**ITEM 7**

**SUBJECT: FINANCE AND BUDGET 2024-2025**

**ITEM 4**

**REPORT TO: MOSTON PARISH COUNCIL**

**DATE OF MEETING: 8th May 2024**

**REPORTING OFFICER: Parish Clerk and Responsible Financial Officer**

1. **APRIL 2024 TRANSACTIONS**

To note the following transactions received and paid in April 2024.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PAYEE/PAYER** | **DETAILS** | **RECEIPT** | **PAYMENT** | **BALANCE** |
| Cheshire East | Precept | £3,750.00 |  | £22,634.84 |
| CHALC | Annual Subscription |  | £106.40 | £22,528.44 |
| Netwise | Website/Hosting Fees |  | £528.00 | £22,000.44 |
| Zurich Municipal | Annual Insurance |  | £251.97 | £21,748.47 |
| Davenport Accountants | Internal Audit |  | £126.00 | £21,622.47 |
| Clive Nash | Parish Grounds Maintenance |  | £308.00 | £21,314.47 |
| Shires | Payroll Fees April-October 2024 |  | £82.80 | £21,231.67 |
| HMRC | PAYE April |  | £57.40 | £21,174.27 |
| M Clough | April Salary |  | £230.33 | £20,943.94 |

1. **APPROVAL OF PAYMENTS**

To approve the following payments (please note that additional payments may need to be authorised that are received following the publication of the Agenda):-

|  |  |  |  |
| --- | --- | --- | --- |
| Salary | Clerk | May – Month 2 | Approx. £230.13 |
| Salary | PAYE Clerk | May – Month 2 | Approx. £57.60 |
| Salary | Clerk | June – Month 3 | Approx. £230.13 |
| Salary | PAYE Clerk | June – Month 3 | Approx. £57.60 |

1. **2024-2025 BUDGET EXPENDITURE AT 30TH APRIL 2024**

To note the following Budget Head expenditure in 2024-2025

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Head** | **Total** | **BUDGET ALLOCATED** | **£ BALANCE** |
| Salary | £287.73 | £3,800.00 | £3,512.27 |
| General Admin | £0.00 | £250.00 | £250.00 |
| Website/ICT Costs | £528.00 | £550.00 | £22.00 |
| Insurance | £251.97 | £625.00 | £373.03 |
| Payroll Costs | £82.80 | £300.00 | £217.20 |
| Audit Fees (Internal) | £126.00 | £150.00 | £24.00 |
| Subscriptions | £106.40 | £395.00 | £288.60 |
| Meeting Room Hire | £0.00 | £150.00 | £150.00 |
| Training | £0.00 | £100.00 | £100.00 |
| Parish Improvements/Events | £308.00 | £1,000.00 | £692.00 |
| Chair's Fund | £0.00 | £30.00 | £30.00 |
|  | **£1,690.90** | **£7,350.00** | **£5,659.10** |

1. **BANK RECONCILIATION AS AT 30TH APRIL 2024**

|  |  |  |
| --- | --- | --- |
| **Bank Reconciliation** |  |  |
| **30/04/2024** |  |  |
| **MOSTON PARISH COUNCIL** |  |  |
| **Financial year ending 31 March 2025** |  |  |
|  |  |  |
| Prepared by: Muna Clough, Parish Clerk & RFO |  |  |
|  |  |  |
| Balance per bank statements as at 30th April 2024 |  |  |
| **CASH BOOK** |  |  |
|  |  |  |
| Opening Balances at 30th April 2024 |  |  |
| Current Account 07572433 |  | £20,943.94 |
| Reserve Account 96473193 |  | £5,116.54 |
|  |  |  |
| Less Payments not Cashed | £0 | £20,943.94 |
| Add Unbanked Cash | £0 | £5,109.84 |
| **Net bank balances as at 30th April 2024** |  | **£26,060.48** |
| **The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows** |  |  |
| Current Account @ 01.04.2024 |  | £18,884.84 |
| Reserve Account @ 01.04.2024 |  | £5,109.84 |
|  |  |  |
| Add: Receipts in the year - Current Account | £3,750.00 | £22,634.84 |
| Add: Receipts in the year - Reserve Account | £6.70 | £5,116.54 |
|  |  |  |
| Less: Payments in the year - Current Account | £1,690.90 | £20,943.94 |
| Less: Payments in the year - Reserve Account |  | £5,116.54 |
|  |  |  |
| **Closing balance per cash book [receipts and payments book] must equal net bank balances above** |  | **£26,060.48** |

1. **BANK STATEMENT**

To note the Current Account bank statement at 4th April 2024 (the Reserve Account statement has not yet been updated since being received at the last meeting)

**Current Account**

