

Agenda Item 8.1

For Decision



Ramsgreave
PARISH COUNCIL

Meeting Date: 23/05/2024

Title: **Finance Report**

Submitted by: Responsible Financial Officer

Purpose of the report:

To seek approval of the accounts for the 2023/24 financial year.

Recommendations:

Members are recommended to:

1. Approve the Report and specifically the:
2. Payments.
3. Reconciliation of Receipts and Payments

Receipts for the period 1st April 2023 to 31st March 2024.

Bank		Income Streams								Totals
Date	Ref.	Details	RVBC Precept	VAT Repay	RVBC Grants	LCC Grants	LEF	Other Grants	Sundry	
11/04/2023	2366	Coronation Grant			500.00					500.00
03/04/2023	52273	Precept	3,246.00							3,246.00
19/05/2023		GCF Grant				800.00				800.00
09/06/2023		Footpath access improvements					650.00			650.00
18/08/2023		Ribble Valley in Bloom			50.00					50.00
02/10/2023		Concurrent Grant			61.00					61.00
02/10/2023		Ramsgreave Community Garden Group (Returned)							771.74	771.74
20/10/2023		Ramsgreave Community Garden Group							571.88	571.88
31/10/2023		Barclays Bank Charge - repaid by Cllr. Berzins							6.00	6.00
29/11/2023	252455	Bio Diversity				300.00				300.00
11/12/2023	9315	Christmas Lunch Grant			250.00					250.00
16/02/2024	XKV126000111994	HMRC VAT		812.26						812.26
Total:			3,246.00	812.26	861.00	1,100.00	650.00	0.00	1,349.62	8,018.88

Note: The Switch from NatWest Bank to Unity Trust Bank occurred 02/05/23 = £12,998.77.

Payments for the period 1st April 2023 to 31st March 2024

		Administration Expenses							Specific Area of Expenditure											
Date	Details	Clerk Salary	HMRC Tax/NIC	Home and Office	General Admin.	Website and IT	Other Admin.	Lenghtsman Scheme	PNFS	Other Expenses	RHS	Lottery	LDG	LCC Bio	LEF	NWR	RVBC Coro Gnt.	Christmas Lunch Grant	VAT	Total
04/05/23	A.P. Landscaping Ltd. (Complete allotment patio)										733.00								-	733.00
10/05/23	Kathryn Berzins (Expenses for March 2023 paid in May)										133.01	1,248.37	205.87	180.49						1,767.74
11/05/23	Clerk (Travel expenses)			10.00																10.00
11/05/23	Clerk (3 months salary to end of April)	312.00																		312.00
11/05/23	Council Audit (Annual fees) Outside Office				40.00															40.00
12/05/23	Meeting room charges (Wilpshire Methodist Church)				30.00															30.00
19/05/23	Kathryn Berzins (Tape, compost, fertilizer, cement etc.)										24.90	107.99							2.00	134.89
22/05/23	LALC (Annual Subscription)						130.69													130.69
22/05/23	Paul Mollart (Steel self closing gate)														650.00					650.00
22/05/23	A.P. Landscaping Ltd. (Improve footpath)											2,073.85								2,073.85
23/05/23	HMRC Cumbernauld (3 months tax)		78.00																	78.00
26/06/23	PM+M Payroll Services (Fee and Setup Charge)				55.50														11.10	66.60
30/06/23	Unity Bank (Service charge)				9.30															9.30
21/07/23	Cllr. Berzins (June expenses paid in July)										165.98									165.98
27/07/23	RONSET (Alupanet sign at allotment.)										135.00								27.00	162.00
28/07/23	Ink and Pixels (Print Parish Council Newsletter)						87.00													87.00
31/07/23	Clerk (Three months salary to end of July)	312.00																		312.00
10/08/23	Ark Plastics (Picnic Bench)										635.00								127.00	762.00
14/08/23	HMRC Cumbernauld (3 months tax)		78.00																	78.00
24/08/23	PM+M Payroll Services Fee				27.75														5.55	33.30
25/09/23	Ark Plastics (Planter)																235.00		47.00	282.00
29/09/23	Cllr. Berzins - Bulbs Stonehill Nurseries										18.32								3.66	21.98
29/09/23	Cllr. Berzins - Padlock															28.32			5.67	33.99
30/09/23	Unity Bank (Service charge)				18.00															18.00
03/10/23	Unpaid cheque on behalf of Ramsgreave Community									771.74										771.74
03/10/23	Barclays Bank charge for unpaid cheque									6.00										6.00
05/10/23	Ramsgreave Community Gardens									771.74										771.74
18/10/23	Wilpshire Methodist Church - Meeting Room Sept.				30.00															30.00
31/10/23	Clerk (Three months salary to end of October)	312.00																		312.00
01/11/23	Ark Plastics (Steel Plaque)																60.00		12.00	72.00
09/11/23	Cllr. Berzins - Log Cabin (B&Q)										85.88									85.88
13/11/23	AP Landscaping							320.00												320.00
13/11/23	LALC (Training)						70.00													70.00
13/11/23	Cllr. Berzins Membrane and nails										87.84									87.84

		Administration Expenses							Specific Area of Expenditure											
Date	Details	Clerk Salary	HMRC Tax/NIC	Home and Office	General Admin.	Website and IT	Other Admin.	Lenghtsman Scheme	PNFS	Other Expenses	RHS	Lottery	LDG	LCC Bio	LEF	NWR	RVBC Coro Gnt.	Christmas Lunch Grant	VAT	Total
14/11/23	HMRC Cumbernauld (3 months tax)		78.00																	78.00
27/11/23	PM+M Payroll Services Fee				27.75														5.55	33.30
28/11/23	Clerk - Expenses			20.00																20.00
18/12/23	Wilshire Methodist Church - Meeting Room Nov.				30.00															30.00
31/12/23	Unity Bank (Service charge)				18.00															18.00
02/01/24	Christmas Lunch																	98.64		98.64
31/01/24	Clerk (3 months salary to end of January 2024)	312.00																		312.00
12/02/24	HMRC Cumbernauld (3 months tax)		78.00																	78.00
19/02/24	PKF Littlejohn																		8.00	8.00
26/02/24	PM+M Payroll Services Fee				27.75														5.55	33.30
26/02/24	Councillor Berzins - B&Q										14.25									14.25
26/02/24	Councillor Berzins - B&Q										6.94									6.94
26/02/24	Councillor Berzins - Stone Hill										14.07									14.07
26/02/24	Councillor Berzins - Davies DIY										2.50									2.50
26/02/24	Councillor Berzins - B&Q										87.60									87.60
26/02/24	Clerk - Travel Expenses			10.00																10.00
06/03/24	Wilshire Meth Church - Meeting Room (Feb)				30.00															30.00
06/03/24	Councillor Berzins - B&Q										55.70									55.70
06/03/24	Councillor Berzins - Suttons										28.95									28.95
06/03/24	Clerk - PNFS Membership								22.50											22.50
20/03/24	Councillor Berzins - Tesco Christmas Fund																	19.80		19.80
20/03/24	Councillor Berzins - B&Q Timber/Wire										14.69									14.69
20/03/24	Councillor Berzins - Fruit Trees										24.00									24.00
31/03/24	Unity Bank (Service charge)				18.00															18.00
TOTALS		1,248.00	312.00	40.00	362.05	0.00	287.69	320.00	22.50	1,549.48	2,267.63	3,430.21	205.87	180.49	650.00	28.32	295.00	118.44	260.08	11,577.76

Check Sum: 11,577.76

Reconciliation of Receipts and Payments

	£	
Balance brought forward at 1st April 2023:	9,252.77	
Add total receipts to date:	8,019	
Less total payments to date:	(11,578)	
Balance:	5,693.89	<i>If these two figures are different an explanation is required.</i>
Unity Trust Bank - Balance as at 31/03/24:	5,693.89	

Note: The Switch from NatWest Bank to Unity Trust Bank occurred 02/05/23 = £12,998.77.

Comparisons as at 31/03/24

	FINAL ACCOUNTS 2022/23	AGREED BUDGET 2023/24	FINAL ACCOUNTS 2023/24
INCOME	£	£	£
RVBC Precept:	3,148	3,148	3,246
HMRC VAT Return:	321	560	812
RVBC Grants:	30	500	861
Other Grants:	2,500	0	0
LEF	0	650	650
LCC Grants	0	1,600	1,100
Sundry Income:	3,505	0	1,350
	9,504	6,458	8,019
EXPENDITURE			
Administration Expenses:	£	£	£
Clerk's salary:	1,128	1,248	1,248
HMRC: Employers Tax and NIC:	282	312	312
Clerk expenses: Office, postage mileage etc.	38	50	40
General Admin - Room Hire:	130	120	120
General Admin - Insurance:	163	165	0
General Admin - Audit Fees:	30	30	40
General Admin - LALC Subscripton:	173	131	131
General Admin - Other:	0	50	1,706
Service Charges - Bank and Payroll Services:	0	100	202
Website and email hosting, software/hardware:	0	100	0
	1,944	2,306	3,799
Amenity Expenses:	£	£	£
Parish Lengthsman:	244	250	320
PNFS:	3,705	0	23
Capital spend (benches etc.):	0	1,185	0
Other maintenance and improvement:	0	100	0
	3,949	1,535	343
RING FENCED EXPENDITURE:			
	£	£	£
RHS:	0	150	2,268
Lottery Fund:	3,663	3,500	3,430
LDG:	0	650	206
LCC Bio Diversity:	0	1,600	180
Network Rail:	0	0	28
LEF:	0	650	650
RVBC Coronation Grant:	0	500	295
RVBC Christmas Grant	0	0	118
	3,663	7,050	7,176
VAT on Exepnses to be Reclaimed:	566	566	260
	£	£	£
Total Expenditure:	9,555	10,891	11,577.76
SUMMARY:	£	£	£
Income:	9,504	6,458	8,019
Expenditure:	(9,555)	(10,891)	(11,578)
	(51)	(4,433)	(3,559)
BALANCE:	£	£	£
Balance brought forward at 1 April:	9,961	9,253	9,253
Add surplus / less deficit from year:	(51)	(4,433)	(3,559)
Balance carried forward:	9,910	4,820	5,693.89

Cash Flow for the period 1st April 2023 to 31st March 2024

		2023-2024												
INCOME		April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
1	RVBC Precept	3,246.00												3,246.00
2	RVBC Grants	500.00				50.00				250.00				800.00
3	VAT Return											812.26		812.26
4	LCC Grants		800.00						300.00					1,100.00
5	Lancs Environ.			650.00										650.00
6	Concurrent Funding							61.00						61.00
7	Other Grants													0.00
8	Other Funding							1,349.62						1,349.62
Totals		3,746.00	800.00	650.00	0.00	50.00	0.00	1,410.62	300.00	250.00	0.00	812.26	0.00	8,018.88

		2023-2024												
EXPENDITURE		April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
20	Clerk - Salary		312.00		312.00			312.00			312.00			1,248.00
21	HMRC		78.00			78.00			78.00			78.00		312.00
22	Clerk Expenses		10.00						20.00			10.00		40.00
23	G. Admin - Room Hire		30.00					30.00		30.00			30.00	120.00
24	G. Admin - Insurance													0.00
25	G. Admin - Audit, AGAR		40.00									8.00		48.00
26	G. Admin. LALC/PNFS		130.69						70.00				22.50	223.19
27	G. Admin - Other				87.00			1,549.48						1,636.48
28	G.Admin - Service Fees			75.90		33.30	18.00		33.30	18.00		33.30	18.00	229.80
29	Website and IT													0.00
30	Lengthsman								320.00					320.00

EXPENDITURE		April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
31	Improve Amenity													0.00
32	RHS		892.91		327.98	762.00	21.98		173.72			125.36	123.34	2,427.29
33	Lottery		3,430.21											3,430.21
34	LDG		205.87											205.87
35	LCC Bio		180.49											180.49
36	Network Rail						33.99							33.99
37	LEF		650.00											650.00
38	Coronation Grant						282.00		72.00					354.00
39	Xmas Grant										98.64		19.80	118.44
Totals		0.00	5,960.17	75.90	726.98	873.30	355.97	1,891.48	767.02	48.00	410.64	254.66	213.64	11,577.76

2023-2024													
BANK SUMMARY		April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
50	Opening Balance	9,252.77	12,998.77	7,838.60	8,412.70	7,685.72	6,862.42	6,506.45	6,025.59	5,558.57	5,760.57	5,349.93	5,907.53
51	Income	3,746.00	800.00	650.00	0.00	50.00	0.00	1,410.62	300.00	250.00	0.00	812.26	0.00
52	Expenditure	0.00	5,960.17	75.90	726.98	873.30	355.97	1,891.48	767.02	48.00	410.64	254.66	213.64
53	Close/interim balance	12,998.77	7,838.60	8,412.70	7,685.72	6,862.42	6,506.45	6,025.59	5,558.57	5,760.57	5,349.93	5,907.53	5,693.89
54	Unity Bank Statement		7,838.60	8,412.70	7,685.72	6,862.42	6,506.45	6,025.59	5,558.57	5,760.57	5,349.93	5,907.53	5,693.89
Statement Date			31/05/23	30/06/23	31/07/23	31/08/23	30/09/23	31/10/23	30/11/23	31/12/23	31/01/24	29/02/24	31/04/24

£12,998.77 transfered from NatWest Bank to Unity Trust Bank on 02/05/2023

RHS - Summary of Expenditure

£

Total Fund: **2,500**

Expenditure to 31 March 2022: 0

Balance carried forward: **2,500**

Expenditure April 2023 to 31 March 2024: 2,427.29

Balance at 31/03/24: **72.71**

All expenditure includes VAT

Lottery Fund - Summary of Expenditure

	£
Total Fund:	9,960
Expenditure to 31 March 2022:	2,197
Balance carried forward:	7,763
Expenditure 1 April 2022 to 31 March 2023:	4,330.78
Balance carried forward:	3,432.03
Expenditure April 2023 to 31 March 2024:	3,430.21
Balance at 31/03/24:	1.82

All expenditure includes VAT

LDG - Summary of Expenditure

£

Total Fund: **500**

Expenditure April 2023 to 31 March 2024: 205.87

Balance as at 31/03/24: **294.13**

All Expenditure Includes VAT

Bio Diversity Grant - Summary of Expenditure

£

Total Fund: **300**

Expenditure April 2023 to 31 March 2024: 180.49

Balance as at 31/03/24: **119.51**

All Expenditure Includes VAT

LEF - Summary of Expenditure

£

Total Fund: **650**

Expenditure April 2023 to 31 March 2024: 650.00

Balance at 31/03/24: **0.00**

All Expenditure Includes VAT

Network Rail - Summary of Expenditure

£

Total Fund: **250**

Expenditure to 31 March 2022: 0

Balance carried forward: **250**

Expenditure 1 April 2022 to 31 March 2023: 0.00

Balance carried forward: **250.00**

Expenditure April 2023 to 31 March 2024: 33.99

Balance at 31/03/24: **216.01**

All Expenditure Includes VAT

Coronation Grant - Summary of Expenditure

£

Total Fund: **500**

Expenditure April 2023 to 31 March 2024: 354.00

Balance as at 31/03/24: **146.00**

All Expenditure Includes VAT

RVBC Christmas Luncheon Grant

Summary of Expenditure

£

Total Fund: **250**

Expenditure April 2023 to 31 March 2024: 118.44

Balance as at 31/03/24: **131.56**

All Expenditure Includes VAT