

ITEM 4

SUBJECT: BUDGET AND FINANCE 2024-2025

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

DATE OF MEETING: 31st October 2024

REPORTING OFFICER: Parish Clerk and Responsible Financial Officer

(i) APPLICATIONS FOR FINANCIAL ASSISTANCE

To note that no applications for financial assistance, have been received.

(ii) UNITY TRUST BANK

- To approve the transfer of **£2,000** from the Co-op Bank to the Unity Trust Bank.
- To retrospectively approve the setting up of a direct debit to pay the annual statutory fee to the Information Commissioner, in the sum of £35.00 (reduced from £40.00 for payment by direct debit)
- To note that the Clerk has successfully applied for the 6 monthly VAT refund, which has been allocated in the sum of £558.77.

(iii) TRANSACTIONS – UNITY TRUST BANK

To approve the following transactions in the Unity Trust Bank since the last meeting of the Finance and Audit Committee some transactions may have been made under the authority of the Financial Regulations).

DATE	DETAILS	RECEIPTS	PAYMENTS
30/09/2024	Invoice 500 - August Maintenance		£135.00
30/09/2024	PAYE September 2024		£113.00
30/09/2024	September Salary		£427.35
30/09/2024	September Pension		£158.27
30/09/2024	Quarterly Service Charge – Unity Trust Bank		£18.00
04/10/2024	Transfer from Co-op	£2,000.00	
16/10/2024	HMRC VAT Refund	£558.77	

(iv) TRANSACTIONS – CO-OP BANK

To approve the following transactions in the Co-op Bank since the last meeting of the Finance and Audit Committee:-

DATE	DETAILS	RECEIPTS	PAYMENTS
04/10/2024	Transfer to Unity Trust Bank		£2,000.00

(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):-

Luke Rimmer	September Maintenance - Invoice 511		£180.00
Luke Rimmer	Remembrance Planting		£350.00
M Clough	October 2024 Salary		£427.35
HMRC	October 2024 PAYE		£113.00

Staffordshire Pension	October 2024 Pension	£158.27
Betley Village Hall	Room Hire Invoice 4184	£136.50
Shires Accountants	Payroll Services Invoice SHI2394	£246.60
Newcastle Plumbing	Cable Ties for Poppies	£17.93

(vi) BUDGET EXPENDITURE TO 24th OCTOBER 2024 – UNITY TRUST BANK

To note the following Budget Head expenditure to 24th October 2024:-

Budget Head	Total	Budget Allocated	£ Difference
Salary	£4,296.03	£7,200.00	£2,903.97
Pension	£1,261.12	£1,660.00	£398.88
Admin - Insurance	£898.92	£900.00	£1.08
Admin - Audit Fees	£250.00	£625.00	£375.00
Admin - Venue Hire	£261.50	£450.00	£188.50
Admin - Subscriptions	£313.45	£330.00	£16.55
Admin - Website	£0.00	£135.00	£135.00
Admin - Other	£753.52	£500.00	-£253.52
Highways	£600.00	£1,500.00	£900.00
Footpaths	£2,448.00	£2,448.00	£0.00
Grants	£0.00	£1,200.00	£1,200.00
Miscellaneous	£153.91	£270.00	£116.09
Sandy Croft	£0.00	£1,100.00	£1,100.00
Memorial Garden	£1,820.00	£4,000.00	£2,180.00
Neighbourhood Plan	£0.00	£0.00	£0.00
Chair's Expenses	£0.00	£250.00	£250.00
	£13,056.45	£22,568.00	£9,511.55

Footpath Budget increased from £1000 to £1,095 due to donation £95.00 on 12/04/24

Footpath Budget increased from £1095 to £1,585 due to donation £490.00 on 05/06/24

Footpath Budget increased from £1585 to £1,745 due to donation £160.00 on 09/08/2024

Insurance Budget increased from £850 to £900 on 26/09/2024

Audit Fees Budget increased from £40 to £625 on 26/09/2024

Footpaths Budget increased from £1745 to £2448 on 26/09/2024

(vii) EXPLANATION OF VARIANCES

There are no variances to report at this meeting.

(viii) BANK RECONCILIATION AS AT 24TH OCTOBER 2024

To approve the following Bank Reconciliation for Royal Bank of Scotland and Unity Trust Bank as at 24th October 2024:-

Bank Reconciliation 24th October 2024	
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) - 24th October 2024	£5,291.58
Reserve Account CO-OP (49148300) - 4th October 2024	£29,965.25
Less: any unrepresented cheques/payments	
Current Account UNITY (20500409)	£1,279.65
Reserve Account CO-OP (49148300)	
Add: any unbanked cash - Unity	
Net bank balances as at 24th October 2024	£33,977.18
The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows	
<u>CASH BOOK</u>	
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	£13,056.45
Co-op Bank	
Closing balance per cash book [receipts and payments book] must equal net bank balances above	£33,977.18

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
Tarporely
CW6 9LG

Date: 30/09/2024

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
03/09/2024		Balance brought forward	£0.00	£0.00	£3,584.43
30/09/2024	Faster Payment Debit	B/P to: Muna Clough	£427.35	£0.00	£3,157.08
30/09/2024	Faster Payment Debit	B/P to: HMRC Cumbernauld	£113.00	£0.00	£3,044.08
30/09/2024	Faster Payment Debit	B/P to: Luke Rimmer	£135.00	£0.00	£2,909.08

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Statement number 011



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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
30/09/2024	Faster Payment Debit	B/P to: Staffs Pension	£158.27	£0.00	£2,750.81
30/09/2024	Fee	Service Charge	£18.00	£0.00	£2,732.81



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

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 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.
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(x) CO-OP BANK STATEMENT – 16TH SEPTEMBER 2024

The **co-operative** bank
co-operativebank.co.uk/business

*phone 03457 213 213



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



006919 32500 C

Community Directplus Account

Summary	Date	Description	Money out	Money in	Balance
Account title BETLEY, BALTERLEY & WRINEHILL PARISH CNCL	2 AUG 24	OPENING BALANCE			31,965.25
		Statement closing balance			31,965.25

Sort code
089008

Account number
61491483 00

Statement date
16 September 2024

Statement number
366

Page number
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Statement opening balance
31,965.25

Money out
0.00

Money in
0.00

Statement closing balance
31,965.25

**International Bank
Account Number**
GB88 CPBK 0890 0861 4914 83

Bank Identification Code
CPBK GB22

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.

As you may be aware, on 1 August 2024, the Bank of England announced a decrease in the Bank of England base rate from 5.25% to 5%. As a result existing overdrafts that are currently linked to the Bank of England base rate will have decreased in line with this change.

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• 4TH OCTOBER 2024

The **co-operative** bank

co-operativebank.co.uk/business

*phone 03457 213 213



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



007697 32500 C

Community Directplus Account

Summary	Date	Description	Money out	Money in	Balance
Account title BETLEY, BALTERLEY & WRINEHILL PARISH CNCL	16 SEP 24	OPENING BALANCE			31,965.25
	4 OCT 24	401478 0038646292870000	2,000.00		29,965.25
		Statement closing balance			29,965.25

Sort code
089008

Account number
61491483 00

Statement date
4 October 2024

Statement number
367

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Statement opening balance
31,965.25

Money out
2,000.00

Money in
0.00

Statement closing balance
29,965.25

**International Bank
Account Number**

GB26 CPBK 0890 0861 4914 83

Bank Identification Code
CPBK GB22

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.