

LAVERSTOCK & FORD PARISH COUNCIL

Report for Agenda Item 24.051 Finance Report March 2024 (for April meeting)

Subject: Report on Monthly Accounts for March 2024 & Approval of Expenditure
Date: 12 April 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 March 2024. It also lists payments that require the approval of the Council. Monthly finance checks and a bank reconciliation have been carried out by Cllr McDonald.

2. Summary of Receipts and Payments

- 2.1 The Summary Report for the period 1st April 2023 to 31st March 2024, is attached at Annex 1. Total receipts are £991,884.31. Total payments are £574,639.43.
- 2.2 The Summary Report also compares income and expenditure to the budget for the year. Negative figures against a line with a budget indicate an overspend.

3. Bank Reconciliation.

- 3.1 A Bank Reconciliation has been carried out by Cllr McDonald.
- 3.2 The reconciliation is presented at Annex 2 to this report. Total funds held on 31st March 2024 were £1,863,818.24.

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

- 4.1 Annex 3 to this report lists the debit card & direct debit payments made in March 2024.
- 4.2 Total payments of **£1,631.34** 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 16th April 2024.
- 5.2 A total of **£39,653.31** requires the approval of the Council. The total includes solicitor's fees of £4,800, a contribution of £4,967 for maintenance of Salisbury City's Avenue Cemetery, and a payment of £6,390 for repairs to drains at Laverstock & Ford Village Hall.

6. Treasury Deposits and Reserves.

- 6.1 A total of £1,446,633.13 was held on deposit on 31st March 2024. A £390,000 term deposit with Lloyds matured on 27th March 2024 and is awaiting re-investment. £273,433.01 is on a 32-Day Notice account with Lloyds and earned interest of £544.80 during March. £1,173,200.12 is invested in the CCLA Public Sector Deposit Fund and earned a dividend of £4,702.99 in March. The dividend was re-invested.
- 6.2 The total Restricted and Earmarked Reserves held at the end of March 2024 were £1,700,872.42. Of these funds £1,273,082.85 are held for long-term maintenance or other specific projects. The balance of £427,789.57 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 **£1,631.34**, and the BACS payments of **£39,653.31**.
- 7.3 That the Council notes the Treasury Deposits and Reserves.

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9	Salaries				115,000.00	148,210.29	-33,210.29	-33,210.29 (-28%)
10	Mileage				2,850.00	1,993.63	856.37	856.37 (30%)
11	Office Sundries & Expenses				4,500.00	4,987.60	-487.60	-487.60 (-10%)
12	Equipment & IT				3,000.00	108.32	2,891.68	2,891.68 (96%)
13	Professional Fees				2,950.00	8,455.88	-5,505.88	-5,505.88 (-186%)
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	7,616.00	-116.00	-116.00 (-1%)
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	5,308.38	291.62	291.62 (5%)
66	Community Engagement				7,870.00	1,262.93	6,607.07	6,607.07 (83%)
67	Youth Support				5,000.00	3,317.30	1,682.70	1,682.70 (33%)
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	215,660.54	-15,210.54	-15,210.54 (-7%)

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)

Community Centres

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
82	Hampton Park Pavilion Dilapidat		10,546.38	10,546.38				10,546.38 (N/A)
SUB TOTAL			10,546.38	10,546.38				10,546.38 (N/A)

Environment

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23	Bins & Litter				12,500.00	10,523.47	1,976.53	1,976.53 (15%)
24	Grass Cutting & POS Maintenanc				31,400.00	30,444.76	955.24	955.24 (3%)
25	Trees				5,000.00	16,405.00	-11,405.00	-11,405.00 (-228%)
26	Bus Shelters				1,000.00		1,000.00	1,000.00 (100%)
27	Play Parks Maintenance & Inspe				10,000.00	7,328.77	2,671.23	2,671.23 (26%)
28	Highways & SIDs				5,000.00	142.50	4,857.50	4,857.50 (97%)
29	Salisbury City Cemetery				4,550.00	4,784.45	-234.45	-234.45 (-5%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

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		74,183.05	-74,183.05	-74,183.05	(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		232.47	-232.47	-232.47	(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		2,673.50	-2,673.50	-2,673.50	(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)		
83	Ward Grove Play Park Maintena	52,887.30	52,887.30			52,887.30 (N/A)		
SUB TOTAL			52,887.30	52,887.30	79,450.00	214,538.80	-135,088.80	-82,201.50 (-103%)

Income

Code	Title	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	5,795.64	5.64				5.64 (0%)
3	Newsletter Advertising	5,000.00	4,937.50	-62.50				-62.50 (-1%)
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	14,811.90	7,311.90				7,311.90 (97%)
7	Dividends	15,000.00	51,411.18	36,411.18				36,411.18 (242%)
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	847,291.83	518,163.83				518,163.83 (157%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

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 Contributic							(N/A)
63	Bishopdown (HP1) Play Area Ma					9,950.00	-9,950.00	-9,950.00 (N/A)
64	Bishopdown (HP1) Play Area Co					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

NET TOTAL	329,128.00	910,725.51	581,597.51	279,900.00	513,166.44	-233,266.44	348,331.07 (57%)
V.A.T.		81,158.80			61,472.99		
GROSS TOTAL		991,884.31			574,639.43		

Laverstock & Ford Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/03/2024			
	Cash in Hand 01/04/2023			1,446,573.36
	ADD Receipts 01/04/2023 - 31/03/2024			991,884.31
				2,438,457.67
	SUBTRACT Payments 01/04/2023 - 31/03/2024			574,639.43
A	Cash in Hand 31/03/2024 (per Cash Book)			1,863,818.24
	Cash in hand per Bank Statements			
	Petty Cash	01/08/2022	0.00	
	Trustee	27/03/2024	417,185.11	
	Lloyds 32-Day Deposit	28/03/2024	273,433.01	
	Lloyds 32-Day Term	31/03/2024	0.00	
	CCLA PSDF	31/03/2024	1,173,200.12	
	Lloyds Fixed Term 173 Day	31/03/2024	0.00	
				1,863,818.24
	Less unrepresented payments			
				1,863,818.24
	Plus unrepresented receipts			
B	Adjusted Bank Balance			1,863,818.24
	A = B Checks out OK			

Laverstock & Ford Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
316	Office Sundries & Expenses	04/03/2024		Trustee		Job Advertising	Indeed Ireland Operations	X	58.25		58.25
											58.25
317	Office Sundries & Expenses	08/03/2024		Trustee		Stamps/Postage	Post Office	Z	5.50		5.50
											5.50
318	Business Support	12/03/2024		Trustee		Business support	Hive Communications Ltd	S	836.50	167.30	1,003.80
											1,003.80
319	Professional Fees	14/03/2024		Trustee		Payroll	Sandra Silk Bookkeeping &	S	33.75	6.75	40.50
											40.50
320	Office Sundries & Expenses	18/03/2024		Trustee		Office Sundries	Zoom Video Communicatio	S	129.90	25.98	155.88
											155.88
321	Business Support	21/03/2024		Trustee		Business support	UK2	S	168.80	33.76	202.56
											202.56
322	Office Sundries & Expenses	22/03/2024		Trustee		Operations Sundries	Amazon EU S.a.r.l. UK	S	29.10	5.85	34.95
											34.95
323	Office Sundries & Expenses	25/03/2024		Trustee		Office Sundries	Canva Pty. Ltd	X	129.90		129.90
											129.90
Total									1,391.70	239.64	1,631.34

Prepared by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role

Laverstock & Ford Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	Salaries	16/04/2024		Trustee	240401	Salary & Expenses	Staff	X	2,261.35		2,261.35
1	Mileage	16/04/2024		Trustee	240401	Salary & Expenses	Staff	Z	7.65		7.65
1	Office Sundries & Expenses	16/04/2024		Trustee	240401	Salary & Expenses	Staff	Z	12.02		12.02
											2,281.02
2	Salaries	16/04/2024		Trustee	240402	Salary & Expenses	Staff	X	1,871.58		1,871.58
2	Mileage	16/04/2024		Trustee	240402	Salary & Expenses	Staff	Z	10.80		10.80
2	Office Sundries & Expenses	16/04/2024		Trustee	240402	Salary & Expenses	Staff	Z	35.44		35.44
											1,917.82
3	Salaries	16/04/2024		Trustee	240403	Salary & Expenses	Staff	X	1,640.90		1,640.90
3	Mileage	16/04/2024		Trustee	240403	Salary & Expenses	Staff	Z	7.02		7.02
3	Office Sundries & Expenses	16/04/2024		Trustee	240403	Salary & Expenses	Staff	Z	8.50		8.50
											1,656.42
4	Salaries	16/04/2024		Trustee	240404	Salary & Expenses	Staff	X	1,172.22		1,172.22
4	Mileage	16/04/2024		Trustee	240404	Salary & Expenses	Staff	Z	24.30		24.30
											1,196.52
5	Salaries	16/04/2024		Trustee	240405	Salary & Expenses	Staff	X	883.87		883.87
5	Mileage	16/04/2024		Trustee	240405	Salary & Expenses	Staff	Z	144.00		144.00
5	Office Sundries & Expenses	16/04/2024		Trustee	240405	Salary & Expenses	Staff	Z	60.00		60.00
											1,087.87
6	Salaries	16/04/2024		Trustee	240406	PAYE & NI	HMRC	X	2,778.00		2,778.00
											2,778.00
7	Salaries	16/04/2024		Trustee	240407	Pensions	Wiltshire Pension Fund	X	1,990.45		1,990.45
											1,990.45
8	Old Sarum The Green	16/04/2024		Trustee	240408	Sport and Pitch Maintenance	Hurdcott Landscapes Ltd	S	555.00	111.00	666.00
											666.00
9	Grass Cutting & POS Maintenan	16/04/2024		Trustee	240408	Grass Cutting & POS Maintenan	Hurdcott Landscapes Ltd	S	2,160.16	432.03	2,592.19
											2,592.19
10	Bins & Litter	16/04/2024		Trustee	240409	Bin Emptying	Idverde Ltd	S	1,029.18	205.84	1,235.02
											1,235.02
11	Grass Cutting & POS Maintenan	16/04/2024		Trustee	240410	Tree work	Ockenden Tree Services Lt	S	295.00	59.00	354.00
											354.00
12	Trees	16/04/2024		Trustee	240410	Tree work	Ockenden Tree Services Lt	S	1,295.00	259.00	1,554.00
											1,554.00
13	Professional Fees	16/04/2024		Trustee	240411	Professional Fees	Wisons Solicitors LLP	S	4,000.00	800.00	4,800.00
											4,800.00
14	Youth Support	16/04/2024		Trustee	240412	Hall hire	Old Sarum Community Cen	Z	46.00		46.00
											46.00
15	Highways & SIDs	16/04/2024		Trustee	240413	Highways Contribution	Wiltshire Council	Z	1,568.66		1,568.66

Laverstock & Ford Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
											1,568.66
16	Bishopdown Farm Youth Club	16/04/2024		Trustee	240414	Bishopdown Farm Youth Club	Salisbury City Council	S	764.50	152.90	917.40
											917.40
17	Salisbury City Cemetery	16/04/2024		Trustee	240414	Salisbury City Cemetery	Salisbury City Council	Z	4,967.00		4,967.00
											4,967.00
18	Office Sundries & Expenses	16/04/2024		Trustee	240415	Job Advertising	NALC	S	100.00	20.00	120.00
											120.00
19	Highways & SIDs	16/04/2024		Trustee	240416	SID Purchase and Maintenance	Elan City Ltd	S	195.78	39.16	234.94
											234.94
20	Community Buildings	16/04/2024		Trustee	240417	Community Centre Support	Wessex Drainage Solutions	S	125.00	25.00	150.00
20	Community Buildings	16/04/2024		Trustee	240417	Community Centre Support	Wessex Drainage Solutions	S	5,200.00	1,040.00	6,240.00
											6,390.00
21	Grants	16/04/2024		Trustee	240418	Section 137 Grant	Devenish Bradshaw Charita	X	1,000.00		1,000.00
											1,000.00
22	Grants	16/04/2024		Trustee	240419	Section 137 Grant	Wiltshire Search and Rescu	X	300.00		300.00
											300.00
Total									36,509.38	3,143.93	39,653.31

Prepared by: _____

Name and Role

Date: _____

Approved by: _____

Name and Role

Date: _____

Approved by: _____

Name and Role

Date: _____