FALFIELD PARISH COUNCIL

FINANCIAL MATTERS REPORT STATEMENT

Presented to the Annual Parish Council Meeting held on 15th September 2025

Contents

Report prepared on the 10th of September 2025

Introduction

This is a new format in order to take into account the requirements of the Councils Financial Regulations which were amended and adopted in April 2025.

During the Council meeting Councillors will approve by resolution the Bank Reconciliation displayed below which will then be signed by the Chair and Clerk.

This report also provides information on the Schedule of Payments on page 5 which again Councillors will be asked to approve by resolution for payment and/or note accordingly. The Chair will then be asked to initial the against each payment of the schedule and also initial each supporting document.
As the Council did not meet in August this month's document is lengthy at 19 pages containing information regarding a back payment to H.M. Custom & Revenue in relation to underpayment of Employers National Insurance contributions due the Council threshold for Employers National Insurance being reduced for £9,096 to £5,800 per annum for which the Council were not aware came into operation on 6th April 2025.

Bank Reconciliation

As the Council last met in July the below reconciliation covers the months of July and August.
The Clerk can report the following balances as of 31st August 2025 were as follows:

<u>Balance per bank statements</u>			
Unity Trust Current Account		£	1,087.95
Unity Trust Savings Account		£	37,109.56
Less unpresented payments		£	-
	Net balances	**£**	**38,197.51**

The net balances reconcile to the cash book (receipts and payments account) as follows:

Opening Balance 1st April 2025		£	14,337.24
Add: Receipts for 2025/26		£	32,093.51
Less: Payments up to		£	8,233.24
	Closing Balance per cash book	**£**	**38,197.51**

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The Chairman and Clerk signed the Financial Report to confirm the above balances against the appropriate bank statements displayed on pages 3 and 4 of this Financial report.

Signed – Chairman: Date: 15th September 2025

Signed – Clerk & RFO: Date: 15th September 2025

Report prepared on the 10th of September 2025

Bank Statements

Current Account

Your Account Statement

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

Date: 31/08/2025

Account Name: Falfield Parish Council

Swift Code [redacted]
IBAN Numb [redacted]

Sort Code: [redacted]
Account Nu [redacted]

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** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

Contact Us
Call us: **0345 140 1000**
Email us: **us@unity.co.uk**
Visit us: **unity.co.uk**

Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/07/2025		Balance brought forward	£0.00	£0.00	£5,074.35
11/08/2025	Faster Payment Debit	B/P to: Falfield V. Hall	£3,659.52	£0.00	£1,414.83
13/08/2025	Faster Payment Debit	B/P to: HMRC	£164.91	£0.00	£1,249.92
19/08/2025	Direct Debit	Direct Debit (E.ON NEXT LTD)	£18.23	£0.00	£1,231.69

Checked J Carpenter

Page number 1 of 3

Statement number 022

For Businesses. For Communities. For Good.

Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
19/08/2025	Faster Payment Debit	B/P to: South Glos Council	£137.74	£0.00	£1,093.95
31/08/2025	Fee	Service Charge	£6.00	£0.00	£1,087.95

Checked J Carpenter

Report prepared on the 10th of September 2025

Your Account Statement

unity trust bank
For Businesses. For Communities. For Good.
Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Date: 31/08/2025

Account Name: Falfield Parish Council

Swift Code (B
IBAN Number

Sort Code: 60
Account Num

The credit interest rate is 2.25% AER as of your statement date.

Contact Us

Call us: **0345 140 1000**
Email us: **us@unity.co.uk**
Visit us: **unity.co.uk**

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** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

Your Instant Access account transactions:					
Date	**Type**	**Details**	**Payments Out**	**Payments In**	**Balance**
31/07/2025		Balance brought forward	£0.00	£0.00	£37,109.56

Checked J Carpenter

Report prepared on the 10th of September 2025

Receipts

No receipts have been received since the last meeting.

Transfers

A transfer of £4,000.00 was made on 4th August 2025 into the Councils Current account from its Instant Access account to allow for sufficient funds to be available to pay all expected expenditure up to 30th September when the final Parish precept for 2025/26 would be received from South Gloucestershire Council.

Schedule of Payments

Payment(s) required to be made prior to this meeting

Vou	Description	Supplier	VAT	Net	Total	Payment made	Powers to spend	Initialed by Chair
27	Employers National Insurance from April to July plus late payment charge of 0.27p	HM Customs & Revenue	**0.00**	**164.91**	**164.91**	13/8/25	LGA 1972 s112	

Payments due in September requiring approval of the Council

To **RESOLVE** payment of invoice(s) having been verified by the Clerk as accurate and have either been paid prior to this meeting or are now due for payment.

Vou	Description	Supplier	VAT	Net	Total	Payment due date	Powers to spend	Initialed by Chair
29	Staff costs for August & September	FOR COUNCILLORS INFORMATION ONLY				25/9/25	LGA 1972 s112	
32	2nd qtr Office expenses & admin expenses	F J Carpenter	**6.75**	**63.72**	**70.47**	25/9/25	LGA 1972 s111	
33	PAYE & Employers National Insurance up to 5th Oct 2025	HM Customs & Revenue	**0.00**	**282.12**	**317.99**	25/9/25	LGA 1972 s112	
	Oustanding PAYE from 2024/25		**0.00**	**35.87**				
34	Work require to switch website and Council emails from Org.uk to Gov.uk	Town & Parish Councils website	**0.00**	**276.00**	**276.00**	16/9/25	LGA 1972 s111	
36	Essential Councillor Training	Avon Local Councils Association	**0.00**	**45.00**	**45.00**	26/9/25	LGA 1972 s111	

Following approval of the above payments two Councillors will be requested to complete authorisations through the online banking portal.

Direct Debit Payments

Payments previously made or now due

Vou	Description	Supplier	VAT	Net	Total	Date of payment made/due	Powers to spend	Initialed by Chair
28	E.on Next	July utilities	**0.87**	**17.36**	**18.23**	19/8/25	LGA 1972 s111	
30	Unity Trust Bank	August Service Charge	**0.00**	**6.00**	**6.00**	31/08/25	LGA 1972 s111	
31	E.on Next	August utilities	**0.87**	**17.36**	**18.23**	18/9/25	LGA 1972 s111	

Supporting documents for all the above payments can be found on pages 7 to 16 of this report.

Report prepared on the 10th of September 2025

As per 6.3 of the Councils Financial Regulations all payments listed in the above Schedule of payments has been examined by the Clerk for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services have been received, or are expected to be received following payment.

Also as per 6.8 of the Councils Financial Regulations the above Schedule of Payments following its review by the Council for compliance and, having satisfied itself authorised payments by resolution will be initialled by the Chair of the meeting.

Supporting documents confirming payments

Voucher No: 27 – H.M.R.C., National Insurance contributions periods 1 to 4

Employer PAYE Reference:	475/SA58494
Accounts Office Reference:	475PG00199050
Tax year:	2025-26
Tax period:	1 (06 Apr - 05 May)

Payment details

Employer payments

Total of Income Tax deducted from employees:	£99.80
Employee Gross National Insurance Contributions (NICs):	£0.00
Employer Gross National Insurance Contributions (NICs):	£41.16
NICs Employment Allowance used this period:	£0.00
NICs Employment Allowance remaining for this tax year:	£0.00
Employer NICs due for period after NICs Employment Allowance:	£41.16
Total of student loan repayments deducted from employees:	£0.00
Total of postgraduate loan repayments deducted from employees:	£0.00
Total of deductions made from subcontractors in the construction industry:	£0.00

Employer PAYE Reference:	475/SA58494
Accounts Office Reference:	475PG00199050
Tax year:	2025-26
Tax period:	2 (06 May - 05 Jun)

Payment details

Employer payments

Total of Income Tax deducted from employees:	£100.00
Employee Gross National Insurance Contributions (NICs):	£0.00
Employer Gross National Insurance Contributions (NICs):	£41.16
NICs Employment Allowance used this period:	£0.00
NICs Employment Allowance remaining for this tax year:	£0.00
Employer NICs due for period after NICs Employment Allowance:	£41.16
Total of student loan repayments deducted from employees:	£0.00
Total of postgraduate loan repayments deducted from employees:	£0.00
Total of deductions made from subcontractors in the construction industry:	£0.00

Employer PAYE Reference:	475/SA58494
Accounts Office Reference:	475PG00199050
Tax year:	2025-26
Tax period:	3 (06 Jun - 05 Jul)

Payment details

Employer payments

Total of Income Tax deducted from employees:	£100.00
Employee Gross National Insurance Contributions (NICs):	£0.00
Employer Gross National Insurance Contributions (NICs):	£41.16
NICs Employment Allowance used this period:	£0.00
NICs Employment Allowance remaining for this tax year:	£0.00
Employer NICs due for period after NICs Employment Allowance:	£41.16
Total of student loan repayments deducted from employees:	£0.00
Total of postgraduate loan repayments deducted from employees:	£0.00
Total of deductions made from subcontractors in the construction industry:	£0.00

Employer PAYE Reference:	475/SA58494
Accounts Office Reference:	475PG00199050
Tax year:	2025-26
Tax period:	4 (06 Jul - 05 Aug)

Payment details

Employer payments

Total of Income Tax deducted from employees:	£100.00
Employee Gross National Insurance Contributions (NICs):	£0.00
Employer Gross National Insurance Contributions (NICs):	£41.16
NICs Employment Allowance used this period:	£0.00
NICs Employment Allowance remaining for this tax year:	£0.00
Employer NICs due for period after NICs Employment Allowance:	£41.16
Total of student loan repayments deducted from employees:	£0.00
Total of postgraduate loan repayments deducted from employees:	£0.00
Total of deductions made from subcontractors in the construction industry:	£0.00

Initialed by Chair of meeting

Voucher No: 28 – E.on July utilities

e·on Next

Get In touch with us

eonnext.com/contact

hellobusiness@eonnext.com

0808 501 5699

Account number

A-43385301

Tax Invoice number

KI-43385301-0033

Date Issued

4th Aug 2025

Falfied Parish Council
Falfield Parish Council
Whitesgates
Sundayshill Lane
Falfield
Wotton Under Edge
GL12 8DQ

Invoice

for Falfied Parish Council for the supply at Falfield Village Green, Off Sundayshill Lane, Falfield, Wotton-Under-Edge, GL12 8DF.

1st July 2025 - 31st July 2025

Your charges

	Net charges	CCL	VAT	Total
Electricity	£17.36	£0.00	£0.87	£18.23
Total charges for this invoice				**£18.23**

On 4th Aug 2025 your new balance was	£18.23 DR

✓

Checked J Carpenter

Payment of £18.23 will be taken by Direct Debit on or around 19 Aug 2025.

Your new balance includes any payments you've made and you can see these in your online account.

This Direct Debit payment was re-approved by the Council on 19th May 2025

Initialed by Chair of meeting

Report prepared on the 10th of September 2025

Voucher No: 29 – REDACTED

REDACTED

Initialed by Chair of meeting

Voucher No: 30 – Unity Trust August standing charges

Please refer to Current Account bank statement shown on page 3.

This Direct Debit payment was re-approved by the Council on 19th May 2025

Initialed by Chair of meeting

Voucher No: 31 – E.om Next August utilities

e·on Next

Falfied Parish Council
Falfield Parish Council
Whitesgates
Sundayshill Lane
Falfield
Wotton Under Edge
GL12 8DQ

Get in touch with us

eonnext.com/contact

hellobusiness@eonnext.com

0808 501 5699

Account number

A-43385301

Tax Invoice number

KI-43385301-0034

Date issued

1st Sep 2025

Invoice

for Falfied Parish Council for the supply at Falfield Village Green, Off Sundayshill Lane, Falfield, Wotton-Under-Edge, GL12 8DF.

1st August 2025 - 31st August 2025

Your charges

	Net charges	CCL	VAT	Total
Electricity	£17.36	£0.00	£0.87	£18.23
Total charges for this invoice				**£18.23**

On 1st Sep 2025 your new balance was	£18.23 DR

Checked J Carpenter

Payment of £18.23 will be taken by Direct Debit on or around 16 Sep 2025.

Your new balance includes any payments you've made and you can see these in your online account.

This Direct Debit payment was re-approved by the Council on 19th May 2025

Initialed by Chair of meeting

Report prepared on the 10th of September 2025

CLERKS EXPENSES FORM

Name: James Carpenter (Clerk) **Date** **15/09/2025**

Detail of Expense	Sub Total (ex VAT)	VAT 20%	TOTAL	LGA 1972 Powers	Code
2nd quarter office expenses as per contract No receipt	£ 30.00	£ -	£ 30.00	s112(2)	Office
HP Instant Ink - month ending 22nd June 2025 Invoice	£ 11.24	£ 2.25	£ 13.49	s112(2)	Admin
HP Instant Ink - month ending 22nd July 2025 Invoice	£ 11.24	£ 2.25	£ 13.49	s112(2)	Admin
HP Instant Ink - month ending 22nd August 2025 Invoice	£ 11.24	£ 2.25	£ 13.49	s112(2)	Admin
Total payable	**£ 63.72**	**£ 6.75**	**£ 70.47**		

For office use

Voucher No	**32**
Clerk verification	F J C
Payment date	25/09/2025

Supporting documents

HP Instant Ink
Ink replacement service

Invoice

Billing Cycle from **23 May 2025 - 22 Jun 2025**
Charge date: 25 Jun 2025
Invoice date: 25 Jun 2025
Tax point date: 22 Jun 2025

CUSTOMER NAME	SHIPPING ADDRESS
James Carpenter	Whitegates, Sundayshill Lane Falfield, Wotton under Edge, SGC GL12 8DQ, GB

BILLING ADDRESS
Whitegates, Sundayshill Lane Falfield, Wotton under Edge, GL12 8DQ, GB

COMPANY NAME
Falfield Parish Council

INVOICE NUMBER
IIUKDN1110265842

PRINTER	SERIAL NUMBER
HP OfficeJet 8012 All-in-One Printer	TH0833Q2FF

ACCOUNT NUMBER	ACCOUNT PLAN
4226838304	£13.49 - 300 Pgs / Mo

PAGES PRINTED	
Regular Pages:	**181** - £13.49
Rollover Pages:	**0** - N/A
Additional Pages:	**0** - £0.00
Total Pages Printed:	**181**

PAYMENT BALANCE	
Previous billing cycle charges:	**£0.00**
Current billing cycle charges:	**£13.49**
Total:	**£13.49**
Included VAT (20%):	**£2.25**
Subtotal less VAT:	**£11.24**

DATE *	PAGES PRINTED		
	REGULAR	ROLLOVER	ADDITIONAL
27 May 2025	6		
29 May 2025	8		
30 May 2025	30		
31 May 2025	57		
2 Jun 2025	2		
6 Jun 2025	1		
7 Jun 2025	7		
8 Jun 2025	2		
11 Jun 2025	6		
12 Jun 2025	47		
16 Jun 2025	6		
17 Jun 2025	8		
20 Jun 2025	1		

** Page counts are not recorded in real time. Printed pages are automatically recorded about once per day and reflected in your Print History on the date they were printed provided that the printer is connected to the Internet via WiFi or Ethernet. If pages are printed when the printer is not connected to the Internet (offline), those pages will be recorded on the date the printer comes back online. Pages printed without using Instant Ink cartridges are not recorded.
*** You have **additional charges** that will appear in the next billing cycle as your printer is currently offline.
**** You have charges from a previous billing cycle because your printer was offline.

Sign in to review or update your account: instantink.hpconnected.com/uk/en
HP Inc UK Limited Earley West, 300 Thames Valley Park Drive, Reading, RG6 1PT, United Kingdom
VAT ID: GB 206 9537 96

HP Instant Ink
Ink replacement service

Invoice

Billing Cycle from **23 Jun 2025 - 22 Jul 2025**
Charge date: 24 Jul 2025
Invoice date: 24 Jul 2025
Tax point date: 22 Jul 2025

CUSTOMER NAME	SHIPPING ADDRESS
James Carpenter	Whitegates, Sundayshill Lane Falfield, Wotton under Edge, SGC GL12 8DQ, GB

BILLING ADDRESS
Whitegates, Sundayshill Lane Falfield, Wotton under Edge, GL12 8DQ, GB

COMPANY NAME
Falfield Parish Council

INVOICE NUMBER
IIUKDN1112001727

PRINTER	SERIAL NUMBER
HP OfficeJet 8012 All-in-One Printer	TH0833Q2FF

ACCOUNT NUMBER	ACCOUNT PLAN
4226838304	£13.49 - 300 Pgs / Mo

PAGES PRINTED	
Regular Pages:	**174** - £13.49
Rollover Pages:	**0** - N/A
Additional Pages:	**0** - £0.00
Total Pages Printed:	**174**

PAYMENT BALANCE	
Previous billing cycle charges:	**£0.00**
Current billing cycle charges:	**£13.49**
Total:	**£13.49**
Included VAT (20%):	**£2.25**
Subtotal less VAT:	**£11.24**

DATE *	PAGES PRINTED		
	REGULAR	ROLLOVER	ADDITIONAL
25 Jun 2025	6		
28 Jun 2025	1		
4 Jul 2025	3		
6 Jul 2025	1		
8 Jul 2025	4		
9 Jul 2025	10		
10 Jul 2025	1		
14 Jul 2025	64		
15 Jul 2025	5		
17 Jul 2025	6		
18 Jul 2025	33		
19 Jul 2025	15		
22 Jul 2025	25		

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HP Inc UK Limited Earley West, 300 Thames Valley Park Drive, Reading, RG6 1PT, United Kingdom
VAT ID: GB 206 9537 96

HP Instant Ink
Ink replacement service

Invoice

Billing Cycle from **23 Jul 2025 - 22 Aug 2025**
Charge date: 24 Aug 2025
Invoice date: 24 Aug 2025
Tax point date: 22 Aug 2025

CUSTOMER NAME	SHIPPING ADDRESS
James Carpenter	Whitegates, Sundayshill Lane Falfield, Wotton under Edge, SGC GL12 8DQ, GB

BILLING ADDRESS
Whitegates, Sundayshill Lane Falfield, Wotton under Edge, GL12 8DQ, GB

COMPANY NAME
Falfield Parish Council

INVOICE NUMBER
IIUKDN1113805513

PRINTER	SERIAL NUMBER
HP OfficeJet 8012 All-in-One Printer	TH0833Q2FF

ACCOUNT NUMBER	ACCOUNT PLAN
4226838304	£13.49 - 300 Pgs / Mo

PAGES PRINTED	
Regular Pages:	**108** - £13.49
Rollover Pages:	**0** - N/A
Additional Pages:	**0** - £0.00
Total Pages Printed:	**108**

PAYMENT BALANCE	
Previous billing cycle charges:	**£0.00**
Current billing cycle charges:	**£13.49**
Total:	**£13.49**
Included VAT (20%):	**£2.25**
Subtotal less VAT:	**£11.24**

DATE *	PAGES PRINTED		
	REGULAR	ROLLOVER	ADDITIONAL
25 Jul 2025	1		
29 Jul 2025	2		
30 Jul 2025	15		
31 Jul 2025	2		
1 Aug 2025	1		
2 Aug 2025	1		
6 Aug 2025	3		
8 Aug 2025	27		
9 Aug 2025	1		
11 Aug 2025	2		
13 Aug 2025	1		
15 Aug 2025	2		
17 Aug 2025	2		
19 Aug 2025	30		
20 Aug 2025	3		
21 Aug 2025	15		

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Sign in to review or update your account: instantink.hpconnected.com/uk/en
HP Inc UK Limited Earley West, 300 Thames Valley Park Drive, Reading, RG6 1PT, United Kingdom
VAT ID: GB 206 9537 96

Initialed by Chair of meeting

Voucher No: 33 – H.M.R.C., PAYE and National Insurance contributions for periods 5 and 6

Employer name: Falfield Parish Council

Employer PAYE Reference:	475/SA58494
Accounts Office Reference:	475PG00199050
Tax year:	2025-26
Tax period:	5 (06 Aug - 05 Sep)

Payment details

Employer payments

Total of Income Tax deducted from employees:	£100.00
Employee Gross National Insurance Contributions (NICs):	£0.00
Employer Gross National Insurance Contributions (NICs):	£41.16
NICs Employment Allowance used this period:	£0.00
NICs Employment Allowance remaining for this tax year:	£0.00
Employer NICs due for period after NICs Employment Allowance:	£41.16
Total of student loan repayments deducted from employees:	£0.00
Total of postgraduate loan repayments deducted from employees:	£0.00
Total of deductions made from subcontractors in the construction industry:	£0.00

Employer name: Falfield Parish Council

Employer PAYE Reference:	475/SA58494
Accounts Office Reference:	475PG00199050
Tax year:	2025-26
Tax period:	6 (06 Sep - 05 Oct)

Payment details

Employer payments

Total of Income Tax deducted from employees:	£99.80
Employee Gross National Insurance Contributions (NICs):	£0.00
Employer Gross National Insurance Contributions (NICs):	£41.16
NICs Employment Allowance used this period:	£0.00
NICs Employment Allowance remaining for this tax year:	£0.00
Employer NICs due for period after NICs Employment Allowance:	£41.16
Total of student loan repayments deducted from employees:	£0.00
Total of postgraduate loan repayments deducted from employees:	£0.00
Total of deductions made from subcontractors in the construction industry:	£0.00

Period 6 Jul to 5 Aug 2025

Month 4 PAYE statement

Due date 22 October 2025

Monthly summary amount due

Total charges	£141.16
Total credits	£0.00
Total payments	£105.29
Total amount due	**£35.87**

User name

Falfield Parish Council

Your information

Employer scheme name:
FALFIELD PARISH COUNCIL
Employer PAYE reference:
475/SA58494
Accounts Office reference:
475PG00199050
Variable Direct Debit set up:
No

Summary

Period 5 –	£141.16
Period 6 -	£140.96
Month 4 payment due - £	35.87
TOTAL	**£317.99**

Initialed by Chair of meeting

Report prepared on the 10th of September 2025

Voucher No: 34 – Town & Parish Council websites

Town & Parish Council Websites

INVOICE

From: TOWN AND PARISH COUNCIL WEBSITES
7 Chatcombe Close
Charlton Kings
Cheltenham
GL53 8LT
United Kingdom

To: Falfield Parish Council
James Carpenter
UNITED KINGDOM

Issue Date	01/09/2025
Invoice No.	1801463
Due Date	15/09/2025

Description	Unit Cost	Qty	Total
Annual website and email hosting and maintenance 5GB 1/9/25-1/4/26 - 8 months. Monthly differential (330-190)/12 = 12	12.00	8	96.00
.gov.uk domain name fees	60.00	1	60.00
Configuring the website to work with the .gov.uk domain name	60.00	1	60.00
Setting up new emails	60.00	1	60.00

Checked J Carpenter

Sub Total:	276.00
Total:	276.00
Amount Paid:	0.00
Balance Due (GBP):	**276.00**

Bank details for transfers:
Bank Account Name: Parish Council Websites
Bank Account Number: 91644076
Sort Code: 40 43 21

Please make cheques payable to Parish Council Websites

Initialed by Chair of meeting

ALCA
Avon Local Councils' Association
Supporting Local Councils

Avon Local Councils' Association

INVOICE

Invoice to: Falfield

Invoice Number: INV-22935 **Please quote this number upon payment**

Invoice Date: Mon 18 Aug 2025

IMPORTANT NOTE: Please pay the invoice after the scheduled event has concluded.

Invoice details

Event: Essential Councillor (25 September 2025)

Event Date: Thu 25 Sep 2025

Number of Registrants: 1. Delegates Booked: Jane Mackie

Registration raised by: James

Comments made:

Course Fees: £90.00

Member discount: £45.00

Invoice Total: £45.00

Please quote the invoice number on all payment transactions

- **Cheques payable to 'ALCA"** and posted to ALCA Mailbox, PO Box 3560, Bristol, BS5 5JF
- **BACS payments** can be made to Cooperative Bank account number 50001020, sort code 08-90-02

Budget & Expenditure to date for the Financial Year ending 31st March 2026

RECEIPTS	2025/2026 BUDGET	RECEIPTS TO DATE	BALANCE
Precept Income	**11,075.00**	5,537.50	5,537.50
Grants / Donations / Bursaries	0.00	0.00	0.00
Rental (VHMC lease)	10.00	0.00	10.00
Refunds Inc. VAT 2024/25	400.00	8,331.47	-7,931.47
Interest	420.00	148.31	271.69
Unbudgeted Income	0.00	0.00	0.00
Community Infrastructure Levy	0.00	18,076.23	-18,076.23
TOTAL RECEIPTS	**11,905.00**	**32,093.51**	**-2,112.28**

PAYMENTS (excluding VAT)		2024/2025 BUDGET	EXPENDITURE TO DATE	BALANCE
Salary / PAYE	Staff costs	8,485.00	4431.62	4,053.38
Expenses	Administration	339.00	417.94	-78.94
	Website	249.00	242.00	7.00
	Mapping Service	55.00	54.00	1.00
	Office costs	123.24	60.00	63.24
	Travel *	0.00	0.00	0.00
Rentals	Village Hall hire	206.00	150.00	56.00
	Avon & Somerset Beat Team	30.00	0.00	30.00
	Peppercorn rent on Village Hall	10.00	0.00	10.00
Insurance & fees Inc. Audits and Solicitors	Insurance	350.00	300.00	50.00
	Internal & External Audits	420.00	0.00	420.00
Subscriptions/Training/ Meetings	ALCA & SLCC membership	379.00	373.73	5.27
	Training/Meetings *	0.00	0.00	0.00
Elections	Election costs *	0.00	0.00	0.00
Recreation & Arts	Asset replacement	0.00	0.00	0.00
	Utilities	250.00	105.59	144.41
	General maintenance of assets *	0.00	0.00	0.00
	Grass cutting (localism charge)	478.00	229.56	248.44
Donations & Section 137 payments	5 Villages Alive magazine	100.00	0.00	100.00
	Royal British Legion	77.25	0.00	77.25
	VAT paid	400.00	75.01	324.99
TOTAL EXPENDITURE		**11,951.49**	**6,439.45**	**5,512.04**

Councils Earmarked Reserves

RESERVES		BROUGHT FORWARD FROM 2024/25	RESERVED DURING 2025/26	EXPENDITURE DURING 2025/26	EXPENDITURE ALLOCATED	BALANCE
Expenses	Travel	281.90	0.00	0.00	0.00	281.90
Subscriptions/Training/Meeting	Training/Meetings	225.00	0.00	0.00	0.00	225.00
Elections	Election costs	3,025.00	0.00	0.00	0.00	3,025.00
Community Infrastructure Levy		12,472.87	18,076.23	3,659.52	4,213.20	22,676.38
TOTAL RESERVES		**16,004.77**	**18,076.23**	**3,659.52**	**4,213.20**	**26,208.28**

Report prepared on the 10th of September 2025

Financial position as of 10th September 2025

The figures below include the receipts, transfers and schedule of payments detailed on page 5 of this report.

Current Account	
Opening balance	**1,375.99**
Receipts	31,945.20
Payments cleared	-8,233.24
Transfers in/out Instant Access a/c	-24,000.00
Payments awaiting approval	-1,910.73
Payments not clear bank	0.00
BALANCE	**-822.78**
Instant Access Account	
Opening balance	**12,961.25**
Interest received	**148.31**
Transfers in/out Current a/c	24,000.00
BALANCE	**37,109.56**
TOTAL CLOSING BALANCE	**36,286.78**

Community Infrastructure Levy Income

Balance brought forward on 1st April 2025	£ 12,472.87
CIL income received in current Financial year	£ 18,076.23
Payments made during 2025/26	-£ 3,659.52
Current balance remaining	£ 26,889.58
Previously earmarked from fund	
Legal costs in relation to Village Hall lease	-£ 4,213.20
Remaining unallocated funds	**£ 22,676.38**

The committed outgoing figures are net of VAT unless otherwise stated.
As a reminder, CIL contributions can be spent on:

- The provision, improvement, replacement, operation or maintenance of infrastructure; or,
- Anything else that is concerned with addressing the demands that development places on it.

CIL income must be spent within five years from its initial receipt after which time any income not spent must be returned to South Gloucestershire Council. Therefore of the current balance of £26,889.58 remaining the following amounts reach their 5 years as follows:

£ 1,103.67	before April 2028
£ 7,709.19	before April 2029
£ 18,076.13	before April 2030

Report prepared on the 10th of September 2025

Summary of 2nd Quarter Receipts and Payments to date for 2025/26

Receipts from 1st July 2025

Date received into bank	No	Sender (use dropdown list)	Reference to	Payment made by	Bank Statement Perid	Minute Reference	Amount Current	Amount Savings	Budget Item (Dropdown list)	Date received	Comments (if any)
Brought forward from 1st quarter							31,945.20	148.31			
	5										
	6										
	7										
	8										
	9										
	10										
						TOTAL	**31,945.20**	**148.31**	**Total**	**32,093.51**	

Payments made from 1st July 2025

TO WHOM PAID (Dropdown list)	DETAILS	PAYMENT TYPE	Voucher No	NET	VAT	GROSS	BUDGET ITEM (Dropdown list)	MINUTE REF	
Brought forward				3,442.06	42.72	***3,484.78***			
[redacted]							**Staff costs**	Jul-25	2017/25.31.
H.M. Revenue & Customs	PAYE for July (Period 4)	Online	***21***	100.00	-	***100.00***	**Staff costs**	Jul-25	2017/25.31.
E.on Next	Utilities for June 2025	Direct Debit	***22***	16.80	0.84	***17.64***	**Utilities**	Jul-25	2017/25.3.2.
Information Commissioners Office	Annual ICO registration	Direct Debit	***23***	47.00	-	***47.00***	**Administration**	Jul-25	2017/25.3.2.
Unity Trust Bank	Monthly Service Charge	Direct Debit	***24***	6.00	-	***6.00***	**Administration**	Jul-25	2017/25.3.2.
South Gloucestershire Council	2nd quarter localism charge	Online	***25***	114.78	22.96	***137.74***	**Grass cutting (localism charge)**	Jul-25	2017/25.31.
Falfield Village Hall	Grant from CIL income towards replacment tables & chairs	Online	***26***	3,659.52	-	***3,659.52***	**Community Infrastructure Levy**	Jul-25	2011/25.4.3.
H.M. Revenue & Customs	Employers NIC's for periods 1 to 4 plus 0.27 late payment charge	Online	***27***	164.91		***164.91***	**Staff costs**	Sep-25	
E.on Next	Utilities for July	Direct Debit	***28***	17.36	0.87	***18.23***	**Utilities**	Sep-25	
[redacted]							**Staff costs**	Sep-25	
Unity Trust Bank	Monthy Service Charge for August	Direct Debit	***30***	6.00		***6.00***	**Administration**	Sep-25	
E.on Next	Utilities for August	Direct Debit	***31***	17.36	0.87	***18.23***	**Utilities**	Sep-25	
F J Carpenter	2nd quarter Office costs	Online	***32***	30.00		***30.00***	**Office costs**	Sep-25	
F J Carpenter	2nd quarter admins costs	Online	***32***	33.72	6.75	***40.47***	**Administration**	Sep-25	
H.M. Revenue & Customs	PAYE & Employers NIC up to 5th October 2025 + £35.87 outstanding from 24/25	Online	***33***	317.99		***317.99***	**Staff costs**	Sep-25	
Town & Parish Councils Website	Update from org.uk to gov.uk website and emails	Online	***34***	276.00	-	***276.00***	**Administration**	Sep-25	
Avon Local Councils Assoc	Councillor Training		***35***	45.00	-	***45.00***	**Training/Meetings - from reserves**	Sep-25	
						0.00			
				10,068.96	***75.01***	***10,143.97***			

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