

REPORT PC25.143 Finance Report September 2025 (for October 2025 meeting)

Monthly Accounts and Approval of Payments

DATE: 16th October 2025

AUTHOR: Trudi Deane, Deputy Clerk

1. REPORT SUMMARY

1.1. This report presents a summary of the Council's finances up to 30th September 2025. It also lists payments that require the approval of the Council. Monthly finance checks and bank reconciliation were carried out by Cllr Waller.

2. SUMMARY OF INCOME AND EXPENDITURE

2.1. The summary report for Revenue Income and Expenditure for the period 1st April 2025 to 30th September 2025 is attached at Annex 1. Total receipts £448266.43
Total Revenue Payments £192442.44.

2.2. This is a simplified Summary Report that compares Revenue income and expenditure to the Budget for the 2025-2026 financial year. It does not include payments from Reserves. Income includes 100% of precept.

3. BANK RECONCILIATION

3.1. A bank reconciliation at the end of September has been carried out by Cllr Waller.

3.2. The reconciliation is presented at Annex 2. Total funds held on 30th September 2025 were £1977757.22.

4. DEBIT CARD, DIRECT DEBIT & STANDING ORDER PAYMENTS IN SEPTEMBER 2025.

4.1. Annex 3 lists the debit card, direct debit and standing order payments made in September 2025.

4.2. Total payments of £2221.73 require the retrospective approval of the council.

5. BACS PAYMENTS IN OCTOBER 2025

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

5.2. A total of £43,804.34 requires the approval of the council. Items to note include £3012 for the cut and collect at 9a/9b in Old Sarum, and £1420 charged by Wiltshire Council for Election Costs.

6. TREASURY DEPOSITS

6.1. £1,882,733.64 was held on deposit on 30th September 2025

6.2. With Lloyds, £270,274.41 is invested in a 95-Day Notice account that yielded £654.17 interest. £350,000 is in a 95 Day Term account that will mature on 28th October and yield £2,578.01

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- 6.3. With CCLA, £1,262,459.23 is invested in the Public Sector Deposit Fund and earned a dividend of £4,221.70 in September. The dividends were re-invested. £99,000 was invested in September upon receipt of the second half of precept for 2025/26.
- 6.4. Total interest and dividends earned in September 2025 were £4,875.87.

7. RESERVES

- 7.1. Earmarked Reserves held on 21st October 2025, after all payments have been made, will be £1,679,265.21.

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, direct debit and standing order payments of £2,221.73 and the BACS payments of £43,804.34.
- 8.3. That the Council notes the report on Treasury Deposits and Reserves.

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ANNEX ONE

Laverstock & Ford Parish Council

14 October 2025 (2025-2026)

Summary of Receipts and Payments

Cost Centre Group - Revenue Expenditure & Income (Between 01/04/2025 and 30/09/2025)

Administration

	Receipts			Payments			Net Position
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9 Salaries				211,000.00	98,393.02	112,606.98	112,606.98 (53%)
10 Mileage				2,850.00	794.65	2,055.35	2,055.35 (72%)
11 Office Sundries & Expenses				5,500.00	3,151.99	2,348.01	2,348.01 (42%)
12 Equipment & IT				1,000.00	1,000.00		(0%)
13 Professional Fees				10,000.00	5,745.75	4,254.25	4,254.25 (42%)
14 Subscriptions				2,200.00	1,986.05	213.95	213.95 (9%)
15 Insurance				6,900.00	6,713.75	186.25	186.25 (2%)
16 Grants				10,000.00	4,000.00	6,000.00	6,000.00 (60%)
17 Newsletter				8,000.00	4,062.00	3,938.00	3,938.00 (49%)
19 Training				1,500.00	1,015.00	485.00	485.00 (32%)
20 Cllr Expenses & Chair Allowance				500.00	76.44	423.56	423.56 (84%)
21 Business Support				5,750.00	3,021.90	2,728.10	2,728.10 (47%)
66 Community Engagement				1,000.00	330.00	670.00	670.00 (67%)
67 Youth Support				10,000.00	4,348.00	5,652.00	5,652.00 (56%)
68 Community Facility Support				29,000.00	7,852.50	21,147.50	21,147.50 (72%)
89 Elections				3,000.00		3,000.00	3,000.00 (100%)
90 PWLB Loan				5,000.00		5,000.00	5,000.00 (100%)
SUB TOTAL				918,200.00	142,481.95	170,708.95	170,708.95 (54%)

Environment

	Receipts			Payments			Net Position
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23 Bins & Litter				13,600.00	6,369.18	7,230.82	7,230.82 (53%)
24 Public Open Space Maintenance				40,000.00	17,479.18	22,520.82	22,520.82 (56%)
25 Trees				20,000.00	6,927.00	13,073.00	13,073.00 (65%)
26 Infrastructure				1,500.00	1,500.00		1,500.00 (100%)
27 Play Parks Maintenance & Inspe				9,500.00	2,394.71	7,105.29	7,105.29 (74%)
28 Highways & SIDs				5,000.00	1,542.27	3,457.73	3,457.73 (69%)
29 Salisbury City Cemetery				5,200.00	5,122.00	78.00	78.00 (1%)
32 Miscellaneous							(N/A)
SUB TOTAL				94,800.00	38,834.34	64,965.66	64,965.66 (67%)

Income

	Receipts			Payments			Net Position
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Precept	370,951.00	370,951.00					(0%)
2 Lease and Site Rental	5,790.00	2,915.32	-2,874.68				-2,874.68 (-49%)
3 Newsletter Advertising	5,000.00	3,237.50	-1,762.50				-1,762.50 (-35%)
4 CIL							(N/A)
5 S105							(N/A)
6 Interest	15,000.00	7,277.34	-7,722.66				-7,722.66 (-51%)
7 Dividends	50,000.00	26,418.01	-23,581.99				-23,581.99 (-47%)
8 Grants & Misc.		14,240.53	14,240.53				14,240.53 (N/A)
59 VAT Refund							(N/A)
60 Insurance Rent		3,293.79	3,293.79				3,293.79 (N/A)

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Laverstock & Ford Parish Council							14 October 2025 (2025-2026)
Summary of Receipts and Payments							
Cost Centre Group - Revenue Expenditure & Income (Between 01/04/2025 and 30/09/2025)							
SUB TOTAL	448,741.00	428,333.48	-18,407.51				-18,407.51 (-4%)
Summary							
NET TOTAL	448,741.00	428,333.48	-18,407.51	408,000.00	182,326.39	226,674.61	207,287.10 (24%)
V.A.T.		19,932.94			10,117.05		
GROSS TOTAL		448,266.43			192,442.44		

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ANNEX TWO

14 October 2025 (2025-2026)

Laverstock & Ford Parish Council

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

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

A	Bank Reconciliation at 30/09/2025		
	Cash in Hand 01/04/2025		1,788,849.02
	ADD Receipts 01/04/2025 - 30/09/2025		448,266.43
	SUBTRACT Payments 01/04/2025 - 30/09/2025		2,237,115.45
			259,358.23
	Cash in Hand 30/09/2025 (per Cash Book)		1,977,757.22
B	Cash in hand per Bank Statements		
	Petty Cash 01/08/2022	0.00	
	Trustee 30/09/2025	95,023.58	
	Lloyds 32-Day Deposit 31/05/2025	0.00	
	Lloyds 32-Day Term (1) 31/05/2025	0.00	
	CCLA PSDF 30/09/2025	1,262,459.23	
	Lloyds 95-day Deposit 30/09/2025	270,274.41	
	Lloyds 273-Day Fixed Term 01/04/2025	0.00	
	Lloyds 32-day Term (2) 01/04/2025	0.00	
	Lloyds 95-day Term 30/09/2025	350,000.00	
			1,977,757.22
	Less unrepresented payments		
			1,977,757.22
	Plus unrepresented receipts		
	Adjusted Bank Balance		1,977,757.22
	A = B Checks out OK		

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ANNEX THREE

Laverstock & Ford Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

6 October 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
173	Office Sundries & Expenses	02/09/2025		Trustee	CD2614	Job Advertising	Indeed Ireland Operations	Z	108.00		108.00
											108.00
174	Office Sundries & Expenses	05/09/2025		Trustee	CD2614	Stationery	Viking Office UK Limited	S	68.09	13.61	81.70
174	Office Sundries & Expenses	05/09/2025		Trustee	CD2614	Stationery	Viking Office UK Limited	S	62.42	12.48	74.90
											156.60
175	Business Support	08/09/2025		Trustee	EMI10372326	IT Support	Hive Communications Ltd	S	250.95	50.19	301.14
											301.14
198	Office Sundries & Expenses	12/09/2025		Trustee	CD 2614	IT Equipment	John Lewis & Partners	S	40.83	8.17	49.00
198	Equipment & IT	12/09/2025		Trustee	CD 2614	IT Equipment	John Lewis & Partners	S	1,000.00	200.00	1,200.00
											1,249.00
199	Professional Fees	15/09/2025		Trustee	WK352	Payroll	Sandra Silk Bookkeeping &	S	50.75	10.15	60.90
											60.90
200	Office Sundries & Expenses	17/09/2025		Trustee	CD 2614	Office Sundries	BT Business	S	47.96	9.59	57.55
											57.55
201	Play Parks Maintenance & Insp	17/09/2025		Trustee	CD 2614	Play Parks Maintenance & Insp	Wicksteed Leisure Ltd	S	101.78	20.36	122.14
											122.14
202	Community Engagement	22/09/2025		Trustee	CD 1270	Community Engagement	Sarum Graphics Ltd	S	72.00	14.40	86.40
											86.40
203	Office Sundries & Expenses	25/09/2025		Trustee	SO	Rent	Hampton Park Pavilion	Z	80.00		80.00
											80.00
Total									1,882.78	338.95	2,221.73

Prepared by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role

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Name and Role

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ANNEX FOUR

Laverstock & Ford Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

16 October 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
211	Salaries	21/10/2025		Trustee	251001	Salary	Staff	X	2,968.47		2,968.47
212	Salaries	21/10/2025		Trustee	251002	Salary & Expenses	Staff	X	1,255.08		1,255.08
212	Mileage	21/10/2025		Trustee	251002	Salary & Expenses	Staff	Z	82.57		82.57
											1,337.65
213	Salaries	21/10/2025		Trustee	251003	Salary & Expenses	Staff	X	1,823.97		1,823.97
213	Mileage	21/10/2025		Trustee	251003	Salary & Expenses	Staff	Z	25.78		25.78
											1,849.75
214	Salaries	21/10/2025		Trustee	251004	Salary & Expenses	Staff	X	1,909.20		1,909.20
214	Mileage	21/10/2025		Trustee	251004	Salary & Expenses	Staff	Z	39.56		39.56
											1,948.76
215	Salaries	21/10/2025		Trustee	251005	Salary & Expenses	Staff	X	1,486.28		1,486.28
215	Mileage	21/10/2025		Trustee	251005	Salary & Expenses	Staff	Z	105.30		105.30
											1,591.58
216	Salaries	21/10/2025		Trustee	251006	Salary	Staff	X	960.64		960.64
											960.64
217	Salaries	21/10/2025		Trustee	251007	PAYE & NI	HMRC	X	4,394.41		4,394.41
											4,394.41
218	Salaries	21/10/2025		Trustee	251008	Pensions	Wiltshire Pension Fund	X	2,899.03		2,899.03
											2,899.03
219	Public Open Space Maintenan	21/10/2025		Trustee	251009	Public Open Space Maintenan	Hurdcott Landscapes Ltd	S	2,739.42	547.88	3,287.30
											3,287.30
220	Public Open Space Maintenan	21/10/2025		Trustee	251009	Public Open Space Maintenan	Hurdcott Landscapes Ltd	S	2,510.00	502.00	3,012.00
											3,012.00
221	Old Sarum The Green	21/10/2025		Trustee	251009	Public Open Space Maintenan	Hurdcott Landscapes Ltd	S	370.00	74.00	444.00
											444.00
222	Bins & Litter	21/10/2025		Trustee	251010 10951947	Bin Emptying	Idverde Ltd	S	1,066.00	213.20	1,279.20
											1,279.20
223	Community Facility Support	16/10/2025		Trustee	251011 AK 1004	Community Centre Support	Castlegate Windows Ltd	S	480.00	96.00	576.00
											576.00
224	Asset Replacement	21/10/2025		Trustee	251012 SI922404	Play Parks Maintenance & Insp	Glasdon UK Ltd	S	662.89	132.58	795.47
											795.47
225	Community Emergency Volunte	21/10/2025		Trustee	251013 32573	Community Emergency Volunte	Interconnective Ltd	S	269.40	53.88	323.28
											323.28
226	Youth Support	21/10/2025		Trustee	251014	Youth support	Old Sarum Community Cer	Z	46.00		46.00
											46.00
227	Business Support	21/10/2025		Trustee	251014 INV2644	Business support	Old Sarum Community Cer	Z	40.25		40.25
											40.25

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Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
228	Business Support	21/10/2025		Trustee	251014 2645	Business support	Old Sarum Community Cer	Z	28.75		28.75
											28.75
229	Community Facility Support	21/10/2025		Trustee	251014	Community Centre Support	Old Sarum Community Cer	X	5,648.00		5,648.00
											5,648.00
230	Professional Fees	21/10/2025		Trustee	251015	Professional Fees	PKF Littlejohn LLP	S	1,365.00	273.00	1,638.00
											1,638.00
231	Office Sundries & Expenses	21/10/2025		Trustee	251016	Office Sundries	Reliance Appliance Testing	Z	86.40		86.40
											86.40
232	Asset Replacement	21/10/2025		Trustee	251017	Play Park Construction	S J Aplin Playgrounds Ltd	S	2,675.00	535.00	3,210.00
											3,210.00
233	Castle Hill Country Park Play Pa	21/10/2025		Trustee	251018	Play Parks Maintenance & Insp	Salisbury Garden Maintena	Z	150.00		150.00
											150.00
234	Public Open Space Maintenan	21/10/2025		Trustee	251018	Public Open Space Maintenan	Salisbury Garden Maintena	Z	275.00		275.00
											275.00
235	Public Open Space Maintenan	21/10/2025		Trustee	251018	Public Open Space Maintenan	Salisbury Garden Maintena	Z	260.00		260.00
											260.00
236	Public Open Space Maintenan	21/10/2025		Trustee	251018	Public Open Space Maintenan	Salisbury Garden Maintena	Z	150.00		150.00
											150.00
237	Grants	21/10/2025		Trustee	251019	Grant	St John Ambulance Wiltshi	X	500.00		500.00
											500.00
238	Play Parks Maintenance & Insp	21/10/2025		Trustee	251020	Play Parks Maintenance & Insp	eibe Play Ltd	S	122.00	24.40	146.40
											146.40
239	Trees	21/10/2025		Trustee	251021	Tree work	Ockenden Tree Services Lt	S	495.00	99.00	594.00
239	Trees	21/10/2025		Trustee	251021	Tree work	Ockenden Tree Services Lt	S	495.00	99.00	594.00
											1,188.00
240	Trees	21/10/2025		Trustee	251022	Tree survey	The Arboricultural Compan	S	1,125.00	225.00	1,350.00
											1,350.00
241	Elections	21/10/2025		Trustee	251023	Elections	Wiltshire Council	Z	390.00		390.00
241	Elections	21/10/2025		Trustee	251023	Elections	Wiltshire Council	Z	450.00		450.00
241	Elections	21/10/2025		Trustee	251023	Elections	Wiltshire Council	Z	580.00		580.00
											1,420.00
Total									40,929.40	2,874.94	43,804.34

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Laverstock & Ford Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

16 October 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
Prepared by: _____						Date: _____					
Name and Role											
Approved by: _____						Date: _____					
Name and Role											
Approved by: _____						Date: _____					
Name and Role											