

SUBJECT: BUDGET AND FINANCE 2024-2025

REPORT TO: FINANCE AND AUDIT COMMITTEE
BETLEY, BALTERLEY AND WRINEHILL PARISH COUNCIL

DATE OF MEETING: 27th February 2025

REPORTING OFFICER: Parish Clerk and Responsible Financial Officer

(i) APPLICATIONS FOR FINANCIAL ASSISTANCE

There are no applications for financial assistance

(ii) CO-OP BANK TRANSFER TO UNITY TRUST BANK

Members are not asked to make any transfers at this meeting.

(iii) TRANSACTIONS – UNITY TRUST BANK

To approve the following transactions in the Unity Trust Bank (some transactions may have been made under the authority of the Financial Regulations).

PAYEE/PAYER	DETAILS	RECEIPTS	PAYMENTS
HugoFox	Annual Website Subscription		£143.86
Shires Accountants	Backpay adjustment fee		£18.00
M Clough	January Salary		£446.73
HMRC	January PAYE		£118.40
Staffordshire Pensions	January Pension		£165.54
	Transfer from Co-op (£4,000.00)		
	Transfer to Unity (£4,000.00)		
Unity Trust Bank	Monthly Service Charge		£6.00
Clerk	Reimbursement for Microsoft 365		£59.99

(iv) TRANSACTIONS – CO-OP BANK

To note that the sum of £4,000.00 was transferred from the Co-op Bank to the Unity Trust Bank on 31st January 2025, as approved by the Finance and Audit Committee on 23rd January 2025.

(v) PAYMENT OF INVOICES AND REIMBURSEMENTS

To approve the following forthcoming payments (additional payments may need to be authorised that are received after the despatch of the Agenda):-

R Bettley-Smith	Reimbursement for Festoon Bulbs	£188.40
R Bettley-Smith	Reimbursement for waterproof connector	£14.92
M Clough	February 2025 Salary	£446.93
HMRC	February 2025 PAYE	£118.20
Staffordshire Pension	February 2025 Pension	£165.54
Shires Payroll	Training for Staffordshire Pensions Portal (inc VAT)	£72.00

(vi) BUDGET EXPENDITURE TO 17th FEBRUARY 2025 – UNITY TRUST BANK

To note the following Budget Head expenditure to 17th February 2025:-

Budget Head	Total	Budget Allocated	£ Difference
Salary	£6,156.61	£7,200.00	£1,043.39
Pension	£1,805.91	£1,660.00	-£145.91

Admin - Insurance	£898.92	£900.00	£1.08
Admin - Audit Fees	£502.00	£625.00	£123.00
Admin - Venue Hire	£366.50	£450.00	£83.50
Admin - Subscriptions	£313.45	£330.00	£16.55
Admin - Website	£203.85	£135.00	-£68.85
Admin - Other	£973.38	£950.00	-£23.38
Highways	£600.00	£999.00	£399.00
Footpaths	£3,445.85	£3,446.00	£0.15
Grants	£750.00	£1,200.00	£450.00
Miscellaneous	£320.31	£321.00	£0.69
Sandy Croft	£0.00	£102.00	£102.00
Memorial Garden	£2,575.20	£4,000.00	£1,424.80
Neighbourhood Plan	£0.00	£0.00	£0.00
Chair's Expenses	£0.00	£250.00	£250.00
	£18,911.98	£22,568.00	£3,656.02

(vii) EXPLANATION OF VARIANCES

Members are asked to approve the following virement of funds:-

(a) Highways Budget to the Admin (Website) Budget – £70.00

The following invoices have been paid from this Budget Head:-

Annual Website Subscription	£143.86
Reimbursement for Microsoft 365	£59.99

(b) Highways Budget to Admin (Other) Budget - £24.00

The following invoices have been paid from this Budget Head:-

Payroll Fees Invoice SHI-2016	£151.80
Good Councillor Guides	£14.49
Payroll Fees Invoice SHI-2045	£206.40
Petrol Reimbursements November 2023-May 2024	£72.54
Reimbursement for Viking Photocopy Paper	£25.69
Quarterly Service Charge	£18.00
Quarterly Service Charge	£18.00
Service charge	£5.40
Payroll Services October-April	£246.60
Annual Fee	£35.00
Petrol Reimbursements June 2024 - November 2024	£143.46
November Service Charge	£6.00
Monthly Service Charge	£6.00
Backpay adjustment fee	£18.00
Monthly Service Charge	£6.00

(c) Memorial Garden Budget to Pensions Budget - £480.00

This was the first year of paying a pension subscription, and the projected expenditure was under-budgeted.

(viii) BANK RECONCILIATION AS AT 17TH FEBRUARY 2025

To approve the following Bank Reconciliation for Co-op Bank and Unity Trust Bank as at 17th February 2025:-

Bank Reconciliation 17th February 2025	
BETLEY BALTERLEY AND WRINEHILL PARISH COUNCIL	
Financial year ending 31 March 2025	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements as at	£
Current Account UNITY (20500409) - 31st January 2025	£4,216.39
Reserve Account CO-OP (49148300) - 4th February 2025	£23,965.25
Less: any unrepresented cheques/payments	
Current Account UNITY (20500409)	£59.99
Reserve Account CO-OP (49148300)	
Add: any unbanked cash - Unity	
Net bank balances as at 17th February 2025	£28,121.65
The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows	
CASH BOOK	
Opening Balance	
Unity Trust Bank @ 1st April 2024	£420.69
Co-op Bank @ 1st April 2024	£23,099.25
Add: Receipts in the year	
Unity Trust Bank	£2,647.69
Co-op Bank	£20,866.00
Less: Payments in the year	
Unity Trust Bank	£18,911.98
Co-op Bank	
Closing balance per cash book [receipts and payments book] must equal net bank balances above	£28,121.65

(ix) **UNITY TRUST BANK STATEMENTS**

- **31st JANUARY 2025**

Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mrs Muna Clough
Betley Balterley And Wrinehill Parish Council
Peach Tree House
Calveley Hall Lane
Tarpoley
CW6 9LG

Date: 31/01/2025

Account Name: Betley, Balterley And Wrinehill Parish Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20500409

Your arranged overdraft limit is £0.00

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](https://www.fscs.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](https://www.unity.co.uk/fscs)

Contact Us

- 📞 Call us: **0345 140 1000**
- ✉ Email us: us@unity.co.uk
- 🌐 Visit us: [unity.co.uk](https://www.unity.co.uk)

Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
31/12/2024		Balance brought forward	£0.00	£0.00	£2,469.77
09/01/2025	Faster Payment Debit	B/P to: Forvis Mazars LLP	£252.00	£0.00	£2,217.77
09/01/2025	Faster Payment Debit	B/P to: ShraleleyBrookMedia	£997.85	£0.00	£1,219.92
13/01/2025	Faster Payment Debit	B/P to: BetleyVillageHall	£105.00	£0.00	£1,114.92

Page number 1 of 3

Statement number 015

**For Businesses.
For Communities.
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered Office: Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124. Calls may be monitored and recorded for training, quality and security purposes. © Unity Trust Bank. All Rights Reserved.



Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
29/01/2025	Direct Debit	Direct Debit (GOCARDLESS)	£143.86	£0.00	£971.06
29/01/2025	Faster Payment Debit	B/P to: Shires Accountants	£18.00	£0.00	£953.06
31/01/2025	Faster Payment Debit	B/P to: Muna Clough	£446.73	£0.00	£506.33
31/01/2025	Faster Payment Debit	B/P to: HMRC Cumbernauld	£118.40	£0.00	£387.93
31/01/2025	Faster Payment Debit	B/P to: Staffs Pension	£165.54	£0.00	£222.39
31/01/2025	Credit	Credit 000008	£0.00	£4,000.00	£4,222.39
31/01/2025	Fee	Service Charge	£6.00	£0.00	£4,216.39

Page number 2 of 3

Statement number 015



**For Businesses.
For Communities.
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
 Unity Trust Bank is entered in the Financial Services Register under number 204570.
 Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
 Registered in England and Wales no. 1713124.
 Calls may be monitored and recorded for training, quality and security purposes.
 © Unity Trust Bank. All Rights Reserved.



*phone 03457 213 213



MRS M CLOUGH
C/O Peach Tree House
Calveley Hall Lane
Calveley
Tarporley Cheshire
CW6 9LG



002916 32500 C

Community Directplus Account

Summary	Date	Description	Money out	Money in	Balance
Account title BETLEY, BALTERLEY & WRINEHILL PARISH CNCL	18 NOV 24	OPENING BALANCE			27,965.25
Sort code 089008	31 JAN 25	401480 0040071032870000	4,000.00		23,965.25
Account number 61491483 00	Statement closing balance				23,965.25

Abbreviations: **S** Sub Total (Intermediate Balance) **OD** Overdrawn Balance **OD/S** Overdrawn Intermediate Balance **NSTF** Non Sterling Transaction Fee.
Details of overdraft interest rates are shown overleaf. Details of calculations of interest charged are available on request.

Statement date
4 February 2025

Statement number
369

Page number
1 of 1

Statement opening balance
27,965.25

Money out
4,000.00

Money in
0.00

Statement closing balance
23,965.25

**International Bank
Account Number**

GB88 CPBK 0830 0861 4914 03

Bank Identification Code
CPBK GB22

Deposits^o into this account are eligible for the Financial Services Compensation Scheme (FSCS). More information can be found overleaf.

^oFor further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk