

LAVERSTOCK & FORD PARISH COUNCIL

Report PC25.062 (3) Finance Report March 2025 (for April 2025 meeting)

Subject: Report on Monthly Accounts for March 2025 & Approval of Payments
Date: 13th April 2025
Author: Andrew Prince, RFO

1. Report Summary.

- 1.1 This report presents a summary of the Council's finances up to 31st March 2025. It also lists payments that require the approval of the Council. Monthly finance checks were carried out by Cllr McDonald and a bank reconciliation was carried out by Cllr Williams.

2. Summary of Receipts and Payments, and End-of-Year Statement

- 2.1 The Summary Report for the period 1st April 2024 to 31st March 2025, is attached at Annex 1. Total receipts £511,680.34. Total payments £586,649.56.
- 2.2 The Summary Report also compares expenditure to the budget for the 2024-2025 financial year. Professional Fees and Community Buildings were over budget by £20,978 and £3,440 respectively. Tree work was over budget by £6,285. At the end of March and the end of the 2024/25 Financial Year the revenue budget was overspent by £8,230.
- 2.3 **End-of-Year.** Final end-of-year calculations have yet to be concluded but it is expected that the General Reserve carried forward will be £113,059.64. This is equivalent to 4.1 months of forecast NRE (Net Revenue Expenditure) for 2025/26 and 5.3 months of actual NRE for 2024/25. The minimum recommended by the Reserves Policy is 4 months.

3. Bank Reconciliation.

- 3.1 A Bank Reconciliation has been carried out by Cllr Williams. Financial Regulations require that every 6 months this check is carried by a councillor who is not on the Finance & General Purposes Committee.
- 3.2 The reconciliation is presented at Annex 2 to this report. Total funds held on 31st March 2025 were £1,788,849.02.

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

- 4.1 Annex 3 to this report lists the debit card & direct debit payments made in March 2025.
- 4.2 Total payments of **£970.36** require the retrospective approval of the Council.

5. BACS Payments in April 2025.

- 5.1 Annex 4 to this report lists the BACS payments, including salaries, that are scheduled for payment in April 2025.
- 5.2 A total of **£41,375.99** requires the approval of the Council. Staff salaries including pension contributions are £13,076.25. Other payments include £3,930 to WorkNest Ltd for the new annual HR & H&S advice contract. £5,122 will be paid to Salisbury City Council as a contribution to maintenance of the Avenue Cemetery and £9,840 to Wicksteed Ltd for the final payment on the Whitebridge play park.

6. Treasury Deposits.

- 6.1 £1,485,505.32 was held on deposit on 31st March 2025.
- 6.2 **Lloyds.** £363,019.24 is invested in a 95-Day Notice account that yielded £1,065.11 interest. £10,444.86 remained in a 32-Day Notice account that yielded £19.00. £280,000 that was invested in a 9-month Fixed Term account matured on 25th March and was returned to the Trustee account. Interest paid was £7,434.58.
- 6.3 **CCLA.** £1,112,041.22 is invested in the Public Sector Deposit Fund and earned a dividend of £4,077.36 in March. The dividend was re-invested. £50,000 was withdrawn from this fund on 10th March to assist cash flow.
- 6.4 **Totals.** Total interest and dividends earned in March 2025 were £5,161.47. The total income for the year was £81,975.26 against a budget for interest & dividends of £50,000.
- 6.5 On 3rd April 2025 the 32 Day Notice account at Lloyds was closed and the funds will be returned to the Trustee account. On the same day £250,000 was transferred from the Trustee account to the 95 Day Notice account.

7. Reserves.

- 7.1 Earmarked Reserves held on 15th April 2025, after all payments have been made, will be £1,677,371.57.
- 7.2 Earmarked Reserves are allocated as follows.
- i. Capital Asset Replacement Reserve, funded from precept, £181,923.15.
 - ii. Community Infrastructure Levy Reserve, £66,106.46.
 - iii. Earmarked Maintenance Reserves, funded by developers, £1,191,226.08.
 - 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, Neighbourhood Planning and CEV £26,839.34.

- 7.3 The above Reserves do not include the annual write-down of maintenance reserves of £56,342.25. This sum will be transferred to the general fund during April to support revenue expenditure.

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 **£970.36** and the BACS payments of **£41,375.99**.
- 8.3 That the Council notes the report on Treasury Deposits and Reserves.
- 8.4 That the Council approves an adjustment to the annual Budget following the appointment of the Community Venues Officer. The Salaries Budget will increase to £211,000 and the Community Facility Budget will decrease to £29,000.

Administration

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9	Salaries				180,000.00	179,353.08	646.92	646.92 (0%)
10	Mileage				2,850.00	1,877.01	972.99	972.99 (34%)
11	Office Sundries & Expenses				5,300.00	5,084.81	215.19	215.19 (4%)
12	Equipment & IT				2,500.00	2,500.00		(0%)
13	Professional Fees				2,940.00	23,918.00	-20,978.00	-20,978.00 (-713%)
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	10,300.00	-300.00	-300.00 (-3%)
17	Newsletter				7,700.00	8,124.00	-424.00	-424.00 (-5%)
19	Training				1,500.00	685.00	815.00	815.00 (54%)
20	Cllr Expenses & Chair Allowance				500.00	155.91	344.09	344.09 (68%)
21	Business Support				5,100.00	5,550.90	-450.90	-450.90 (-8%)
66	Community Engagement				2,000.00	931.18	1,068.82	1,068.82 (53%)
67	Youth Support				5,000.00	4,951.30	48.70	48.70 (0%)
68	Community Buildings				10,000.00	13,440.00	-3,440.00	-3,440.00 (-34%)
SUB TOTAL					244,494.00	265,379.21	-20,885.21	-20,885.21 (-8%)

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					2,312.00	-2,312.00	-2,312.00 (N/A)
87	Hampton Park Pavilion Parish O					2,836.13	-2,836.13	-2,836.13 (N/A)
SUB TOTAL						14,558.21	-14,558.21	-14,558.21 (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	12,350.16	149.84	149.84 (1%)
24	Grass Cutting & POS Maintenan				35,000.00	36,693.84	-1,693.84	-1,693.84 (-4%)
25	Trees				15,000.00	21,285.00	-6,285.00	-6,285.00 (-41%)
26	Infrastructure				6,000.00	1,751.61	4,248.39	4,248.39 (70%)
27	Play Parks Maintenance & Inspe				10,500.00	6,410.94	4,089.06	4,089.06 (38%)
28	Highways & SIDs				5,000.00	2,886.13	2,113.87	2,113.87 (42%)

Laverstock & Ford Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

9 April 2025 (2024-2025)

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	86,344.68	12,655.32	12,655.32 (12%)

Environment Reserve

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30	Asset Replacement					122,237.06	-122,237.06	-122,237.06 (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					1,760.00	-1,760.00	-1,760.00 (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					651.60	-651.60	-651.60 (N/A)
55	Palmer Green Play Park							(N/A)
56	Castle Hill Country Park Play Pa					1,526.00	-1,526.00	-1,526.00 (N/A)
57	Longhedge Community Open Sp							(N/A)
65	Longhedge Outdoor Gym							(N/A)
71	Trigg Green Play Park & Open S					1,248.10	-1,248.10	-1,248.10 (N/A)
72	Hawker Green Play Park Mainte							(N/A)
73	McCudden and Liddell Play Park					1,069.80	-1,069.80	-1,069.80 (N/A)
74	Campbell Vale Play Park Mainte					713.20	-713.20	-713.20 (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					8,727.61	-8,727.61	-8,727.61 (N/A)
88	Community Emergency Volunteer					3,682.21	-3,682.21	-3,682.21 (N/A)
SUB TOTAL						146,301.58	-146,301.58	-146,301.58 (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	5,795.64	5.64				5.64 (0%)
3	Newsletter Advertising	5,000.00	4,862.50	-137.50				-137.50 (-2%)
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

6 Interest	11,500.00	23,134.16	11,634.16	11,634.16 (101%)
7 Dividends	38,500.00	58,841.10	20,341.10	20,341.10 (52%)
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	453,307.65	67,930.65	67,930.65 (17%)

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	453,307.65	67,930.65	343,494.00	527,450.68	-183,956.68	-116,026.03 (-15%)
V.A.T.		58,372.69			59,198.88		
GROSS TOTAL		511,680.34			586,649.56		

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 31/03/2025		
	Cash in Hand 01/04/2024		1,863,818.24
	ADD Receipts 01/04/2024 - 31/03/2025		511,680.34
	SUBTRACT Payments 01/04/2024 - 31/03/2025		2,375,498.58
			586,649.56
	Cash in Hand 31/03/2025 (per Cash Book)		1,788,849.02
B	Cash in hand per Bank Statements		
	Petty Cash 01/08/2022	0.00	
	Trustee 31/03/2025	303,343.70	
	Lloyds 32-Day Deposit 31/03/2025	10,444.86	
	Lloyds 32-Day Term (1) 31/07/2024	0.00	
	CCLA PSDF 31/03/2025	1,112,041.22	
	Lloyds 95-day Deposit 31/03/2025	363,019.24	
	Lloyds 273-Day Fixed Term 31/03/2025	0.00	
	Lloyds 32-day Term (2) 31/07/2024	0.00	
			1,788,849.02
	Less unrepresented payments		
			1,788,849.02
	Plus unrepresented receipts		
	Adjusted Bank Balance		1,788,849.02
	A = B Checks out OK		

Laverstock & Ford Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

7 April 2025 (2024-2025)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
343	Office Sundries & Expenses	03/03/2025		Trustee	CD 9514	Job Advertising	Indeed Ireland Operations	Z	152.00		152.00
											152.00
345	Office Sundries & Expenses	04/03/2025		Trustee	CD 1262	Office Sundries	Viking Office UK Limited	S	46.38	9.28	55.66
											55.66
346	Office Sundries & Expenses	06/03/2025		Trustee	CD 9514	Stationery	Viking Office UK Limited	S	120.94	24.19	145.13
346	Office Sundries & Expenses	06/03/2025		Trustee	CD 9514	Stationery	Viking Office UK Limited	S	24.00	4.80	28.80
											173.93
347	Business Support	10/03/2025		Trustee	DD EMI10372326	IT Support	Hive Communications Ltd	S	200.33	40.06	240.39
											240.39
383	Professional Fees	14/03/2025		Trustee	DD	Payroll	Sandra Silk Bookkeeping &	S	40.50	8.10	48.60
											48.60
384	Business Support	18/03/2025		Trustee	CD 1262	Business support	Zoom Video Communicatio	S	129.90	25.98	155.88
											155.88
385	Office Sundries & Expenses	21/03/2025		Trustee	CD 1262	Office Sundries	Land Registry	Z	14.00		14.00
											14.00
386	Office Sundries & Expenses	25/03/2025		Trustee	CD 2614	Office Sundries	Canva UK Operations Ltd	S	108.25	21.65	129.90
											129.90
Total									836.30	134.06	970.36

Prepared by: _____

Date: _____

Name and Role

Approved by: _____

Date: _____

Name and Role

Approved by: _____

Date: _____

Name and Role

Laverstock & Ford Parish Council

DRAFTPAYMENTS LIST

Voucher	Cheque	Name	Description	Amount
1	250401	Staff	Salary & Expenses	1,634.41
2	250402	Staff	Salary & Expenses	1,661.36
3	250403	Staff	Salary & Expenses	1,768.91
4	250404	Staff	Salary & Expenses	1,256.94
5	250405	Staff	Salary & Expenses	1,014.72
6	250406	Staff	Salary	998.27
7	250407	HMRC	PAYE & NI	3,200.75
8	250408	Wiltshire Pension Fund	Pensions	1,782.08
9	250409	Hurdcott Landscapes Ltd	Grass Cutting & POS Maintenance	3,170.50
10	250410	Idverde Ltd	Bin Emptying	1,235.02
11	250411	Ockenden Tree Services Ltd	Tree work	2,160.00
12	250411	Ockenden Tree Services Ltd	Tree work	750.00
13	250412	Wiltshire Association of Local Councils	WALC Subscription	1,651.26
14	250413	Wicksteed Leisure Ltd	Play Park Construction	9,840.00
15	250414	Worknest Ltd	Professional Fees	3,930.00
16	250415	Salisbury City Council	Salisbury City Cemetery	5,122.00
17	250416	Old Sarum Community Centre CIO	Hall hire	28.75
18	250417	All The Sevens Limited	Expenses	63.02
19	250418	Hampton Park Pavilion	Hall hire	108.00
TOTAL				41,375.99