | Sundry Exp. | | 407.63 | 37.97 | | | | | | | | | 446 |
| 23 | Accountant, Legal Fees | Admin. Exp. | | 200.00 | | | | | | | | | 813.60 | 1,014 |
| 24 | Office Consumables | Admin. Exp. | | | | 64.95 | | | | | | | | 65 |
| 25 | Clerk Salary | Staff Costs | | | 900.00 | | 1,020.00 | | | 990.10 | | | 989.90 | 3,900 |
| 26 | Defibrillator | Sundry Exp. | | | | | | | | | | | | 0 |
| 27 | Unity Bank: Service Fee | Admin. Exp. | | | 18.00 | | 18.00 | | | 18.00 | | | 18.00 | 72 |
| 28 | HMRC Income Tax | Staff Costs | 225.00 | | | 225.00 | | 255.00 | | | 247.40 | | | 952 |
| 29 | PM+M Payroll services | Admin. Exp. | 33.30 | | | 33.30 | | 33.30 | | | 33.30 | | | 133 |
| 30 | Countryside Charity | Sundry Exp. | | | | | | | | | | | | 0 |
| 31 | Clerk Expenses | Staff Costs | | 154.80 | | 129.80 | | | 161.00 | | | 119.40 | | 565 |
| 32 | Coronation Garden etc. | Amenity Exp. | | 31.92 | 23.00 | | 214.10 | 43.00 | 37.90 | | | | | 350 |
| 33 | Insurance | Admin. Exp. | | | | | | | 516.84 | | | | | 517 |
| 34 | Remembrance Sunday | Sundry Exp. | | | | 201.00 | | | | | | | | 201 |
| 35 | ICO GDPR Charge | Admin. Exp. | | | | | | | | | | 40.00 | | 40 |
| 36 | Phone Box/NB/Grit Bin | Sundry Exp. | | | | | | | 222.99 | 6.99 | | | | 230 |
| 37 | Room Hire | Admin. Exp. | | | | | | | | | | | 210.00 | 210 |
| 38 | Lengthsman | Grnd Maint | | | | | | | | | | | | 0 |
| 39 | Subscriptions | Sundry Exp. | | | | | | | | | | | | 0 |
| 40 | Christmas Expenses | Sundry Exp. | | | | | | | | 350.00 | 56.29 | | | 406 |
| 41 | Compensation: Gazebo | Sundry Exp. | | | | 170.00 | | | | | | | | 170 |
| Totals: | | | 319.49 | 906.28 | 1,040.16 | 885.24 | 275.29 | 1,142.19 | 349.49 | 1,069.92 | 1,421.48 | 397.94 | 2,092.45 | 10,120.28 |

2023-2024 - Unity Trust Bank Statements

| DETAILS | 31/03/23 | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March |
|-------------------------|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Balance brought forward | 6,951.16 | 6,007.16 | 14,152.67 | 13,546.39 | 12,506.23 | 11,620.99 | 11,345.70 | 10,747.16 | 10,397.67 | 9,627.75 | 8,719.57 | 8,321.63 | 8,101.28 |
| Income | 0.00 | 8,465.00 | 300.00 | 0.00 | 0.00 | 0.00 | 543.65 | 0.00 | 300.00 | 513.30 | 0.00 | 0.00 | 0.00 |
| Expenditure | 944.00 | 319.49 | 906.28 | 1,040.16 | 885.24 | 275.29 | 1,142.19 | 349.49 | 1,069.92 | 1,421.48 | 397.94 | 220.35 | 2,092.45 |
| Closing/Interim Balance | 6,007.16 | 14,152.67 | 13,546.39 | 12,506.23 | 11,620.99 | 11,345.70 | 10,747.16 | 10,397.67 | 9,627.75 | 8,719.57 | 8,321.63 | 8,101.28 | 6,008.83 |
| Unity Bank Statements | 6,007.16 | 14,152.67 | 13,546.39 | 12,506.23 | 11,620.99 | 11,345.70 | 10,747.16 | 10,397.67 | 9,627.75 | 8,719.57 | 8,321.63 | 8,101.28 | 6,008.83 |
| Statement Date: | | 29/04/23 | 26/05/23 | 02/07/23 | 31/07/23 | 31/08/23 | 30/09/23 | 31/10/23 | 30/11/23 | 31/12/23 | 31/01/24 | 29/02/24 | 31/03/24 |

Residents Fund

£

Total Fund

Gross Expenditure April 2023 to 31 March 2024:

Balance at 31/03/24:

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.