

LAVERSTOCK & FORD PARISH COUNCIL

Report PC25.047 Finance Report February 2025 (for March 2025 meeting)

Subject: Report on Monthly Accounts for February 2025 & Approval of Expenditure
Date: 17th March 2025
Author: Andrew Prince, RFO

1. Report Summary.

- 1.1 This report presents a summary of the Council's finances up to 28th February 2025. It also lists payments that require the approval of the Council. Monthly finance checks and a bank reconciliation were carried out by Cllr Barker.

2. Summary of Receipts and Payments.

- 2.1 The Summary Report for the period 1st April 2024 to 28th February 2025, is attached at Annex 1. Total receipts £497,271.63. Total payments £536,333.45.
- 2.2 The Summary Report also compares expenditure to the budget for the year. Professional Fees and Community Buildings were over budget by £17,237 and £2,960 respectively. Tree work was over budget by £2,795.00. At the end of February (month 11 of 12) there is 7.6% of the Revenue Budget remaining.

3. Bank Reconciliation.

- 3.1 A Bank Reconciliation has been carried out by Cllr Barker.
- 3.2 The reconciliation is presented at Annex 2 to this report. Total funds held on 28th February 2025 were £1,824,756.42.

4. Debit Card & Direct Debit Payments in February 2025.

- 4.1 Annex 3 to this report lists the debit card & direct debit payments made in February 2025.
- 4.2 Total payments of **£2,148.96** require the retrospective approval of the Council.

5. BACS Payments in March 2025.

- 5.1 Annex 4 to this report lists the BACS payments, including salaries, that are scheduled for payment in March 2025. The payments will be made in two parts on 18th and 21st March.
- 5.2 A total of **£49,345.75** requires the approval of the Council. Staff salaries including pension contributions are £15,621. Other payments include £4,440 to Wilsons Solicitors, which means that Professional Fees are now over

budget by £20,937.50, and £4,188 to Ockenden Tree Services, which makes Tree Work over budget by £6,285.

6. Year End Forecast

- 6.1 At the end of this financial year the revenue budget will be overspent by approximately £8,000 or 2.3%. This will have been funded from the General Reserve which is nevertheless still expected to be in excess of £110,000 on 31st March 2025.

7. Treasury Deposits.

- 7.1 £1,810,343.85 was held on deposit on 28th February 2025.
- 7.2 **Lloyds.** £361,954.13 is invested in a 95-Day Notice account that yielded £959.37 interest. £10,425.86 remains in a 32-Day Notice account that yielded £18.44. £280,000 is invested in a 9-month Fixed Term account at 3.55%. This will yield £7,434.58 on 25th March 2025.
- 7.3 **CCLA.** £1,157,963.86 is invested in the Public Sector Deposit Fund and earned a dividend of £4,729.47 in February. The dividend was re-invested. £20,000 was withdrawn from this fund on 10th February to assist cash flow and a further £50,000 has been withdrawn on 10th March 2025.
- 7.4 Total interest and dividends earned in February 2025 were £5,904.86. The total for the year at the end of February is £69,379.21. The budgets for interest & dividends for the whole year are £50,000.

8. Reserves.

- 8.1 Earmarked Reserves held on 21st March 2025, after all payments have been made, will be £1,685,629.56.
- 8.2 Earmarked Reserves are allocated as follows.
- i. Capital Asset Replacement Reserve, funded from precept, £190,522.69.
 - ii. Community Infrastructure Levy Reserve, £66,106.46.
 - iii. Earmarked Maintenance Reserves, funded by developers, £1,190,826.54.
 - iv. Play area improvement and Youth and Adult Recreation £132,112.67.
 - v. HP Pavilion Parish Office Project Reserve. £79,163.87.
 - vi. Miscellaneous including Grant Reserve, HP Dilapidations, Youth grant, Art Pillars Restoration and Neighbourhood Planning £26,897.33.

9. Recommendation.

- 9.1 That the Council adopts the monthly accounts as a true record of the Council's finances.
- 9.2 That the Council approves the debit card and direct debit payments of **£2,148.96** and the BACS payments of **£49,345.75**.
- 9.3 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 28/02/2025)

Administration

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9	Salaries				180,000.00	163,732.08	16,267.92	16,267.92 (9%)
10	Mileage				2,850.00	1,755.51	1,094.49	1,094.49 (38%)
11	Office Sundries & Expenses				5,300.00	4,236.97	1,063.03	1,063.03 (20%)
12	Equipment & IT				2,500.00	2,500.00		(0%)
13	Professional Fees				2,940.00	20,177.50	-17,237.50	-17,237.50 (-586%)
14	Subscriptions				2,000.00	2,215.83	-215.83	-215.83 (-10%)
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	6,770.00	930.00	930.00 (12%)
19	Training				1,500.00	685.00	815.00	815.00 (54%)
20	Cllr Expenses & Chair Allowance				500.00	53.76	446.24	446.24 (89%)
21	Business Support				5,100.00	4,977.67	122.33	122.33 (2%)
66	Community Engagement				2,000.00	931.18	1,068.82	1,068.82 (53%)
67	Youth Support				5,000.00	1,854.80	3,145.20	3,145.20 (62%)
68	Community Buildings				10,000.00	12,960.00	-2,960.00	-2,960.00 (-29%)
SUB TOTAL					244,494.00	238,442.49	6,051.51	6,051.51 (2%)

Administration Reserve

		Receipts			Payments			Net Position
Code	Title	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					5,902.38	-5,902.38	-5,902.38 (N/A)
84	Grant Reserve					2,360.00	-2,360.00	-2,360.00 (N/A)
86	Neighbourhood Planning					1,734.00	-1,734.00	-1,734.00 (N/A)
87	Hampton Park Pavilion Parish O					2,836.13	-2,836.13	-2,836.13 (N/A)
SUB TOTAL						13,980.21	-13,980.21	-13,980.21 (N/A)

CIL

		Receipts			Payments			Net Position
Code	Title	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

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23	Bins & Litter				12,500.00	11,320.98	1,179.02	1,179.02 (9%)
24	Grass Cutting & POS Maintenan				35,000.00	33,793.46	1,206.54	1,206.54 (3%)
25	Trees				15,000.00	17,795.00	-2,795.00	-2,795.00 (-18%)
26	Infrastructure				6,000.00	1,751.61	4,248.39	4,248.39 (70%)
27	Play Parks Maintenance & Inspe				10,500.00	6,361.30	4,138.70	4,138.70 (39%)
28	Highways & SIDs				5,000.00	2,861.13	2,138.87	2,138.87 (42%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 28/02/2025)

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	78,850.48	20,149.52	20,149.52 (20%)

Environment Reserve

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30	Asset Replacement					120,155.52	-120,155.52	-120,155.52 (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					1,360.00	-1,360.00	-1,360.00 (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					1,861.90	-1,861.90	-1,861.90 (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					295.00	-295.00	-295.00 (N/A)
55	Palmer Green Play Park							(N/A)
56	Castle Hill Country Park Play Pa					891.00	-891.00	-891.00 (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					8,379.62	-8,379.62	-8,379.62 (N/A)
88	Community Emergency Volunteer					424.21	-424.21	-424.21 (N/A)
SUB TOTAL						136,191.35	-136,191.35	-136,191.35 (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	4,487.50	-512.50				-512.50 (-10%)
4	CIL							(N/A)
5	S106		8,796.25	8,796.25				8,796.25 (N/A)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 28/02/2025)

6 Interest	11,500.00	14,615.47	3,115.47	3,115.47 (27%)
7 Dividends	38,500.00	54,763.74	16,263.74	16,263.74 (42%)
8 Grants & Misc.		27,534.00	27,534.00	27,534.00 (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	438,898.94	53,521.94	53,521.94 (13%)

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 Contributi							(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	438,898.94	53,521.94	343,494.00	482,331.53	-138,837.53	-85,315.59 (-11%)
V.A.T.		58,372.69			54,001.92		
GROSS TOTAL		497,271.63			536,333.45		

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 28/02/2025		
	Cash in Hand 01/04/2024		1,863,818.24
	ADD Receipts 01/04/2024 - 28/02/2025		497,271.63
	SUBTRACT Payments 01/04/2024 - 28/02/2025		2,361,089.87
	Cash in Hand 28/02/2025 (per Cash Book)		536,333.45
B			1,824,756.42
	Cash in hand per Bank Statements		
	Petty Cash 01/08/2022	0.00	
	Trustee 28/02/2025	14,412.57	
	Lloyds 32-Day Deposit 28/02/2025	10,425.86	
	Lloyds 32-Day Term (1) 31/07/2024	0.00	
	CCLA PSDF 28/02/2025	1,157,963.86	
	Lloyds 95-day Deposit 28/02/2025	361,954.13	
	Lloyds 273-Day Fixed Term 28/02/2025	280,000.00	
	Lloyds 32-day Term (2) 31/07/2024	0.00	
			1,824,756.42
	Less unrepresented payments		
			1,824,756.42
	Plus unrepresented receipts		
B	Adjusted Bank Balance		1,824,756.42
	A = B Checks out OK		

Laverstock & Ford Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

5 March 2025 (2024-2025)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
316	Business Support	10/02/2025		Trustee		IT Support	Hive Communications Ltd	S	350.33	70.06	420.39
316	Business Support	10/02/2025		Trustee		IT Support	Hive Communications Ltd	S	-75.00	-15.00	-90.00
317	Play Parks Maintenance & Insp	11/02/2025		Trustee	CD 9514	Operations Sundries	Screwfix Direct Ltd	S	10.81	2.16	12.97
318	CHCP Art Pillars Refurbishment	12/02/2025		Trustee	CD 9514	CHCP Artwork Restoration	TC Fixings Ltd	S	43.80	8.76	52.56
338	Equipment & IT	18/02/2025		Trustee		IT Equipment	Hive Communications Ltd	S	948.78	189.76	1,138.54
339	Office Sundries & Expenses	20/02/2025		Trustee	CD 9514	Operations Sundries	Screwfix Direct Ltd	S	28.96	5.80	34.76
340	Office Sundries & Expenses	26/02/2025		Trustee	CD 9514	Operations Sundries	Screwfix Direct Ltd	S	18.32	3.67	21.99
341	Community Emergency Volunte	26/02/2025		Trustee	CD 2614	Community Emergency Volunte	J M Worthington & Co Ltd	S	108.17	21.63	129.80
342	Community Emergency Volunte	28/02/2025		Trustee	CD 9514	Community Emergency Volunte	Amazon EU S.a.r.l. UK	S	23.71	4.76	28.47
342	Community Emergency Volunte	28/02/2025		Trustee	CD 9514	Community Emergency Volunte	Amazon EU S.a.r.l. UK	S	51.42	10.28	61.70
342	Community Emergency Volunte	28/02/2025		Trustee	CD 9514	Community Emergency Volunte	Amazon EU S.a.r.l. UK	S	72.48	14.49	86.97
342	Community Emergency Volunte	28/02/2025		Trustee	CD 9514	Community Emergency Volunte	Amazon EU S.a.r.l. UK	S	50.60	10.15	60.75
342	Community Emergency Volunte	28/02/2025		Trustee	CD 9514	Community Emergency Volunte	Amazon EU S.a.r.l. UK	S	92.52	18.55	111.07
342	Community Emergency Volunte	28/02/2025		Trustee	CD 9514	Community Emergency Volunte	Amazon EU S.a.r.l. UK	S	25.31	5.08	30.39
344	Professional Fees	14/02/2025		Trustee		Payroll	Sandra Silk Bookkeeping &	S	40.50	8.10	48.60
Total									1,790.71	358.25	2,148.96

Prepared by:

Name and Role

Date:

Approved by:

Name and Role

Date:

Approved by:

Name and Role

Date:

Laverstock & Ford Parish Council

DRAFTPAYMENTS LIST 348 TO 382

Voucher	Cheque	Name	Description	Amount
348	250301	Staff	Salary	2,829.41
349	250302	Staff	Salary & Expenses	1,147.95
350	250303	Staff	Salary & Expenses	1,664.14
351	250304	Staff	Salary & Expenses	1,830.30
352	250305	Staff	Salary & Expenses	1,298.44
353	250306	Staff	Salary & Expenses	1,013.82
354	250307 120PD	HMRC	PAYE & NI	3,352.39
355	250308 021-M:	Wiltshire Pension Fund	Pensions	2,673.06
356	250309	Hurdcott Landscapes Ltd	Grass Cutting & POS Maintenance	3,296.50
357	250309	Hurdcott Landscapes Ltd	CHCP Artwork Restoration	348.00
358	250309	Hurdcott Landscapes Ltd	Grass Cutting & POS Maintenance	4,279.20
359	250310	Idverde Ltd	Bin Emptying	1,235.02
360	250311	Ockenden Tree Services Ltd	Tree work	4,188.00
361	250312	Old Sarum Community Centre CIO	Hall hire	86.25
362	250313	Wilsons Solicitors LLP	Professional Fees	2,400.00
363	250313	Wilsons Solicitors LLP	Professional Fees	2,040.00
364	250314	Salisbury City Council	Bishopdown Farm Youth Club Support	3,660.60
365	250315	S J Aplin Playgrounds Ltd	Play Parks Maintenance & Inspection	2,018.40
366	250316	Salisbury Garden Maintenance	Grass Cutting & POS Maintenance	400.00
367	250317	Interconnective Ltd	Community Emergency Volunteers Operatic	3,909.60
368	250318	Colourview Print Solutions Ltd	Newsletter printing	1,354.00
369	250319	Clerk & Councils Direct	Office Sundries	139.80
370	250320	Wicksteed Leisure Ltd	Play Parks Maintenance & Inspection	59.57
371	250321	Castlegate Windows Ltd	Community Centre Support	576.00
372	250322	Wiltshire Caledonian Pipes & Drums	Expenses	20.70
373	250323	Councillor	Expenses	81.45
374	250324	Hampton Park Pavilion	Office Sundries	101.50
375	250325	East Brothers Timber Ltd	Operations Repairs	479.45
376	250326	The Play Inspection Company Ltd	Play Parks Maintenance & Inspection	474.00
377	250327	Geosphere Ltd	Business support	291.60
378	250328	River Bourne Community Farm CIC	Office Sundries	100.00
379	250329	Master Land & Planning	Neighbourhood Planning	693.60
380	250330	Jupiter Play and Leisure Ltd	Play Parks Maintenance & Inspection	288.00
381	250331	PCC Salisbury St Marks & Laverstock St And	Rent	15.00
382	250332	St Joseph's Catholic School	Grant	1,000.00
TOTAL				49,345.75