

LAVERSTOCK & FORD PARISH COUNCIL

Report PC25.015 Finance Report December 2024 (for January 2025 meeting)

Subject: Report on Monthly Accounts for December 2024 & Approval of Expenditure
Date: 20th January 2025
Author: Andrew Prince, RFO

1. Report Summary.

- 1.1 This report presents a summary of the Council's finances up to the end of December 2024. It also lists payments that require the approval of the Council. Monthly finance checks and a bank reconciliation were carried out by Cllr Baker.

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 £475,702.03. Total payments £470,972.19.
- 2.2 The Summary Report also compares expenditure to the budget for the year. Professional Fees and Community Buildings are over budget by £13,706.50 and £2,005.00 respectively. Tree work is over budget by £2,795.00. At the end of Q3 (75% of FY) there is 22.5% of the Revenue Budget remaining.

3. Bank Reconciliation.

- 3.1 A Bank Reconciliation has been carried out by Cllr Baker.
- 3.2 The reconciliation is presented at Annex 2 to this report. Total funds held on 31st December 2024 were £1,868,548.08.

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

- 4.1 Annex 3 to this report lists the debit card & direct debit payments made in December 2024.
- 4.2 Total payments of **£285.82** require the retrospective approval of the Council.

5. BACS Payments in January 2025.

- 5.1 Annex 4 to this report lists the BACS payments, including salaries, that are scheduled for payment in January 2025.
- 5.2 A total of **£33,836.31** requires the approval of the Council. Staff salaries including pension contributions are £15,675.96. Other payments include £2,080.80 to Master Land and Planning for Stage 1 of the Neighbourhood Plan Review and a grant of £3,315 to the Old Sarum Community Centre. Most of this grant came from the Grant Reserve but the balance increases the overspend on the Community Buildings budget to £2,960.

6. Treasury Deposits.

- 6.1 £1,838,731.71 was held on deposit on 31st December 2024.
- 6.2 **Lloyds.** £359,925.72 is invested in a 95-Day Notice account that yielded £1,128.86 interest. £10,387.08 remains in a 32-Day Notice account that yielded £21.03. £280,000 is invested in a 9-month Fixed Term account at 3.55%.
- 6.3 **CCLA.** £1,188,418.91 is invested in the Public Sector Deposit Fund and earned a dividend of £4,751.26 in December. The dividend was re-invested. £20,000 was withdrawn from this fund on 9th December to assist cash flow and a further £20,000 has been withdrawn on 13th January 2025.
- 6.4 Total interest and dividends earned in December 2024 were £5,901.15. The total at the end of Q3 is £57,767.07. The budget interest & dividends for the whole year are £50,000.

7. Reserves.

- 7.1 Earmarked Reserves held on 21st January 2025 will be £1,683,650.64.
- 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. £80,443.70
 - vi. Miscellaneous including Grant Reserve, HP Dilapidations, Youth grant, Art Pillars Restoration and Neighbourhood Planning £17,134.34.

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 **£285.82**, and the BACS payments of **£33,836.31**.
- 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 31/12/2024)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9	Salaries				180,000.00	132,437.82	47,562.18	47,562.18 (26%)
10	Mileage				2,850.00	1,483.22	1,366.78	1,366.78 (47%)
11	Office Sundries & Expenses				5,300.00	3,407.39	1,892.61	1,892.61 (35%)
12	Equipment & IT				2,500.00	887.48	1,612.52	1,612.52 (64%)
13	Professional Fees				2,940.00	16,646.50	-13,706.50	-13,706.50 (-466%)
14	Subscriptions				2,000.00	2,179.83	-179.83	-179.83 (-8%)
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		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	3,698.01	1,401.99	1,401.99 (27%)
66	Community Engagement				2,000.00	931.18	1,068.82	1,068.82 (53%)
67	Youth Support				5,000.00	1,762.80	3,237.20	3,237.20 (64%)
68	Community Buildings				10,000.00	12,005.00	-2,005.00	-2,005.00 (-20%)
SUB TOTAL					244,494.00	196,477.50	48,016.50	48,016.50 (19%)

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							(N/A)
86	Neighbourhood Planning							(N/A)
87	Hampton Park Pavilion Parish O					1,556.30	-1,556.30	-1,556.30 (N/A)
SUB TOTAL						8,531.38	-8,531.38	-8,531.38 (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	9,262.62	3,237.38	3,237.38 (25%)
24	Grass Cutting & POS Maintenan				35,000.00	27,934.30	7,065.70	7,065.70 (20%)
25	Trees				15,000.00	17,795.00	-2,795.00	-2,795.00 (-18%)
26	Infrastructure				6,000.00	1,667.95	4,332.05	4,332.05 (72%)
27	Play Parks Maintenance & Inspe				10,500.00	5,345.49	5,154.51	5,154.51 (49%)
28	Highways & SIDs				5,000.00	2,811.13	2,188.87	2,188.87 (43%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/12/2024)

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	69,783.49	29,216.51	29,216.51 (29%)

Environment Reserve

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30	Asset Replacement					117,730.13	-117,730.13	-117,730.13 (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					1,305.00	-1,305.00	-1,305.00 (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					1,486.90	-1,486.90	-1,486.90 (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					75.00	-75.00	-75.00 (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					8,290.00	-8,290.00	-8,290.00 (N/A)
SUB TOTAL						131,896.13	-131,896.13	-131,896.13 (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	12,548.28	1,048.28				1,048.28 (9%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/12/2024)

7	Dividends	38,500.00	45,218.79	6,718.79	6,718.79 (17%)
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	426,560.80	41,183.80	41,183.80 (10%)

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 Contributic							(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	426,560.80	41,183.80	343,494.00	421,555.50	-78,061.50	-36,877.70 (-5%)
V.A.T.		49,141.23			49,416.69		
GROSS TOTAL		475,702.03			470,972.19		

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 31/12/2024		
	Cash in Hand 01/04/2024		1,863,818.24
	ADD Receipts 01/04/2024 - 31/12/2024		475,702.03
	SUBTRACT Payments 01/04/2024 - 31/12/2024		2,339,520.27
	Cash in Hand 31/12/2024 (per Cash Book)		470,972.19
B			1,868,548.08
	Cash in hand per Bank Statements		
	Petty Cash 01/08/2022	0.00	
	Trustee 31/12/2024	29,816.37	
	Lloyds 32-Day Deposit 31/12/2024	10,387.08	
	Lloyds 32-Day Term (1) 31/07/2024	0.00	
	CCLA PSDF 31/12/2024	1,188,418.91	
	Lloyds 95-day Deposit 31/12/2024	359,925.72	
	Lloyds 273-Day Fixed Term 31/12/2024	280,000.00	
	Lloyds 32-day Term (2) 31/07/2024	0.00	
			1,868,548.08
	Less unrepresented payments		
			1,868,548.08
	Plus unrepresented receipts		
B	Adjusted Bank Balance		1,868,548.08
	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
249	Business Support	09/12/2024		Trustee		IT Support	Hive Communications Ltd	S	197.77	39.55	237.32
											237.32
278	Professional Fees	16/12/2024		Trustee		Payroll	Sandra Silk Bookkeeping &	S	40.50	8.10	48.60
											48.60
Total									238.27	47.65	285.92

Prepared by: _____

Date: _____

Name and Role

Approved by: _____

Date: _____

Name and Role

Approved by: _____

Date: _____

Name and Role

Laverstock & Ford Parish Council

DRAFTPAYMENTS LIST 283 TO 310

Voucher	Cheque	Name	Description	Amount
283	250101	Staff	Salary	2,829.41
284	250102	Staff	Salary	1,067.33
285	250103	Staff	Salary & Expenses	1,928.88
286	250104	Staff	Salary & Expenses	1,739.35
287	250105	Staff	Salary	1,250.87
288	250106	Staff	Salary & Expenses	1,010.12
289	250107	HMRC	PAYE & NI	3,366.19
290	250108	Wiltshire Pension Fund	Pensions	2,611.91
291	250109	Hurdcott Landscapes Ltd	Grass Cutting & POS Maintenance	3,278.50
292	250109	Hurdcott Landscapes Ltd	Play Parks Maintenance & Inspection	228.00
293	250110	Idverde Ltd	Bin Emptying	1,235.02
294	250111	Alvian Ltd	Play Parks Maintenance & Inspection	367.20
295	250111	Alvian Ltd	Play Parks Maintenance & Inspection	222.00
296	250111	Alvian Ltd	Play Parks Maintenance & Inspection	1,134.00
297	250112	Starboard Systems Ltd	Business support	964.80
298	250113	Old Sarum Community Centre CIO	Hall hire	86.25
299	250113	Old Sarum Community Centre CIO	Section 137 Grant	3,315.00
300	250114	Master Land & Planning	Neighbourhood Planning	2,080.80
301	250115	S J Aplin Playgrounds Ltd	Play Parks Maintenance & Inspection	2,468.40
302	250116	Salisbury Garden Maintenance	Grass Cutting & POS Maintenance	375.00
303	260117	River Bourne Community Farm CIC	Office Sundries	100.00
304	250118	F Klucznik & Sons Ltd ta IAE	Play Parks Maintenance & Inspection	264.00
305	250119	GB Sport & Leisure	Training	822.00
306	250120	Glasdon UK Ltd	Operations Sundries	442.07
307	250121	Boscombe Down Aviation Collection Ltd	Hall hire	75.00
308	250122	All The Sevens Limited	Expenses	14.21
309	250123	Hampton Park Pavilion	Office Sundries	80.00
310	250124	B & E SERVICES LTD	Play Parks Maintenance & Inspection	480.00
TOTAL				33,836.31