

Agenda Item 5

For Decision



Ramsgreave
PARISH COUNCIL

Meeting Date: 23/05/2024

Title: **Finance Report**

Submitted by: Responsible Financial Officer

Purpose of the report:

To update members of the Council's financial position and to seek approval of the accounts to date and agree any payments.

Recommendations:

Members are recommended to:

1. Approve the Report and specifically the:
2. Schedule of Payments.
3. Reconciliation of the Receipts and Payments.

Payments to be considered for approval.

				£				
#	Ref.	Payee	Description	Gross	VAT	Net	Due	Ref.
1		Councillor Berzins	Christmas Lunch	98.64	0.00	98.64	Paid	Xmas Fund
2	LA0175	PKF Littlejohn	Owed for VAT payment to them	8.00	0.00	8.00	Paid	Admin. Exp.
3	155162	PM+M	Payroll service Fee	33.30	5.55	27.75	Paid	VAT
4		Councillor Berzins	B&Q	14.25	0.00	14.25	Paid	RHS
5		Councillor Berzins	B&Q	6.94	0.00	6.94	Paid	RHS
6		Councillor Berzins	Stonehill	14.07	0.00	14.07	Paid	RHS
7		Councillor Berzins	Davies DIY	2.50	0.00	2.50	Paid	RHS
8		Councillor Berzins	B&Q	87.60	0.00	87.60	Paid	RHS
9		Clerk	Travel Expenses	10.00	0.00	10.00	Paid	Admin. Exp.
10		Wilpshire Methodist Church	Meeting Room (February)	30.00	0.00	30.00	Paid	Admin. Exp.
11		Councillor Berzins	B&Q	55.70	0.00	55.70	Paid	RHS
12		Councillor Berzins	Suttons	28.95	0.00	28.95	Paid	RHS
13	2353U	Clerk	PNFS Membership	22.50	0.00	22.50	Paid	PNFS
14		Councillor Berzins	Tesco Christmas	19.80	0.00	19.80	Paid	Xmas Fund
15		Councillor Berzins	B&Q Timber/Wire	14.69	0.00	14.69	Paid	RHS
16		Councillor Berzins	Fruit Trees	24.00	0.00	24.00	Paid	RHS
17		Unit Bank	Service Charge	18.00	0.00	18.00	Paid	Admin. Exp.
18	B&M B&Q	Councillor Berzins	Gutter Items + Fruit Tree	58.09	0.00	58.09	Paid	RHS
19	2425112	LALC	Annual Subscription	144.24	0.00	144.24	Paid	Admin. Exp.
20	RPC1	Philip Bell Services	Tree felling	60.00	0.00	60.00	Paid	NWR
21		Clerk	Salary to end of April	312.00	0.00	312.00	Paid	Admin. Exp.
22	8282503	HMRC	Income Tax to end of April	78.00	0.00	78.00	Paid	Admin. Exp.
23		Councillor Berzins	Roots + Asda + B&M (Comm. Gdn)	107.00	0.00	107.00	Paid	Other Exp.
24	155162	PM+M	Payroll service Fee	33.30	5.55	27.75	DD	Admin. Exp.
25	RG/04	Diane Harvey	Accountant	100.00	0.00	100.00	Paid	Admin. Exp.
				1,381.57	11.10	1,370.47		

Receipts for the period 1st April 2024 to 31st March 2025.

Bank		Income Streams								Totals
Date	Ref.	Details	RVBC Precept	VAT Repay	RVBC Grants	LCC Grants	LEF	Other Grants	Sundry	
08/04/2024	9315	RVBC Precept	3,780.00							3,780.00
Total:			3,780.00	0.00	0.00	0.00	0.00	0.00	0.00	3,780.00

Note: The Switch from NatWest Bank to Unity Trust Bank occurred 02/05/23 = £12,998.77.

Schedule of Payments for the period 1st April 2024 to 31st March 2025

		Administration Expenses									Specific Area of Expenditure										
Date	Details	Clerk Salary	HMRC Tax/NIC	Home and Office	General Admin.	Website and IT	Other Admin.	Lenghtsman Scheme	PNFS	Other Expenses	RHS	Lottery	LDG	LCC Bio	LEF	NWR	RVBC Coro Gnt.	Christmas Lunch Grant	REPF	VAT	Total
08/04/24	Cllr. Berzins (B&Q x 2 and) (B&M)	-									58.09										58.09
12/04/24	LALC Annual Subscription						144.24														144.24
15/04/24	Removal of tree trunk. Philip Bell Servcies															60.00					60.00
30/04/24	Clerk three month salary	312.00																			312.00
01/05/24	Cllr. Berzins (Community Garden) Roots + Asda + B&M									107.00											107.00
13/05/24	HMRC Cumbernauld		78.00																		78.00
13/05/24	Accountant Audit Fees				100.00																100.00
TOTALS		312.00	78.00	0.00	100.00	0.00	144.24	0.00	0.00	107.00	58.09	0.00	0.00	0.00	0.00	60.00	0.00	0.00		0.00	859.33

Check Sum: 859.33

Summary of Receipts and Payments

£
Balance brought forward at 1st April 2024: 5,694

Add total **receipts** to date: 3,780

Less total **payments** to date: (859)

Balance: 8,614.56

Unity Trust Bank - Balance as at 13/05/24: 8,614.56

If these two figures are different an explanation is required.

Note: The Switch from NatWest Bank to Unity Trust Bank occurred 02/05/23 = £12,998.77.

Comparisons as at 13/05/24

	FINAL ACCOUNTS 2023/24	AGREED BUDGET 2024/25	ACCOUNTS TO DATE 2024/25
INCOME	£	£	£
RVBC Precept:	3,246	3,780	3,780
HMRC VAT Return:	812	400	0
Rural England Prosperity Fund:	0	0	0
RVBC Grants:	861	120	0
Other Grants:	0	0	0
LEF	650	0	0
LCC Grants	1,100	800	0
Sundry Income:	1,350	0	0
	8,019	5,100	3,780
EXPENDITURE			
Administration Expenses:	£	£	£
Clerk's salary:	1,248	1,248	312
HMRC: Employers Tax and NIC:	312	312	78
Clerk expenses: Office, postage mileage etc.	40	60	0
General Admin - Room Hire:	120	120	0
General Admin - Insurance:	0	190	0
General Admin - Audit Fees:	40	50	100
General Admin - LALC Subscripton:	131	200	144
General Admin - Other:	1,706	100	0
Service Charges - Bank and Payroll Services:	202	110	0
Website and email hosting, software/hardware:	0	100	0
	3,799	2,490	634
Amenity Expenses:	£	£	£
Parish Lengthsman:	320	250	0
PNFS:	23	0	0
Capital spend (benches etc.):	0	250	0
Other maintenance and improvement:	0	100	107
	343	600	107
RING FENCED EXPENDITURE:			
	£	£	£
RHS:	2,268	0	58
Lottery Fund:	3,430	0	0
LDG:	206	0	0
LCC Bio Diversity:	180	0	0
Network Rail:	28	0	60
LEF:	650	0	0
RVBC Coronation Grant:	295	0	0
RVBC Christmas Grant	118	0	0
Rural England Prosperity Fund:	0	0	0
	7,176	0	118
VAT on Exepnses to be Reclaimed:	260	400	0
	£	£	£
Total Expenditure:	11,578	3,090	859
SUMMARY:	£	£	£
Income:	8,019	5,100	3,780
Expenditure:	(11,578)	(3,090)	(859)
	(3,559)	2,010	2,921
BALANCE:	£	£	£
Balance brought forward at 1 April:	9,253	5,694	5,694
Add surplus / less deficit from year:	(3,559)	2,010	2,921
Balance carried forward:	5,694	7,704	8,615

Cash Flow Forecast for the period 1st April 2024 to 31st March 2025

		2024-2025												
INCOME		April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
1	RVBC Precept	3,780.00												3,780.00
2	RVBC Grants					50.00				250.00				300.00
3	VAT Return											487.00		487.00
4	LCC Grants								300.00					300.00
5	Lancs Environ.													0.00
6	Concurrent Funding							61.00						61.00
7	Other Grants													0.00
8	REPF													
9	Other Funding													0.00
Totals		3,780.00	0.00	0.00	0.00	50.00	0.00	61.00	300.00	250.00	0.00	487.00	0.00	4,928.00
		Actual	Forecast Income											

		2024-2025												
EXPENDITURE		April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
20	Clerk - Salary	312.00			312.00			312.00			312.00			1,248.00
21	HMRC		78.00			78.00			78.00			78.00		312.00
22	Clerk Expenses			10.00			10.00			10.00			10.00	40.00
23	G. Admin - Room Hire			30.00			30.00			30.00			30.00	120.00
24	G. Admin - Insurance												170.00	170.00
25	G. Admin - Audit		100.00											100.00
26	G. Admin. LALC	144.24												144.24
27	G. Admin - Other				18.00									18.00
28	G.Admin - Service Fees		33.30	18.00		33.30	18.00		33.30	18.00		33.30	18.00	205.20
29	Website and IT													0.00
30	Lengthsman								320.00					320.00

EXPENDITURE		April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
31	Improve Amenity		107.00											107.00
32	RHS	58.09												58.09
33	Lottery													0.00
34	LDG													0.00
35	LCC Bio													0.00
36	Network Rail	60.00												60.00
37	LEF													0.00
38	Coronation Grant													0.00
39	Xmas Grant													0.00
	REPF													
	Totals	574.33	318.30	58.00	330.00	111.30	58.00	312.00	431.30	58.00	312.00	111.30	228.00	2,902.53

Actual

Forecast Expenditure

2024/25 FORECAST	£
Forecast Income	4,928
Forecast Expenditure	2,903
Forecast Balance 2024/25	2,025

EOY 2025 FORECAST	£
Bank Balance at 13/05/24	8,615
Forecast Income - May. onwards	1,148
Forecast Spend - May. onwards	2,328
Forecast Balance EoY 2025	7,434

For reference:

Balance EoY 2024 = £5,694

2024-2025

BANK SUMMARY		April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
50	Opening Balance	5,693.89	8,899.56										
51	Income	3,780.00											
52	Expenditure	574.33											
53	Close/interim balance	8,899.56											
54	Unity Bank Statement	8,899.56											
	Statement Date	30/04/24	31/05/23	30/06/23	31/07/23	31/08/23	30/09/23	31/10/23	30/11/23	31/12/23			

RHS - Summary of Expenditure

£

Total Fund: **2,500**

Expenditure to 31 March 2023: 0

Balance carried forward: **2,500**

Expenditure 1 April 2023 to 31 March 2024: 2,427.29

Balance carried forward: **72.71**

Expenditure 1 April 2024 to 31 March 2025: 58.09

Balance as at 13/05/24: **14.62**

All expenditure includes VAT

Lottery Fund - Summary of Expenditure

	£
Total Fund:	9,960
Expenditure to 31 March 2022:	2,197
Balance carried forward:	7,763
Expenditure 1 April 2022 to 31 March 2023:	4,330.78
Balance carried forward:	3,432.03
Expenditure 1 April 2023 to 31 March 2024:	3,430.21
Balance carried forward:	1.82
Expenditure 1 April 2024 to 31 March 2025:	0.00
Balance at 13/05/24:	1.82

All expenditure includes VAT

LDG - Summary of Expenditure

£

Total Fund: **500**

Expenditure 1 April 2023 to 31 March 2024: 294.13

Balance carried forward: **205.87**

Expenditure 1 April 2024 to 31 March 2025: 0.00

Balance as at 13/05/24: **205.87**

All Expenditure Includes VAT

Bio Diversity Grant - Summary of Expenditure

£

Total Fund:	300
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Expenditure 1 April 2023 to 31 March 2024:	180.49
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Balance carried forward:	119.51
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Expenditure 1 April 2024 to 31 March 2025:	0.00
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Balance as at 13/05/24:	119.51
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All Expenditure Includes VAT

LEF - Summary of Expenditure

£

Total Fund: **650**

Expenditure 1 April 2023 to 31 March 2024: 650.00

Balance carried forward: **0.00**

Expenditure 1 April 2024 to 31 March 2025: 0.00

Balance at 13/05/24: **0.00**

All Expenditure Includes VAT

Network Rail - Summary of Expenditure

£

Total Fund: **250**

Expenditure to 31 March 2022: 0

Balance carried forward: **250**

Expenditure 1 April 2022 to 31 March 2023: 0.00

Balance carried forward: **250.00**

Expenditure 1 April 2023 to 31 March 2024: 33.99

Balance carried forward: **216.01**

Expenditure 1 April 2024 to 31 March 2025: 60.00

Balance at 13/05/24: **156.01**

All Expenditure Includes VAT

Coronation Grant

Summary of Expenditure

£

Total Fund:

500

Expenditure 1 April 2023 to 31 March 2024:

354.00

Balance carried forward:

146.00

Expenditure 1 April 2024 to 31 March 2025:

0.00

Balance as at 13/05/24:

146.00

All Expenditure Includes VAT

RVBC Christmas Luncheon Grant

Summary of Expenditure

£

Total Fund:

250

Expenditure 1 April 2023 to 31 March 2024:

118.44

Balance carried forward:

131.56

Expenditure 1 April 2024 to 31 March 2025:

0.00

Balance as at 13/05/24:

131.56

All Expenditure Includes VAT

REPF - Summary of Expenditure

£

Total Grant Available:

8,482

Expenditure 1 April 2023 to 31 March 2024:

0.00

Balance carried forward:

8,482.00

Expenditure 1 April 2024 to 31 March 2025:

0.00

Balance as at 13/05/24:

8,482.00

All Expenditure Includes VAT