

LAVERSTOCK & FORD PARISH COUNCIL

Report for Agenda Item 24.097 Finance Report May 2024 (for June meeting)

Subject: Report on Monthly Accounts for May 2024 & Approval of Expenditure
Date: 17th June 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 May 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 Waller.

2. Summary of Receipts and Payments

- 2.1 The Summary Report for the period 1st April to 31st May 2024, is attached at Annex 1. Total receipts £187,117.64. Total payments £87,403.14.
- 2.2 The Summary Report also compares expenditure to the budget for the year.

3. Bank Reconciliation.

- 3.1 A Bank Reconciliation has been carried out by Cllr Waller.
- 3.2 The reconciliation is presented at Annex 2 to this report. Total funds held on 31st May 2024 were £1,963,532.74.

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

- 4.1 Annex 3 to this report lists the debit card & direct debit payments made in May 2024.
- 4.2 Total payments of **£2,525.64** require the retrospective approval of the Council.

5. BACS Payments in June 2024.

- 5.1 Annex 4 to this report lists the BACS payments, including salaries, that are scheduled for payment on 18th June 2024.
- 5.2 A total of **£29,894.63** requires the approval of the Council. The total includes the annual insurance premium of £6,226.67 and solicitor's fees of £2,880.00.

6. Treasury Deposits and Reserves.

- 6.1 A total of £1,940,090.27 was held on deposit on 31st May 2024. £351,884.31 is invested in a 95-Day Notice account that yielded £1,193.28 interest. £314,760.65 is in a 32-Day Notice account that yielded £667.56.

£1,273,445.31 is invested in the CCLA Public Sector Deposit Fund and earned a dividend of £5,166.46 in May. The dividend was re-invested.

- 6.2 Total Earmarked Reserves held on 14th June 2024 are £1,687,089.42. Of these funds £1,215,546.12 are held for long-term maintenance or other specific projects. The balance of £471,543.30 is available for spending now within constraints imposed by the source of the funds. This includes Community Infrastructure Levy of £80,426.46 (£17,794.48 allocated to Saunders Sport Goals) and the Asset Replacement fund of £257,641.26 (£94,644 allocated to Ford bus shelter and Whitebridge play park).

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 **£2,525.64**, and the BACS payments of **£29,894.63**.
- 7.3 That the Council notes the Treasury Deposits and Reserves.

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/05/2024)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9	Salaries				180,000.00	24,937.14	155,062.86	155,062.86 (86%)
10	Mileage				2,850.00	318.87	2,531.13	2,531.13 (88%)
11	Office Sundries & Expenses				5,300.00	1,129.19	4,170.81	4,170.81 (78%)
12	Equipment & IT				2,500.00		2,500.00	2,500.00 (100%)
13	Professional Fees				2,940.00	6,203.25	-3,263.25	-3,263.25 (-110%)
14	Subscriptions				2,000.00	1,482.83	517.17	517.17 (25%)
15	Insurance				7,104.00		7,104.00	7,104.00 (100%)
16	Grants				12,360.00	8,700.00	3,660.00	3,660.00 (29%)
17	Newsletter				7,700.00	1,354.00	6,346.00	6,346.00 (82%)
19	Training				1,500.00		1,500.00	1,500.00 (100%)
20	Councillor Expenses				500.00		500.00	500.00 (100%)
21	Business Support				5,100.00	1,690.76	3,409.24	3,409.24 (66%)
66	Community Engagement				2,000.00	48.99	1,951.01	1,951.01 (97%)
67	Youth Support				5,000.00	92.00	4,908.00	4,908.00 (98%)
68	Community Buildings				10,000.00	12,005.00	-2,005.00	-2,005.00 (-20%)
SUB TOTAL					246,854.00	57,962.03	188,891.97	188,891.97 (76%)

Administration Reserve

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
76	Bishopdown Farm Youth Club					764.50	-764.50	-764.50 (N/A)
SUB TOTAL						764.50	-764.50	-764.50 (N/A)

CIL

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
34	Community Infrastructure Levy					547.00	-547.00	-547.00 (N/A)
SUB TOTAL						547.00	-547.00	-547.00 (N/A)

Community Centres

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

Environment

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23	Bins & Litter				12,500.00	2,058.36	10,441.64	10,441.64 (83%)
24	Grass Cutting & POS Maintenanc				35,000.00	5,292.24	29,707.76	29,707.76 (84%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/05/2024)

25	Trees	15,000.00	1,480.00	13,520.00	13,520.00 (90%)
26	Infrastructure	6,000.00		6,000.00	6,000.00 (100%)
27	Play Parks Maintenance & Inspe	10,500.00	1,360.00	9,140.00	9,140.00 (87%)
28	Highways & SIDs	5,000.00	2,576.81	2,423.19	2,423.19 (48%)
29	Salisbury City Cemetery	5,000.00	4,967.00	33.00	33.00 (0%)
31	Community Farm Support	10,000.00		10,000.00	10,000.00 (100%)
32	Miscellaneous				(N/A)
SUB TOTAL		99,000.00	17,734.41	81,265.59	81,265.59 (82%)

Environment Reserve

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30	Asset Replacement				662.89	-662.89	-662.89 (N/A)	
35	Longhedge Community Growing						(N/A)	
36	Wiltshire Council Play Areas				1,689.00	-1,689.00	-1,689.00 (N/A)	
39	Old Sarum Country Park Wesse						(N/A)	
40	Pilgrims Way Maintenance Pt 1						(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						(N/A)	
45	Old Sarum The Green				555.00	-555.00	-555.00 (N/A)	
46	OSCC Play Park				870.00	-870.00	-870.00 (N/A)	
47	Old Sarum Sport Wall						(N/A)	
48	Old Sarum Swales						(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				90.00	-90.00	-90.00 (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						(N/A)	
83	Ward Grove Play Park Maintena						(N/A)	
SUB TOTAL					3,866.89	-3,866.89	-3,866.89 (N/A)	

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept		160,602.00	160,602.00			160,602.00 (N/A)	
2	Lease and Site Rental						(N/A)	
3	Newsletter Advertising		962.50	962.50			962.50 (N/A)	

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/05/2024)

4 CIL				(N/A)
5 S106				(N/A)
6 Interest	3,211.95	3,211.95		3,211.95 (N/A)
7 Dividends	10,245.19	10,245.19		10,245.19 (N/A)
8 Grants & Misc.				(N/A)
59 VAT Refund				(N/A)
60 Insurance Rent	3,140.00	3,140.00		3,140.00 (N/A)
SUB TOTAL	178,161.64	178,161.64		178,161.64 (N/A)

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							(N/A)
62	Longhedge Cemetery Contributi							(N/A)
63	Bishopdown (HP1) Play Area Me							(N/A)
64	Bishopdown (HP1) Play Area Co							(N/A)
70	Bishopdown Farm Yard Play Imp							(N/A)
80	Longhedge Play Area Improvem							(N/A)
81	Longhedge Youth and Adult Pt 2							(N/A)
SUB TOTAL								(N/A)

Summary

NET TOTAL	178,161.64	178,161.64	345,854.00	80,874.83	264,979.17	443,140.81 (128%)
V.A.T.	8,956.00			6,528.31		
GROSS TOTAL	187,117.64			87,403.14		

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 31/05/2024		
	Cash in Hand 01/04/2024		1,863,818.24
	ADD		
	Receipts 01/04/2024 - 31/05/2024		187,117.64
			2,050,935.88
	SUBTRACT		
	Payments 01/04/2024 - 31/05/2024		87,403.14
A	Cash in Hand 31/05/2024 (per Cash Book)		1,963,532.74
	Cash in hand per Bank Statements		
	Petty Cash	01/08/2022	0.00
	Trustee	31/05/2024	23,442.47
	Lloyds 32-Day Deposit	31/05/2024	314,760.65
	Lloyds 32-Day Term	31/05/2024	0.00
	CCLA PSDF	31/05/2024	1,273,445.31
	Lloyds Fixed Term 173 Day	01/04/2024	0.00
	Lloyds 95-day Deposit	31/05/2024	351,884.31
			1,963,532.74
	Less unrepresented payments		
			1,963,532.74
	Plus unrepresented receipts		
B	Adjusted Bank Balance		1,963,532.74
	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
61	Subscriptions	07/05/2024		Trustee		SLCC Membership	SLCC Enterprises Ltd	Z	183.00		183.00
											183.00
62	Professional Fees	14/05/2024		Trustee		Payroll	Sandra Silk Bookkeeping &	S	73.75	14.75	88.50
											88.50
63	Business Support	14/05/2024		Trustee		IT Support	Hive Communications Ltd	S	1,505.40	301.08	1,806.48
											1,806.48
64	Office Sundries & Expenses	14/05/2024		Trustee		Operations Sundries	Broxap Limited	S	207.00	41.40	248.40
											248.40
65	Office Sundries & Expenses	20/05/2024		Trustee		Refreshments	Costco Wholesale UK Limit	S	29.47	5.89	35.36
65	Office Sundries & Expenses	20/05/2024		Trustee		Refreshments	Costco Wholesale UK Limit	Z	55.94		55.94
											91.30
66	Office Sundries & Expenses	24/05/2024		Trustee		ICO Registration	Information Commissioner'	Z	40.00		40.00
											40.00
67	Office Sundries & Expenses	29/05/2024		Trustee		Stationery	Bluetree Group TA instantp	S	56.63	11.33	67.96
											67.96
Total									2,151.19	374.45	2,525.64

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

13 June 2024 (2024-2025)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
68	Salaries	18/06/2024		Trustee	240601	Salary & Expenses	Staff	X	2,280.87		2,280.87
68	Mileage	18/06/2024		Trustee	240601	Salary & Expenses	Staff	Z	46.13		46.13
68	Office Sundries & Expenses	18/06/2024		Trustee	240601	Salary & Expenses	Staff	Z	6.90		6.90
68	Longhedge Community Growin	18/06/2024		Trustee	240601	Salary & Expenses	Staff	Z	70.80		70.80
2,404.70											
69	Salaries	18/06/2024		Trustee	240602	Salary & Expenses	Staff	X	1,855.86		1,855.86
69	Mileage	18/06/2024		Trustee	240602	Salary & Expenses	Staff	Z	6.30		6.30
69	Office Sundries & Expenses	18/06/2024		Trustee	240602	Salary & Expenses	Staff	Z	35.44		35.44
1,897.60											
70	Salaries	18/06/2024		Trustee	240603	Salary & Expenses	Staff	X	1,676.62		1,676.62
70	Mileage	18/06/2024		Trustee	240603	Salary & Expenses	Staff	Z	14.40		14.40
1,691.02											
71	Salaries	18/06/2024		Trustee	240604	Salary	Staff	X	1,168.19		1,168.19
1,168.19											
72	Salaries	18/06/2024		Trustee	240605	Salary & Expenses	Staff	X	851.54		851.54
72	Mileage	18/06/2024		Trustee	240605	Salary & Expenses	Staff	Z	91.80		91.80
943.34											
73	Salaries	18/06/2024		Trustee	240606	PAYE & NI	HMRC	X	2,817.74		2,817.74
2,817.74											
74	Salaries	18/06/2024		Trustee	240607	Pensions	Wiltshire Pension Fund	X	2,006.47		2,006.47
2,006.47											
75	Grass Cutting & POS Maintenan	18/06/2024		Trustee	240608	Grass Cutting & POS Maintenan	Hurdcott Landscapes Ltd	S	2,592.08	518.42	3,110.50
75	Grass Cutting & POS Maintenan	18/06/2024		Trustee	240608	Grass Cutting & POS Maintenan	Hurdcott Landscapes Ltd	S	220.00	44.00	264.00
3,374.50											
76	Bins & Litter	18/06/2024		Trustee	240609	Bin Emptying	Idverde Ltd	S	1,029.18	205.84	1,235.02
1,235.02											
77	Trees	18/06/2024		Trustee	240610	Tree work	Ockenden Tree Services Lt	S	695.00	139.00	834.00
834.00											
78	Trees	18/06/2024		Trustee	240610	Tree work	Ockenden Tree Services Lt	S	690.00	138.00	828.00
828.00											
79	Pilgrims Way Maintenance Pt 1	18/06/2024		Trustee	240610	Tree work	Ockenden Tree Services Lt	S	125.00	25.00	150.00
150.00											
80	Insurance	18/06/2024		Trustee	240611	Insurance	Community First Trading	E	6,226.67		6,226.67
6,226.67											
81	Office Sundries & Expenses	18/06/2024		Trustee	240612	Hall hire	Old Sarum Community Cen	Z	34.50		34.50
81	Youth Support	18/06/2024		Trustee	240612	Hall hire	Old Sarum Community Cen	Z	23.00		23.00
57.50											
82	Professional Fees	18/06/2024		Trustee	240613	Professional Fees	Wilson Solicitors LLP	S	2,400.00	480.00	2,880.00

Laverstock & Ford Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total	
											2,880.00	
83	Community Engagement	18/06/2024		Trustee	260614	Community Engagement	Sarum Colourview Ltd	Z	170.00		170.00	
84	Longhedge Community Open S	18/06/2024		Trustee	240615	Longhedge Community Growin	Rebecca Twigg	Z	250.00		250.00	
85	Hampton Park Pavilion Dilapida	18/06/2024		Trustee	240616	Hampton Park Pavilion Dilapida	A C Wallbridge & Co Ltd	S	580.00	116.00	696.00	
86	Office Sundries & Expenses	18/06/2024		Trustee	240617	Office Sundries	Clerk & Councils Direct	S	105.50	21.10	126.60	
87	Office Sundries & Expenses	18/06/2024		Trustee	240618	Office Sundries	River Bourne Community F	Z	137.28		137.28	
									Total	28,207.27	1,687.36	29,894.63

Prepared by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role