

SUBJECT: FINANCE AND BUDGET 2025-2026

REPORT TO: DODDINGTON AND DISTRICT PARISH COUNCIL

DATE OF MEETING: 19th May 2025

REPORTING OFFICER: Parish Clerk and Responsible Financial Officer

1. ROYAL BANK OF SCOTLAND

The Parish Council to note that since the last Statement which is included on this Report, the Royal Bank of Scotland stopped sending statements, saying that there was a block on the account as the change of business address mandate, had not been submitted. This was despite the signatories completing the change of business address mandate numerous times, and the Clerk receiving a written confirmation that the mandate had been completed and received.

An official complaint was submitted, and the Royal Bank of Scotland acknowledged its error on 29th April 2025, stating:-

I hope this email finds you well. Thank you for speaking to me today about your recent experience, in relation to your address update.

Having looked into this, I understand you had requested for the address to be updated and received confirmation of this however, there was still a return to branch marker on the account preventing statements being issued. I am sorry that your request was not completed. Please be assured, your comments and experience will be used as means by which to improve our services moving forward. I have arranged for the marker to be removed and once this is completed I will arrange for a Transaction History List to be sent from 28 February.

At the time of writing this report, the Transaction History List from 28th February, has still not been received.

2. TRANSACTIONS

As the Clerk has not yet received a Transaction History List from 28th February 2025, she is unable to check the transactions relating to the account.

3. APPROVAL OF PAYMENTS

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

PAYEE	DETAILS	£
CHALC	Annual Subscription	£189.54
Amanda Riley	Internal Audit	£100.00
T P Jones	Payroll Services November 2024-March 2025	£42.26
Zurich Municipal Insurance	Annual Insurance Premium	£214.00
M Clough	April and May 2025 Salary	£235.46
HMRC	PAYE April and May 2025	£58.80

3. BUDGET EXPENDITURE TO 12th MAY 2025

To approve the following Budget Head **committed** expenditure to 12th May 2025:-

Budget Head	Total	Budget Allocated	£ Difference
Clerk Salary and PAYE	£294.26	£1,850.00	£1,555.74
Office Expenses	£0.00	£150.00	£150.00
Information Commissioner	£0.00	£40.00	£40.00

Insurance	£214.00	£500.00	£286.00
Subscriptions	£189.54	£225.00	£35.46
Internal Audit Fee	£100.00	£150.00	£50.00
Website/Emails	£0.00	£400.00	£400.00
Room Hire	£0.00	£210.00	£210.00
Street Lighting	£0.00	£225.00	£225.00
Projects (Grit Bin Investment/Bridgemere Lane Improvements)	£0.00	£325.00	£325.00
Remembrance	£0.00	£350.00	£350.00
Defibrillator Maintenance	£0.00	£250.00	£250.00
Payroll Provider	£42.26	£150.00	£107.74
Election Recharges	£0.00	£175.00	£175.00
RINGFENCED CIL	£0.00	£5,982.14	£5,982.14
	£840.06	£10,982.14	£3,877.20

4. EXPLANATION OF VARIANCES

There are no variances to report to the meeting.


5. BANK RECONCILIATION

There is no bank statement with which to reconcile, but on the basis of the figures approved during the Internal Audit, the Clerk has calculated the following:-


Anticipated Bank Reconciliation 13th May 2025	
DODINGTON AND DISTRICT PARISH COUNCIL	
Financial year ending 31 March 2026	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance agreed at Internal Audit at 31/03/2025	£
Current Account (11290091)	£9,756.88
Less: any unpresented cheques	£840.06
Add: any unbanked cash	£2,500.00
Proposed Net bank balances as at 13 th May 2025	£11,416.82
The proposed net balances are anticipated to reconcile to the Cash Book (receipts and payments account) for the year, as follows	
CASH BOOK	
Opening Balance Current at 1st April 2025	£9,756.88
Add: Receipts in the year	£2,500.00
Less: Payments in the year	£840.06
Closing balance per cash book [receipts and payments book] must equal net bank balances above	£11,416.82

6. BANK STATEMENT

- 28th February 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
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00025802/00047595/325 A		0086313-0001-0
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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If you have changed your address or telephone number please let us know.

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



The Royal Bank of Scotland plc Registered in Scotland No. 63026
Registered Office: 36 St Andrew Square, Edinburgh, EH2 2YB
Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

RETSTMT - V12412/02/25