

RFO REPORT – 24th September 2024

SOUTH STOKE PARISH COUNCIL			Receipt and Payment Analysis as at :-			
						01/09/2024
					Budget	Actual
			Note	2024/25	to date	Variation
						from budget
RECEIPTS						
Parks & Open Spaces				0	0	0
Community Infrastructure Levy				0	0	0
B&NES Agency Services (Footpath Clearing)				500	509	9
B&NES Agency Services (Churchyard)			2	974	0	-974
Agency Services Sub Total				1474	509	-965
Allotment Rents				160	20	-140
Precept				19450	9725	-9725
Bank Interest				2000	0	-2000
Other Income				0	0	0
VAT Refund				2500	0	-2500
			TOTAL RECEIPTS	25584	10254	-15330
PAYMENTS (Ex VAT)			1			
Parks & Open spaces						
Village Green upkeep				250	0	-250
Millennium Viewpoint & Wood				100	0	-100
			Sub-total	350	0	-350
General Administration						
Postage, stationery, printing etc.				250	54	-196
Insurance				350	300	-50
Parish Hall Hire				300	0	-300
Clerk Remuneration				8650	3498	-5152
Bank and Audit Fees				550	177	-373
Society of Local Council Clerks				150	117	-33
ALCA				121	153	32
Data Protection Act				35	0	-35
Website Hosting and Maintenance				200	13	-187
Publications, books and Training etc.				120	40	-80
			Sub-total	10726	4352	-6374
Agency Services						
Roadsweeping wages				8720	2482	-6238
Roadsweeping other costs				100	20	-80
Footpath clearance				420	0	-420
Churchyard Upkeep			2	1000	0	-1000
			Sub-total	10240	2502	-7738
Allotments						
Allotments rent				60	0	-60
Allotments maintenance				50	0	-50
			Sub-total	110	0	-110
Public lighting						
Electricity				360	67	-293
Routine Maintenance				0	0	0
			Sub-total	360	67	-293
S137 Payments						
Avon Wildlife Trust				50	48	-2
Bath Preservation Trust				20	15	-5
CPRE				60	60	0
			Sub-total	130	123	-7
Other Non-recurring Items						
Grant to Parish Hall				0	0	0
Community Infrastructure Payments				5000	7461	2461
Professional & Legal Advice				1000	0	-1000
Other Expenditure				3000	231	-2769
				9000	7692	-1308
			TOTAL PAYMENTS	30916	14736	-16180
Excess of Income over Expenditure				5332	-4482	850
Reclaimable VAT				2500	1357	
Total Gross Payments				33416	16092.41	
Note 1. Payments exclude VAT unless it cannot be re-claimed.						
Note 2. Churchyard upkeep is a ringfenced account. The remaining surplus from previous years is retained solely for that purpose.						

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BANK RECONCILIATION

Financial Year Ending 31st March 2025

Prepared by **Mr. Geoffrey Davis** Clerk and Responsible Financial Officer on **19/09/2024**

Balance per Bank Statements as at 01/09/2024		
Current Account HSBC	2,700.96	
Deposit Account Bath Building Society	8,998.55	
Deposit Acc ex.-Base rate Tracker Bond - Bath Building Society	22,438.95	
Of which		34,138.46
Community Infrastructure Balance - unspent	5,693.00	
SDDP Contributions - Unspent	292.00	
Churchyard Agency Fund	1,476.95	
	7,461.95	
Unrestricted Funds	26,676.51	
LESS Un-presented cheques: (inc. VAT)		
20:48:00 HMRC Month 5 Paye 2024-25	134.40	
Sub Total		134.40
PLUS Unpresented Credits		
		0.00
Net Balance as at 1st September 2024		34,004.06
The net balance reconciles to the Cash Book (receipts and payments account) for the year, as follows:-		
CASH BOOK		
Open Balance 01/04/2024		
Current Account HSBC	8,405.26	
Deposit Account Bath Building Society	8,998.55	
Base rate Tracker Bond - Bath Building Society	22,438.95	
Of which		39,842.76
Community Infrastructure Balance - unspent	17,421.94	
SDDP Contributions - Unspent	292.00	
Churchyard Agency Fund	1,476.95	
	19,190.89	
Plus Receipts in the year		10,253.71
		50,096.47
Less Payments in the year		16,092.41
Closing Balance per cash book (receipts and payments book) on 01/09/2024		34,004.06

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1. The new HSBC Bank Mandate is now in place, and can be viewed online.
2. HSBC do not have arrangements for Notifications. Dual Authorisation can be implemented and the implications of this need to be discussed and agreed at the meeting. Once Dual Authorisation is implemented it can only be revoked by letter signed in accordance with the Mandate Signing Rules. The RFO does NOT Recommend Dual Authorisation, although from an Audit and Risk perspective this is clearly the correct way to proceed. The RFO is concerned that Dual Authorisation requires an active response from TWO Councillors within 3 days of the Months Payment Schedule being circulated. This response has not been happening to-date, and any such delay would result in the non-payment of Invoices.
3. The Financial Regulations have been revised on the basis of not implementing Dual Authorisation, and are presented for review and approval.

Receipts since meeting on 23rd July 2024

None

Payments approved as standing payments or at meeting on 23rd July which have now been made.

DD-AWT	Avon Wildlife Trust	Subscription 2024-25	48.00
BNKChg-June	HSBC	Bank Charges June	8.00
DD266-June	N-Power	Electricity 01/06/24 - 30/06/24	12.22
16:42:38	Grant Davis	Village Sweeper 01/07/24 to 28/07/2024	472.80
16:45:07	Mr. G. Davis	Parish Clerk July 2024	538.15
16:47:21	HMRC	Month 4 Paye 2024-25	134.60
BNKChg-July	HSBC	Bank Charges July	8.00
20:15:59	Mr. G. Davis - Toolstation	Sweeper Broom	23.78
20:31:50	Spar logistics - BritishBits	Refurb Telephone Box - Initial Payment	975.00
20:24:02	Mardan removals	Removal & Transport of Phone Box - Journey 1	900.00
DD266-July	N-Power	Electricity 01/07/24 - 31/07/24	12.48
20:42:14	Grant Davis	Village Sweeper 29/07/24 to 25/08/2024	472.80
20:45:32	Mr. G. Davis	Parish Clerk August 2024	538.35
20:48:00	HMRC	Month 5 Paye 2024-25	134.40

Payments for approval which have been made since 24th September 2024 or are yet to be made.

BDO LLP External Audit Fee Year Ended 31st March 2024 £378.00

Councillor

Clerk

Print Name:

Mr. G. Davis

Dated 24/09/2024

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SOUTH STOKE PARISH COUNCIL	COMMUNITY INFRASTRUCTURE LEVY - Annual report
Reporting period: CIL Monies received by the Council to:-	31st MARCH 2025
a) CIL Receipts	
Total amount of CIL received in financial year (2017/18)	£2,658.72
Total amount of CIL received in financial year (2018/19)	£10.76
Total amount of CIL received in financial year (2019/20)	£0.00
Total amount of CIL received in financial year (2020/21)	£0.00
Total amount of CIL received in financial year (2021/22)	£27,680.49
Total amount of CIL received in financial year (2022/23)	£28,016.93
Total amount of CIL received in financial year (2023/24)	£0.00
Total	£58,366.90
Total amount of CIL received in financial year (2024/25)	£0.00
Total CIL Receipts	£58,366.90
b) CIL Expenditure	
Total amount of CIL spent to end of financial year (2022/23)	£49,685.95
c) Items on which CIL has been spent	
New Litter Bin - Churchyard Wall	£308.40
Street Lighting Inspections, tests and Maintenance	£772.11
Road Safety Improvements. Speed Limit Signage	£2,621.86
Jubilee Beacon Burner and Pole	£370.00
Replacement Window Village Hall	£4,480.00
StreetLight Replacement/Upgrade/Repair South Stoke Village and B3110	£9,994.69
Asbestos Sample - Village Hall	£58.80
Village Hall - LED Lighting Upgrade	£2,838.00
Village Hall Audio System	£4,794.00
Village Hall Video Display Screen	£5,580.00
Village Hall Curtains 50% Deposit	£2,584.30
Redecoration of Village Hall	£3,958.50
Village Hall Curtains - Balance	£2,584.30
Village Hall Chairs	£5,676.00
Grant Payment - BrushCutters - CIL	£1,189.99
Refurb Telephone Box - Initial Payment	£975.00
Removal & Transport of Phone Box - Journey 1	£900.00
d) Monies requested / recovered from Parish Council (Reg 59E, 59F)	
Monies which have been requested, or recovered, from the Parish Council to the financial year (2023/24)	£0.00
e) CIL retained	
i. Total amount of CIL received in the financial year (2024/25) and retained (unspent) at the end of the reported year (2024/25)	£0.00
ii. Total amount of CIL received in previous year(s) and retained (unspent) at the end of the reported year (2024/25)	£8,680.95
Total CIL receipts retained (unspent)	£8,680.95
Commitments awaiting completion /invoicing	
Midford Phone Box Relocate/Refurbish/Repurpose	£4,125.00
Trainee/Assistant Clerk 2024/25 (9 Months)	£1,568.00
Total	£5,693.00
Uncommitted Balance	£2,987.95