

# TOLLER PORCORM PARISH COUNCIL

Full Parish Council Meeting | Wednesday 14 January 2026

## Appendix B – Finance Report

Minute reference: 26/01-7.ii

### Bank Reconciliation November 2025

Prepared by Clare Smith (RFO), 2 December 2025

|          |                                                          |           |                  |
|----------|----------------------------------------------------------|-----------|------------------|
| <b>A</b> | <b>Bank Reconciliation at 30/11/2025</b>                 |           |                  |
|          | Cash in Hand 01/04/2025                                  |           | 13,193.16        |
|          | <b>ADD</b><br>Receipts 01/04/2025 - 30/11/2025           |           | 10,126.10        |
|          | <b>SUBTRACT</b><br>Payments 01/04/2025 - 30/11/2025      |           | 4,803.24         |
|          | <b>Cash in Hand 30/11/2025</b><br>(per Cash Book)        |           | <b>18,516.02</b> |
| <b>B</b> | Cash in hand per Bank Statements                         |           |                  |
|          | Petty Cash 30/11/2025                                    | 0.00      |                  |
|          | Lloyds Current Account 30/11/2025                        | 3,531.41  |                  |
|          | Lloyds Savings Account 30/11/2025                        | 14,984.61 |                  |
|          |                                                          |           | <b>18,516.02</b> |
|          | Less unrepresented payments                              |           | 18,516.02        |
|          | Plus unrepresented receipts <b>Adjusted Bank Balance</b> |           | <b>18,516.02</b> |
|          | <b>A = B Checks out OK</b>                               |           |                  |

# TOLLER PORCORUM PARISH COUNCIL

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## Bank Reconciliation December 2025

Prepared by Clare Smith (RFO), 6 January 2026

|          |                                                          |           |                  |
|----------|----------------------------------------------------------|-----------|------------------|
| <b>A</b> | <b>Bank Reconciliation at 31/12/2025</b>                 |           |                  |
|          | Cash in Hand 01/04/2025                                  |           | 13,193.16        |
|          | <b>ADD</b><br>Receipts 01/04/2025 - 31/12/2025           |           | 10,133.24        |
|          | <b>SUBTRACT</b><br>Payments 01/04/2025 - 31/12/2025      |           | 23,326.40        |
|          | <b>Cash in Hand 31/12/2025</b><br>(per Cash Book)        |           | 6,430.80         |
|          |                                                          |           | <b>16,895.60</b> |
| <b>B</b> | Cash in hand per Bank Statements                         |           |                  |
|          | Petty Cash 31/12/2025                                    | 0.00      |                  |
|          | Lloyds Current Account 31/12/2025                        | 1,903.85  |                  |
|          | Lloyds Savings Account 31/12/2025                        | 14,991.75 |                  |
|          |                                                          |           | <b>16,895.60</b> |
|          | Less unrepresented payments                              |           | 16,895.60        |
|          | Plus unrepresented receipts <b>Adjusted Bank Balance</b> |           |                  |
|          |                                                          |           | <b>16,895.60</b> |
|          | <b>A = B Checks out OK</b>                               |           |                  |

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## Transactions for November and December 2025

### RECEIPTS

| Date       | Description | From   | Net          | VAT         | Total        |
|------------|-------------|--------|--------------|-------------|--------------|
| 10/11/2025 | Interest    | Lloyds | 7.88         | 0.00        | 7.88         |
| 09/12/2025 | Interest    | Lloyds | 7.14         | 0.00        | 7.14         |
|            |             |        | <b>15.02</b> | <b>0.00</b> | <b>15.02</b> |

All invoices for payments below have been examined, verified and certified by Clare Smith, RFO.

### PAYMENTS

| Date       | Description          | Payee               | Net             | VAT           | Total           |
|------------|----------------------|---------------------|-----------------|---------------|-----------------|
| 05.11.2025 | Signs                | Clare Smith         | 9.97            | 1.99          | 11.96           |
|            | Play area inspection | Ken Hussey          | 27.50           | 0.00          | 27.50           |
|            | Grass cutting        | S C Marsh Ltd       | 110.00          | 22.00         | 132.00          |
| 06.11.2025 | Website              | Hugo Fox            | 9.99            | 2.00          | 11.99           |
| 25.11.2025 | Grant                | PCC                 | 363.45          | 0.00          | 363.45          |
| 28.11.2025 | Service charge       | Lloyds              | 4.25            | 0.00          | 4.25            |
| 02.12.2025 | Salary & allowances  | Clare Smith         | 515.00          | 0.00          | 515.00          |
|            | Pension              | Dorset LGPS         | 122.32          | 0.00          | 122.32          |
|            |                      | Countrywide Grounds |                 |               |                 |
|            | Grass cutting        | Maintenance Ltd     | 116.67          | 23.33         | 140.00          |
|            | Hall Hire            | TP Village Hall     | 24.00           | 0.00          | 24.00           |
| 08.12.2025 | Website              | Hugo Fox            | 9.99            | 2.00          | 11.99           |
|            |                      | Countrywide Grounds |                 |               |                 |
| 23.12.2025 | Grass cutting        | Maintenance Ltd     | 516.67          | 103.33        | 620.00          |
|            | Training             | DAPTC               | 150.00          | £0.00         | 150.00          |
|            | Toller Times         | Footprints Ltd      | 33.33           | 6.67          | 40.00           |
| 29.12.2025 | Service charge       | Lloyds              | 4.25            | 0.00          | 4.25            |
|            |                      |                     | <b>2,017.39</b> | <b>161.32</b> | <b>2,178.71</b> |

## Transfers between bank accounts for November and December 2025

### TRANSFERS

| Date | Description | From | To | Total       |
|------|-------------|------|----|-------------|
|      |             |      |    | 0.00        |
|      |             |      |    | <b>0.00</b> |

# TOLLER PORCORM PARISH COUNCIL

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## Position Against Budget, 1 April – 31 December 2025

### 01 Income

| Code      | Title           | Receipts |          |          | Payments |        |          | Net Position |                  |
|-----------|-----------------|----------|----------|----------|----------|--------|----------|--------------|------------------|
|           |                 | Budgeted | Actual   | Variance | Budgeted | Actual | Variance | +/-          | Under/over spend |
| 1         | Precept         | 9,850.00 | 9,850.00 |          |          |        |          |              | (0%)             |
| 2         | Grants received |          |          |          |          |        |          |              | (N/A)            |
| 3         | VAT reclaim     |          |          |          |          |        |          |              | (N/A)            |
| 4         | Bank interest   | 120.00   | 70.66    | -49.34   |          |        |          | -49.34       | (-41%)           |
| 31        | CIL             |          |          |          |          |        |          |              | (N/A)            |
| SUB TOTAL |                 | 9,970.00 | 9,920.66 | -49.34   |          |        |          | -49.34       | (-0%)            |

### 03 Staff Costs

| Code      | Title             | Receipts |        |          | Payments |          |          | Net Position |                  |
|-----------|-------------------|----------|--------|----------|----------|----------|----------|--------------|------------------|
|           |                   | Budgeted | Actual | Variance | Budgeted | Actual   | Variance | +/-          | Under/over spend |
| 5         | Staff salary      |          |        |          | 2,744.32 | 1,807.55 | 936.77   | 936.77       | (34%)            |
| 12        | Clerk's allowance |          |        |          | 312.00   | 208.00   | 104.00   | 104.00       | (33%)            |
| 13        | Clerk's mileage   |          |        |          | 200.00   | 149.31   | 50.69    | 50.69        | (25%)            |
| 45        | Staff pension     |          |        |          | 603.75   | 526.00   | 77.75    | 77.75        | (12%)            |
| SUB TOTAL |                   |          |        |          | 3,860.07 | 2,690.86 | 1,169.21 | 1,169.21     | (30%)            |

### 04 Admin-Office

| Code      | Title                        | Receipts |        |          | Payments |          |          | Net Position |                  |
|-----------|------------------------------|----------|--------|----------|----------|----------|----------|--------------|------------------|
|           |                              | Budgeted | Actual | Variance | Budgeted | Actual   | Variance | +/-          | Under/over spend |
| 6         | Insurance                    |          |        |          | 614.00   | 595.81   | 18.19    | 18.19        | (2%)             |
| 7         | Village Hall hire            |          |        |          | 100.00   | 110.00   | -10.00   | -10.00       | (-10%)           |
| 8         | Membership                   |          |        |          | 250.00   | 244.15   | 5.85     | 5.85         | (2%)             |
| 9         | Training                     |          |        |          | 600.00   | 150.00   | 450.00   | 450.00       | (75%)            |
| 10        | Audit - internal             |          |        |          | 150.00   | 175.00   | -25.00   | -25.00       | (-16%)           |
| 14        | Office printing & stationery |          |        |          | 100.00   |          | 100.00   | 100.00       | (100%)           |
| 15        | Website                      |          |        |          | 190.00   | 125.79   | 64.21    | 64.21        | (33%)            |
| 27        | Misc expenses                |          |        |          | 200.00   | 202.06   | -2.06    | -2.06        | (-1%)            |
| 32        | Software IT                  |          |        |          | 250.00   | 180.00   | 70.00    | 70.00        | (28%)            |
| 44        | Bank service charge          |          |        |          | 51.00    | 38.25    | 12.75    | 12.75        | (25%)            |
| SUB TOTAL |                              |          |        |          | 2,505.00 | 1,821.06 | 683.94   | 683.94       | (27%)            |

### 05 Council Assets

| Code      | Title                    | Receipts |        |          | Payments |        |          | Net Position |                  |
|-----------|--------------------------|----------|--------|----------|----------|--------|----------|--------------|------------------|
|           |                          | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/-          | Under/over spend |
| 17        | TP Recreation Area       |          |        |          |          |        |          |              | (N/A)            |
| 20        | Grit bin refills         |          |        |          | 200.00   |        | 200.00   | 200.00       | (100%)           |
| 21        | Noticeboard/seats        |          |        |          | 100.00   |        | 100.00   | 100.00       | (100%)           |
| 22        | Office equipment         |          |        |          | 50.00    |        | 50.00    | 50.00        | (100%)           |
| 23        | Bus shelter              |          |        |          | 150.00   |        | 150.00   | 150.00       | (100%)           |
| 24        | Defibrillator costs      |          |        |          | 199.00   |        | 199.00   | 199.00       | (100%)           |
| 38        | Signposts                |          |        |          | 100.00   |        | 100.00   | 100.00       | (100%)           |
| 46        | Grit bins/sandbag stores |          |        |          | 100.00   |        | 100.00   | 100.00       | (100%)           |
| 49        | Telephone Box            |          |        |          |          | 1.00   | -1.00    | -1.00        | (N/A)            |
| SUB TOTAL |                          |          |        |          | 899.00   | 1.00   | 898.00   | 898.00       | (99%)            |

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## 06 Grants and Donations

| Code      | Title               | Receipts |        |          | Payments |        |          | Net Position |                  |
|-----------|---------------------|----------|--------|----------|----------|--------|----------|--------------|------------------|
|           |                     | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/-          | Under/over spend |
| 16        | Churchyard          |          |        |          |          |        |          |              | (N/A)            |
| 18        | Village Association |          |        |          |          |        |          |              | (N/A)            |
| 19        | Grants              |          |        |          | 700.00   | 700.00 |          |              | (0%)             |
| 36        | Country Cars        |          |        |          |          |        |          |              | (N/A)            |
| SUB TOTAL |                     |          |        |          | 700.00   | 700.00 |          |              | (0%)             |

## 07 Projects/Maintenance

| Code      | Title               | Receipts |        |          | Payments |        |          | Net Position |                  |
|-----------|---------------------|----------|--------|----------|----------|--------|----------|--------------|------------------|
|           |                     | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/-          | Under/over spend |
| 26        | Village maintenance |          |        |          |          |        |          |              | (N/A)            |
| 30        | Gates project       |          |        |          |          |        |          |              | (N/A)            |
| 34        | Future Projects     |          |        |          |          |        |          |              | (N/A)            |
| SUB TOTAL |                     |          |        |          |          |        |          |              | (N/A)            |

## 08 Reserves-Earmarked

| Code      | Title              | Receipts |        |          | Payments |        |          | Net Position |                  |
|-----------|--------------------|----------|--------|----------|----------|--------|----------|--------------|------------------|
|           |                    | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/-          | Under/over spend |
| 29        | Election recharge  |          |        |          |          |        |          |              | (N/A)            |
| 35        | Working reserve    |          |        |          |          |        |          |              | (N/A)            |
| 48        | TP Recreation Area |          |        |          | 1,000.00 |        | 1,000.00 | 1,000.00     | (100%)           |
| SUB TOTAL |                    |          |        |          | 1,000.00 |        | 1,000.00 | 1,000.00     | (100%)           |

## 10 Recreation Ground

| Code      | Title                   | Receipts |        |          | Payments |        |          | Net Position |                  |
|-----------|-------------------------|----------|--------|----------|----------|--------|----------|--------------|------------------|
|           |                         | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/-          | Under/over spend |
| 39        | Signs at Rec Ground     |          |        |          |          | 9.97   | -9.97    | -9.97        | (N/A)            |
| 40        | Inspection              |          |        |          | 100.00   | 80.00  | 20.00    | 20.00        | (20%)            |
| 41        | Grass and hedge cutting |          |        |          | 700.00   | 883.34 | -183.34  | -183.34      | (-26%)           |
| 42        | Solicitors fees         |          |        |          |          |        |          |              | (N/A)            |
| 47        | Repair/replacement      |          |        |          | 200.00   |        | 200.00   | 200.00       | (100%)           |
| SUB TOTAL |                         |          |        |          | 1,000.00 | 973.31 | 26.69    | 26.69        | (2%)             |

## Summary

|             |          |           |        |          |          |          |          |       |
|-------------|----------|-----------|--------|----------|----------|----------|----------|-------|
| NET TOTAL   | 9,970.00 | 9,920.66  | -49.34 | 9,964.07 | 6,186.23 | 3,777.84 | 3,728.50 | (37%) |
| V.A.T.      |          | 212.58    |        |          | 244.57   |          |          |       |
| GROSS TOTAL |          | 10,133.24 |        |          | 6,430.80 |          |          |       |