



**MEMBERS OF ODIHAM PARISH COUNCIL FINANCE COMMITTEE ARE SUMMONED TO  
ATTEND THE FINANCE COMMITTEE MEETING  
IN THE LIBRARY ROOM, THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB  
ON 17<sup>th</sup> JANUARY 2023 AT 7PM**

**MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND**

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11<sup>th</sup> January 2023

*Andrea Mann* Parish Clerk

- F63/22 To receive apologies for absence**
- F64/22 To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- F65/22 Public Session**  
An opportunity for residents to raise questions and issues with the Parish in accordance with Standing Orders. Please view details at [Link to Standing Orders](#) or contact the Parish Office for further advice.
- F66/22 Approval of Minutes**  
To approve the minutes of the Finance Committee meeting held on 18<sup>th</sup> October 2022 (F51/22-F62/22).
- F67/22 October-December Bank Reconciliations (pages 3-5)**  
i) To approve the bank reconciliations for October to December 2022 to be signed by the Committee Chair.  
ii) To agree a committee member to come to the office to check the presented bank reconciliations against the bank statements.
- F68/22 Quarter 3 Payments Listing (pages 6-10)**  
To review and accept the 2022/23 Quarter 3 Payments Listing and agree any coding adjustments, which will be published on OPC's website following the meeting.
- F69/22 Quarter 3 Budget Position (pages 11-14)**  
To review the 2022/23 budget position to 31<sup>st</sup> December 2022 and discuss variances. Refer to the Clerk's report.
- F70/22 Quarter 3 Balances and Earmarked Reserves (pages 15-16)**  
To review and note the earmarked reserves balance at 31<sup>st</sup> December 2022 against current bank balances.



**F71/22**

**Interim Internal Audit report (pages 17-20)**

To review the Interim Internal Audit report and progress on actions, as referred by the full Council meeting on 12<sup>th</sup> December.

**F72/22**

**Budgetary control and authority to spend**

To review the following limits in the Standing Orders

<https://odihamparishcouncil.gov.uk/wp-content/uploads/2022/03/Financial-Regulations-December-2022.pdf> (Item 4.1 refers):

- i) The council for all items over [£5,000];
- ii) A duly delegated committee of the council for items over [£500];
- iii) The Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £800.

**F73/22**

**Cash movement**

To consider delegated authority to the Clerk in consultation with the Chair of the Finance Committee to move up to £20,000 from the Lloyds Treasures account to the Unity Trust current account, as and when required before the 2023/24 precept payment is received.

**F74/22**

**2023/24 Budget (pages 21-27)**

To review the draft 2023/24 budget prepared by the Clerk following the Budget Workshop and agree recommendation to the full Council meeting on 17<sup>th</sup> January immediately after the Finance Committee.

**F75/22**

**Next meeting**

Scheduled 18<sup>th</sup> April 2023.

## Odiham Parish Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 31/10/2022</b>		
	Cash in Hand 01/04/2022		205,032.30
	<b>ADD</b>		
	Receipts 01/04/2022 - 31/10/2022		323,700.70
			528,733.00
	<b>SUBTRACT</b>		
	Payments 01/04/2022 - 31/10/2022		223,028.72
<b>A</b>	<b>Cash in Hand 31/10/2022</b> (per Cash Book)		<b>305,704.28</b>
	Cash in hand per Bank Statements		
	Petty Cash	30/09/2022	0.54
	CCLA	31/10/2022	75,339.22
	Hampshire Trust Bank	31/10/2022	50,500.00
	Lloyds 30 days notice account	31/10/2022	3,524.47
	Unity Trust	31/10/2022	99,493.62
	Lloyds Treasurer's Account	31/10/2022	76,749.63
	Lloyds Money Market	31/10/2022	0.00
			<b>305,607.48</b>
	Less unrepresented payments		253.20
			305,354.28
	Plus unrepresented receipts		350.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>305,704.28</b>
	<b>A = B Checks out OK</b>		

## Odiham Parish Council

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Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 30/11/2022</b>		
	Cash in Hand 01/04/2022		205,032.30
	<b>ADD</b>		
	Receipts 01/04/2022 - 30/11/2022		276,135.66
			481,167.96
	<b>SUBTRACT</b>		
	Payments 01/04/2022 - 30/11/2022		213,017.79
<b>A</b>	<b>Cash in Hand 30/11/2022</b> (per Cash Book)		<b>268,150.17</b>
	Cash in hand per Bank Statements		
	Petty Cash	30/11/2022	0.54
	CCLA	30/11/2022	75,469.01
	Hampshire Trust Bank	30/11/2022	50,500.00
	Lloyds 30 days notice account	30/11/2022	3,524.85
	Unity Trust	30/11/2022	72,257.08
	Lloyds Treasurer's Account	30/11/2022	76,749.63
	Lloyds Money Market	30/11/2022	0.00
			<b>278,501.11</b>
	Less unrepresented payments		10,700.94
			267,800.17
	Plus unrepresented receipts		350.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>268,150.17</b>
	<b>A = B Checks out OK</b>		

## Odiham Parish Council

Prepared by: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

Date: \_\_\_\_\_

	<b>Bank Reconciliation at 31/12/2022</b>		
	Cash in Hand 01/04/2022		205,032.30
	<b>ADD</b> Receipts 01/04/2022 - 31/12/2022		277,103.97
			482,136.27
	<b>SUBTRACT</b> Payments 01/04/2022 - 31/12/2022		227,511.51
<b>A</b>	<b>Cash in Hand 31/12/2022</b> (per Cash Book)		<b>254,624.76</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/12/2022	0.54	
	CCLA 31/12/2022	75,635.51	
	Hampshire Trust Bank 31/12/2022	50,500.00	
	Lloyds 30 days notice account 31/12/2022	3,525.66	
	Unity Trust 31/12/2022	48,004.62	
	Lloyds Treasurer's Account 31/12/2022	76,749.63	
	Lloyds Money Market 31/12/2022	0.00	
			<b>254,415.96</b>
	Less unrepresented payments		141.20
			254,274.76
	Plus unrepresented receipts		350.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>254,624.76</b>
	<b>A = B Checks out OK</b>		

**Odiham Parish Council**  
**PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
253 Postage and consumables	11/10/2022		Unity Trust	253	Stationery	Viking	S	59.74	11.95	71.69
256 Play Areas	11/10/2022		Unity Trust	256	Replacement swing poles	Playdale Playgrounds	S	1,179.07	235.81	1,414.88
258 Spooktakula	11/10/2022		Unity Trust	258	Spooktakula grant	Hook and Odiham Lions	Z	1,000.00		1,000.00
259 Subscriptions	11/10/2022		Unity Trust	259	Premises Licence High St	Hart DC/Basingstoke & Dean	Z	70.00		70.00
260 Subscriptions	11/10/2022		Unity Trust	260	ICO Annual Data Protection Fe	ICO	Z	35.00		35.00
261 The Bridewell - H&S checks	11/10/2022		Unity Trust	261	Legionella testing kit	Point Safety Ltd	S	105.00	21.00	126.00
262 Toilets - Power and rates	11/10/2022		Unity Trust	262	Water & waste - public toilets	Castle water	E	232.20		232.20
263 The Bridewell - cleaning & m	11/10/2022		Unity Trust	263	Bridewell cleaning	YBC	S	463.31	92.66	555.97
264 IT Support and Back up	11/10/2022		Unity Trust	264	Web Hosting (.org.uk domain)	TSO Host	S	107.88	21.58	129.46
265 Toilets - Power and rates	11/10/2022		Unity Trust	265	Electricity - King St Toilets	nPower	L	60.36	3.02	63.38
266 Toilets - cleaning	11/10/2022		Unity Trust	266	King St Toilets cleaning	CJH Cleaning Services Ltd	S	415.74	83.15	498.89
267 Telephone and internet	11/10/2022		Unity Trust	267	Phones (new system) x 2	BT	S	167.50	33.50	201.00
268 Other amenity areas mainter	11/10/2022		Unity Trust	268	Grounds Maintenance Sept 20:	Larkstel Ltd	S	381.91	76.38	458.29
269 Play Areas	11/10/2022		Unity Trust	268	Grounds Maintenance Sept 20:	Larkstel Ltd	S	592.50	118.50	711.00
270 Bin emptying	11/10/2022		Unity Trust	268	Grounds Maintenance Sept 20:	Larkstel Ltd	S	256.39	51.28	307.67
271 Chamberlain Gardens (SC Tr	11/10/2022		Unity Trust	268	Grounds Maintenance Sept 20:	Larkstel Ltd	S	374.16	74.83	448.99
272 Allotments - maintenance	11/10/2022		Unity Trust	268	Grounds Maintenance Sept 20:	Larkstel Ltd	S	56.00	11.20	67.20
273 Cemetery Maintenance	11/10/2022		Unity Trust	268	Grounds Maintenance Sept 20:	Larkstel Ltd	S	989.74	197.95	1,187.69
274 Promotion of village	11/10/2022		Unity Trust	268	Grounds Maintenance Sept 20:	Larkstel Ltd	S	25.00	5.00	30.00
275 Benches and Noticeboards	11/10/2022		Unity Trust	268	Grounds Maintenance Sept 20:	Larkstel Ltd	S	500.00	100.00	600.00
276 The Bridewell - maintenance	11/10/2022		Unity Trust	276	Bridewell heating	Steven Lawrence Plumbing S	S	115.00	23.00	138.00
277 IT Support and Back up	11/10/2022		Unity Trust	277	Office 365 x 4 accounts	Microsoft Ireland	Z	37.60		37.60
278 Travel	11/10/2022		Unity Trust	278	Mileage - AO site inspections	J Peek - expenses	Z	8.10		8.10
279 Promotion of village	11/10/2022		Unity Trust	279	Pegs for banner frames	J Peek - expenses	S	18.32	3.67	21.99
280 PR & Pub inc newsletter	11/10/2022		Unity Trust	280	Poles for Greening flags	J Peek - expenses	S	39.55	7.91	47.46
281 Postage and consumables	11/10/2022		Unity Trust	281	Office supplies (inc GC launch)	A Mann Expenses	Z	26.24		26.24
282 Travel	11/10/2022		Unity Trust	282	Mileage - HALC awards	A Mann Expenses	Z	26.10		26.10
283 Staff Salaries	11/10/2022		Unity Trust	283	Staff Salaries - October 2022	Staff Salaries - October 2022	Z	4,336.21		4,336.21
284 Staff Salaries	11/10/2022		Unity Trust	284	Staff PAYE & NI - October 202	HMRC	Z	874.43		874.43
285 Staff Salaries	11/10/2022		Unity Trust	285	Staff Pensions - October 2022	Hampshire Pension Fund	Z	275.95		275.95
286 Employers' NI	11/10/2022		Unity Trust	286	Employer NI - October 2022	HMRC	Z	483.50		483.50
287 Pension Contribution	11/10/2022		Unity Trust	287	Employers Pension Cont - Oct	Hampshire Pension Fund	Z	853.53		853.53

## Odiham Parish Council

### PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
288	Bridewell works	11/10/2022		Unity Trust	288	The Bridewell maintenance	Trust Property Services Ltd	Z	5,482.00		5,482.00
289	Bridewell works	11/10/2022		Unity Trust	289	The Bridewell, The Bury, Odiham	Pool & Sons (Hartley Wintney)	S	921.25	184.25	1,105.50
290	IT Support and Back up	11/10/2022		Unity Trust	290	.org.uk domain renewal	Elite Hosting Ltd	S	11.99	2.40	14.39
291	PR & Pub inc newsletter	11/10/2022		Unity Trust	291	Stamps for newsletter	Viking	S	107.19	1.04	108.23
292	The Bridewell - waste dispos	11/10/2022		Unity Trust	292	Bridewell waste collection	Benchmark Environmental	S	58.80	11.76	70.56
293	Chapel Cottage rent	11/10/2022		Unity Trust	293	Chapel Cottage deposit	J Parsons	Z	1,211.00		1,211.00
294	Tree works	11/10/2022		Unity Trust	294	Tree Works	NP Tree Management	S	760.00	152.00	912.00
295	Subscriptions	25/10/2022		Unity Trust	295	Photocopier rental	Ricoh	S	131.36	26.27	157.63
296	The Bridewell - H&S checks	11/10/2022		Unity Trust	296	Fire exit sign	Viking	S	5.29	1.06	6.35
297	PR & Pub inc newsletter	25/10/2022		Unity Trust	297	Newsletter & Greening distribu	The Extra Mile Leaflet Distrib	Z	230.00		230.00
298	IT Support and Back up	25/10/2022		Unity Trust	298	IT support Nov 22	Connect Computer Consultan	S	135.00	27.00	162.00
299	Play Areas	25/10/2022		Unity Trust	299	Recreation Ground footpaths	Premier Grounds & Garden M	S	235.00	47.00	282.00
300	Travel	25/10/2022		Unity Trust	300	Mileage HALC Conference	Andrea Mann	Z	38.70		38.70
301	Postage and consumables	25/10/2022		Unity Trust	301	Toilet roll/paper towels	Viking	S	13.49	2.70	16.19
302	The Bridewell - cleaning & m	25/10/2022		Unity Trust	302	Paper & Bridewell supplies	Viking	S	62.98	12.59	75.57
303	IT Support and Back up	25/10/2022		Unity Trust	303	Office 365 x 4 accounts	Microsoft Ireland	Z	37.60		37.60
304	Queen's Platinum Jubilee	26/10/2022		Unity Trust	304	First aid Street Party	St John's Ambulance	S	368.00	73.60	441.60
305	Queen's Platinum Jubilee	26/10/2022		Unity Trust	305	First Aid Beacon Lighting	St John's Ambulance	S	100.00	20.00	120.00
306	Bank Charges	10/11/2022		Unity Trust	306	Coding adjustment	Unity Trust	Z	-50,000.00		-50,000.00
307	Tree works	15/11/2022		Unity Trust	307	Tree Works	Keith Dodd	Z	100.00		100.00
308	Cemetery Maintenance	15/11/2022		Unity Trust	308	Weeding GoR beds	Keith Dodd	Z	150.00		150.00
309	Play Areas	15/11/2022		Unity Trust	309	Repairs to zip wire	Playscene Ltd	S	659.03	131.81	790.84
310	The Bridewell - electricity	15/11/2022		Unity Trust	310	Bridewell electricity (Sep)	nPower	S	259.54	51.91	311.45
311	The Bridewell - electricity	15/11/2022		Unity Trust	311	Bridewell electricity (Aug)	nPower	S	260.03	52.01	312.04
312	The Bridewell - electricity	15/11/2022		Unity Trust	312	Bridewell electricity (Jul)	nPower	L	230.92	11.55	242.47
313	The Bridewell - electricity	15/11/2022		Unity Trust	313	Bridewell electricity (Jun)	nPower	L	224.54	11.23	235.77
314	The Bridewell - electricity	15/11/2022		Unity Trust	314	Bridewell electricity (Apr)	nPower	L	233.50	11.68	245.18
315	The Bridewell - electricity	15/11/2022		Unity Trust	315	Bridewell electricity (May)	nPower	L	234.86	11.74	246.60
316	The Bridewell - cleaning & m	15/11/2022		Unity Trust	316	Bridewell cleaning (Oct)	YBC	S	463.31	92.66	555.97
317	Toilets - cleaning	15/11/2022		Unity Trust	317	King St Toilets cleaning	CJH Cleaning Services Ltd	S	415.74	83.15	498.89
318	Travel	15/11/2022		Unity Trust	318	Mileage - AO site inspections	J Peek - expenses	Z	5.60		5.60
319	Caretaking Equipment	15/11/2022		Unity Trust	319	White line spray	J Peek - expenses	S	6.80	1.36	8.16
320	PR & Pub inc newsletter	15/11/2022		Unity Trust	320	Autumn 2022 newsletter	IC Printing Services	E	879.00		879.00
321	Training	15/11/2022		Unity Trust	321	HALC Conference - Cllr HT/Cle	HALC	S	160.00	32.00	192.00

## Odiham Parish Council

### PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
322	15/11/2022		Unity Trust	322	Electricity - South Chapel	SSE	S	95.37	19.07	114.44
323	15/11/2022		Unity Trust	323	Phones (new system) x 2	BT	S	167.50	33.50	201.00
324	15/11/2022		Unity Trust	324	Arnold Baker Local Council Adr	LexisNexis	Z	171.99		171.99
325	15/11/2022		Unity Trust	325	Grounds Maintenance - Oct 20	Larkstel Ltd	S	281.91	56.38	338.29
326	15/11/2022		Unity Trust	325	Grounds Maintenance - Oct 20	Larkstel Ltd	S	592.50	118.50	711.00
327	15/11/2022		Unity Trust	325	Grounds Maintenance - Oct 20	Larkstel Ltd	S	256.39	51.28	307.67
328	15/11/2022		Unity Trust	325	Grounds Maintenance - Oct 20	Larkstel Ltd	S	199.16	39.83	238.99
329	15/11/2022		Unity Trust	325	Grounds Maintenance - Oct 20	Larkstel Ltd	S	56.00	11.20	67.20
330	15/11/2022		Unity Trust	325	Grounds Maintenance - Oct 20	Larkstel Ltd	S	989.74	197.95	1,187.69
331	15/11/2022		Unity Trust	331	Install memorial benches	Larkstel Ltd	S	500.00	100.00	600.00
332	15/11/2022		Unity Trust	332	Extension to burial lawn	Larkstel Ltd	S	1,650.00	330.00	1,980.00
333	15/11/2022		Unity Trust	333	Road Closure - Remembrance	Chevron Traffic Management	S	1,480.00	296.00	1,776.00
334	15/11/2022		Unity Trust	334	Electricity - King St Toilets	nPower	L	60.24	3.01	63.25
335	15/11/2022		Unity Trust	335	The Bridewell - bin service	Benchmark Environmental	S	58.80	11.76	70.56
336	15/11/2022		Unity Trust	336	Chimney sweep Chapel Cottag	The Fleet Chimney Sweep	Z	48.00		48.00
337	15/11/2022		Unity Trust	337	Repair damp wall Chapel Cott	Trust Property Services Ltd	Z	522.00		522.00
338	15/11/2022		Unity Trust	338	Drinks for thank you reception	Wrights Ltd	S	104.00	20.80	124.80
339	15/11/2022		Unity Trust	339	Extravaganza (Christmas even	InOdiham	Z	2,500.00		2,500.00
340	15/11/2022		Unity Trust	340	Streetlighting	HCC	S	2,293.55	458.72	2,752.27
341	15/11/2022		Unity Trust	340	Streetlighting	HCC	S	1,944.12	388.82	2,332.94
342	15/11/2022		Unity Trust	342	Poppy wreath	RBL	Z	50.00		50.00
343	15/11/2022		Unity Trust	343	Bridewell water	Business Stream	Z	68.90		68.90
344	15/11/2022		Unity Trust	344	Smoke alarm/ carbon monoxid	Crime Detection Systems	S	198.00	39.60	237.60
345	15/11/2022		Unity Trust	345	IT Support Dec	Connect Computer Consultan	S	135.00	27.00	162.00
346	15/11/2022		Unity Trust	346	Bridewell mortar test	The Lime Centre	S	172.00	34.40	206.40
347	15/11/2022		Unity Trust	347	Catering 24.11.22	Foster's Catering Limited	S	233.20	46.64	279.84
348	15/11/2022		Unity Trust	348	Council tax Chapel Cottage No	Hart DC	Z	266.28		266.28
349	15/11/2022		Unity Trust	349	Salaries November 2022	Salaries November 2022	Z	4,471.03		4,471.03
350	15/11/2022		Unity Trust	350	Staff PAYE & NI - November 2	HMRC	Z	865.15		865.15
351	15/11/2022		Unity Trust	351	Staff Pensions - November 20	Hampshire Pension Fund	Z	287.75		287.75
352	15/11/2022		Unity Trust	352	Employers NI - November 202	HMRC	Z	462.30		462.30
353	15/11/2022		Unity Trust	353	Employers Pension Cont - Nov	Hampshire Pension Fund	Z	937.50		937.50
354	29/11/2022		Unity Trust	354	Christmas tree	Oxenford Farm Ltd	S	273.00	54.60	327.60
355	29/11/2022		Unity Trust	355	Boiler repair	Servio Building Services Main	S	258.00	51.60	309.60



## Odiham Parish Council

### PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
356	IT Support and Back up	29/11/2022	Unity Trust	356	Replacement server	Connect Computer Consultan	S	210.00	42.00	252.00
356	IT Support and Back up	29/11/2022	Unity Trust	356	Replacement server	Connect Computer Consultan	S	2,400.00	480.00	2,880.00
357	Cemetery Maintenance	29/11/2022	Unity Trust	357	Drop down bollard cemetery	Keith Dodd	Z	140.00		140.00
358	Christmas Trees and Lights	29/11/2022	Unity Trust	358	Donation lights switch on	Cove Brass Band	Z	50.00		50.00
359	Christmas Trees and Lights	29/11/2022	Unity Trust	359	Donation lights switch on	Rotary Club of Odiham & Hor	Z	50.00		50.00
360	The Bridewell - maintenance	29/11/2022	Unity Trust	360	Locksmith The Bridewell	W Penfold	Z	130.00		130.00
361	PR & Pub inc newsletter	29/11/2022	Unity Trust	361	Snacks for thank you receptor	W Penfold	S	16.32	3.27	19.59
362	Travel	29/11/2022	Unity Trust	362	Mileage	W Penfold	Z	2.48		2.48
363	Tree works	29/11/2022	Unity Trust	363	Tree works Chapel Pond Drive	NP Tree Management	S	340.00	68.00	408.00
364	The Bridewell - maintenance	29/11/2022	Unity Trust	364	Repair to boiler	Servio Building Services Main	S	429.79	85.96	515.75
365	RAF Christmas Gifs	29/11/2022	166/22 Unity Trust	365	BACS for RAF vouchers	Cllr Griffith	Z	1,200.00		1,200.00
366	The Bridewell - electricity	29/11/2022	Unity Trust	366	Bridewell electricity (Oct)	nPower	S	278.49	55.70	334.19
367	Estate Agent Fees	29/11/2022	Unity Trust	367	Set up fee	McCarthy Holden	S	212.50	42.50	255.00
368	Rates	29/11/2022	Unity Trust	368	Bridewell business rates	Hart DC	Z	292.43		292.43
369	Rates	29/11/2022	Unity Trust	369	Bridewell business rates	Hart DC	Z	3,443.10		3,443.10
370	Other amenity areas mainter	29/11/2022	Unity Trust	370	Emergency repair to bollard	Keith Dodd	Z	140.00		140.00
371	Postage and consumables	16/11/2022	Unity Trust	371	Stationery	Viking	S	52.10	10.42	62.52
372	Toilets - Power and rates	12/12/2022	Unity Trust	372	Electricity - King St Toilets	nPower	L	60.45	3.02	63.47
373	Tree works	12/12/2022	Unity Trust	373	Tree Works	NP Tree Management	S	320.00	64.00	384.00
374	Play Areas	12/12/2022	Unity Trust	374	Swing seats, Chapel Pond Driv	Larkstel Ltd	S	115.00	23.00	138.00
375	Other amenity areas mainter	12/12/2022	Unity Trust	375	Grounds Maintenance - Nov '2	Larkstel Ltd	S	311.91	62.38	374.29
376	Play Areas	12/12/2022	Unity Trust	376	Grounds Maintenance - Nov '2	Larkstel Ltd	S	502.50	100.50	603.00
377	Chamberlain Gardens (SC Tr	12/12/2022	Unity Trust	377	Grounds Maintenance - Nov '2	Larkstel Ltd	S	199.16	39.83	238.99
378	Allotments - maintenance	12/12/2022	Unity Trust	378	Grounds Maintenance - Nov '2	Larkstel Ltd	S	456.00	91.20	547.20
379	Cemetery Maintenance	12/12/2022	Unity Trust	379	Grounds Maintenance - Nov '2	Larkstel Ltd	S	1,039.74	207.95	1,247.69
380	Promotion of village	12/12/2022	Unity Trust	380	Grounds Maintenance - Nov '2	Larkstel Ltd	S	162.00	32.40	194.40
381	The Bridewell - waste dispos	12/12/2022	Unity Trust	381	Bridewell waste collection	Benchmark Environmental	S	73.50	14.70	88.20
382	Toilets - cleaning	12/12/2022	Unity Trust	382	Toilet Cleaning	CJH Cleaning Services Ltd	S	415.74	83.15	498.89
383	The Bridewell - cleaning & m	12/12/2022	Unity Trust	383	Bridewell cleaning	YBC	S	463.31	92.66	555.97
384	Travel	12/12/2022	Unity Trust	384	Staff travel	J Peek - expenses	Z	2.70		2.70
385	Caretaking Equipment	12/12/2022	Unity Trust	385	Bulbs for Bridewell	J Peek - expenses	Z	7.98		7.98
386	Chapel Cottage Maintenance	12/12/2022	Unity Trust	386	Electricity Chapel Cottage	OVO Electricity	Z	174.49		174.49
387	Telephone and internet	12/12/2022	Unity Trust	387	Phones (new system) x 2	BT	S	167.60	33.52	201.12
388	Cemetery rates and water	12/12/2022	Unity Trust	388	Cemetery - Water	Castle water	S	135.65	27.13	162.78
389	Bank Charges	12/12/2022	Unity Trust	389	Bank charges	Unity Trust	Z	39.15		39.15

**Odiham Parish Council**  
**PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
390	12/12/2022		Unity Trust	390	Update High St ad	The Langtons Design Consult	S	120.00	24.00	144.00
391	12/12/2022		Unity Trust	391	Staff Salaries - Dec 2022	Staff Salaries - December 20	Z	4,471.03		4,471.03
392	12/12/2022		Unity Trust	392	Staff PAYE & NI - December 21	HMRC	Z	865.15		865.15
393	12/12/2022		Unity Trust	393	Staff Pensions - December 202	Hampshire Pension Fund	Z	287.76		287.76
394	09/12/2022		Unity Trust	394	Employers NI - December 202	HMRC	Z	462.30		462.30
395	12/12/2022		Unity Trust	395	Employers Pension - Decembe	Hampshire Pension Fund	Z	937.49		937.49
396	12/12/2022		Unity Trust	396	Office 365 x 4 accounts	Microsoft Ireland	Z	37.60		37.60
397	12/12/2022		Unity Trust		Grounds Maintenance Novemb	Larkstel Ltd	S	256.39	51.28	307.67
398	12/12/2022		Unity Trust	398	Glasses	A Mann Expenses	S	7.46	1.49	8.95
399	12/12/2022		Unity Trust	399	Office supplies	A Mann Expenses	Z	14.65		14.65
400	21/12/2022		Unity Trust	400	Bridewell Electricity (Nov)	nPower	S	302.95	60.59	363.54
401	21/12/2022		Unity Trust	401	Framing VoY certificates	The Frame	Z	94.00		94.00
402	21/12/2022		Unity Trust	402	Printing VoY certificates	IC Printing Services	S	15.00	3.00	18.00
403	21/12/2022		Unity Trust	403	Moving fencing in cemetery	Keith Dodd	Z	40.00		40.00
404	21/12/2022		Unity Trust	404	Remove padlock Chapel Cottag	Keith Dodd	Z	35.00		35.00
405	21/12/2022		Unity Trust	405	Cleaned by hand Cemetery dri	Keith Dodd	Z	210.00		210.00
406	21/12/2022		Unity Trust	406	Cleared outbuildings, repair ch	Keith Dodd	Z	160.00		160.00
407	21/12/2022		Unity Trust	407	Repaired gate	Keith Dodd	Z	45.00		45.00
408	21/12/2022		Unity Trust	408	Replaced tile Parish Room	Keith Dodd	Z	45.00		45.00
409	21/12/2022		Unity Trust	409	New waste removal Bridewell	Direct 365	S	106.47	21.29	127.76
410	21/12/2022		Unity Trust	410	Council tax Chapel Cottage De	Hart DC	Z	296.00		296.00
411	30/12/2022		Unity Trust	411	Handling Charge	Unity Trust	Z	0.50		0.50
<b>Total</b>								<b>23,851.77</b>	<b>6,440.76</b>	<b>30,292.53</b>

**Odiham Parish Council**  
**Net Position by Cost Centre and Code**

**Cost Centre Name****1000 - General Account**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
19	Get mapping						
77	Petty cash						
1005	Staff Salaries				69,900.00	49,692.10	20,207.90
1010	Employers' NI				6,000.00	4,280.93	1,719.07
1015	Pension Contribution				14,000.00	9,411.75	4,588.25
1020	Travel				500.00	139.35	360.65
1025	Training				750.00	288.00	462.00
1030	Office Rental				1,500.00		1,500.00
1035	Rates				3,000.00	5,756.48	-2,756.48
1040	Telephone and internet				2,100.00	1,542.44	557.56
1045	Office Equipment				1,000.00	406.85	593.15
1050	IT Support and Back up			57.60	4,500.00	5,113.55	-555.95
1055	Postage and consumables			20.00	750.00	773.69	-3.69
1060	Accounts Package				1,133.00	860.00	273.00
1065	Bank Charges			0.03	400.00	159.15	240.88
1070	Audit Fees				1,500.00	1,000.00	500.00
1075	Professional Costs				8,800.00	6,664.00	2,136.00
1080	Subscriptions				2,400.00	2,224.91	175.09
1085	Insurance				6,600.00	6,660.86	-60.86
1090	Election Expenses				1,500.00		1,500.00
1095	Civic Hospitality				250.00	104.00	146.00
1100	Caretaking Equipment				500.00	56.60	443.40
1500	Precept		210,411.50	210,411.50			
1505	VAT						
1510	Bank Interest		550.00	1,023.80			473.80
1515	S106 Income						
1525	Other Income						
			<b>210,961.50</b>	<b>£211,512.93</b>	<b>127,083.00</b>	<b>£95,134.66</b>	<b>32,499.77</b>

**2000 - Amenity Areas**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
29	Cemetery additional maint						
37	Amenity Equipment repair:						
47	Parish room - Caretaking					15.00	-15.00
48	Tennis Courts rates						
54	Revaluation of buildings						
55	Replacement of carpet in c						
56	Replanting of trees						
59	Tennis and bowls rent						
78	Toilet refurbishment						
2005	Chamberlain Gardens (SC				3,500.00	2,223.83	1,276.17
2010	Cemetery Maintenance				14,000.00	10,199.25	3,800.75
2015	Cemetery rates and water				2,200.00	3,578.75	-1,378.75
2020	Cemetery electricity				250.00	254.01	-4.01
2030	Memorial testing						
2035	Other amenity areas main				5,000.00	3,180.69	1,819.31
2040	Play Areas				7,000.00	11,732.41	-4,732.41
2050	Allotments - maintenance				800.00	904.00	-104.00
2055	Allotments - Water				160.00	231.45	-71.45
2065	Tree works				3,500.00	2,580.00	920.00
2070	Bin emptying				4,000.00	2,039.12	1,960.88
2075	Benches and Noticeboard			1,400.00	500.00	2,351.00	-451.00
2080	Basingstoke Canal				4,100.00	4,036.00	64.00
2085	Broad Oak Maintenance				500.00		500.00
2090	Commons Ranger				1,000.00		1,000.00
2095	Toilets - Maintenance				1,000.00	145.00	855.00
2100	Toilets - Power and rates				1,000.00	978.79	21.21
2105	Toilets - cleaning				5,040.50	3,715.92	1,324.58
2110	Parish Room - power and					73.85	-73.85
2115	Parish room - maintenanc				1,000.00	375.00	625.00
2120	Chapel Cottage Maintenanc				500.00	1,277.49	-777.49
2125	Estate Agent Fees					212.50	-212.50
2135	Tree Survey				500.00	595.00	-95.00
2140	Bus Shelter Maintenance				250.00		250.00
2150	The Bridewell - set up cos				725.00	145.00	580.00
2155	The Bridewell - electricity				3,700.00	2,024.83	1,675.17
2160	The Bridewell - gas				4,300.00		4,300.00
2165	The Bridewell - water				185.00	68.90	116.10

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

**Odiham Parish Council**  
**Net Position by Cost Centre and Code**

**Cost Centre Name**

2170 The Bridewell - cleaning &			6,200.00	4,276.16	1,923.84
2175 The Bridewell - waste disp			1,113.00	662.97	450.03
2180 The Bridewell - H&S check			1,325.00	1,278.29	46.71
2185 The Bridewell - maintenanc			3,250.00	1,352.29	1,897.71
2500 Chapel Cottage rent	1,050.00	6,300.00		1,773.28	3,476.72
2505 Burial fees	12,500.00	6,505.00			-5,995.00
2510 Allotment rents	1,000.00	1,160.00			160.00
2515 Allotment Deposits		10.00			10.00
2520 Other income	100.00	12.00			-88.00
2525 The Bridewell - tenants' re	13,370.00	6,250.00			-7,120.00
2530 The Bridewell - general let	3,580.00	126.00			-3,454.00
	<b>31,600.00</b>	<b>£21,763.00</b>	<b>76,598.50</b>	<b>£62,280.78</b>	<b>4,480.72</b>

**3000 - Community**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
3005	APA				250.00	100.00	150.00
3010	PR & Pub inc newsletter				4,000.00	2,894.06	1,105.94
3015	Community Grants						
3016	G Rothery Grant						
3025	Citizens Advice				1,500.00	1,500.00	
3026	Community Awards				250.00	221.00	29.00
3030	Christmas Evening				2,500.00	2,500.00	
3035	Christmas Trees and Light				900.00	373.00	527.00
3040	Carols in Bury						
3045	RAF Christmas Gifs				2,500.00	1,200.00	1,300.00
3050	Bi annual box cart race						
3055	Armed Forces Day			5.40	500.00	36.86	468.54
3060	VE Day						
3065	Remembrance				1,000.00	1,530.00	-530.00
3070	Promotion of village				1,000.00	900.32	99.68
3075	Survey Subscriptions				571.00	320.00	251.00
3080	Odiham Book Exchange						
3085	Bands in the Bury				1,000.00	1,000.00	
3090	Flavourfest				1,000.00	1,000.00	
3095	Hanging Baskets						
3100	Spooktakula				1,000.00	1,000.00	
3105	Queen's Platinum Jubilee			15,817.63	1,500.00	13,872.13	3,445.50
3500	Community Income			500.00		109.00	391.00
3505	Event Sponsorship Income		1,000.00				-1,000.00
			<b>1,000.00</b>	<b>£16,323.03</b>	<b>19,471.00</b>	<b>£28,556.37</b>	<b>6,237.66</b>

**4000 - Planning**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
73	Training and Membership						
4010	NH Plan						
4015	NW and Odiham CA Appr				150.00		150.00
					<b>150.00</b>		<b>150.00</b>

**5000 - Traffic and Transport**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
4500	Lighting - Maint and admir				4,000.00	4,539.82	-539.82
5005	Lighting - energy costs				3,500.00	3,631.89	-131.89
5015	Sustainable Transport						
5020	Village Gateway		4,000.00		4,000.00		
			<b>4,000.00</b>		<b>11,500.00</b>	<b>£8,171.71</b>	<b>-671.71</b>

**7000 - Earmarked Reserves**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
7005	Office Rental						
7010	IT Support/Upgrade						
7015	Election Expenses						
7020	Website						
7025	Allotment Deposits						

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

**Odiham Parish Council**  
**Net Position by Cost Centre and Code**

**Cost Centre Name**

7030 Chapel Cottage Deposit		
7035 Cemetery Maintenance		
7040 Amenity Equipment Repai		
7045 Chapel Building Maintenar		
7050 Chapel Cottage Maintenar		
7055 War Memorial Maintenanc		
7060 Play Area Replacement	865.00	-865.00
7065 Bufton Field Play Area		
7070 Benches & Noticeboards		
7075 Parish Room Maintenance	45.00	-45.00
7080 Grounds Maintenance		
7085 Memorial Testing		
7090 Revaluation of Buildings		
7095 Footpaths Improvements		
7100 Development of Sustainab		
7105 G Rothery Bequest		
7110 Re-energising the High St	120.00	-120.00
7115 Conservation Area Charac		
7120 Increasing Biodiversity		
7125 Book Exchange	501.28	-501.28
7130 Insurance - EMR		
7135 Tree Survey - EMR		
7140 PR & Publicity - EMR		
7145 Subscriptions - EMR		
7150 The Bridewell		
7155 Community Grants	800.00	-800.00
7165 Public toilets R&M		
7170 Floral displays		
	<b>£2,331.28</b>	<b>-2,331.28</b>

**8000 - Projects**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
7160	Platinum Jubilee						
8005	War Memorial				500.00		500.00
8010	Parish Room						
8015	Play Area Replacement				5,000.00		5,000.00
8020	Supporting High Street						
8025	Climate Action Plan				2,000.00	246.00	1,754.00
8030	Burial plot provision				7,500.00	1,650.00	5,850.00
8035	Bridewell works		15,000.00	10,000.00	15,000.00	11,403.25	-1,403.25
			<b>15,000.00</b>	<b>£10,000.00</b>	<b>30,000.00</b>	<b>£13,299.25</b>	<b>11,700.75</b>

**NET TOTAL**

<b>262,561.50</b>	<b>£259,598.96</b>	<b>264,802.50</b>	<b>£209,774.05</b>	<b>52,065.91</b>
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**2022/23 Budget - significant forecast end of year variances @ January 2023**

<b>EXPENDITURE</b>				
Code	Description	Budget	Spend	Comment
1030	Office rental	1,500.00	0.00	This was budgeted because we anticipated a further invoice from HCC for Q4 2021/22 and utilities. It is still possible HCC will invoice for
1035	Rates	3,000.00	5,756.48	This budget for the Parish Office was increased to cover increased rates for The Bridewell because Hart was unable to clarify the cost in advance of OPC taking over. Despite an appeal to the Valuation Office, it has not been possible to combine the Parish Office and The Bridewell into one rateable business premises. The full sum has been budgeted in the draft 2023/24 budget. Note the Internal Auditor suggests professional advice be sought.
1050	IT Support & Backup	4,500.00	5,113.55	Unforeseen expenditure to replace the server. End of year adjustment with earmark reserve possible to cover part of overspend.
1055	Postage & consumables	750.00	773.69	More people in office and more projects, some serving refreshments.
1075	Professional costs	8,800.00	6,664.00	End of year underpend likely. Spend possible for Bridewell listed building consent, business rates advice and other projects or earmark at year end.
1090	Election Expenses	1,500.00	0.00	Vire to EMR at end of year.
2015	Cemetery rates & water	2,200.00	3,578.75	No business rate relief applied. Corrected in 2023/24 budget.
2040	Play Areas	7,000.00	11,732.41	Read balance with EMR and project code 8015 - Play Area Replacement. End of year adjustment required.
2070	Bin emptying	4,000.00	2,039.12	End of year underspend expected. Need to review.
2075	Benches and noticeboards	500.00	951.00	End of year adjustment with earmarked reserve.
2085	Broad Oak maintenance	500.00	0.00	Invoice expected end of financial year.
2090	Odiham Common	1,000.00	0.00	Invoice expected end of financial year.
2095	Toilets - maintenance	1,000.00	145.00	End of year underspend expected.
2105	Toilets - cleaning	5,040.50	3,715.92	Year end overspend expected due to unforeseen rise in charges at start of financial year.
2115	Parish Room maintenance	1,000.00	375.00	End of year underspend expected. Vire unspent to earmarked reserve for future maintenance.
2120	Chapel Cottage maintenance	500.00	1,277.49	End of year adjustment with earmarked reserve.
2150	Bridewell set up costs	725.00	145.00	Purchase of legionella testing kit, cleaning equipment and keys outstanding.
2155	Bridewell electricity	3,700.00	2,024.83	Utilities contracts being monitored.
2160	Bridewell gas	4,300.00	0.00	Under review. Change of account holder in progress. First invoice not yet received.
2185	Bridewell maintenance	3,250.00	1,352.29	Research in progress. Earmark at end of year if still unspent.
3045	RAF Christmas gifts	2,500.00	1,200.00	End of year underspend already discussed and will be earmarked towards 2023/24.
3065	Remembrance	1,000.00	1,530.00	Unforeseen rise in road closure costs.
3105	Queen's Platinum Jubilee	1,500.00	13,872.13	Refer to code 3105. Overall profit on event.
4500	Lighting - maintenance & admin	4,000.00	4,539.82	Rise in energy costs. All utilities contracts being monitored.
5005	Lighting - energy costs	3,500.00	3,631.89	Rise in energy costs. All utilities contracts being monitored.
8005	War memorial	500.00		Vire to EMR at end of year.
8015	Play area replacement	5,000.00		Align with code 2040 at year end.
8025	Climate Action Plan	2,000.00	246.00	Invoice not received.
8030	Burial Plot Provision	7,500.00	1,650.00	Remaining works due before year end.
8035	Bridewell works	15,000.00	11,403.25	Research in progress. Read with earmarked reserve.
<b>INCOME</b>				
1510	Bank interest	550.00	1,023.80	New CCLA deposit account. Increase reflected in 2023/24 budget.
2500	Chapel Cottage rent	1,050.00	6,300.00	Only one month budget. New tenancy will result in significant additional income this year which should be reported against the 2023/24 budget.
2505	Burial fees	12,500.00	6,505.00	End of year deficit predicted. Several enquiries in progress.
2525	Bridewell tenant's	13,370.00	6,250.00	Utilities charged end of year. Near full income expected.
2530	Bridewell general lettings	3,580.00	126.00	End of year deficit predicted due to delay in toilet installation works.
3105	Platinum Jubilee		3,445.50	Read with EMR Platinum Jubilee £2,468.75. Return both to general reserves at year end.
3505	Event sponsorship	1,000.00	0.00	May not achieve. £250 sponsorship and £1,000 grant income achieved for Jubilee events but recorded under code 3105.
8035	Bridewell works	15,000.00	10,000.00	Includes £5,000 S106 developers contribution from Crownfields site which is not yet received.

**Odiham Parish Council**  
**Reserves Balance**  
**2022-2023**

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Capital</b>					
Allotment Deposits	1,160.00				1,160.00
Chapel Cottage Deposit	1,211.00				1,211.00
Buften Field Play Area	2,562.50				2,562.50
G Rothery Bequest	2,762.00				2,762.00
<b>Total Capital</b>	<b>7,695.50</b>				<b>7,695.50</b>
<b>Earmarked</b>					
Office Rental	1,000.00	1,877.72			2,877.72
IT Support/Upgrade	1,216.40				1,216.40
Election Expenses	2,500.00	1,000.00			3,500.00
Website					0.00
Cemetery Maintenance	491.35				491.35
Amenity Equipment Repairs	-390.00				-390.00
Chapel Building Maintenance	9,085.00				9,085.00
Chapel Cottage Maintenance	1,500.00	770.85			2,270.85
War Memorial Maintenance	1,116.00				1,116.00
Play Area Replacement	5,000.00	4,000.00			9,000.00
Benches & Noticeboards	1,465.40				1,465.40
Parish Room Maintenance	-2,320.00				-2,320.00
Grounds Maintenance	3,553.50				3,553.50
Memorial Testing	436.00				436.00
Revaluation of Buildings	725.00				725.00
Increasing Biodiversity	275.10				275.10
Footpaths Improvements	2,000.00				2,000.00
Development of Sustainable Tra	4,670.00				4,670.00
Supporting the High St	1,700.00	6,145.97			7,845.97
Conservation Area Character Ap					0.00
Book Exchange	501.28		501.28		0.00
Insurance					0.00
Tree Survey		810.88			810.88
PR & Publicity					0.00
Subscriptions	-9.00	9.00			0.00
The Bridewell	15,315.34				15,315.34
Community Grants	3,495.00		800.00		2,695.00
Platinum Jubilee		2,468.75			2,468.75

**Odiham Parish Council**  
**Reserves Balance**  
**2022-2023**

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<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Earmarked</b>					
Public toilets R&M		5,000.00			5,000.00
Floral displays		800.00			800.00
<b>Total Earmarked</b>	<b>53,326.37</b>	<b>22,883.17</b>	<b>1,301.28</b>		<b>74,908.26</b>
<b>TOTAL RESERVE</b>	<b>61,021.87</b>	<b>22,883.17</b>	<b>1,301.28</b>		<b>82,603.76</b>
<b>GENERAL FUND</b>					178,461.76
<b>TOTAL FUNDS</b>					261,065.52



Do the Numbers Limited  
37 Upper Brownhill Road  
Southampton, SO16 5NG

10<sup>th</sup> November 2022

Andrea Mann, Clerk,  
Odiham Parish Council  
The Bury, The Bridewell,  
Odiham,  
RG29 1NB

Dear Andrea,

**Subject: Review of matters arising from interim Internal Audit for 31 March 2023**

Following my visit today, please find below the list of matters arising. I found the systems and records of the council to be in very good order.

The internal audit was carried out in accordance with the requirements of the [Audit and Accounts Regulations 2015](#) and the guidance and instruction in the [Practitioners Guide 2022](#)

Test	Matter arising	Recommended Action
A	<i>Appropriate accounting records have been properly kept throughout the financial year</i>	
Debit card payments	The council does not currently operate a card for officers, either debit or credit, which could simplify processes and save money.	Over the coming months, the council could look at enabling card purchases by the proper officer.
Paperless office	The Scribe software allows supplier invoices to be stored as PDF attached to the ledger.	This saves on storage space and allows instant retrieval of invoice details.
Business Rates	The total rateable value of the properties used by the council is £20,400 of which £2550 is an exempt set of public toilets.	It may be worth taking advice from a specialist to see whether small business allowances could be further applied.
B	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
Standard documents	The standard documents (Fin Regs, Stand Ords etc) need to be reviewed each year.	This should be done over the winter.
C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
Buildings insurance	The council owns several listed buildings including the office, on which insurance is either expensive or unavailable.	It may be worth looking at partial 'self insurance' of some risks to retain funds within the council while ensuring the safety of assets.
Financial Risk Assessment	The council has not reviewed and approved its risk assessment during the year.	This should be done in advance of the year end.

Policy updates	The council has an updated policy to be approved, which is not in accordance with the underlying legislation.	It is good practice to base all policies upon tested good practice ( <a href="#">ACAS EDI example here</a> ) and where possible, include a link to the <a href="#">legislation</a> – as evidence that the Council Policy is binding.
D	<i>The precept budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
Budget spreadsheet	The budget is calculated using a spreadsheet – to allow options.	Great care should be taken to ensure that the budget is tested against actual every year
E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i>	
Allotment income	The account names for the plots are not set up in a way to enable completeness testing.	If account references are plot numbers, regardless of tenant name, ensuring completeness of income becomes transparent.
Land rental	It is not clear whether the annual fee for rental of the land under the pavilion has been charged up to date.	Although a small amount, the legal principle is important in such bills.
F	<i>Petty cash payments were properly supported by receipts, all petty cash was approved and VAT appropriately accounted for</i>	
Petty cash	The council holds a nominal amount in petty cash.	Risk could be reduced by switching to card payments (see above)
G	<i>Salaries to employees and allowances to members we paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied</i>	
	Not fully tested at this visit	records checked were in good order
H	<i>Asset and investment registers were complete and accurate and properly maintained</i>	
Asset purchase dates	The Asset register on Scribe does not include dates of purchase. It is useful to have an idea of the age of items such as grounds and play equipment.	Over the coming months, members should review the asset register and provide dates for older items where possible.
Asset register detail	In some instances, multiple assets have been entered on the register as a total rather than individually.	Tracking of asset replacement is clearer when assets are separated out.
I	<i>Periodic Bank reconciliations were carried out during the year</i>	
Bank statements	There is no evidence that members are seeing the actual bank statement, rather than just the Scribe summary.	It is good practice for members of the council in rotation to initial the bank reconciliation back to the actual statement.
J	<i>Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail and debtors and creditors recorded.</i>	
	Not tested at this visit	
K	<i>Certified Exempt in prior year</i>	
	Not applicable to this council	
L	<i>Transparency Code</i>	
	Not tested at this visit	
M	<i>Public Rights</i>	
Members	A member has not fully filled out	Where 'none' please write none.

DPI forms	their form as at the date of review.	
<i>N</i>	<i>Publication of prior year AGAR</i>	
The records of the council comply with this test.		
<i>O</i>	<i>Trust funds</i>	
Charity 301909	The Sports Centre trust charity funds are being used up on the maintenance of the relevant land.	The charity return should reach zero from March 2023 and then forwards.
George Rothery Bequest	The terms of this bequest are contrary to LGA1972 – councils may not make grants to individuals from funds that have been received into a council account.	The council should either grant the funds to a charity that is able to comply with the bequest, or to a group that meets the required objectives. Grants to individuals are ultra vires.
<i>P</i>	<i>Borrowing</i>	
	Not applicable to this council	

I will return to the council in May to complete my review. If either you or your members have any queries, please do not hesitate to contact me.

Regards,



Eleanor S Greene

**REPORT ON:** Progress of issues identified in Internal Audit Report  
**WRITTEN BY:** Parish Clerk  
**MEETING DATE:** 17<sup>th</sup> January 2023  
**AGENDA ITEMS:** 71/22

Area	Action	Update
Debit card payments	Enable method for card purchases by the Proper Officer.	Another application submitted for Multipay card form. Awaiting response before researching alternative provider.
Paperless office	Scribe allows for invoices to be filed electronically.	Will consider in future when all invoices received electronically.
Business rates	The total rateable value of the properties used but the council is £20,400 of which £2,550 is an exempt set of public toilets. It may be worth taking advice from a specialist to see whether small business allowances could be further applied.	Invoices have now been paid. OPC to decide whether to progress suggestion, noting likely cost of professional advice.
Annual review of standard documents	<ul style="list-style-type: none"> <li>- Financial Regulations</li> <li>- Standing Orders</li> </ul>	<ul style="list-style-type: none"> <li>- Reviewed Dec '22. Finance Committee to review delegated expenditure limits.</li> <li>- Due Feb '23</li> </ul>
Buildings insurance	Look at partial 'self insurance' of some risks to retain funds within the council while ensuring the safety of assets.	For discussion.
Financial Risk Assessment	Carry out annual review.	On full Council agenda 17.11.23.
Policy updates	Ensure policies relating to equality refer to current legislation.	Actioned.
Budget spreadsheet	Ensure budget is tested against actual each year.	Actioned. 2023/24 draft budget prepared on Scribe.
Allotment income	Set up supplier for each allotment plot, rather than name.	Noted. Will complete when next allotment rent invoices issued April '23.
Land rental	Ensure all invoices have been issued to the Tennis Club (£5), Bowls Club (£5 due 21 <sup>st</sup> Sept), and Leapfrogs (£1).	Invoices issued and paid.
Petty cash	Reduce risk of petty cash by switching to card payment.	Petty cash no longer used. See "debit card payments" above.
Asset purchase dates	Members to review Asset Register to provide estimated dates of acquisition.	For discussion.
Asset register	Try to separate assets on Asset Register to make tracking of asset replacement easier.	To be actioned early 2023.
Bank Statements	Ensure rotation of Councillors to check bank statements against Scribe reconciliations.	To agree a process for the Finance Committee members. On agenda.
DPI forms	Ensure forms are completed properly.	Actioned.
George Rothery Bequest	Terms of bequest are contrary to LGA 1972. Agree other methods of awarding for specified benefit without grant funding individual.	Actioned.

**Odiham Parish Council**  
**Net Position by Cost Centre and Code**

**Cost Centre Name**

<b>1000 - General Account</b>		<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>	
<b>Code</b>	<b>Title</b>	<b>Bal. B/Fwd.</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
1005	Staff Salaries				71,000.00		71,000.00
1010	Employers' NI				5,700.00		5,700.00
1015	Pension Contribution				15,300.00		15,300.00
1020	Travel				500.00		500.00
1025	Training				1,000.00		1,000.00
1030	Office Rental						
1035	Rates				5,650.00		5,650.00
1040	Telephone and internet				2,100.00		2,100.00
1045	Office Equipment				1,000.00		1,000.00
1050	IT Support and Back up		116.00		5,000.00		4,884.00
1055	Postage and consumables				1,000.00		1,000.00
1060	Accounts Package				1,325.00		1,325.00
1065	Bank Charges				400.00		400.00
1070	Audit Fees				1,500.00		1,500.00
1075	Professional Costs				4,000.00		4,000.00
1080	Subscriptions				2,500.00		2,500.00
1085	Insurance				7,000.00		7,000.00
1090	Election Expenses				1,500.00		1,500.00
1095	Civic Hospitality				350.00		350.00
1100	Caretaking Equipment				500.00		500.00
1500	Precept		211,391.00				-211,391.00
1505	VAT						
1510	Bank Interest		3,400.00				-3,400.00
1515	S106 Income						
1525	Other Income						
			<b>214,907.00</b>		<b>127,325.00</b>		<b>-87,582.00</b>

<b>2000 - Amenity Areas</b>		<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>	
<b>Code</b>	<b>Title</b>	<b>Bal. B/Fwd.</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
2005	Chamberlain Gardens (SC				3,500.00		3,500.00
2010	Cemetery Maintenance				16,635.00		16,635.00
2015	Cemetery rates and water				3,900.00		3,900.00
2020	Cemetery electricity				400.00		400.00
2030	Memorial testing						
2035	Other amenity areas main				6,000.00		6,000.00
2040	Play Areas				7,000.00		7,000.00
2050	Allotments - maintenance				800.00		800.00
2055	Allotments - Water				250.00		250.00
2065	Tree works				4,500.00		4,500.00
2070	Bin emptying				6,000.00		6,000.00
2075	Benches and Noticeboard				500.00		500.00
2080	Basingstoke Canal				4,100.00		4,100.00
2085	Broad Oak Maintenance				500.00		500.00
2090	Commons Ranger				1,000.00		1,000.00
2095	Toilets - Maintenance						
2100	Toilets - Power and rates				1,200.00		1,200.00
2105	Toilets - cleaning				5,300.00		5,300.00
2110	Parish Room - power and						
2115	Parish room - maintenance				500.00		500.00
2120	Chapel Cottage Maintenan				500.00		500.00
2125	Estate Agent Fees				1,687.00		1,687.00
2135	Tree Survey				250.00		250.00
2140	Bus Shelter Maintenance				250.00		250.00
2150	The Bridewell - set up cos						
2155	The Bridewell - electricity				3,624.00		3,624.00
2160	The Bridewell - gas				3,796.00		3,796.00
2165	The Bridewell - water				200.00		200.00
2170	The Bridewell - cleaning &				6,500.00		6,500.00
2175	The Bridewell - waste disp				900.00		900.00
2180	The Bridewell - H&S check				1,450.00		1,450.00
2185	The Bridewell - maintenanc				2,500.00		2,500.00
2500	Chapel Cottage rent		17,940.00				-17,940.00
2505	Burial fees		12,000.00				-12,000.00
2510	Allotment rents		1,100.00				-1,100.00
2515	Allotment Deposits						
2520	Other income		100.00				-100.00
2525	The Bridewell - tenants' re		13,000.00				-13,000.00
2530	The Bridewell - general let		3,000.00				-3,000.00

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

**Odiham Parish Council**  
**Net Position by Cost Centre and Code**

**Cost Centre Name**

		47,140.00		83,742.00		36,602.00	
<b>3000 - Community</b>							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
3005	APA				250.00		250.00
3010	PR & Pub inc newsletter				3,500.00		3,500.00
3015	Community Grants				5,000.00		5,000.00
3016	G Rothery Grant						
3025	Citizens Advice				1,500.00		1,500.00
3026	Community Awards						
3030	Christmas Evening				2,500.00		2,500.00
3035	Christmas Trees and Light				900.00		900.00
3040	Carols in Bury						
3045	RAF Christmas Gifs				1,250.00		1,250.00
3050	Bi annual box cart race						
3055	Armed Forces Day				500.00		500.00
3060	VE Day						
3065	Remembrance				1,250.00		1,250.00
3070	Promotion of village				1,500.00		1,500.00
3075	Survey Subscriptions				330.00		330.00
3080	Odiham Book Exchange						
3085	Bands in the Bury				1,000.00		1,000.00
3090	Flavourfest				1,000.00		1,000.00
3095	Hanging Baskets						
3100	Spooktakula				1,000.00		1,000.00
3105	Queen's Platinum Jubilee						
3110	Coronation				5,000.00		5,000.00
3500	Community Income						
3505	Event Sponsorship Income		1,000.00				-1,000.00
			<b>1,000.00</b>		<b>26,480.00</b>		<b>25,480.00</b>
<b>4000 - Planning</b>							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
4010	NH Plan						
4015	NW and Odiham CA Appra						
4020	Neighbourhood Plan Upda				2,500.00		2,500.00
					<b>2,500.00</b>		<b>2,500.00</b>
<b>5000 - Traffic and Transport</b>							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
5000	Lighting - Maint and admir				4,300.00		4,300.00
5005	Lighting - energy costs				3,700.00		3,700.00
5015	Sustainable Transport						
5020	Village Gateway						
					<b>8,000.00</b>		<b>8,000.00</b>
<b>7000 - Earmarked Reserves</b>							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
7005	Office Rental						
7010	IT Support/Upgrade						
7015	Election Expenses						
7020	Website						
7025	Allotment Deposits						
7030	Chapel Cottage Deposit						
7035	Cemetery Maintenance						
7040	Amenity Equipment Repai						
7045	Chapel Building Maintenar						
7050	Chapel Cottage Maintenar						
7055	War Memorial Maintenanc						
7060	Play Area Replacement						
7065	Buften Field Play Area						
7070	Benches & Noticeboards						
7075	Parish Room Maintenance						

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

**Odiham Parish Council**  
**Net Position by Cost Centre and Code**

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**Cost Centre Name**

7080 Grounds Maintenance  
7085 Memorial Testing  
7090 Revaluation of Buildings  
7095 Footpaths Improvements  
7100 Development of Sustainab  
7105 G Rothery Bequest  
7110 Re-energising the High St  
7115 Conservation Area Charac  
7120 Increasing Biodiversity  
7125 Book Exchange  
7130 Insurance - EMR  
7135 Tree Survey - EMR  
7140 PR & Publicity - EMR  
7145 Subscriptions - EMR  
7150 The Bridewell  
7155 Community Grants  
7165 Public toilets R&M  
7170 Floral displays

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**8000 - Projects**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
7160	Platinum Jubilee						
8005	War Memorial						
8010	Parish Room						
8015	Play Area Replacement				3,000.00		3,000.00
8020	Supporting High Street						
8025	Climate Action Plan				2,000.00		2,000.00
8030	Burial plot provision						
8035	Bridewell works		5,000.00		10,000.00		5,000.00
8040	Benches				2,000.00		2,000.00
8050	Area of reflection				3,000.00		3,000.00
			<b>5,000.00</b>		<b>20,000.00</b>		<b>15,000.00</b>

**NET TOTAL****268,047.00****268,047.00**

**Odiham Parish Council**  
**Budget Report**  
**Budget Report with Last Year's Budgets**

Code	Title	Cost Centre	Notes	Current Year		Last Year	
				Receipts	Payments	Receipts	Payments
1005	Staff Salaries	1000 - General Account			71,000.00		69,900.00
1010	Employers' NI	1000 - General Account			5,700.00		6,000.00
1015	Pension Contribution	1000 - General Account			15,300.00		14,000.00
1020	Travel	1000 - General Account			500.00		500.00
1025	Training	1000 - General Account	Increase for new Councillor training		1,000.00		750.00
1030	Office Rental	1000 - General Account					1,500.00
1035	Rates	1000 - General Account	Includes full rates for Bridewell		5,650.00		3,000.00
1040	Telephone and internet	1000 - General Account			2,100.00		2,100.00
1045	Office Equipment	1000 - General Account	Can be spent in conjunction with code 1050		1,000.00		1,000.00
1050	IT Support and Back up	1000 - General Account	Allows for Sharepoint for Councillors and £500 provision of IT replacement	116.00	5,000.00		4,500.00
1055	Postage and consumables	1000 - General Account	More office working and staff		1,000.00		750.00
1060	Accounts Package	1000 - General Account	Increased costs advised by supplier		1,325.00		1,133.00
1065	Bank Charges	1000 - General Account			400.00		400.00
1070	Audit Fees	1000 - General Account			1,500.00		1,500.00
1075	Professional Costs	1000 - General Account	Reduction due to Bridewell costs in 2022-23		4,000.00		8,800.00
1080	Subscriptions	1000 - General Account			2,500.00		2,400.00
1085	Insurance	1000 - General Account	Quote received		7,000.00		6,600.00
1090	Election Expenses	1000 - General Account			1,500.00		1,500.00
1095	Civic Hospitality	1000 - General Account			350.00		250.00
1100	Caretaking Equipment	1000 - General Account			500.00		500.00
1500	Precept	1000 - General Account		211,391.00		210,411.50	
1505	VAT	1000 - General Account					
1510	Bank Interest	1000 - General Account	New HTB 1 year bond 50.5k @ 3.75% and CCLA 75k @ 2.89% (Nov 22)		3,400.00	550.00	
1515	S106 Income	1000 - General Account					
1525	Other Income	1000 - General Account					
2005	Chamberlain Gardens	2000 - Amenity Areas			3,500.00		3,500.00
2010	Cemetery Maintenance	2000 - Amenity Areas	Allows for better maintenance including hedgerows		16,635.00		14,000.00
2015	Cemetery rates and works	2000 - Amenity Areas	Previous budgets insufficient		3,900.00		2,200.00
2020	Cemetery electricity	2000 - Amenity Areas			400.00		250.00
2030	Memorial testing	2000 - Amenity Areas	Completed in 2021				
2035	Other amenity areas	2000 - Amenity Areas			6,000.00		5,000.00
2040	Play Areas	2000 - Amenity Areas			7,000.00		7,000.00
2050	Allotments - maintenance	2000 - Amenity Areas			800.00		800.00
2055	Allotments - Water	2000 - Amenity Areas			250.00		160.00
2065	Tree works	2000 - Amenity Areas	Previous budgets insufficient		4,500.00		3,500.00
2070	Bin emptying	2000 - Amenity Areas	Direct increase passed on by contractor		6,000.00		4,000.00
2075	Benches and Noticeboards	2000 - Amenity Areas	See also project code		500.00		500.00
2080	Basingstoke Canal	2000 - Amenity Areas	Direct charge from HCC		4,100.00		4,100.00
2085	Broad Oak Maintenance	2000 - Amenity Areas	Direct charge from Hart		500.00		500.00
2090	Commons Ranger	2000 - Amenity Areas	Direct charge from Hart		1,000.00		1,000.00
2095	Toilets - Maintenance	2000 - Amenity Areas	EMR available				1,000.00



**Odiham Parish Council**  
**Budget Report**  
**Budget Report with Last Year's Budgets**

Code	Title	Cost Centre	Notes	Current Year		Last Year	
				Receipts	Payments	Receipts	Payments
2100	Toilets - Power and ra	2000 - Amenity Areas			1,200.00		1,000.00
2105	Toilets - cleaning	2000 - Amenity Areas	Includes sanitary bin contract		5,300.00		5,040.50
2110	Parish Room - power	2000 - Amenity Areas					
2115	Parish room - mainter	2000 - Amenity Areas			500.00		1,000.00
2120	Chapel Cottage Maint	2000 - Amenity Areas			500.00		500.00
2125	Estate Agent Fees	2000 - Amenity Areas	Assumes 12 x months occupancy		1,687.00		
2135	Tree Survey	2000 - Amenity Areas			250.00		500.00
2140	Bus Shelter Maintena	2000 - Amenity Areas			250.00		250.00
2150	The Bridewell - set up	2000 - Amenity Areas					725.00
2155	The Bridewell - electri	2000 - Amenity Areas	Based on 12 x Dec 22 charge		3,624.00		3,700.00
2160	The Bridewell - gas	2000 - Amenity Areas	Cost unknown. Transfer of account still in progress		3,796.00		4,300.00
2165	The Bridewell - water	2000 - Amenity Areas			200.00		185.00
2170	The Bridewell - cleanii	2000 - Amenity Areas	No provision for increased cleaning charges after new toilets		6,500.00		6,200.00
2175	The Bridewell - waste	2000 - Amenity Areas	New waste carrier		900.00		1,113.00
2180	The Bridewell - H&S c	2000 - Amenity Areas			1,450.00		1,325.00
2185	The Bridewell - mainte	2000 - Amenity Areas	R&M only		2,500.00		3,250.00
2500	Chapel Cottage rent	2000 - Amenity Areas	Assumes 12 x months @ full rental	17,940.00		1,050.00	
2505	Burial fees	2000 - Amenity Areas	2022-23 increase not likely to be achieved	12,000.00		12,500.00	
2510	Allotment rents	2000 - Amenity Areas	£5 increase per plot	1,100.00		1,000.00	
2515	Allotment Deposits	2000 - Amenity Areas					
2520	Other income	2000 - Amenity Areas		100.00		100.00	
2525	The Bridewell - tenant	2000 - Amenity Areas	Dependent on accurate budgeting of management costs	13,000.00		13,370.00	
2530	The Bridewell - gener	2000 - Amenity Areas	Assumes £250 per month, 25 hours @ £10	3,000.00		3,580.00	
3005	APA	3000 - Community			250.00		250.00
3010	PR & Pub inc newslet	3000 - Community			3,500.00		4,000.00
3015	Community Grants	3000 - Community	Reinstate after zero budget in 2022-23		5,000.00		
3016	G Rothery Grant	3000 - Community					
3025	Citizens Advice	3000 - Community			1,500.00		1,500.00
3026	Community Awards	3000 - Community					250.00
3030	Christmas Evening	3000 - Community			2,500.00		2,500.00
3035	Christmas Trees and I	3000 - Community			900.00		900.00
3040	Carols in Bury	3000 - Community					
3045	RAF Christmas Gifs	3000 - Community	Use with EMR from 2022-23 underspend		1,250.00		2,500.00
3050	Bi annual box cart rac	3000 - Community					
3055	Armed Forces Day	3000 - Community			500.00		500.00
3060	VE Day	3000 - Community					
3065	Remembrance	3000 - Community	Increase for road closure fee		1,250.00		1,000.00
3070	Promotion of village	3000 - Community	Increase for hosting VoY awards evening		1,500.00		1,000.00
3075	Survey Subscriptions	3000 - Community			330.00		571.00
3080	Odiham Book Exchan	3000 - Community					
3085	Bands in the Bury	3000 - Community			1,000.00		1,000.00

**Odiham Parish Council**  
**Budget Report**  
**Budget Report with Last Year's Budgets**

Code	Title	Cost Centre	Notes	Current Year		Last Year	
				Receipts	Payments	Receipts	Payments
3090	Flavourfest	3000 - Community			1,000.00		1,000.00
3095	Hanging Baskets	3000 - Community					
3100	Spooktakula	3000 - Community			1,000.00		1,000.00
3105	Queen's Platinum Jub	3000 - Community					1,500.00
3110	Coronation	3000 - Community			5,000.00		
3500	Community Income	3000 - Community					
3505	Event Sponsorship In	3000 - Community	Assume grant and sponsorship income for Coronation	1,000.00		1,000.00	
4010	NH Plan	4000 - Planning					
4015	NW and Odiham CA	4000 - Planning	Project complete				150.00
4020	Neighbourhood Plan l	4000 - Planning	New project		2,500.00		
5000	Lighting - Maint and a	5000 - Traffic and Transpor	Utilities increase passed on from HCC		4,300.00		
5005	Lighting - energy cost:	5000 - Traffic and Transpor	Utilities increase passed on from HCC		3,700.00		3,500.00
5015	Sustainable Transport	5000 - Traffic and Transpor	EMR available				
5020	Village Gateway	5000 - Traffic and Transpor				4,000.00	4,000.00
7005	Office Rental	7000 - Earmarked Reserve					
7010	IT Support/Upgrade	7000 - Earmarked Reserve					
7015	Election Expenses	7000 - Earmarked Reserve					
7020	Website	7000 - Earmarked Reserve					
7025	Allotment Deposits	7000 - Earmarked Reserve					
7030	Chapel Cottage Depo	7000 - Earmarked Reserve					
7035	Cemetery Maintenanc	7000 - Earmarked Reserve					
7040	Amenity Equipment R	7000 - Earmarked Reserve					
7045	Chapel Building Maint	7000 - Earmarked Reserve					
7050	Chapel Cottage Maint	7000 - Earmarked Reserve					
7055	War Memorial Mainte	7000 - Earmarked Reserve					
7060	Play Area Replaceme	7000 - Earmarked Reserve					
7065	Bufton Field Play Are	7000 - Earmarked Reserve					
7070	Benches & Noticeboa	7000 - Earmarked Reserve					
7075	Parish Room Mainten	7000 - Earmarked Reserve					
7080	Grounds Maintenance	7000 - Earmarked Reserve					
7085	Memorial Testing	7000 - Earmarked Reserve					
7090	Revaluation of Buildi	7000 - Earmarked Reserve					
7095	Footpaths Improve	7000 - Earmarked Reserve					
7100	Development of Sust	7000 - Earmarked Reserve					
7105	G Rothery Bequest	7000 - Earmarked Reserve					
7110	Re-energising the Hig	7000 - Earmarked Reserve					
7115	Conservation Area Ch	7000 - Earmarked Reserve					
7120	Increasing Biodiversit	7000 - Earmarked Reserve					
7125	Book Exchange	7000 - Earmarked Reserve					
7130	Insurance - EMR	7000 - Earmarked Reserve					
7135	Tree Survey - EMR	7000 - Earmarked Reserve					
7140	PR & Publicity - EMR	7000 - Earmarked Reserve					
7145	Subscriptions - EMR	7000 - Earmarked Reserve					
7150	The Bridewell	7000 - Earmarked Reserve					

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Code	Title	Cost Centre	Notes	Current Year		Last Year	
				Receipts	Payments	Receipts	Payments
7155	Community Grants	7000 - Earmarked Reserve					
7165	Public toilets R&M	7000 - Earmarked Reserve					
7170	Floral displays	7000 - Earmarked Reserve					
7160	Platinum Jubilee	8000 - Projects					
8005	War Memorial	8000 - Projects	EMR available				500.00
8010	Parish Room	8000 - Projects					
8015	Play Area Replaceme	8000 - Projects	Extensive repairs carried out 21-23		3,000.00		5,000.00
8020	Supporting High Stree	8000 - Projects	EMR available				
8025	Climate Action Plan	8000 - Projects	For delivery Biodiversity Action Plan		2,000.00		2,000.00
8030	Burial plot provision	8000 - Projects					7,500.00
8035	Bridewell works	8000 - Projects	Assumes Crownfields S106 income	5,000.00	10,000.00	15,000.00	15,000.00
8040	Benches	8000 - Projects	Includes picnic benches		2,000.00		
8050	Area of reflection	8000 - Projects	New project		3,000.00		