

LAVERSTOCK & FORD PARISH COUNCIL

Report PC25.029 Finance Report January 2025 (for February 2025 meeting)

Subject: Report on Monthly Accounts for January 2025 & Approval of Expenditure
Date: 17th February 2025
Author: Andrew Prince, RFO

1. Report Summary.

1.1 This report presents a summary of the Council's finances up to 31st January 2025. It also lists payments that require the approval of the Council. Monthly finance checks and a bank reconciliation were carried out by Cllr Waller.

2. Summary of Receipts and Payments.

2.1 The Summary Report for the period 1st April to 31st December 2024, is attached at Annex 1. Total receipts £490,838.35. Total payments £506,531.95.

2.2 The Summary Report also compares expenditure to the budget for the year. Professional Fees and Community Buildings are over budget by £13,747 and £2,960 respectively. Tree work is over budget by £2,795.00. At the end of January (month 10 of 12) there is 15.25% of the Revenue Budget remaining.

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 January 2025 were £1,848,124.64.

4. Debit Card & Direct Debit Payments in January 2025.

4.1 Annex 3 to this report lists the debit card & direct debit payments made in January 2025.

4.2 Total payments of **£1,723.45** require the retrospective approval of the Council.

5. BACS Payments in February 2025.

5.1 Annex 4 to this report lists the BACS payments, including salaries, that are scheduled for payment in February 2025.

5.2 A total of **£27,652.54** requires the approval of the Council. Staff salaries including pension contributions are £15,618.30. Other payments include £4,140 to Wilsons Solicitors, which means that Professional Fees are now over budget by £17,197, and £1,290 to Paul Stevens Architecture for the submission of the planning application for alterations to the Hampton Park Pavilion.

6. Treasury Deposits.

- 6.1 £1,824,636.57 was held on deposit on 31st January 2025.
- 6.2 **Lloyds.** £359,925.72 is invested in a 95-Day Notice account that yielded £1,069.04 interest. £10,387.08 remains in a 32-Day Notice account that yielded £20.34. £280,000 is invested in a 9-month Fixed Term account at 3.55%. This will yield £7,434.58 on 25th March 2025.
- 6.3 **CCLA.** £1,173,234.39 is invested in the Public Sector Deposit Fund and earned a dividend of £4,815.48 in January. The dividend was re-invested. £20,000 was withdrawn from this fund on 13th January to assist cash flow and a further £20,000 has been withdrawn on 10th February 2025.
- 6.4 Total interest and dividends earned in January 2025 were £5,904.86. The total at the end of January is £63,671.93. The budgets for interest & dividends for the whole year are £50,000.

7. Reserves.

- 7.1 Earmarked Reserves held on 18th February 2025, after all payments have been made, will be £1,682,252.01.
- 7.2 Earmarked Reserves are allocated as follows.
- i. Capital Asset Replacement Reserve, funded from precept, £192,204.69.
 - ii. Community Infrastructure Levy Reserve, £66,106.46.
 - iii. Earmarked Maintenance Reserves, funded by developers, £1,195,648.78.
 - iv. Play area improvement and Youth and Adult Recreation £132,112.67.
 - v. HP Pavilion Parish Office Project Reserve. £79,163.87.
 - vi. Miscellaneous including Grant Reserve, HP Dilapidations, Youth grant, Art Pillars Restoration and Neighbourhood Planning £17,015.54.

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 **£1,723.45**, and the BACS payments of **£27,652.54**.
- 8.3 That the Council notes the report on Treasury Deposits and Reserves.

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/01/2025)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9	Salaries				180,000.00	148,113.78	31,886.22	31,886.22 (17%)
10	Mileage				2,850.00	1,574.16	1,275.84	1,275.84 (44%)
11	Office Sundries & Expenses				5,300.00	3,931.53	1,368.47	1,368.47 (25%)
12	Equipment & IT				2,500.00	1,551.22	948.78	948.78 (37%)
13	Professional Fees				2,940.00	16,687.00	-13,747.00	-13,747.00 (-467%)
14	Subscriptions				2,000.00	2,215.83	-215.83	-215.83 (-10%)
15	Insurance				7,104.00	6,292.19	811.81	811.81 (11%)
16	Grants				10,000.00	9,300.00	700.00	700.00 (7%)
17	Newsletter				7,700.00	5,416.00	2,284.00	2,284.00 (29%)
19	Training				1,500.00	685.00	815.00	815.00 (54%)
20	CLLr Expenses & Chair Allowance				500.00	41.92	458.08	458.08 (91%)
21	Business Support				5,100.00	4,702.34	397.66	397.66 (7%)
66	Community Engagement				2,000.00	931.18	1,068.82	1,068.82 (53%)
67	Youth Support				5,000.00	1,808.80	3,191.20	3,191.20 (63%)
68	Community Buildings				10,000.00	12,960.00	-2,960.00	-2,960.00 (-29%)
SUB TOTAL					244,494.00	216,210.95	28,283.05	28,283.05 (11%)

Administration Reserve

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
76	Bishopdown Farm Youth Club					1,147.70	-1,147.70	-1,147.70 (N/A)
82	Hampton Park Pavilion Dilapidat					5,827.38	-5,827.38	-5,827.38 (N/A)
84	Grant Reserve					2,360.00	-2,360.00	-2,360.00 (N/A)
86	Neighbourhood Planning					1,734.00	-1,734.00	-1,734.00 (N/A)
87	Hampton Park Pavilion Parish O					1,761.13	-1,761.13	-1,761.13 (N/A)
SUB TOTAL						12,830.21	-12,830.21	-12,830.21 (N/A)

CIL

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
34	Community Infrastructure Levy					14,867.00	-14,867.00	-14,867.00 (N/A)
SUB TOTAL						14,867.00	-14,867.00	-14,867.00 (N/A)

Environment

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23	Bins & Litter				12,500.00	10,291.80	2,208.20	2,208.20 (17%)
24	Grass Cutting & POS Maintenanc				35,000.00	30,901.38	4,098.62	4,098.62 (11%)
25	Trees				15,000.00	17,795.00	-2,795.00	-2,795.00 (-18%)
26	Infrastructure				6,000.00	1,751.61	4,248.39	4,248.39 (70%)
27	Play Parks Maintenance & Inspe				10,500.00	6,350.49	4,149.51	4,149.51 (39%)
28	Highways & SIDs				5,000.00	2,836.13	2,163.87	2,163.87 (43%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/01/2025)

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	74,893.41	24,106.59	24,106.59 (24%)

Environment Reserve

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30	Asset Replacement				120,155.52	-120,155.52	-120,155.52	(N/A)
35	Longhedge Community Growing				330.10	-330.10	-330.10	(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				1,360.00	-1,360.00	-1,360.00	(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				1,861.90	-1,861.90	-1,861.90	(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				250.00	-250.00	-250.00	(N/A)
52	Hannah Way Play Park							(N/A)
53	Middleton Green Play Park							(N/A)
54	Mannock Field Play Park				295.00	-295.00	-295.00	(N/A)
55	Palmer Green Play Park							(N/A)
56	Castle Hill Country Park Play Pa				891.00	-891.00	-891.00	(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)
85	CHCP Art Pillars Refurbishment				8,335.82	-8,335.82	-8,335.82	(N/A)
SUB TOTAL					135,723.34	-135,723.34	-135,723.34	(N/A)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	321,204.00	321,204.00					(0%)
2	Lease and Site Rental	5,790.00	4,357.98	-1,432.02				-1,432.02 (-24%)
3	Newsletter Advertising	5,000.00	4,237.50	-762.50				-762.50 (-15%)
4	CIL							(N/A)
5	S106		8,796.25	8,796.25				8,796.25 (N/A)
6	Interest	11,500.00	13,637.66	2,137.66				2,137.66 (18%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/01/2025)

7 Dividends	38,500.00	50,034.27	11,534.27	11,534.27 (29%)
8 Grants & Misc.		27,058.00	27,058.00	27,058.00 (N/A)
59 VAT Refund				(N/A)
60 Insurance Rent	3,383.00	3,140.00	-243.00	-243.00 (-7%)
SUB TOTAL	385,377.00	432,465.66	47,088.66	47,088.66 (12%)

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 Ma						(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	385,377.00	432,465.66	47,088.66	343,494.00	454,524.91	-111,030.91	-63,942.25 (-8%)
V.A.T.		58,372.69			52,007.04		
GROSS TOTAL		490,838.35			506,531.95		

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 31/01/2025			
	Cash in Hand 01/04/2024			1,863,818.24
	ADD			
	Receipts 01/04/2024 - 31/01/2025			490,838.35
				2,354,656.59
	SUBTRACT			
	Payments 01/04/2024 - 31/01/2025			506,531.95
A	Cash in Hand 31/01/2025 (per Cash Book)			1,848,124.64
	Cash in hand per Bank Statements			
	Petty Cash	01/08/2022	0.00	
	Trustee	31/01/2025	23,488.07	
	Lloyds 32-Day Deposit	31/01/2025	10,407.42	
	Lloyds 32-Day Term (1)	31/07/2024	0.00	
	CCLA PSDF	31/01/2025	1,173,234.39	
	Lloyds 95-day Deposit	31/01/2025	360,994.76	
	Lloyds 273-Day Fixed Term	31/01/2025	280,000.00	
	Lloyds 32-day Term (2)	31/07/2024	0.00	
				1,848,124.64
	Less unrepresented payments			
				1,848,124.64
	Plus unrepresented receipts			
B	Adjusted Bank Balance			1,848,124.64
	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
279	Office Sundries & Expenses	03/01/2025		Trustee	CD 9514	Stationery	Solar Electronics Ltd ta Stir	S	90.52	18.12	108.64
											108.64
280	CHCP Art Pillars Refurbishment	08/01/2025		Trustee	CD 9514	Operations Sundries	Screwfix Direct Ltd	S	45.82	9.17	54.99
											54.99
281	Business Support	10/01/2025		Trustee		IT Support	Hive Communications Ltd	S	200.33	40.06	240.39
											240.39
282	Professional Fees	14/01/2025		Trustee		Payroll	Sandra Silk Bookkeeping &	S	40.50	8.10	48.60
											48.60
311	Office Sundries & Expenses	22/01/2025		Trustee	CD 9514	IT Equipment	Computer Risk Managemer	S	65.26	13.05	78.31
311	Equipment & IT	22/01/2025		Trustee	CD 9514	IT Equipment	Computer Risk Managemer	S	663.74	132.75	796.49
											874.80
312	Infrastructure	22/01/2025		Trustee	CD 2614	Office Sundries	Equip4work Ltd ta Office Fi	S	83.66	16.73	100.39
											100.39
313	Office Sundries & Expenses	24/01/2025		Trustee	CD 1254	Stationery	Amazon EU S.a.r.l. UK	S	35.95	7.19	43.14
											43.14
314	Hampton Park Pavilion Parish C	29/01/2025		Trustee	CD 2614	Hampton Park Pavilion New Bu	PortalPlanQuest Limited	Z	146.50		146.50
314	Hampton Park Pavilion Parish C	29/01/2025		Trustee	CD 2614	Hampton Park Pavilion New Bu	PortalPlanQuest Limited	S	58.33	11.67	70.00
											216.50
315	Subscriptions	31/01/2025		Trustee	CD 1254	Membership Fee	CPRE Wiltshire	Z	36.00		36.00
											36.00
Total									1,466.61	256.84	1,723.45

Prepared by: _____

Name and Role

Date: _____

Approved by: _____

Name and Role

Date: _____

Approved by: _____

Name and Role

Date: _____

Annex 4**Laverstock & Ford Parish Council****DRAFTPAYMENTS LIST 319 TO 337**

Voucher	Cheque	Name	Description	Amount
319	250201	Staff	Salary & Expenses	2,885.01
320	250202	Staff	Salary & Expenses	1,133.75
321	250203	Staff	Salary & Expenses	1,839.08
322	250204	Staff	Salary & Expenses	1,722.20
323	250205	Staff	Salary & Expenses	1,295.38
324	250206	Staff	Salary & Expenses	985.59
325	250207	HMRC	PAYE & NI	3,350.36
326	250208	Wiltshire Pension Fund	Pensions	2,625.44
327	250209	Hurdcott Landscapes Ltd	Grass Cutting & POS Maintenance	3,140.50
328	250210	Idverde Ltd	Bin Emptying	1,235.02
329	250211	Wilson's Solicitors LLP	Professional Fees	4,140.00
330	250212	Colourview Print Solutions Ltd	Newsletter printing	1,354.00
331	250213	Paul Stevens Architecture Ltd	Hampton Park Pavilion New Build	1,290.00
332	250214	Old Sarum Community Centre CIO	Hall hire	46.00
333	250215	Salisbury Garden Maintenance	Grass Cutting & POS Maintenance	300.00
334	250216	All The Sevens Limited	Expenses	14.21
335	250217	Watts Electrical	Hampton Park Pavilion Dilapidations	75.00
336	250218	Zurich Insurance Company Ltd ta Zurich Mun	insurance Claim	96.00
337	250219	Hampton Park Pavilion	Hall hire	125.00
TOTAL				27,652.54