

**For Decision**

**Simonstone Parish Council**

Title:

**End of Year 2024-25 Finance Report**

Submitted by:

Clerk and Responsible Financial Officer

**Purpose of the report:**

To update members of the Council's financial position at the end of the 2024-25 financial year.

**Recommendations:**

1. Approve the Report and specifically the:

Reconcilliation of Receipts and Payments.

# Receipts for the period 1st April 2024 to 31st March 2025.

Bank		Income Streams							
#	Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants/Other	Other Grants	Sundry	Totals
1	08/04/2024		RVBC - Precept payment	8,400.00					8,400.00
2	03/07/2024	422557	LCC PROW and Bio diversity Grant				800.00		800.00
3	23/09/2024	054992	Concurrent Grant			313.00			313.00
4	09/12/2024	09373	Christmas Lunch Grant			200.00			200.00
Total:				8,400.00	0.00	513.00	800.00	0.00	9,713.00

# Schedule of Payments made for the period 1st April 2024 to 31st March 2025

Dates		Administration Expenses								Amenity Expenses					VAT	Total
#	CHQ Stub	Bank Recon.	CHQ No./Ref	Details	Clerk Salary	HMRC Tax/NIC	Expenses	General Admin.	Website and IT Expenses	Other Admin.	General Maintenance	Play Areas	Other Expenses	Sundry Expenses		
1	07/03/24	02/04/24	101563	Use It				51.78								51.78
2	07/03/24	12/03/24	101564	LALC Civility (£30)												-
3	07/03/24	04/04/24	101565	RS Village Hall - February						22.00						22.00
4	07/03/24	04/04/24	101566	RS Village Hall - Interview - December						11.00						11.00
5	04/04/24	11/04/24	101567	LALC Training				35.00								35.00
6	04/04/24	09/04/24	101568	Clean Bus Shelter									65.00			65.00
7	04/04/24	09/05/24	101569	Use IT					2.08						0.42	2.50
8	04/04/24	08/04/24	101570	Clr. Hampson (Paper)			8.32								1.67	9.99
9	09/05/24	21/05/24	101571	Under payment previous clerk	7.20											7.20
10	09/05/24	19/06/24	101572	Sabden PC Lengthsman 2023/24							216.00					216.00
11	09/05/24	19/06/24	101573	Sabden PC Lengthsman 2024/25							300.00					300.00
12	09/05/24	05/06/24	101574	Room hire Clerk interview St John's						15.00						15.00
13	09/05/24	22/05/24	101575	GDPR annual subscription						40.00						40.00
14		15/05/24	101576	Zurich Insurance						267.88						267.88
15		20/06/24	101577	Use it Computers					17.26							17.26
16		05/06/24	101578	Contribution to Read Playground 2024								375.00				375.00
17		20/06/24	101579	Use it Computers					2.08						0.42	2.50
18		01/07/24	DD	Easy Websites					48.40						9.68	58.08
19		17/07/24	101580	Use it Computers					2.08						0.42	2.50
20	10/06/24	30/09/24	101581	St. Peter's Letting May 2024 - April 2025						200.00						200.00
21		17/07/24	101582	Use it Computers - Office 365					12.26							12.26
22		20/06/24	101583	Fees to cover clerk duties - Lord Accountancy						250.00						250.00
23		27/06/24	101584	Internal Audit - David Swift				70.00								70.00
24		16/07/24	101585	Clr. Hampson D-Day celebration										20.00		20.00
25		26/07/24	101586	Ark Plastics - Bench									525.00		105.00	630.00
26		23/07/24	101587	Clerk Salary - May 2024	343.20											343.20
27		23/07/24	101588	Clerk Salary - June 2024	343.20											343.20
28		01/08/24	DD	Easy Websites					48.40						9.68	58.08
29		16/07/24	101589	HMRC Cumbernauld		172										171.60

Dates			Administration Expenses								Amenity Expenses					
#	CHQ Stub	Bank Recon.	CHQ No./Ref	Details	Clerk Salary	HMRC Tax/NIC	Expenses	General Admin.	Website and IT Expenses	Other Admin.	General Maintenance	Play Areas	Other Expenses	Sundry Expenses	VAT	Total
30		07/08/24	101590	Use it Computers					2.08						0.42	2.50
31	Unity	27/08/24	367009	High Trapp Deposit - Cllr. Peat										50.00		50.00
32	Unity	30/08/24		Clerk Salary - August 2024	343.20											343.20
33	DD	02/09/24		Easywebsites - Email and website hosting					48.40						9.68	58.08
34	Unity	02/09/24	20232406	PKF Littlejohn - AGAR for 2023 Audit				252.00								252.00
35	Unity	16/09/24		Cllr. Norse IKEA for D-Day										28.46		28.46
36	Unity	16/09/24		Clerk Salary - September 2024	343.20											343.20
37	Unity	16/09/24	3769	DM Payroll Services				60.00								60.00
38	Unity	16/09/24	2425117	LALC annual subscription						249.27						249.27
39	Unity	19/09/24	Use It	Invoices: 0531, 40947, 41154, 41368, 41878 and 41667					57.37						11.47	68.84
40	Unity	30/09/24	Unity	Service Charge (Bank)				7.04								7.04
41	Unity	01/10/24	DD	Easywebsites - Email and website hosting					48.40						9.68	58.08
42	Unity	14/10/24		Grant to Easi-Beats										100.00		100.00
43	Unity	14/10/24		Nativity set (paid by clerk)									103.71		20.74	124.45
44	Unity	15/10/24		Clerk Salary October 2024	343.00											343.00
45	Unity	16/10/24		HMRC Cumbernauld (three months)		429										429.00
46	Unity	31/10/24		Service Charge (Bank)				5.40								5.40
47	Unity	01/11/24	DD	Easywebsites - Email and website hosting					46.20						9.24	55.44
48	Unity	04/11/24		Use It Computers - Invoice 42127					2.08						0.42	2.50
49	Unity	04/11/24		Royal British Legion 2 x wreaths										80.00	20.00	100.00
50	Unity	04/11/24		Barrie Tyrer - old website termination					135.20							135.20
51	Unity	06/11/24		Festive Lights									1,528.47		305.69	1,834.16
52	Unity	12/11/24	42330	Use It Computers					16.30						3.26	19.56
53	Unity	12/11/24	42591	Use It Computers					2.08						0.42	2.50
54	Unity	12/11/24	42793	Use It Computers					16.30						3.26	19.56
55	Unity	15/11/24		Clerk - Salary November 2024	343.20											343.20
56	Unity	25/11/24		John Barker - Crib Expenses										100.00		100.00
57	Unity	25/11/24	MV058B	Cllr. Vaughton - Light Connectors									45.28		9.06	54.34
58	Unity	25/11/24	MV022B	Cllr. Vaughton - Extention Lead									9.32		1.87	11.19
59	Unity	25/11/24		Donation for Crib - Martholme Greenway										100.00		100.00
60	Unity	25/11/24		2024/25 Lenghtsman Scheme							700.00					700.00

Dates			Administration Expenses								Amenity Expenses					
#	CHQ Stub	Bank Recon.	CHQ No./Ref	Details	Clerk Salary	HMRC Tax/NIC	Expenses	General Admin.	Website and IT Expenses	Other Admin.	General Maintenance	Play Areas	Other Expenses	Sundry Expenses	VAT	Total
61	Unity	25/11/24	BK367009	Higher Trapp - Pensioners Lunch deposit 1										192.00		192.00
62	Unity	30/11/24		Bank Service Charge				6.00								6.00
63	Unity	02/12/24	RQYY&	Easywebsites - Email and website hosting					46.20						9.24	55.44
64	Unity	04/12/24	9137	RVBC - Wheel Bin Emptying							442.01		88.40			530.41
65	Unity	04/12/24	190461	Cllr. Norse School Gift 1 (Stampers)										17.48	3.49	20.97
66	Unity	04/12/24	190484	Cllr. Norse School Gift 2 (Wooden decorations)										39.98	7.99	47.97
67	Unity	04/12/24	1637138	Cllr. Norse School Gift 3 (Felt Pens)										66.60	13.32	79.92
68	Unity	04/12/24	1344	CKW Electrical Ltd										180.00		180.00
69	Unity	04/12/24	1345	CKW Electrical Ltd										167.87		167.87
70	Unity	16/12/24		Clerk - Salary December 2024	343.20											343.20
71	Unity	16/12/24	43029	Use It Computers					2.08						0.42	2.50
72	Unity	16/12/24	BK367009	Cllr Peat - Higher Trapp Deposit 2										66.00		66.00
73	Unity	16/12/24	43278	Use It Computers					16.30						3.26	19.56
74	Unity	31/12/24		Bank Service Charge				6.00								6.00
75	Unity	02/01/25		Easywebsites - Email and website hosting					46.20						9.24	55.44
76	Unity	16/01/25	43674	Use It Computers					16.30						3.26	19.56
77	Unity	16/01/25	43537	Use It Computers					2.08							2.08
78	Unity	16/01/25		Clerk Salary January 2025	343.20											343.20
79	Unity	16/01/25	8521	HMRC		686.40										686.40
80	Unity	16/01/25		Cllr. Peat - Payment to Read - Raffle										18.00		18.00
81	Unity	16/01/25		Cllr. Vaughton - Christmas Lunch										22.00		22.00
82	Unity	29/01/25	4011	DM Payroll Services				60.00								60.00
83	Unity	31/01/25		Service Charge (Bank)				6.00								6.00
84	Unity	03/02/25	DD	Easy websites					46.20						9.24	55.44
85	Unity	26/02/25		Clerk - Salary February	343.20											343.20
86	Unity	26/02/25		Use It Computers - 44133					16.30						3.26	19.56
87	Unity	26/02/25		Use It Computers - 43967					2.08						0.42	2.50
88	Unity	26/02/25		Use It Computers - 43537					0.42							0.42
89	Unity	27/02/25		Cllr. Pollard - Postmix for Crib										21.48	4.30	25.78
90	Unity	28/02/25		Service Charge (Bank)				6.00								6.00
91	Unity	03/03/25		Easy websites					46.20						9.24	55.44

Dates				Administration Expenses							Amenity Expenses			Sundry Expenses	VAT	Total
#	CHQ Stub	Bank Recon.	CHQ No./Ref	Details	Clerk Salary	HMRC Tax/NIC	Expenses	General Admin.	Website and IT Expenses	Other Admin.	General Maintenance	Play Areas	Other Expenses			
92	Unity	18/03/25		Clerk - Salary March	343.20											343.20
93	Unity	18/03/25		VE Day Grant to Village Hall										140.00		140.00
94	Unity	18/03/25		Grant to Padiham Parade										110.00		110.00
95	Unty	27/03/25		Grant to Readstone Environment Group										339.99		339.99
96	Unty	31/03/25		Service Charge (Bank)				6.00								6.00
TOTALS					3,439.00	1,287.00	8.32	571.22	747.33	1,055.15	1,658.01	375.00	2,365.18	1,859.86	609.18	13,975.25

## Summary of Receipts and Payments

	£	
Balance carried forward at 1st April 2024:	9,286.46	
Add total <b>receipts</b> to date:	9,713	
Less total <b>payments</b> to date:	-13,975.25	
<b>Balance:</b>	<b>5,024.21</b>	<i>If these two figures are different an explanation is required.</i>
	£	
<b>Unity Trust Bank Balance as at 31/03/25:</b>	<b>5,024.21</b>	

**The Switch from Barclays Bank to Unity Trust Bank took place on 16 August 2024.**

Amount transferred = £15,086.93

Switch Authorised by:

- David Peat
- Clifton Pollard
- Stephen Finn

# Comparisons as at 31/03/2025

	FINAL ACCOUNTS 2023/24	BUDGET 2024/25	ACCOUNTS TO DATE 2024/25
<b>INCOME</b>	£	£	£
RVBC Precept:	8,400	8,400	8,400
Concurrent and other grants:	0	0	1,313
HMRC VAT Refunds:	0	0	0
LCC, sundry and other grants:	0	0	0
	<b>8,400</b>	<b>8,400</b>	<b>9,713</b>
<b>EXPENDITURE</b>			
<b>Administration Expenses:</b>	£	£	£
Clerk's salary:	0	0	3,439.00
HMRC: Employers Tax and NIC:	0	0	1,287.00
Expenses: mileage etc.	0	0	8.32
General Administration:	0	0	571.22
Website and email hosting, software/hardware:	0	0	747.33
Other Admin:	0	0	1,055.15
	<b>0</b>	<b>0</b>	<b>7,108.02</b>
<b>Amenity Expenses:</b>	£	£	£
General maint and lengthsman.:	0	0	1,658.01
Play area and Read play area	0	0	375.00
Other Expenses	0	0	2,365.18
	<b>0</b>	<b>0</b>	<b>4,398.19</b>
<b>Sundry Expenses:</b>	£	£	£
Christmas trees, lights and bunting:	0	0	0.00
Remembrance Sunday - wreath etc:	0	0	0.00
Defibrillator costs:	0	0	0.00
Other Sundry Expenses:	0	0	1,859.86
	<b>0</b>	<b>0</b>	<b>1,859.86</b>
<b>VAT on Expenses to be Reclaimed:</b>			<b>609.18</b>
	£	£	£
<b>Total Expenditure:</b>			<b>13,975.25</b>
<b>SUMMARY:</b>	£	£	£
Income:	0	0	9,713.00
Expenditure:	0	0	-13,975.25
	<b>0</b>	<b>0</b>	<b>-4,262.25</b>
<b>BALANCE:</b>	£		£
Balance brought forward at 1 April:		2023/24 balance carried forward:	9,286
Add surplus / less deficit for the year:		2024/25 Balance to date:	(4,262)
Balance to be carried forward:		Overall Balance:	<b>5,024.21</b>



## Cash Flow Forecast for the period 1st April 2024 to 31st March 2025

		Actual Income												
INCOME	Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
1	RVBC Precept	Precept	8,400.00											8,400.00
2	RV in Bloom	RVBC Grant												0.00
3	HMRC VAT Return	VAT Repay												0.00
4	Concurrent Funding	RVBC					313.00							313.00
6	Other RVBC Grants	RVBC Grant								200.00				200.00
7	Other Income	Other												0.00
8	Other Funding	LCC				800.00								800.00
Totals:		8,400.00	0.00	0.00	800.00	0.00	313.00	0.00	0.00	200.00	0.00	0.00	0.00	9,713.00

		Actual Expenditure												
EXPENDITURE	Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
20	Use-It	Admin. Exp.	51.78	2.50	19.76	14.76	2.50	68.84		44.12	22.06	21.64	22.48	270.44
21	Easy Web/web site	Admin. Exp.				58.08	58.08	58.08	190.64	55.44	55.44	55.44	55.44	644.72
22	RVBC Payments	Other Exp								530.41				530.41
23	LALC Subs. training	Sundry Exp.	35.00				249.27							284.27
24	Accountant and PKF LJ	Admin. Exp.			320.00		252.00							572.00
25	Consum/License/GDPR	Admin. Exp.	9.99	40.00										49.99
26	Clerk Salary	Staff Costs		7.20		686.40	343.20	343.20	343.20	343.20	343.20	343.20	343.20	3,439.00
27	Defrib./Bus Shelter	Sundry Exp.												0.00
28	Bank charges	Admin. Exp.					7.04	5.40	6.00	6.00	6.00	6.00	6.00	42.44
29	HMRC Income Tax	Staff Costs				171.60		429.00						600.60
30	Payroll services	Admin. Exp.					60.00				60.00			120.00
31	Clerk Expenses	Staff Costs												0.00
32	Amenity etc.	Amenity Exp.	65.00		375.00	630.00	28.46							1,098.46
33	Insurance	Admin. Exp.		267.88										267.88
34	Room Hire	Admin. Exp.	33.00		15.00		200.00							248.00
35	Lengthsman/Other Maint	Grnd Maint			516.00				700.00					1,216.00
36	Training/Other Subs	Sundry Exp.												0.00
37	Grants/Donations	Other Exp.						100.00	100.00				589.99	789.99
38	Remembrance/Other	Sundry Exp.				20.00			100.00					120.00
39	Christmas	Sundry Exp.					50.00	124.45	2,191.69	562.73	40.00	25.78		2,994.65
Totals:		194.77	317.58	1,245.76	1,580.84	453.78	1,266.89	1,059.93	3,675.65	1,519.84	526.28	452.90	994.63	13,288.85

2024/25 FORECAST	£
Forecast Income	9,713
Forecast Expenditure	13,289
<b>Forecast Balance 2024/25</b>	<b>-3,576</b>

EOY 2025 FORECAST	£
Balance at 01/03/25	<b>6,018.84</b>
Forecast Income - March onwards	0
Forecast Spend - March onwards	995
<b>Balance EOY</b>	<b>5,024</b>

For reference:	
Balance EOY 2023/24 = 9,286	

2024-2025 - Unity Trust Bank Statements												
DETAILS	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Balance brought forward 31 March 2023	9,286.46	17,491.69	17,174.11	15,928.35	15,147.51	14,693.73	13,739.84	12,679.91	9,004.26	7,684.42	6,471.74	6,018.84
Income 2024/25:	8,400.00	0.00	0.00	800.00	0.00	313.00	0.00	0.00	200.00	0.00	0.00	0.00
Expenditure 2024/25:	194.77	317.58	1,245.76	1,580.84	453.78	1,266.89	1,059.93	3,675.65	1,519.84	526.28	452.90	994.63
Balance:	<b>17,491.69</b>	<b>17,174.11</b>	<b>15,928.35</b>	<b>15,147.51</b>	<b>14,693.73</b>	13,739.84	12,679.91	9,004.26	7,684.42	7,158.14	6,018.84	5,024.21
Bank Statement Balance:	<b>17,491.69</b>	<b>17,174.11</b>	<b>15,928.35</b>	<b>15,147.51</b>	<b>14,693.73</b>	<b>13,739.84</b>	<b>12,679.91</b>	<b>9,004.26</b>	<b>7,684.42</b>	<b>6,471.74</b>	<b>6,018.84</b>	<b>5,024.21</b>
Statement Date:	30/04/24	31/05/24	30/06/24	31/07/24	31/08/24	30/09/24	31/10/24	30/11/24	31/12/24	31/01/25	28/02/25	31/03/25

# Barclays Business Premium Account

£

<b>Balance carried forward at 31 March 2024:</b>	<b>9,000.56</b>
Expenditure April 2024 to 31 March 2025:	<b>0.00</b>
Balance at 31 May 2024	9,000.56
Balance at 31 August 2024	9,034.22
Balance at 30 September 2024	9,068.00
Balance at 31 October 2024	9,068.00
Balance at 29 November 2024	9,068.00
Balance at 31 December 2024	9,101.91
Balance at 31 January 2025	9,101.91
Balance at 28 February 2025	9,101.91
<b>Balance at 31 March 2025</b>	<b>9,134.10</b>

**Interest payment = £32.19**