

LAVERSTOCK & FORD PARISH COUNCIL

Report for Agenda Item 24.039 Finance Report February 2024 (for March meeting)

Subject: Report on Monthly Accounts for February 2024 & Approval of Expenditure
Date: 16 March 2024
Author: Andrew Prince, RFO

1. Report Summary.

1.1 This report presents a summary of the Council's finances up to the end of February 2024 and lists payments that require the approval of the Council. A detailed examination of documents has been carried out by Cllr Schneider.

2. Summary of Receipts and Payments

2.1 The Summary Report for the period 1st April 2023 to 29th February 2024, is attached at Annex 1. Total receipts are £914,935.45. Total payments are £537,416.52.

2.2 The Summary Report also compares income and expenditure to the budget for the year. At the end of February there should be 8.33% of the budget remaining.

3. Bank Reconciliation.

3.1 A Bank Reconciliation was carried out by Cllr Barker on 8th March 2024.

3.2 The reconciliation is presented at Annex 2 to this report. Total funds held on 1st March 2024 (Lloyd's statement date) were £1,824,092.29.

4. Debit Card & Direct Debit Payments in February 2024.

4.1 Annex 3 to this report lists the debit card & direct debit payments made in February 2024.

4.2 Total payments of **£382.38** require the retrospective approval of the Council.

5. BACS Payments in March 2024.

5.1 Annex 4 to this report lists the BACS payments, including salaries, that are scheduled for payment on 19th March 2024.

5.2 A total of **£35,591.57** requires the approval of the Council. The total includes solicitor's fees of £2,117.56 for the transfer of the Pavilion, and the final retention payment of £11,105.42 on the construction of Sycamore Drive play area.

6. Treasury Deposits and Reserves.

- 6.1 A total of £1,791,385.34 was held on deposit on 29th February 2024. £390,000 is on a term deposit with Lloyds that will mature on 27th March 2024 with a yield of £6,469.73. £272,888.21 is on a 32-Day Notice account with Lloyds and earned interest of £563.12 during February. £1,128,497.13 is invested in the CCLA Public Sector Deposit Fund and earned a dividend of £5,026.16 during February. The dividend was re-invested.
- 6.2 The total Restricted and Earmarked Reserves held at the end of February 2024 were £1,626,816.78. Of these funds £1,209,649.17 are held for long-term maintenance or other specific projects. The balance of £416,377.79, which includes Community Infrastructure Levy of £80,973.46, is available for spending now within constraints imposed by the source of the funds.

7. Recommendation.

- 7.1 That the Council adopts the monthly accounts as a true record of the Council's finances.
- 7.2 That the Council approves the debit card and direct debit payments of **£382.38**, and the BACS payments of **£35,591.57**.
- 7.3 That the Council notes the Treasury Deposits and Reserves.

Laverstock & Ford Parish Council

6 March 2024 (2023-2024)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 01/03/2024)

Income		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	295,838.00	295,838.00					(0%)
2	Lease and Site Rental	5,790.00	4,372.98	-1,417.02				-1,417.02 (-24%)
3	Newsletter Advertising	5,000.00	4,562.50	-437.50				-437.50 (-8%)
4	CIL		11,800.85	11,800.85				11,800.85 (N/A)
5	S106		452,327.71	452,327.71				452,327.71 (N/A)
6	Interest	7,500.00	7,797.37	297.37				297.37 (3%)
7	Dividends	15,000.00	46,708.19	31,708.19				31,708.19 (211%)
8	Grants & Misc.		7,375.00	7,375.00				7,375.00 (N/A)
59	VAT Refund							(N/A)
60	Insurance Rent		2,994.05	2,994.05				2,994.05 (N/A)
SUB TOTAL		329,128.00	833,776.65	504,648.65				504,648.65 (153%)

Administration		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9	Salaries				115,000.00	136,121.39	-21,121.39	-21,121.39 (-18%)
10	Mileage				2,850.00	1,861.33	988.67	988.67 (34%)
11	Office Sundries & Expenses				4,500.00	3,950.73	549.27	549.27 (12%)
12	Equipment & IT				3,000.00	108.32	2,891.68	2,891.68 (96%)
13	Professional Fees				2,950.00	6,657.50	-3,707.50	-3,707.50 (-125%)
14	Subscriptions				1,700.00	1,838.21	-138.21	-138.21 (-8%)
15	Insurance				1,750.00	1,574.02	175.98	175.98 (10%)
16	Grants				10,980.00	8,620.00	2,360.00	2,360.00 (21%)
17	Newsletter				7,500.00	6,265.00	1,235.00	1,235.00 (16%)
19	Training				1,500.00	1,130.00	370.00	370.00 (24%)
20	Councillor Expenses				250.00	71.30	178.70	178.70 (71%)
21	Business Support				5,600.00	4,060.08	1,539.92	1,539.92 (27%)
66	Community Engagement				7,870.00	1,262.93	6,607.07	6,607.07 (83%)
67	Youth Support				5,000.00	3,271.30	1,728.70	1,728.70 (34%)
68	Community Buildings				30,000.00	15,672.63	14,327.37	14,327.37 (47%)
69	OSCC Insurance					2,994.05	-2,994.05	-2,994.05 (N/A)
76	Bishopdown Farm Youth Club							(N/A)
78	OSCC LED Lighting					2,500.00	-2,500.00	-2,500.00 (N/A)
SUB TOTAL					200,450.00	197,958.79	2,491.21	2,491.21 (1%)

Environment		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23	Bins & Litter				12,500.00	9,494.29	3,005.71	3,005.71 (24%)
24	Grass Cutting & POS Maintenance				31,400.00	27,474.60	3,925.40	3,925.40 (12%)
25	Trees				5,000.00	15,260.00	-10,260.00	-10,260.00 (-205%)
26	Bus Shelters				1,000.00		1,000.00	1,000.00 (100%)
27	Play Parks Maintenance & Inspe				10,000.00	7,168.77	2,831.23	2,831.23 (28%)
28	Highways & SIDs				5,000.00	142.50	4,857.50	4,857.50 (97%)

Laverstock & Ford Parish Council

6 March 2024 (2023-2024)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 01/03/2024)

29	Salisbury City Cemetery	4,550.00	4,784.45	-234.45	-234.45 (-5%)
30	Asset Replacement		53,670.01	-53,670.01	-53,670.01 (N/A)
31	Community Farm Support	10,000.00	10,000.00		(0%)
32	Miscellaneous				(N/A)
35	Longhedge Community Growing				(N/A)
36	Wiltshire Council Play Areas		64,568.54	-64,568.54	-64,568.54 (N/A)
39	Old Sarum Country Park Wesse:				(N/A)
40	Pilgrims Way Maintenance Pt 1		935.00	-935.00	-935.00 (N/A)
41	Pilgrims Way Maintenance Pt 2				(N/A)
42	Old Sarum Country Park				(N/A)
43	Old Sarum Country Park Extra F				(N/A)
44	Norman Drive Play Park		255.00	-255.00	-255.00 (N/A)
45	Old Sarum The Green		109.25	-109.25	-109.25 (N/A)
46	OSCC Play Park		2,168.50	-2,168.50	-2,168.50 (N/A)
47	Old Sarum Sport Wall				(N/A)
48	Old Sarum Swales				(N/A)
49	Old Sarum Swale Extra				(N/A)
50	Virginia Way Play Park				(N/A)
51	Robinson Grove Play Park				(N/A)
52	Hannah Way Play Park				(N/A)
53	Middleton Green Play Park				(N/A)
54	Mannock Field Play Park				(N/A)
55	Palmer Green Play Park				(N/A)
56	Castle Hill Country Park Play Pa		1,851.57	-1,851.57	-1,851.57 (N/A)
57	Longhedge Community Open Sp				(N/A)
65	Longhedge Outdoor Gym				(N/A)
71	Trigg Green Play Park & Open S				(N/A)
72	Hawker Green Play Park Mainte				(N/A)
73	McCudden and Liddell Play Park				(N/A)
74	Campbell Vale Play Park Mainte				(N/A)
75	McLeod Green Play Park Mainte				(N/A)
77	Lodge Old Sarum Tree Work		1,000.00	-1,000.00	-1,000.00 (N/A)
79	Ward Grove Play Park Maintena				(N/A)
SUB TOTAL		79,450.00	198,882.48	-119,432.48	-119,432.48 (-150%)

S106

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33	S106 Capital Expenditure						(N/A)	
37	Old Sarum 9A9B Youth & Adult						(N/A)	
38	Old Sarum Local Centre Youth &						(N/A)	
61	Longhedge Play Area Improvem				839.43	-839.43	-839.43 (N/A)	
62	Longhedge Cemetery Contributi						(N/A)	
63	Bishopdown (HP1) Play Area M				9,950.00	-9,950.00	-9,950.00 (N/A)	
64	Bishopdown (HP1) Play Area Cc				39,461.94	-39,461.94	-39,461.94 (N/A)	
70	Bishopdown Farm Yard Play Imp				23,640.02	-23,640.02	-23,640.02 (N/A)	
80	Longhedge Play Area Improvem						(N/A)	
81	Longhedge Youth and Adult Pt 2						(N/A)	
SUB TOTAL					73,891.39	-73,891.39	-73,891.39 (N/A)	

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 01/03/2024)

CIL

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
34	Community Infrastructure Levy					9,075.71	-9,075.71	-9,075.71 (N/A)
SUB TOTAL						9,075.71	-9,075.71	-9,075.71 (N/A)

Summary

NET TOTAL	329,128.00	833,776.65	504,648.65	279,900.00	479,808.37	-199,908.37	304,740.28 (50%)
V.A.T.		81,158.80			57,608.15		
GROSS TOTAL		914,935.45			537,416.52		

Laverstock & Ford Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

6 March 2024 (2023-2024)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
286	Office Sundries & Expenses	09/02/2024		Trustee		Stationery	Amazon EU S.a.r.l. UK	S	71.10	14.23	85.33
											85.33
287	Office Sundries & Expenses	12/02/2024		Trustee		Stationery	Amazon EU S.a.r.l. UK	S	8.99	1.80	10.79
											10.79
288	Professional Fees	14/02/2024		Trustee		Payroll	Sandra Silk Bookkeeping &	S	33.75	6.75	40.50
											40.50
289	Business Support	26/02/2024		Trustee		IT Support	Hive Communications Ltd	S	199.80	39.96	239.76
											239.76
290	Office Sundries & Expenses	29/02/2024		Trustee		Office Sundries	Land Registry	Z	6.00		6.00
											6.00
Total									319.64	62.74	382.38

Prepared by: _____
Name and Role

Date: _____

Approved by: _____
Name and Role

Date: _____

Approved by: _____
Name and Role

Date: _____

Laverstock & Ford Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

14 March 2024 (2023-2024)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
291	Salaries	19/03/2024		Trustee	240301	Salary & Expenses	Staff	X	2,171.04		2,171.04
291	Mileage	19/03/2024		Trustee	240301	Salary & Expenses	Staff	Z	45.00		45.00
2,216.04											
292	Salaries	19/03/2024		Trustee	240302	Salary & Expenses	Staff	X	1,670.66		1,670.66
292	Mileage	19/03/2024		Trustee	240302	Salary & Expenses	Staff	Z	3.60		3.60
292	Office Sundries & Expenses	19/03/2024		Trustee	240302	Salary & Expenses	Staff	Z	35.44		35.44
1,709.70											
293	Salaries	19/03/2024		Trustee	240303	Salary	Staff	X	1,611.28		1,611.28
1,611.28											
294	Salaries	19/03/2024		Trustee	240304	Salary & Expenses	Staff	X	1,197.91		1,197.91
294	Mileage	19/03/2024		Trustee	240304	Salary & Expenses	Staff	Z	8.55		8.55
1,206.46											
295	Salaries	19/03/2024		Trustee	240305	Salary & Expenses	Staff	X	865.95		865.95
295	Mileage	19/03/2024		Trustee	240305	Salary & Expenses	Staff	Z	75.15		75.15
941.10											
296	Salaries	19/03/2024		Trustee	240306	PAYE & NI	HMRC	X	2,598.31		2,598.31
2,598.31											
297	Salaries	19/03/2024		Trustee	240307	Pensions	Wiltshire Pension Fund	X	1,973.75		1,973.75
1,973.75											
298	Grass Cutting & POS Maintenan	19/03/2024		Trustee	240308	Grass Cutting & POS Maintenan	Hurdcott Landscapes Ltd	S	2,195.16	439.03	2,634.19
2,634.19											
299	Wiltshire Council Play Areas	19/03/2024		Trustee	240308	Play Park Construction	Hurdcott Landscapes Ltd	S	180.00	36.00	216.00
299	Wiltshire Council Play Areas	19/03/2024		Trustee	240308	Play Park Construction	Hurdcott Landscapes Ltd	S	180.00	36.00	216.00
432.00											
300	Play Parks Maintenance & Insp	19/03/2024		Trustee	240308	Play Parks Maintenance & Insp	Hurdcott Landscapes Ltd	S	160.00	32.00	192.00
192.00											
301	Bins & Litter	19/03/2024		Trustee	240309	Bin Emptying	Idverde Ltd	S	1,029.18	205.84	1,235.02
1,235.02											
302	Trees	19/03/2024		Trustee	240310	Tree work	Ockenden Tree Services Lt	S	895.00	179.00	1,074.00
1,074.00											
303	Trees	19/03/2024		Trustee	240310	Tree work	Ockenden Tree Services Lt	S	250.00	50.00	300.00
300.00											
304	OSCC Play Park	19/03/2024		Trustee	240311	Play Parks Maintenance & Insp	Alvian Ltd	S	505.00	101.00	606.00
606.00											
305	Wiltshire Council Play Areas	19/03/2024		Trustee	240312	Play Park Construction	Wicksteed Leisure Ltd	S	9,254.51	1,850.91	11,105.42
11,105.42											
306	Office Sundries & Expenses	19/03/2024		Trustee	240313	Hall hire	Old Sarum Community Cen	Z	34.50		34.50
306	Youth Support	19/03/2024		Trustee	240313	Hall hire	Old Sarum Community Cen	Z	46.00		46.00

Laverstock & Ford Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

14 March 2024 (2023-2024)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
											80.50
307	Grass Cutting & POS Maintenar	19/03/2024		Trustee	240324	Grass Cutting & POS Maintenar	GCS Fencing	S	775.00	155.00	930.00
											930.00
308	Business Support	19/03/2024		Trustee	240315	Business support	Geosphere Ltd	S	243.00	48.60	291.60
											291.60
309	Old Sarum Country Park Extra	19/03/2024		Trustee		Tree Planting	Landford Trees	S	232.47	46.49	278.96
											278.96
310	Office Sundries & Expenses	19/03/2024		Trustee	240317	Rent	PCC Salisbury St Marks & L	Z	15.00		15.00
											15.00
311	Office Sundries & Expenses	19/03/2024		Trustee	240318	Office Sundries	River Bourne Community F	Z	137.28		137.28
											137.28
312	Newsletter	19/03/2024		Trustee	240319	Newsletter printing	Sarum Colourview Ltd	Z	1,351.00		1,351.00
											1,351.00
313	Office Sundries & Expenses	19/03/2024		Trustee	240320	Hall hire	Salisbury FC Limited	S	100.00	20.00	120.00
											120.00
314	Office Sundries & Expenses	19/03/2024		Trustee	240321	Job Advertising	SLCC Enterprises Ltd	S	362.00	72.40	434.40
											434.40
315	Professional Fees	19/03/2024		Trustee	240322	Professional Fees	Wisons Solicitors LLP	S	1,764.63	352.93	2,117.56
											2,117.56
Total									31,966.37	3,625.20	35,591.57

Prepared by: _____

Name and Role

Date: _____

Approved by: _____

Name and Role

Date: _____

Approved by: _____

Name and Role

Date: _____