

LAVERSTOCK & FORD PARISH COUNCIL

Report PC26.033 Finance Report February 2026 (for March 2026 meeting)

Subject: Report on Monthly Accounts for February 2026 & Approval of Payments

Date: 13th March 2026

Author: Andrew Prince, RFO

1. Report Summary.

- 1.1 This report presents a summary of the Council's finances up to 28th February 2026. It also lists payments that require the approval of the Council. Monthly finance checks and bank reconciliation are being carried out by Cllr Jones

2. Summary of Income & Expenditure

- 2.1 The Summary Report for Revenue Income & Expenditure for the period 1st April 2025 to 28th February 2026, is attached at Annex 1. Total receipts £460,690.90 ex vat. Total Revenue payments £338160.36 ex vat.
- 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. After 11 months of expenditure there is 17.1% of the budget remaining. Income includes all of the Precept.

3. Bank Reconciliation.

- 3.1 A Bank Reconciliation at the end of February will be carried out by Cllr Jones.
- 3.2 The reconciliation is presented at Annex 2 to this report. Total funds held on 28th February 2026 were £1,848,226.35.

4. Debit Card, Direct Debit & Standing Order Payments in February 2026.

- 4.1 Annex 3 to this report list the debit card, direct debit & standing order payments made in February 2026.
- 4.2 Total payments of **£638.81** require the retrospective authorisation of the Council.

5. BACS Payments in March 2026.

- 5.1 Annex 4 to this report list the BACS payments, including salaries, that are scheduled for payment in March 2026.
- 5.2 A total of **£31,692.07** requires the authorisation of the Council. This includes **£950** of Earmarked Reserves for maintenance of Longhedge Play Areas.

6. Treasury Deposits.

- 6.1 £1,844,430.38 was held on deposit on 28th February 2026.
- 6.2 **Lloyds.** £273,295.11 is invested in a 95-Day Notice account that yielded £550.82 interest at 2.63%.
- 6.3 **CCLA.** £1,571,135.27 is invested in the Public Sector Deposit Fund and earned a dividend of £5,147.12 in February. The dividends were re-invested. The current yield is 3.76%. £30,000 was withdrawn from the PSDF account on 9 February to meet payments.
- 6.4 Total interest and dividends earned in February 2026 were £5,697.94. The total for 11 months is £62,970.10 against a budget of £59,583.

7. Reserves.

- 7.1 Earmarked Reserves held on 17th March, after all payments have been made, will be £1,672,375.61.
- 7.2 Earmarked Reserves are allocated as follows.
 - i. Capital Asset Replacement Reserve, funded from precept, £265,412.82.
 - ii. Community Infrastructure Levy Reserve, £63,638.96
 - iii. Earmarked Maintenance Reserves, funded by developers £1,124,375.72.
 - iv. Play area improvement and Youth and Adult Recreation £132,112.67.
 - v. HP Pavilion Parish Office Project Reserve. £75,476.87.
 - vi. Miscellaneous including Grant Reserve, HP Dilapidations, Youth grant, CEV. £11,358.57.

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 authorises the debit card, direct debit and standing order payments of **£638.81** and the BACS payments of **£31,692.07**.
- 8.3 That the Council notes the report on Treasury Deposits and Reserves.

Cost Centre Group - Revenue Expenditure & Income (Between 01/04/2025 and 28/02/2026)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9	Salaries				211,000.00	189,734.82	21,265.18	21,265.18 (10%)
10	Mileage				2,850.00	1,567.72	1,282.28	1,282.28 (44%)
11	Office Sundries & Expenses				5,500.00	5,441.15	58.85	58.85 (1%)
12	Equipment & IT				1,000.00	1,000.00		(0%)
13	Professional Fees				10,000.00	8,103.25	1,896.75	1,896.75 (18%)
14	Subscriptions				2,200.00	2,251.05	-51.05	-51.05 (-2%)
15	Insurance				6,900.00	6,713.75	186.25	186.25 (2%)
16	Grants				10,000.00	6,473.93	3,526.07	3,526.07 (35%)
17	Newsletter				8,000.00	7,246.00	754.00	754.00 (9%)
19	Training				1,500.00	1,330.00	170.00	170.00 (11%)
20	Cllr Expenses & Chair Allowance				500.00	316.68	183.32	183.32 (36%)
21	Business Support				5,750.00	5,866.18	-116.18	-116.18 (-2%)
66	Community Engagement				1,000.00	398.34	601.66	601.66 (60%)
67	Youth Support				10,000.00	6,057.50	3,942.50	3,942.50 (39%)
68	Community Facility Support				29,000.00	14,004.38	14,995.62	14,995.62 (51%)
89	Elections				3,000.00	1,420.00	1,580.00	1,580.00 (52%)
90	PWLB Loan				5,000.00		5,000.00	5,000.00 (100%)
SUB TOTAL					313,200.00	257,924.75	55,275.25	55,275.25 (17%)

Environment

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23	Bins & Litter				13,600.00	11,699.18	1,900.82	1,900.82 (13%)
24	Public Open Space Maintenance				40,000.00	35,947.95	4,052.05	4,052.05 (10%)
25	Trees				20,000.00	14,662.00	5,338.00	5,338.00 (26%)
26	Infrastructure				1,500.00		1,500.00	1,500.00 (100%)
27	Play Parks Maintenance & Inspe				9,500.00	7,027.21	2,472.79	2,472.79 (26%)
28	Highways & SIDs				5,000.00	5,777.27	-777.27	-777.27 (-15%)
29	Salisbury City Cemetery				5,200.00	5,122.00	78.00	78.00 (1%)
32	Miscellaneous							(N/A)
SUB TOTAL					94,800.00	80,235.61	14,564.39	14,564.39 (15%)

Income

Code	Title	Receipts			Payments			Net Position
		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	4,372.98	-1,417.02				-1,417.02 (-24%)
3	Newsletter Advertising	5,000.00	4,862.50	-137.50				-137.50 (-2%)
4	CIL							(N/A)
5	S106							(N/A)
6	Interest	15,000.00	12,876.05	-2,123.95				-2,123.95 (-14%)
7	Dividends	50,000.00	50,094.05	94.05				94.05 (0%)
8	Grants & Misc.		14,240.53	14,240.53				14,240.53 (N/A)
59	VAT Refund							(N/A)
60	Insurance Rent	4,500.00	3,293.79	-1,206.21				-1,206.21 (-26%)

Laverstock & Ford Parish Council
Summary of Receipts and Payments

12 March 2026 (2025-2026)

Cost Centre Group - Revenue Expenditure & Income (Between 01/04/2025 and 28/02/2026)

SUB TOTAL	451,241.00	460,690.90	9,449.90				9,449.90 (2%)
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Summary

NET TOTAL	451,241.00	460,690.90	9,449.90	408,000.00	338,160.36	69,839.64	79,289.54
V.A.T.		34,622.75			18,809.54		
GROSS TOTAL		495,313.65			356,969.90		

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 28/02/2026		
	Cash in Hand 01/04/2025		1,788,849.02
	ADD Receipts 01/04/2025 - 28/02/2026		495,313.65
			2,284,162.67
	SUBTRACT Payments 01/04/2025 - 28/02/2026		435,936.32
A	Cash in Hand 28/02/2026 (per Cash Book)		1,848,226.35
	Cash in hand per Bank Statements		
	Petty Cash 01/08/2022	0.00	
	Trustee 28/02/2026	3,795.97	
	Lloyds 32-Day Deposit 31/05/2025	0.00	
	Lloyds 32-Day Term (1) 31/05/2025	0.00	
	CCLA PSDF 28/02/2026	1,571,135.27	
	Lloyds 95-day Deposit 28/02/2026	273,295.11	
	Lloyds 273-Day Fixed Term 01/04/2025	0.00	
	Lloyds 32-day Term (2) 01/04/2025	0.00	
	Lloyds 95-day Term 31/10/2025	0.00	
			1,848,226.35
	Less unrepresented payments		
			1,848,226.35
	Plus unrepresented receipts		
B	Adjusted Bank Balance		1,848,226.35
	A = B Checks out OK		

Annex 3

Laverstock & Ford Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

03 March 2026 (2025-2026)

Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
342	02/02/2026		Trustee	V02432290773	Office Sundries	EE	S	40.00	8.00	48.00
343	04/02/2026		Trustee	CD 2622	Operations Sundries	Screwfix Direct Ltd	S	5.41	1.08	6.49
344	05/02/2026		Trustee	CD 3417	Operations Sundries	Screwfix Direct Ltd	S	20.82	4.17	24.99
345	05/02/2026		Trustee	CD 3417	Operations Sundries	Screwfix Direct Ltd	S	20.82	4.17	24.99
374	13/02/2026		Trustee	EM10372326	IT Support	Hive Communications Ltd	S	246.52	49.31	295.83
375	16/02/2026		Trustee	WJK52	Payroll	Sandra Silk Bookkeeping & S	S	43.50	8.70	52.20
376	16/02/2026		Trustee	GP01335703-0000	Office Sundries	BT Business	S	47.96	9.59	57.55
377	20/02/2026		Trustee	CD 2622	Stationery	K & N Supplies Ltd (Amazo	S	4.99	1.00	5.99
378	20/02/2026		Trustee	CD 2622	Office Sundries	KG polymer Ltd	S	25.79	5.18	30.97
379	25/02/2026		Trustee	SO	Rent	Hampton Park Pavilion	Z	80.00		80.00
380	25/02/2026		Trustee	CD 2622	Operations Sundries	Damavand Pro Ltd	S	9.84	1.96	11.80
Total								545.65	93.16	638.81

Laverstock & Ford Parish Council

DRAFTPAYMENTS LIST 384 TO 405

Voucher	Name	Description	Amount	
384	260301	Staff	Salary	2,968.47
385	260302	Staff	Salary & Expenses	1,078.36
386	260303	Staff	Salary & Expenses	1,802.83
387	260304	Staff	Salary	1,194.44
388	260305	Staff	Salary	1,881.80
389	260306	Staff	Salary & Expenses	1,463.33
390	260307	HMRC	PAYE & NI	4,252.05
391	260308	Wiltshire Pension Fund	Pensions	2,856.98
392	260309	Hurdcott Landscapes Ltd	Public Open Space Maintenance	3,443.30
393	260309	Hurdcott Landscapes Ltd	Public Open Space Maintenance	360.00
394	260309	Hurdcott Landscapes Ltd	Play Parks Maintenance & Inspection	1,140.00
395	260310	Idverde Ltd	Bin Emptying	1,279.20
396	260311	Ockenden Tree Services Ltd	Tree work	2,274.00
397	260312	Salisbury City Council	Bishopdown Farm Youth Club Support	1,775.40
398	260313	Young Swindon and Wiltshire (Swindon Monit	Youth support	1,792.50
399	260314	River Bourne Community Farm CIC	Office Sundries	100.00
400	260315	Old Sarum Community Centre CIO	Hall hire	86.25
401	260316	Geosphere Ltd	Business support	291.60
402	260317	Blackmore Ltd	Newsletter printing	1,597.00
403	260318	PCC Salisbury St Marks & Laverstock St And	Rent	15.00
404	260319	All The Sevens Limited	Expenses	11.56
405	260320	Hampton Park Pavilion	Hall hire	28.00
			TOTAL	31,692.07