

SUBJECT: FINANCE AND BUDGET 2024-2025

REPORT TO: DODDINGTON AND DISTRICT PARISH COUNCIL

DATE OF MEETING: 17th March 2025

REPORTING OFFICER: Parish Clerk and Responsible Financial Officer

1. TRANSACTIONS

Members to approve the transactions detailed below from 1st April 2024:-

Payer/Payee	Details	Receipts	Payments
CHESHIRE EAST COUNCIL	Precept	£1,523.50	
Clerk AN	Salary for Clerk		£244.20
ThenMedia	ThenMedia		£24.00
Clerk AN	Salary for Clerk		£244.20
ThenMedia	ThenMedia		£24.00
Hankelow Methodist Church	Room Hire		£60.00
Zurich Municipal	Annual Parish Council Insurance		£446.86
Clerk AN	Salary for Clerk		£244.20
Clerk AN	Expenses		£65.38
Scottish Power	Street Light		£177.85
Blakenhall Village Hall	Funding towards repairs to Village Hall (also spent £1,512.58)		£2,175.00
David Owen	Internal Audit Fee		£100.00
CHALC	Annual Subscription		£184.68
ThenMedia	Website 6 month fee		£144.00
CHESHIRE EAST COUNCIL	Precept	£1,523.50	
Clerk AN	Salary for Clerk		£308.10
David Owen	Balance of Internal Audit Fee		£20.00
Community Heartbeat	Defibrillator Maintenance		£198.00
Hankelow Methodist Church	Room Hire		£60.00
R Frodsham	Expenses		£25.55
Ash Humber	Tree Planting		£975.04
Royal British Legion	Poppy Appeal		£220.00
	Credit - Wreath	£30.00	
	Credit - Wreath	£30.00	
	Credit - Wreath	£25.00	
	Credit - Wreath	£25.00	
M Clough	Laptop Reimbursement		£340.00
M Clough	Microsoft 365 Reimbursement		£59.99
ThenMedia	Website 6 month fee		£144.00
	Credit - Wreath	£20.00	
M Clough	Salary October to January		£417.67
HMRC	PAYE October to January		£104.40
Hankelow Methodist Church	January 2025 and March 2025 Room Hire		£70.00

2. APPROVAL OF PAYMENTS

To approve payments detailed below (additional payments may need to be authorised that are received after the despatch of the Agenda):-

PKF Littlejohn	Fee for Late Submission of Exemption Cert.	£48.00
M Clough	February and March Salary	£235.46
HMRC	PAYE February and March	£58.80

3. BUDGET EXPENDITURE TO 10TH MARCH 2025

To approve the following Budget Head committed expenditure to 10th March 2025:-

Budget Head	Total	Budget Allocated	£ Difference
Clerk Salary and PAYE	£1,857.03	£2,000.00	£142.97
Expenses	£90.93	£164.00	£73.07
Office Administration	£399.99	£450.00	£50.01
Insurance	£446.86	£450.00	£3.14
Subscriptions	£184.68	£200.00	£15.32
Internal Audit Fee	£168.00	£150.00	-£18.00
Website/Emails	£312.00	£336.00	£24.00
Room Hire	£190.00	£175.00	-£15.00
Street Lighting	£177.85	£180.00	£2.15
Projects	£0.00	£175.00	£175.00
Remembrance	£220.00	£220.00	£0.00
Defibrillator Maintenance	£198.00	£200.00	£2.00
RINGFENCED CIL	£3,150.04	£5,982.14	£2,832.10
	£7,395.38	£10,682.14	£454.66

4. EXPLANATION OF VARIANCES

RECOMMENDATION

That the sum of £33.00 is vired from the Office Administration Budget Head to the Internal Audit Fee Budget Head (£18.00) and the Room Hire Budget Head (£15.00).

5. BANK RECONCILIATION

To receive the Bank Reconciliation below as at 10th March 2025:-

<u>Bank Reconciliation 10th March 2025</u>	
DODINGTON AND DISTRICT PARISH COUNCIL	
Financial year ending 31 March 2025	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statement as at 28th February 2025	£
Current Account (11290091)	£10,099.14
Less: any unpresented cheques	£342.27
Add: any unbanked cash	£0.00
Net bank balances as at 10th March 2025	£9,756.88
The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows	
<u>CASH BOOK</u>	
Opening Balance Current at 1st April 2024	£13,975.26
Add: Receipts in the year	£3,177.00
Less: Payments in the year	£7,395.38
Closing balance per cash book [receipts and payments book] must equal net bank balances above	£9,756.88

6. BANK STATEMENTS

- 30th December 2024

Account Name
DODDINGTON AND DISTRICT
PARISH COUNCIL
CURRENT ACCOUNT

Account No 11290091 Sort Code 16-26-14 Page No 1 of 2



00017834/00035339/325 A 0062394-0001-0



Business Current Account

Summary	
Statement Date	30 DEC 2024
Period Covered	30 NOV 2024 to 30 DEC 2024
Previous Balance	£11,055.21
Paid In	£0.00
Withdrawn	£364.00
New Balance	£10,691.21
BIC	RBOSGB2L
IBAN	GB19RBOS16261411290091

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Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
30 NOV 2024	BROUGHT FORWARD			11,055.21
09 DEC	Cheque 000735		220.00	10,835.21
13 DEC	Cheque 000738		144.00	10,691.21



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RETSTMT - V121 12/11/24

30th January 2025

Account Name
DODDINGTON AND DISTRICT
PARISH COUNCIL
CURRENT ACCOUNT

Account No 11290091 Sort Code 16-26-14 Page No 1 of 2



Royal Bank
of Scotland

CHESHIRE
CW8 1DN



Business Current Account

Summary	
Statement Date	30 JAN 2025
Period Covered	31 DEC 2024 to 30 JAN 2025
Previous Balance	£10,691.21
Paid In	£0.00
Withdrawn	£417.67
New Balance	£10,273.54
BIC	RBOSGB2L
IBAN	GB19RBOS16261411290091

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Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
31 DEC 2024	BROUGHT FORWARD			10,691.21
22 JAN 2025	Cheque 000739		417.67	10,273.54



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RETSTMT - V122 16/01/25

- 28th February 2025

Account Name
DODDINGTON AND DISTRICT
PARISH COUNCIL
CURRENT ACCOUNT

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00025802/00047595/325 A 0088313-0001-0
DODDINGTON & DISTRICT P.C



Business Current Account

Summary	
Statement Date	28 FEB 2025
Period Covered	31 JAN 2025 to 28 FEB 2025
Previous Balance	£10,273.54
Paid In	£0.00
Withdrawn	£174.40
New Balance	£10,099.14
BIC	RBOSGB2L
IBAN	GB19RBOS16261411290091

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Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
31 JAN 2025	BROUGHT FORWARD			10,273.54
04 FEB	Cheque 000741		70.00	10,203.54
05 FEB	Cheque 000740		104.40	10,099.14



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RETSTMT-V124 12/02/25