

LAVERSTOCK & FORD PARISH COUNCIL

Report PC25.102 Finance Report May 2025 (for June 2025 meeting)

Subject: Report on Monthly Accounts for May 2025 & Approval of Payments
Date: 16th June 2025
Author: Andrew Prince, RFO

1. Report Summary.

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

2. Summary of Income & Expenditure

- 2.1 The Summary Report for Revenue Income & Expenditure for the period 1st April 2025 to 31st May 2025, is attached at Annex 1. Total receipts £220,959.51. Total revenue payments £62,622.46.
- 2.2 This is a simplified Summary Report that compares Revenue income and expenditure to the budget for the 2025-2026 financial year. It does not include payments from Reserves. After two months of payments, one would expect there to be 83.33% of the budget remaining. Income includes 50% of the Precept.

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 May 2025 were £1,918,754.38.

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

- 4.1 Annex 3 to this report lists the debit card & direct debit payments made in May 2025.
- 4.2 Total payments of **£2,744.56** require the retrospective approval of the Council.

5. BACS Payments in June 2025.

- 5.1 Annex 4 to this report lists the BACS payments, including salaries, that are scheduled for payment in June 2025.
- 5.2 A total of **£38,461.58** requires the approval of the Council. Staff salaries, including pension contributions are £13,888.81. Other payments include £6,713.75 annual insurance premium, and £7,446 for repairs to the drains at Laverstock & Ford Village Hall.

6. Treasury Deposits.

- 6.1 £1,901,632.11 was held on deposit on 31st May 2025.
- 6.2 **Lloyds.** £616,071.76 is invested in a 95-Day Notice account that yielded £1,522.11 interest. The 32-Day Notice account was closed on 3rd April and £10,446.72 remained in a 32-Day Term account that matured on 6 May.
- 6.3 **CCLA.** £1,285,560.35 is invested in the Public Sector Deposit Fund and earned a dividend of £4,214.99 in May. The dividend was re-invested. £30,000 was withdrawn on 10th June to meet June payments.
- 6.4 Total interest and dividends earned in May 2025 were £5,737.10.

7. Reserves.

- 7.1 Earmarked Reserves held on 17th June 2025, after all payments have been made, will be £1,662,298.89.
- 7.2 Earmarked Reserves are allocated as follows.
 - i. Capital Asset Replacement Reserve, funded from precept, £227,240.15.
 - ii. Community Infrastructure Levy Reserve, £66,106.46.
 - iii. Earmarked Maintenance Reserves, funded by developers, £1,134,656.81.
 - iv. Play area improvement and Youth and Adult Recreation £132,112.67.
 - v. HP Pavilion Parish Office Project Reserve. £75,476.87.
 - vi. Miscellaneous including Grant Reserve, HP Dilapidations, Youth grant, Wiltshire Youth Worker (Nat Lottery), CEV & PCC Village Hall £26,705.93.

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 **£2,744.56** and the BACS payments of **£38,461.58**.
- 8.3 That the Council notes the report on Treasury Deposits and Reserves.

Annex 1

Laverstock & Ford Parish Council

10 June 2025 (2025-2026)

Summary of Receipts and Payments

Cost Centre Group - Revenue Expenditure & Income (Between 01/04/2025 and 31/05/2025)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9	Salaries				211,000.00	26,664.25	184,335.75	184,335.75 (87%)
10	Mileage				2,850.00	261.04	2,588.96	2,588.96 (90%)
11	Office Sundries & Expenses				5,500.00	1,319.43	4,180.57	4,180.57 (76%)
12	Equipment & IT				1,000.00		1,000.00	1,000.00 (100%)
13	Professional Fees				10,000.00	3,359.00	6,641.00	6,641.00 (66%)
14	Subscriptions				2,200.00	1,606.05	593.95	593.95 (27%)
15	Insurance				6,900.00		6,900.00	6,900.00 (100%)
16	Grants				10,000.00	1,500.00	8,500.00	8,500.00 (85%)
17	Newsletter				8,000.00	1,354.00	6,646.00	6,646.00 (83%)
19	Training				1,500.00		1,500.00	1,500.00 (100%)
20	Cllr Expenses & Chair Allowance				500.00	52.52	447.48	447.48 (89%)
21	Business Support				5,750.00	1,943.10	3,806.90	3,806.90 (66%)
66	Community Engagement				1,000.00		1,000.00	1,000.00 (100%)
67	Youth Support				10,000.00	92.00	9,908.00	9,908.00 (99%)
68	Community Facility Support				29,000.00	4,750.00	24,250.00	24,250.00 (83%)
89	Elections				3,000.00		3,000.00	3,000.00 (100%)
90	PWLB Loan				5,000.00		5,000.00	5,000.00 (100%)
SUB TOTAL					313,200.00	42,901.39	270,298.61	270,298.61 (86%)

Environment

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23	Bins & Litter				13,600.00	2,105.18	11,494.82	11,494.82 (84%)
24	Public Open Space Maintenance				40,000.00	5,291.50	34,708.50	34,708.50 (86%)
25	Trees				20,000.00	2,425.00	17,575.00	17,575.00 (87%)
26	Infrastructure				1,500.00		1,500.00	1,500.00 (100%)
27	Play Parks Maintenance & Inspe				9,500.00	1,097.93	8,402.07	8,402.07 (88%)
28	Highways & SIDs				5,000.00	25.00	4,975.00	4,975.00 (99%)
29	Salisbury City Cemetery				5,200.00	5,122.00	78.00	78.00 (1%)
32	Miscellaneous							(N/A)
SUB TOTAL					94,800.00	16,066.61	78,733.39	78,733.39 (83%)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	370,951.00	185,475.50	-185,475.50				-185,475.50 (-50%)
2	Lease and Site Rental	5,790.00		-5,790.00				-5,790.00 (-100%)
3	Newsletter Advertising	5,000.00	625.00	-4,375.00				-4,375.00 (-87%)
4	CIL							(N/A)
5	S106							(N/A)
6	Interest	15,000.00	3,074.69	-11,925.31				-11,925.31 (-79%)
7	Dividends	50,000.00	8,519.13	-41,480.87				-41,480.87 (-82%)
8	Grants & Misc.		13,483.00	13,483.00				13,483.00 (N/A)
59	VAT Refund							(N/A)
60	Insurance Rent							(N/A)

Summary of Receipts and Payments

Cost Centre Group - Revenue Expenditure & Income (Between 01/04/2025 and 31/05/2025)

SUB TOTAL	446,741.00	211,177.32	-235,563.68				-235,563.68 (-52%)
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Summary

NET TOTAL	446,741.00	211,177.32	-235,563.68	408,000.00	58,968.00	349,032.00	113,468.32 (13%)
V.A.T.		9,782.19			3,654.46		
GROSS TOTAL		220,959.51			62,622.46		

Annex 2

10 June 2025 (2025-2026)

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 31/05/2025		
	Cash in Hand 01/04/2025		1,788,849.02
	ADD Receipts 01/04/2025 - 31/05/2025		220,959.51
	SUBTRACT Payments 01/04/2025 - 31/05/2025		2,009,808.53
	Cash in Hand 31/05/2025 (per Cash Book)		91,054.15
B			1,918,754.38
	Cash in hand per Bank Statements		
	Petty Cash 01/08/2022	0.00	
	Trustee 31/05/2025	17,122.27	
	Lloyds 32-Day Deposit 31/05/2025	0.00	
	Lloyds 32-Day Term (1) 31/05/2025	0.00	
	CCLA PSDF 31/05/2025	1,285,560.35	
	Lloyds 95-day Deposit 31/05/2025	616,071.76	
	Lloyds 273-Day Fixed Term 01/04/2025	0.00	
	Lloyds 32-day Term (2) 01/04/2025	0.00	
			1,918,754.38
	Less unrepresented payments		
			1,918,754.38
	Plus unrepresented receipts		
B	Adjusted Bank Balance		1,918,754.38
	A = B Checks out OK		

Annex 3

Laverstock & Ford Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

10 June 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
27	Office Sundries & Expenses	01/05/2025		Trustee	CD 2614	Office Sundries	Land Registry	Z	14.00		14.00
											14.00
28	Office Sundries & Expenses	02/05/2025		Trustee	CD 2614	Job Advertising	Indeed Ireland Operations	Z	288.00		288.00
											288.00
29	Subscriptions	07/05/2025		Trustee	CD 2614	Membership Fee	SLCC	Z	190.00		190.00
											190.00
53	Business Support	09/05/2025		Trustee	EMI10372326	IT Support	Hive Communications Ltd	S	1,692.15	338.43	2,030.58
											2,030.58
54	Office Sundries & Expenses	09/05/2025		Trustee	CD 2614	Operations Sundries	Wickes Corporate plc	S	53.33	10.67	64.00
											64.00
55	Professional Fees	14/05/2025		Trustee	WKJ52	Payroll	Sandra Silk Bookkeeping &	S	43.50	8.70	52.20
											52.20
56	Office Sundries & Expenses	16/05/2025		Trustee	CD 2614	Office Sundries	Accupart Ltd	S	28.74	5.75	34.49
											34.49
57	Community Emergency Volunte	30/05/2025		Trustee	CD 2614	Operations Sundries	Screwfix Direct Ltd	S	59.41	11.88	71.29
											71.29
Total									2,369.13	375.43	2,744.56

Prepared by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role

Annex 4**Laverstock & Ford Parish Council****DRAFTPAYMENTS LIST 64 TO 88**

Voucher	Cheque	Name	Description	Amount
64	250601	Staff	Salary & Expenses	2,024.70
65	250602	Staff	Salary & Expenses	1,598.18
66	250603	Staff	Salary & Expenses	1,716.00
67	250604	Staff	Salary	1,265.41
68	250605	Staff	Salary & Expenses	1,014.44
69	250606	Staff	Salary	986.22
70	250607	HMRC	PAYE & NI	3,433.72
71	250608	Wiltshire Pension Fund	Pensions	1,998.75
72	250609	Hurdcott Landscapes Ltd	Public Open Space Maintenance	3,269.30
73	250610	Idverde Ltd	Bin Emptying	1,279.20
74	250611	Community First Trading	Insurance	6,713.75
75	250612	IAC Audit and Consultancy Ltd	Internal Audit	450.30
76	250613	Wilsons Solicitors LLP	Professional Fees	2,187.60
77	250614	Wessex Drainage Solutions Limited	Community Centre Support	7,446.00
78	250615	Rhino Play (SW) Limited	Play Parks Maintenance & Inspection	1,113.00
79	250616	Alvian Ltd	Play Parks Maintenance & Inspection	272.40
80	250617	Earth Anchors Ltd	Noticeboard	656.40
81	250618	Alan Haydon ta Eye Spy Systems	Hampton Park Pavilion Dilapidations	255.00
82	250619	Thorne Electrical Contractors	Office Sundries	180.00
83	250620	A C Wallbridge & Co Ltd	Hampton Park Pavilion Dilapidations	144.00
84	250621	Wiltshire Association of Local Councils	Training	48.00
85	250622	Old Sarum Community Centre CIO	Hall hire	115.00
86	250623	All The Sevens Limited	Expenses	14.21
87	250624	Youth Action Wiltshire	Youth support	200.00
88	250625	Hampton Park Pavilion	Hall hire	80.00
TOTAL				38,461.58