

Report For Information & Decision



Meeting Date: 05/10/2026
Title: **Finance Report**
Submitted by: Clerk and Responsible Financial Officer

Purpose of the report:

To update members of the Council's financial position and to seek approval of the accounts to date and agree any payments to be made.

Recommendations:

1. Approve the Report and specifically the:
 - a. Schedule of Payments.
 - b. Reconciliation of Receipts and Payments.
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1. Payments for approval:

#	Ref.	Payee		Gross £	Vat £	Net £	Due Date	Ref. Folio No.
1	wp-INV12960284	Water Plus	VH: water charges (88.94 less final remaining credit 5.03 = £83.03)	83.03	5.03	78.00	paid	43
2	A/c 0009235035	npower commercial gas limited	Electricity for defibrillator Trafford Gardens: Dec 2021-Mar 2026	56.42	0.00	56.42	paid	44
3	Ref 54638144	Chubb Fire & Security	VH: balance of remote access lock installation	3,231.48	538.58	2,692.90	paid	45
4	BK120726	Brigitta Kalman	VH: cleaning - 4 hrs, 12/7/26	50.00	0.00	50.00	paid	46
5	008cbb76055fZB576439	Information Commissioner's Office	ICO renewal	52.00	0.00	52.00	paid	47
6	ClerkNI	HMRC Cumbernauld	Clerk Tax/NI Employer contributions July 2026	97.76	0.00	97.76	paid	48
7	BPCJul26	Sandie Dent	Clerk salary - July 26	1,286.74	0.00	1,286.74	paid	49
8	ZZWS00186862	Michaela Ashforth	VH: reimbursement of temporary event licence for 1/8/26	21.00	0.00	21.00	paid	50
9	Inv #745696	Michaela Ashforth	VH: reimbursement of Food Safety training, volunteers x 3	36.00	0.00	36.00	paid	51
10	INV-GB-348757	Michaela Ashforth	VH: reimbursement of Square payment system purchase	470.40	0.00	470.40	paid	52
11	No. 26	J W Miller	VH: Benches for outdoor space	600.00	0.00	600.00	paid	53
12	GB6001GYADIT31	Michaela Ashforth	VH: key box for bar area/volunteers	17.99	0.00	17.99	paid	54
13	JC Volunteer Expenses	John Conway	VH: volunteer expenses: 1st Aug event (wine, beer, soft drinks, equip)	817.77	0.00	817.77	paid	55
14	ZZEL00003117	Michaela Ashforth	VH: alcohol licence: 1st Aug event (Ribble Valley Borough Council)	21.00	0.00	21.00	paid	56
15	MA Expenses	Michaela Ashforth	VH: wine measure thimbles, game chips/counting chips	17.15	0.00	17.15	paid	57
16	DH volunteer expenses	Prof P & Mrs D Hogg	VH: paint supplies for walls and woodwork	146.21	-	146.21	paid	59
17	BK280726	Brigitta Kalman	VH: cleaning 28/7/26 - full hall, 6 hrs	75.00	-	75.00	paid	60
18	BARROW01 7/8/26	AL Payroll Services (formerly AP Boc	Payroll Services Apr, May, Jun plus Year End completion 2026	46.00	-	46.00	paid	61
19	BK080826	Brigitta Kalman	VH: cleaning 6/8/26 x 3 hours	37.50	-	37.50	paid	62
20	12/08/26	Prof P & Mrs D Hogg	VH: hooks and bolts for VH maintenance jobs	22.93	-	22.93	paid	63
21	Inv 71906 & 72903	Wave Internet	VH: wifi June and July (late payments)	61.04	12.22	48.82	paid	64
22	Inv 516	Timber Gates by Sid Hill	Replacement gateposts, gate and kissing gate on playing field	1,200.00	240.00	960.00	paid	65
23	Inv 73900	Wave Internet	VH: wifi supply August 2026	30.52	6.11	24.41	paid	66
24	INV13205686	Water Plus	VH: water charges 9 July - 9 August	70.88	3.30	67.58	paid	67
25	ClerkExpAug26	Sandie Dent	Clerk expenses: reimbursement VH batteries, planning application fee	95.00	-	95.00	paid	69
26	KI-E23B9934-0020	Eon Next	VH: electricity July 26	157.65	7.88	149.77	paid	71

27	26/08/26	J W Miller	VH: two additional outdoor bench/tables	600.00	-	600.00	paid	72
28	VHAug26	John Conway	VH: drinks for BBQ event and chain/padlock for outdoor benches	149.39	-	149.39	paid	73
29	VH Sep26	Michaela Ashforth	VH: food/drink for BBQ, general sundries for VH	352.50	-	352.50	paid	74
30	VH Aug26	Michaela Ashforth	VH: general kitchen supplies, A4/A3 copy paper, adaptor plug for printer	90.17	-	90.17	paid	75
31	Invoice 975	M Webb & Son Ltd	VH: annual boiler service (1st)	80.00	16.00	64.00	paid	76
32	INV-0115	Production Print Direct Limited	VH: toner cartridges for printer	94.00	18.80	75.20	paid	77
33	Invoice 11580843	Chubb Fire & Security	VH: annual emergency lighting system maintenance	154.52	30.90	123.62	paid	78
34	Invoice 11580841	Chubb Fire & Security	VH: annual fire alarm maintenance	334.00	66.80	267.20	paid	79
35	VH expenses Aug	Michaela Ashforth	VH: reimbursement for supplies & equipment	136.54	0.00	136.54	paid	80
36	Invoice 54274	Farnsworths Fresh Foods (Whalley)	VH: meat for BBQ event (£140 less £20 donation = £120 paid)	120.00	0.00	120.00	paid	81
37	VH Aug26	Brigitta Kalman	VH: cleaning 3/8/26	50.00	0.00	50.00	paid	82
38	INV-2026-074	AP Landscaping	Lengthsman strimming, weeding, installing football nets	137.50	0.00	137.50	paid	83
39	VH expenses Sept	Lee Street	VH: reimbursement for location plan re planning application	26.39	0.00	26.39	paid	84
40	VH expenses	Michaela Ashforth	VH: reimbursement for TEN licence (event 3/10/2026)	21.00	0.00	21.00	paid	85
41	KI-E23B9934-0021	Eon Next	VH: electricity 1/8-31/8	104.44	5.22	99.22	paid	86
42	ClerkexpSept26	Sandie Dent	Clerk expenses: VH window cleaning & replacement defib battery	272.00	0.00	272.00	paid	90
43	wp-INV13453991	Water Plus	VH: water charges Sept	65.91	2.71	63.20	paid	91
44	VHExpensesSept26	John Conway	VH: reimbursement of expenses, village hall fence supplies	615.97	0.00	615.97	paid	92
45	VHExpensesAug26	Sandra Thompson	VH: reimbursement of volunteer expenses - champagne & wine glasses	60.00	0.00	60.00	paid	93
46	VHExpenses	Lucy Crook	VH: reimbursement of expenses - toilet rolls	18.47	0.00	18.47	paid	95
47	VHExpenses	Lucy Crook	VH: reimbursement of expenses - paper hand towels	34.14	0.00	34.14	paid	96
48	BPC/38/37/36	Stuart Greenwood	Gardening services - July, Aug and Sept	210.00	0.00	210.00	paid	97
			Totals:	12,528.41	953.55	11,574.86		

1. Receipts YTD:

			Reconciled												
RECEIPTS		Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
1	RVBC Precept	Precept	30,357.00												30,357.00
2	RV VE Day grant	RVBC Grant													0.00
3	HMRC VAT Return	VAT Repay													0.00
4	Concurrent Function	RVBC Grant						1,052.00							1,052.00
6	S106 Contribution	RVBC Grant	2,125.00												2,125.00
7	Other Income	Other					70.00								70.00
8	VH income - holding a/c	VH Operational	1,499.75	1,244.25	680.50	993.76	3,798.93	3,109.15							11,326.34
9	Other Funding	LCC													0.00
10		UKSPF: VH													0.00
															0.00
	Totals:		33,981.75	1,244.25	680.50	993.76	3,868.93	4,161.15	0.00	0.00	0.00	0.00	0.00	0.00	44,930.34

2. Payments YTD:

		Reconciled												
PAYMENTS	Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
1	IT and Easy Websites	Admin. Exp.	59.40	59.40	59.40	59.40	59.40	59.40						356.40
2	RVBC Payments	Other Exp												0.00
3	LALC Subscription	Sundry Exp.		388.32										388.32
4	Accountant and PKF LJ	Admin. Exp.				240.00								240.00
5	Office Consum/Licenses	Admin. Exp.												0.00
6	Clerk Salary	Staff Costs	1,286.74	1,286.74	1,286.74	1,286.74	1,286.54	1,286.54						7,720.04
7	Defibrillator/Lifebelt	Sundry Exp.						252.00						252.00
8	Bank charges	Admin. Exp.	7.00	7.00	7.00	7.00	7.00	7.00						42.00
9	Clerk Tax & Pension	Staff Costs	170.56	72.80	268.32	170.56	170.76	170.56						1,023.56
10	Payroll services	Admin. Exp.	25.00				46.00	21.00						92.00
11	Clerk Expenses	Staff Costs	122.09	226.55										348.64
12	Trafford Gard/Amenity etc.	Amenity Exp.		156.50		300.00		210.00						666.50
13	Insurance	Admin. Exp.												0.00
14	Room Hire	Admin. Exp.												0.00
15	Lengthsman/Other Maint	Grnd Maint		598.00				137.50						735.50
16	GDPR/Training/Other Subs	Sundry Exp.												0.00
17	CCTV	Other Exp.												0.00
18	NPower	Other Exp.												0.00
19	Other Legal	Admin. Exp.				52.00								52.00
20	Playing Fields	Amenity Exp.	636.11				1,440.00							2,076.11
21	Xmas/Remembrance/other	Sundry Exp.	100.00			56.42								156.42
22	Woodland Path	W/Path		3,527.00										3,527.00
VILLAGE HALL:														
23	Cleaning & Maintenance	village hall	93.75	117.92	62.50	50.00	281.64	732.22						1,338.03
24	Utilities & Services	village hall	806.16	227.82	184.78	630.05	349.60	234.91						2,433.32
25	Waste collection	village hall												0.00
26	Equipment/Capital costs	village hall		578.89		1,070.40	635.14	878.94						3,163.37
27	Deposit refunds	village hall												0.00
28	Other VH Costs	village hall				57.00	1,017.22	858.43						1,932.65
29	Old Row - Admin.	Old Row												0.00
30	Old Row - Build	Old Row		1384.92										1,384.92
														0.00
Totals:		3,306.81	8,631.86	1,868.74	3,979.57	5,293.30	4,848.50	0.00	0.00	0.00	0.00	0.00	0.00	27,928.78

3. Reconciliation:

	£	
Balance carried forward at 1st April 2026:	25,941.49	
Add total receipts to date:	44,930.34	
Less total payments to date:	27,928.78	
Balance:	42,943.05	
	£	
Unity Trust Bank Balance as at 30/9/26:	42,942.85	-0.20

Explanation of any discrepancies in balances = input error on VH costs, will find and correct

RINGFENCED: Village Hall holding a/c - income c/fwd:	1,223.60	<i>revised after VH reconciliation</i>
LESS operational expenditure Jan-Apr:	1,805.49	
VH - grant from BPC:	3,000.00	<i>original grant 2025-6 year</i>
VH - grant from BPC:	6,000.00	<i>2nd grant, 24/8/26 approved</i>
VH income current YTD:	11,326.34	
Total:	19,744.45	
Less operational expenditure financial YTD:	9,214.13	
VH Holding Account Balance:	10,530.32	
VAT paid but not yet claimed:	8,305.93	
UKSPF final payment not yet received:	3,238.49	
BPC balance - actual:	43,956.95	
Ringfenced: Woodland Path:	10,000.00	
BPC free reserves:	33,956.95	

	2026-2027 - Unity Trust Bank Statements											
DETAILS	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Balance b/forward:	25,941.49	56,616.43	49,228.82	48,040.58	45,054.77	43,630.40	42,942.85	0.00	0.00	0.00	0.00	0.00
Income 2025/26:	33,981.75	1,244.25	680.50	993.76	3,868.93	4,161.15	0.00	0.00	0.00	0.00	0.00	0.00
Expenditure 2025/26:	3,306.81	8,631.86	1,868.74	3,979.57	5,293.30	4,848.50	0.00	0.00	0.00	0.00	0.00	0.00
Balance :	56,616.43	49,228.82	48,040.58	45,054.77	43,630.40	42,943.05	42,942.85	0.00	0.00	0.00	0.00	0.00
Unity Trust Statement Balance:	56,616.43	49,228.82	48,040.58	45,054.77	43,630.40	42,942.85						
Statement Date:	30/04/26	31/05/26	30/06/27	31/07/26	31/08/26	30/09/26						