

LAVERSTOCK & FORD PARISH COUNCIL

Report 24.142 (1) Finance Report October 2024 (for November meeting)

Subject: Report on Monthly Accounts for October 2024 & Approval of Expenditure
Date: 18th November 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 October 2024. 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 October 2024, is attached at Annex 1. Total receipts £424,329.48. Total payments £276,611.37.
- 2.2 The Summary Report also compares expenditure to the budget for the year. It should be noted that the budgets for Professional Fees and Community Buildings have been exceeded.

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 October 2024 were £2,011,536.35.

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

- 4.1 Annex 3 to this report lists the debit card & direct debit payments made in October 2024.
- 4.2 Total payments of **£304.91** require the retrospective approval of the Council.

5. BACS Payments in November 2024.

- 5.1 Annex 4 to this report lists the BACS payments, including salaries, that are scheduled for payment on 19th November 2024.
- 5.2 A total of **£121,578.18** requires the approval of the Council. This includes a payment of £88,560 to Wicksteed Leisure being 90% of the cost of the new Whitebridge Play Park. Salary payments, including PAYE, NI and pensions, are significantly higher because the 2024/25 pay review has been approved by the NJC and this has been backdated to 1st April.

6. Treasury Deposits.

- 6.1 £1,846,696.81 was held on deposit on 31st October 2024.
- 6.2 Lloyds. £357,712.49 is invested in a 95-Day Notice account that yielded £1,155.54 interest. £10,345.46 remains in a 32-Day Notice account that yielded £21.97. £280,000 is invested in a 9-month Fixed Term account at 3.55%.
- 6.3 CCLA. £1,198,638.86 is invested in the Public Sector Deposit Fund and earned a dividend of £4,899.64 in October. The dividend was re-invested.
- 6.4 Interest and dividends earned in October 2024 were £6,077.15.

7. Reserves.

- 7.1 Earmarked Reserves held on 19th October 2024 are £1,724,988.75.
- 7.2 Earmarked Reserves are allocated as follows.
 - i. Capital Asset Replacement Reserve, funded from precept, £206,765.08.
 - ii. Community Infrastructure Levy Reserve, £80,426.46.
 - iii. Earmarked Maintenance Reserves, funded by developers, £1,198,021.68.
 - iv. Play area improvement and Youth and Adult Recreation £132,112.67.
 - v. HP Pavilion Parish Office Project Reserve. £80,443.70
 - vi. Miscellaneous including Grant Reserve, HP Dilapidations, Youth grant, Art Pillars Restoration and Neighbourhood Planning £27,219.16.

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 **£304.91**, and the BACS payments of **£121,578.18**.
- 8.3 That the Council notes the report on Treasury Deposits and Reserves.

All Cost Centres and Codes (Between 01/04/2024 and 31/10/2024)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9	Salaries				180,000.00	97,373.18	82,626.82	82,626.82 (45%)
10	Mileage				2,850.00	1,188.46	1,661.54	1,661.54 (58%)
11	Office Sundries & Expenses				5,300.00	2,643.77	2,656.23	2,656.23 (50%)
12	Equipment & IT				2,500.00	887.48	1,612.52	1,612.52 (64%)
13	Professional Fees				2,940.00	14,271.80	-11,331.80	-11,331.80 (-385%)
14	Subscriptions				2,000.00	2,119.83	-119.83	-119.83 (-5%)
15	Insurance				7,104.00	6,265.23	838.77	838.77 (11%)
16	Grants				10,000.00	9,300.00	700.00	700.00 (7%)
17	Newsletter				7,700.00	4,062.00	3,638.00	3,638.00 (47%)
19	Training				1,500.00		1,500.00	1,500.00 (100%)
20	Cllr Expenses & Chair Allowance				500.00	30.08	469.92	469.92 (93%)
21	Business Support				5,100.00	2,882.47	2,217.53	2,217.53 (43%)
66	Community Engagement				2,000.00	740.99	1,259.01	1,259.01 (62%)
67	Youth Support				5,000.00	1,693.80	3,306.20	3,306.20 (66%)
68	Community Buildings				10,000.00	12,005.00	-2,005.00	-2,005.00 (-20%)
SUB TOTAL					244,494.00	155,464.09	89,029.91	89,029.91 (36%)

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					2,846.38	-2,846.38	-2,846.38 (N/A)
84	Grant Reserve							(N/A)
86	Neighbourhood Planning							(N/A)
87	Hampton Park Pavilion Parish O							(N/A)
SUB TOTAL						3,994.08	-3,994.08	-3,994.08 (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)

Environment

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23	Bins & Litter				12,500.00	7,204.26	5,295.74	5,295.74 (42%)
24	Grass Cutting & POS Maintenan				35,000.00	22,600.14	12,399.86	12,399.86 (35%)
25	Trees				15,000.00	13,705.00	1,295.00	1,295.00 (8%)
26	Infrastructure				6,000.00	543.00	5,457.00	5,457.00 (90%)
27	Play Parks Maintenance & Inspe				10,500.00	3,487.00	7,013.00	7,013.00 (66%)
28	Highways & SIDs				5,000.00	2,761.13	2,238.87	2,238.87 (44%)

All Cost Centres and Codes (Between 01/04/2024 and 31/10/2024)

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	55,267.53	43,732.47	43,732.47 (44%)

Environment Reserve

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30	Asset Replacement					31,020.13	-31,020.13	-31,020.13 (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					755.00	-755.00	-755.00 (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					1,095.00	-1,095.00	-1,095.00 (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					185.00	-185.00	-185.00 (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					2,415.00	-2,415.00	-2,415.00 (N/A)
SUB TOTAL						38,044.23	-38,044.23	-38,044.23 (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	2,915.32	-2,874.68				-2,874.68 (-49%)
3	Newsletter Advertising	5,000.00	3,487.50	-1,512.50				-1,512.50 (-30%)
4	CIL							(N/A)
5	S106		8,796.25	8,796.25				8,796.25 (N/A)
6	Interest	11,500.00	10,293.43	-1,206.57				-1,206.57 (-10%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/10/2024)

7	Dividends	38,500.00	35,438.74	-3,061.26	-3,061.26 (-7%)
8	Grants & Misc.		9,826.00	9,826.00	9,826.00 (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	395,101.24	9,724.24	9,724.24 (2%)

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 Contributio							(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	395,101.24	9,724.24	343,494.00	253,316.93	90,177.07	99,901.31 (13%)
V.A.T.		29,228.24			23,294.44		
GROSS TOTAL		424,329.48			276,611.37		

Prepared by: _____

Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____

Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 31/10/2024		
	Cash in Hand 01/04/2024		1,863,818.24
	ADD Receipts 01/04/2024 - 31/10/2024		424,329.48
	SUBTRACT Payments 01/04/2024 - 31/10/2024		2,288,147.72
			276,611.37
	Cash in Hand 31/10/2024 (per Cash Book)		2,011,536.35
B	Cash in hand per Bank Statements		
	Petty Cash 01/08/2022	0.00	
	Trustee 31/10/2026	164,839.54	
	Lloyds 32-Day Deposit 31/10/2024	10,345.46	
	Lloyds 32-Day Term (1) 31/07/2024	0.00	
	CCLA PSDF 31/10/2024	1,198,638.86	
	Lloyds 95-day Deposit 31/10/2024	357,712.49	
	Lloyds 273-Day Fixed Term 31/10/2024	280,000.00	
	Lloyds 32-day Term (2) 31/07/2024	0.00	
			2,011,536.35
	Less unrepresented payments		
			2,011,536.35
	Plus unrepresented receipts		
	Adjusted Bank Balance		2,011,536.35
	A = B Checks out OK		

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
182	Office Sundries & Expenses	11/10/2024		Trustee		Operations Sundries	Screwfix Direct Ltd	S	15.82	3.17	18.99
											18.99
215	Professional Fees	14/10/2024		Trustee		Payroll	Sandra Silk Bookkeeping &	S	40.50	8.10	48.60
											48.60
216	Business Support	14/10/2024		Trustee		IT Support	Hive Communications Ltd	S	197.77	39.55	237.32
											237.32
Total									254.09	50.82	304.91

Prepared by:

Name and Role

Date:

Approved by:

Name and Role

Date:

Approved by:

Name and Role

Date:

Laverstock & Ford Parish Council

DRAFTPAYMENTS LIST 223 TO 247

Voucher	Cheque	Name	Description	Amount
223	241101	Staff	Salary	3,053.77
224	241102	Staff	Salary & Expenses	1,625.61
225	241103	Staff	Salary & Expenses	2,168.56
226	241104	Staff	Salary & Expenses	2,191.01
227	241105	Staff	Salary & Expenses	1,615.62
228	241106	Staff	Salary & Expenses	1,221.38
229	241107	HMRC	PAYE & NI	4,456.46
230	241108	Wiltshire Pension Fund	Pensions	3,220.36
231	241109	Hurdcott Landscapes Ltd	Grass Cutting & POS Maintenance	3,164.50
232	241109	Hurdcott Landscapes Ltd	Play Parks Maintenance & Inspection	300.00
233	241109	Hurdcott Landscapes Ltd	Asset Replacement	342.00
234	241109	Hurdcott Landscapes Ltd	Play Parks Maintenance & Inspection	180.00
235	241110	Idverde Ltd	Bin Emptying	1,235.02
236	241111	Old Sarum Community Centre CIO	Hall hire	149.50
237	241112	Salisbury Garden Maintenance	Grass Cutting & POS Maintenance	80.00
238	241112	Salisbury Garden Maintenance	Grass Cutting & POS Maintenance	50.00
239	241113	Sarum Colourview Ltd	Newsletter printing	1,354.00
240	241114	Wicksteed Leisure Ltd	Play Park Construction	88,560.00
241	241115	Avon Security Ltd	Office Sundries	390.00
242	241116	Crusader Carpets Ltd	Hampton Park Pavilion Dilapidations	3,493.20
243	241117	Reliance Appliance Testing	Office Sundries	81.00
244	241118	Proludic Ltd	Operations Sundries	72.17
245	241119	Signs in Motion Ltd	Play Park Construction	516.00
246	241120	The Play Inspection Company Ltd	Play Parks Maintenance & Inspection	1,978.02
247	241121	Hampton Park Pavilion	Office Sundries	80.00
			TOTAL	121,578.18