

LAVERSTOCK & FORD PARISH COUNCIL

Report for Agenda Item 24.113 Finance Report June 2024 (for July meeting)

Subject: Report on Monthly Accounts for June 2024 & Approval of Expenditure
Date: 15th July 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 June 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 Schneider.

2. Summary of Receipts and Payments

2.1 The Summary Report for the period 1st April to 30th June 2024, is attached at Annex 1. Total receipts £196,979.18. Total payments £118,013.37.

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 Schneider.

3.2 The reconciliation is presented at Annex 2 to this report. Total funds held on 30th June 2024 were £1,942,784.05.

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

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

4.2 Total payments of **£715.60** require the retrospective approval of the Council.

5. BACS Payments in July 2024.

5.1 Annex 4 to this report lists the BACS payments, including salaries, that are scheduled for payment on 16th July 2024.

5.2 A total of **£37,493.61** requires the approval of the Council. The total includes a payment of £11,966.40 to GW Shelter Solutions for the new bus shelter at Broken Cross bridge. It also includes two payments for professional services. Ridge and Partners for the RCA to the Old Sarum Community Centre and Wilsons for continuing advice on the Farm. The budget for Professional Fees is now overspent by £7,947.

6. Treasury Deposits.

- 6.1 £1,927,304.15 was held on deposit on 30th June 2024.
- 6.2 Lloyds. £352,965.61 is invested in a 95-Day Notice account that yielded £1,081.30 interest. £10,257.26 remains in a 32-Day Notice account that yielded £496.61. £305,000 in two 32-Day Term accounts and £280,000 in a new 9-month Fixed Term account at 3.55%.
- 6.3 CCLA. £979,081.28 is invested in the Public Sector Deposit Fund and earned a dividend of £5,635.97 in June. The dividend was re-invested.
- 6.4 Interest and dividends earned in June 2024 were £7,213.88.

7. Reserves.

- 7.1 Earmarked Reserves held on 15th July 2024 are £1,677,562.43.
- 7.2 Earmarked Reserves are allocated as follows.
 - i. Capital Asset Replacement Reserve, funded from precept, £252,349.82.
 - ii. Community Infrastructure Levy Reserve, £80,426.46.
 - iii. Earmarked Maintenance Reserves, funded by developers, £1,198,871.68.
 - iv. Play area improvement and Youth and Adult Recreation £132,112.67.
 - v. Miscellaneous including Grant Reserve and Dilapidations £13,801.80.

8. Recommendation.

- 8.1 That the Council adopts the monthly accounts as a true record of the Council's finances.
- 8.2 That the Council approves the debit card and direct debit payments of **£715.60**, and the BACS payments of **£37,493.61**.
- 8.3 That the Council notes the Treasury Deposits and Reserves.

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 30/06/2024)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9	Salaries				180,000.00	37,594.43	142,405.57	142,405.57 (79%)
10	Mileage				2,850.00	477.50	2,372.50	2,372.50 (83%)
11	Office Sundries & Expenses				5,300.00	1,576.29	3,723.71	3,723.71 (70%)
12	Equipment & IT				2,500.00		2,500.00	2,500.00 (100%)
13	Professional Fees				2,940.00	8,637.00	-5,697.00	-5,697.00 (-193%)
14	Subscriptions				2,000.00	1,482.83	517.17	517.17 (25%)
15	Insurance				7,104.00	6,226.67	877.33	877.33 (12%)
16	Grants				10,000.00	8,700.00	1,300.00	1,300.00 (13%)
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	1,864.72	3,235.28	3,235.28 (63%)
66	Community Engagement				2,000.00	218.99	1,781.01	1,781.01 (89%)
67	Youth Support				5,000.00	115.00	4,885.00	4,885.00 (97%)
68	Community Buildings				10,000.00	12,005.00	-2,005.00	-2,005.00 (-20%)
SUB TOTAL					244,494.00	80,252.43	164,241.57	164,241.57 (67%)

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)
84	Grant Reserve							(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					850.69	-850.69	-850.69 (N/A)
SUB TOTAL						850.69	-850.69	-850.69 (N/A)

Environment

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23	Bins & Litter				12,500.00	3,087.54	9,412.46	9,412.46 (75%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 30/06/2024)

24	Grass Cutting & POS Maintenan	35,000.00	8,104.32	26,895.68	26,895.68 (76%)
25	Trees	15,000.00	2,865.00	12,135.00	12,135.00 (80%)
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	22,960.67	76,039.33	76,039.33 (76%)

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				320.80	-320.80	-320.80 (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				125.00	-125.00	-125.00 (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						(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					4,312.69	-4,312.69	-4,312.69 (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		1,422.66	1,422.66			1,422.66 (N/A)	

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 30/06/2024)

3 Newsletter Advertising	2,187.50	2,187.50	2,187.50 (N/A)
4 CIL			(N/A)
5 S106			(N/A)
6 Interest	4,789.86	4,789.86	4,789.86 (N/A)
7 Dividends	15,881.16	15,881.16	15,881.16 (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	188,023.18	188,023.18	188,023.18 (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 Contributic						(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	188,023.18	188,023.18	343,494.00	109,687.98	233,806.02	421,829.20 (122%)
V.A.T.	8,956.00			8,325.39		
GROSS TOTAL	196,979.18			118,013.37		

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 30/06/2024		
	Cash in Hand 01/04/2024		1,863,818.24
	ADD Receipts 01/04/2024 - 30/06/2024		196,979.18
			2,060,797.42
	SUBTRACT Payments 01/04/2024 - 30/06/2024		118,013.37
A	Cash in Hand 30/06/2024 (per Cash Book)		1,942,784.05
	Cash in hand per Bank Statements		
	Petty Cash	01/08/2022	0.00
	Trustee	30/06/2024	15,479.90
	Lloyds 32-Day Deposit	30/06/2024	10,257.26
	Lloyds 32-Day Term (1)	30/06/2024	25,000.00
	CCLA PSDF	30/06/2024	979,081.28
	Lloyds 95-day Deposit	30/06/2024	352,965.61
	Lloyds 273-Day Fixed Term	30/06/2024	280,000.00
	Lloyds 32-day Term (2)	30/06/2024	280,000.00
			1,942,784.05
	Less unrepresented payments		
			1,942,784.05
	Plus unrepresented receipts		
B	Adjusted Bank Balance		1,942,784.05
	A = B Checks out OK		

Debit Card & Direct Debit PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
88	Office Sundries & Expenses	04/06/2024		Trustee		Office Sundries	The Photo ID Card People	S	52.39	10.48	62.87
											62.87
89	Business Support	11/06/2024		Trustee		IT Support	Hive Communications Ltd	S	173.96	34.79	208.75
											208.75
90	Hampton Park Pavilion Dilapida	11/06/2024		Trustee		Hampton Park Pavilion Dilapida	Corsham Building Plastics	S	270.69	54.14	324.83
											324.83
91	Office Sundries & Expenses	13/06/2024		Trustee		Office Sundries	Land Registry	Z	3.00		3.00
											3.00
92	Professional Fees	14/06/2024		Trustee		Payroll	Sandra Silk Bookkeeping &	S	33.75	6.75	40.50
											40.50
93	Office Sundries & Expenses	14/06/2024		Trustee		Office Sundries	Wiltshire Gallery Ltd	Z	48.30		48.30
											48.30
94	Office Sundries & Expenses	25/06/2024		Trustee		Office Sundries	The Photo ID Card People	S	17.79	3.56	21.35
											21.35
95	Office Sundries & Expenses	21/06/2024		Trustee		Office Sundries	Land Registry	Z	6.00		6.00
											6.00
Total									605.88	109.72	715.60

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

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
99	Salaries	16/07/2024		Trustee	240701	Salary & Expenses	Staff	X	2,232.29		2,232.29
99	Mileage	16/07/2024		Trustee	240701	Salary & Expenses	Staff	Z	69.30		69.30
99	Office Sundries & Expenses	16/07/2024		Trustee	240701	Salary & Expenses	Staff	Z	73.43		73.43
99	Longhedge Community Growin	16/07/2024		Trustee	240701	Salary & Expenses	Staff	Z	9.30		9.30
											2,384.32
100	Salaries	16/07/2024		Trustee	240702	Salary & Expenses	Staff	X	1,545.11		1,545.11
100	Mileage	16/07/2024		Trustee	240702	Salary & Expenses	Staff	Z	4.50		4.50
100	Office Sundries & Expenses	16/07/2024		Trustee	240702	Salary & Expenses	Staff	Z	35.44		35.44
											1,585.05
101	Salaries	16/07/2024		Trustee	240703	Salary & Expenses	Staff	X	1,695.10		1,695.10
101	Mileage	16/07/2024		Trustee	240703	Salary & Expenses	Staff	Z	47.84		47.84
101	Office Sundries & Expenses	16/07/2024		Trustee	240703	Salary & Expenses	Staff	Z	23.94		23.94
											1,766.88
102	Salaries	16/07/2024		Trustee	240704	Salary & Expenses	Staff	X	1,201.46		1,201.46
102	Mileage	16/07/2024		Trustee	240704	Salary & Expenses	Staff	Z	4.95		4.95
											1,206.41
103	Salaries	16/07/2024		Trustee	240705	Salary & Expenses	Staff	X	981.80		981.80
103	Mileage	16/07/2024		Trustee	240705	Salary & Expenses	Staff	Z	124.20		124.20
											1,106.00
104	Salaries	16/07/2024		Trustee	240706	PAYE & NI	HMRC	X	2,766.42		2,766.42
											2,766.42
105	Salaries	16/07/2024		Trustee	240707	Pensions	Wiltshire Pension Fund	X	2,055.61		2,055.61
											2,055.61
106	Grass Cutting & POS Maintenan	16/07/2024		Trustee	240708	Grass Cutting & POS Maintenan	Hurdcott Landscapes Ltd	S	2,592.08	518.42	3,110.50
106	Grass Cutting & POS Maintenan	16/07/2024		Trustee	240708	Grass Cutting & POS Maintenan	Hurdcott Landscapes Ltd	S	105.00	21.00	126.00
											3,236.50
107	Grass Cutting & POS Maintenan	16/07/2024		Trustee	240708	Grass Cutting & POS Maintenan	Hurdcott Landscapes Ltd	S	500.00	100.00	600.00
											600.00
108	Pilgrims Way Maintenance Pt 1	16/07/2024		Trustee	240708	Grass Cutting & POS Maintenan	Hurdcott Landscapes Ltd	S	350.00	70.00	420.00
											420.00
109	Bins & Litter	16/07/2024		Trustee	240709	Bin Emptying	Idverde Ltd	S	1,029.18	205.84	1,235.02
											1,235.02
110	Trees	16/07/2024		Trustee	240710	Tree work	Ockenden Tree Services Lt	S	1,250.00	250.00	1,500.00
											1,500.00
111	Youth Support	16/07/2024		Trustee	240711	Hall hire	Old Sarum Community Cen	Z	69.00		69.00
											69.00
112	Newsletter	16/07/2024		Trustee	240712	Newsletter printing	Sarum Colourview Ltd	Z	1,354.00		1,354.00
											1,354.00

Annex 4 page 2

**Laverstock & Ford Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST**

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
113	Professional Fees	16/07/2024		Trustee	240713	Professional Fees	Wilsons Solicitors LLP	S	1,250.00	250.00	1,500.00
											1,500.00
114	Asset Replacement	16/07/2024		Trustee	240714	Bus Shelter Construction	GW Shelter Solutions Ltd	S	9,972.00	1,994.40	11,966.40
											11,966.40
115	Asset Replacement	16/07/2024		Trustee	240714	Bus Shelter Construction	GW Shelter Solutions Ltd	S	1,285.00	257.00	1,542.00
											1,542.00
116	Professional Fees	16/07/2024		Trustee	240715	Professional Fees	Ridge and Partners LLP	S	1,000.00	200.00	1,200.00
											1,200.00
Total									33,626.95	3,866.66	37,493.61

Prepared by: _____
Name and Role

Date: _____

Approved by: _____
Name and Role

Date: _____

Approved by: _____
Name and Role

Date: _____