



**Responsible Financial Officer  
Report  
Period Ending 31<sup>st</sup> July 2025**

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Produced by Terry Heath  
4<sup>th</sup> August 2025

## Bank Reconciliation Statement

<b>STOKE SUB HAMDON PARISH COUNCIL</b>		
<b>BANK RECONCILIATION</b>		
<b>for the period ending 31st July 2025</b>		
Prepared by Terry Heath		
Date : 1st August 2025		
Approved by .....		
Date .....		
Minute reference		
<b>Balance per bank statements as at 31st July 2025</b>		
Lloyds Bank Current Account		£12,918.28
Lloyds Business Reserve		£60,281.25
Cambridge Building Society		£83,713.69
Hinkley and Rugby Building Society		£68,936.76
<b>Cash at bank per bank statements</b>		<b>£225,849.98</b>
<b>Unpresented Cheques/BACs transactions - approved by Council</b>		
Total unpresented cheques		£0.00
<b>Balance less unpresented cheques as at 31st July 2025</b>		<b>£225,849.98</b>
<b>The net balances reconcile to the Cash Book for the year, as follows</b>		
<b><u>CASH BOOK</u></b>		
Opening Balance		£160,009.23
Add: Receipts up until 31/07/25		£99,248.12
Less: Payments up until 31/07/25		£33,407.37
<b>Total Balance as at 31/07/25</b>		<b>£225,849.98</b>
<b>Difference</b>		<b>£0.00</b>

## Budget V Receipt/Expenditure Report

### Receipts

Description	Budget £	Receipts £	% of receipts V budget
General Precept	97281.00	97281.00	100
Div & Interest	2000.00	479.62	24
Vat Repayment	3000.00	0.00	0
Donations	1000.00	200.00	20
Other Income	0.00	1287.50	N/A
<b>Total</b>	<b>103281.00</b>	<b>99248.12</b>	<b>96</b>

**Payments**

	<b>Description</b>	<b>Budget £</b>	<b>Payments £</b>	<b>% of payments V budget</b>	
CC1	Salary	10726.00	4050.45	38	
	PAYE	2681.00	1056.80	39	
	National Insurance	558.00	158.95	28	
	Chairmans Allowance	100.00	0.00	0	
	<b>Salary and Allowances Total</b>	<b>14065.00</b>	<b>5266.20</b>	<b>37</b>	
CC2	Training	1000.00	58.00	6	
	Travel Expenses	100.00	0.00	0	
	Audits	800.00	295.00	37	
	Data Protection License	45.00	0.00	0	
	Advertising	260.00	0.00	0	
	Clerks Telephone	100.00	31.92	32	
	Stationary	100.00	20.25	20	
	Cloudy IT Office 365 License & email accounts	1126.00	390.29	35	
	Domain Hosting (IONOS)	310.80	86.40	28	
	Website Hosting (HUGOFOX)	257.25	0.00	0	
	SALC/NALC & SW Councils	1271.00	910.76	72	
		<b>Administration Total</b>	<b>5370.05</b>	<b>1792.62</b>	<b>33</b>
	CC3	Account Fees	120.00	37.85	32
		Public Works Loan	9550.00	4774.85	50
		<b>Banking Charges &amp; Loans Total</b>	<b>9670.00</b>	<b>4812.70</b>	<b>50</b>
CC4	Asset and Liability Cover	7024.00	4800.97	68	
		<b>Insurance Total</b>	<b>7024.00</b>	<b>4800.97</b>	<b>68</b>
CC5	Utilities	2019.00	1594.52	79	
	Council Office Rental Charges	2400.00	300.00	13	
	Equipment	400.00	0.00	0	
	Other Costs	500.00	242.78	49	
	<b>Parish Council Office Total</b>	<b>5319.00</b>	<b>2137.30</b>	<b>40</b>	
CC6	Newsletter	2646.00	840.00	32	
		<b>Printing Total</b>	<b>2646.00</b>	<b>840.00</b>	<b>32</b>
CC7	Grants	12000.00	1900.00	16	
		<b>Community Grants</b>	<b>12000.00</b>	<b>1900.00</b>	<b>16</b>
CC8	S137	7076.00	0.00	0	
		<b>S137</b>	<b>4676.00</b>	<b>0.00</b>	<b>0</b>
CC9	Sports and Rec Trust Grounds Maintenance	4000.00	4000.00	100	
	Village Contracted Grounds Maintenance	9000.00	3000.00	33	
	Ranger Services	7200.00	2900.00	40	
		<b>Village Maintenance Total</b>	<b>20200.00</b>	<b>9900.00</b>	<b>49</b>
CC10	Maintenance	2500.00	1407.34	56	
	Return of Deposits	200.00	0.00	0	
	Allotment Ground Rental Charge	792.00	0.00	0	
	<b>Allotments Total</b>	<b>3492.00</b>	<b>1407.34</b>	<b>40</b>	
CC11	Defibrillator Batteries/Pads	525.00	0.00	0	
	Play Equipment Inspection Fees	500.00	0.00	0	
	Play Equipment Maintenance and Repair	2000.00	89.54	4	
	Other Asset Maintenance	5000.00	106.70	2	
	HYFC External Maintenance Costs	10000.00	0.00	0	
	HYFC Full Structural Survey	2000.00	174.00	9	
	Monument Full Structural Survey	2000.00	0.00	0	
	Recreation Ground Rental Charge	1440.00	0.00	0	
		<b>Village Assets Total</b>	<b>23465.00</b>	<b>370.24</b>	<b>2</b>
	CC12	Community Projects	3000.00	0.00	0
		<b>Community Projects Total</b>	<b>3000.00</b>	<b>0.00</b>	<b>0</b>
CC13	Youth Services	8000.00	180.00	2	
		<b>Youth Provision Total</b>	<b>8000.00</b>	<b>180.00</b>	<b>2</b>
	<b>TOTAL</b>	<b>118927.05</b>	<b>33407.37</b>	<b>28</b>	

## Payments List since July meeting

### To be paid by bank transfer

Mr T M Heath	RFO Duties (August 25)	£338.79	CC1
Mrs Gilly Lowe	Democratic services (August 25)	£990.00	CC1
Premier Landscape <sup>1</sup>	Allotment Maintenance	£1,407.34	CC10
Duchy of Cornwall <sup>1</sup>	Licence Fee	£300.00	CC5
HYFC <sup>1</sup>	Hall Hire (July 25)	£90.00	CC13
HYFC <sup>1</sup>	Hall Hire (August 25)	£90.00	CC13
Cloudy Group <sup>1</sup>	IT Services	£101.40	CC2
		<b>Total</b>	<b>£3,317.53</b>

### To be paid by Direct Debit/Standing Order

100Green <sup>1</sup>	Gas	£21.99	CC5
EDF Energy <sup>1</sup>	Electricity	£45.17	CC5
Stable Print	Printing of newsletter	£210.00	CC6
Evis	Grounds Maintenance	£750.00	CC9
Ionis	Web and Mail	£22.50	CC2
Tesco	Clerks Phone	£7.98	CC2
Lloyds <sup>1</sup>	Bank Charges	£8.50	CC3
		<b>Total</b>	<b>£1,066.14</b>

### To be paid by Debit Card

Amazon <sup>1</sup>	Office Equipment	£97.98	CC5
		<b>Total</b>	<b>£97.98</b>

**<sup>1</sup> Payments made ahead of publication of this report**

## Receipts List July 2025

Lloyds Bank	Interest	£40.41
S&RT	Donation	£50.00
S&RT	Grant	£1200.00
Tomala Dorata	Allotment	£25.00
Cambridge & C BS	Interest	£328.39
	<b>Total</b>	<b>£1,643.80</b>

## Financial Statement as of 31<sup>st</sup> July 2025

	£
1 Lloyds Current Account	12,918.28
2 Lloyds Reserve Account	60,281.25
3 The Cambridge Building Society	83,713.69
4 Hinkley and Rugby Building Society	68,936.76
5 <b>Sub Total</b>	<b>225,849.98</b>
6 Outstanding Payments	0.00
7 <b>Total as Cashbook</b>	<b>225,849.98</b>
8 Less Ringfenced Lines)	
9 General Reserve	41,913.23
10 Village Asset Reserve	33,440.00
11 Village Projects	12,650.00
12 Somerset Council Contingency	10,000.00
13 Pavillion Reserve	41,360.00
14 Legal Costs	5,000.00
15 <b>Sub Total</b>	<b>144,363.23</b>
16 <b>Current Working Capital</b>	<b>81,486.75</b>
17 2025/2026 Expenditure Budget	118,927.00
18 2025/2026 Expenditure	33,407.37
19 <b>Remaining 2025/2026 Budget</b>	<b>85,519.63</b>
20 2025/2026 Receipt Budget	103,281.00
21 2025/2026 Receipts	99,248.12
22 Remainng 2025/2026 Receipts Forecast	<b>4,032.88</b>
23 <b>Unallocated Funds</b>	<b>-0.00</b>

## Key Points to Note

- The 5-year fixed rate bond matured on the 16<sup>th</sup> July 2025. Monies transferred into the Hinkley and Rugby BS 90-day notice account
- Duchy issued an invoice associated with the licence fee for the Benefice. Costs to be passed on via an invoice which I will raise this week
- In line with delegated authority payments are being processed, however any invoices received after publication of this report will be presented at the September meeting for approval.
- Initial response from external auditor received. Points raised to be tabled at the September meeting. No major issues.
- Gas contract renewed
- TH and GL salary increased in line with 25/26 NJC pay agreement. This is back dated to 1<sup>st</sup> April 2025. Equates to 53p/hour.
- Christmas Tree ordered at a cost of £699.95 (payment made in August 25)