



MEMBERS OF ODIHAM PARISH COUNCIL FINANCE COMMITTEE ARE SUMMONED TO ATTEND THE FINANCE COMMITTEE MEETING TO BE HELD AT THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB ON TUESDAY 16th JANUARY 2024 AT **7.15pm**

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND

10th January 2024

Andrea Mann Parish Clerk

- F26/23** **To receive apologies for absence**
- F27/23** **To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- F28/23** **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.
- F29/23** **Approval of minutes**
To approve the minutes of the Finance Committee meeting held on 17th October 2023 (F13/23-F25/23).
- F30/23** **October-December 2023 bank reconciliations (pages 2-4)**
i) To approve the bank reconciliations for October to December 2023 to be signed by the Committee Chair.
ii) To agree a committee member to counter sign presented statements.
- F31/23** **Quarter 3 2023 payments listing (pages 5-11)**
To review and accept the 2023/24 Quarter 3 payments listing and agree any coding adjustments, which will be published on OPC's website following the meeting.
- F32/23** **Quarter 3 2023 budget position and variances (pages 12-16)**
To review the 2023/24 budget position to 31st December (pages 12-14) and discuss variances shown on page 15-16.
- F33/23** **Earmarked Reserves (pages 17-18)**
To review and note the earmarked reserves balance at 31st December and consider any required virements to and from the main budget.
- F34/23** **Bank balances, investments and reserves (page 19)**
To review and note position at 31st December and agree any changes.
- F35/23** **2024/25 budget and precept (draft papers circulated to councillors)**
To agree recommendation to full Council.
- F36/23** **Internal Audit Report and Asset Register (pages 20-21)**
To note completed actions in the interim Internal Audit Report and discuss options for report reporting assets, as set out in the Clerk's correspondence.
- F37/23** **Next meeting - Scheduled 16th April 2024.**

Odiham Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/10/2023		
	Cash in Hand 01/04/2023		209,029.33
	ADD Receipts 01/04/2023 - 31/10/2023		276,425.58
	SUBTRACT Payments 01/04/2023 - 31/10/2023		485,454.91
			207,472.71
A	Cash in Hand 31/10/2023 (per Cash Book)		277,982.20
	Cash in hand per Bank Statements		
	Petty Cash	31/10/2023	0.00
	Lloyds/Unity Multipay card	31/10/2023	0.00
	CCLA	31/10/2023	78,357.57
	Hampshire Trust Bank	31/10/2023	50,500.00
	Lloyds 30 days notice account	31/10/2023	3,548.71
	Unity Trust	31/10/2023	113,774.82
	Lloyds Treasurer's Account	31/10/2023	46,860.63
	Lloyds Money Market	31/10/2023	0.00
			293,041.73
	Less unrepresented payments		15,059.53
			277,982.20
	Plus unrepresented receipts		
B	Adjusted Bank Balance		277,982.20
	A = B Checks out OK		

Odiham Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/11/2023		
	Cash in Hand 01/04/2023		209,029.33
	ADD		
	Receipts 01/04/2023 - 30/11/2023		285,043.34
			494,072.67
	SUBTRACT		
	Payments 01/04/2023 - 30/11/2023		232,046.95
A	Cash in Hand 30/11/2023 (per Cash Book)		262,025.72
	Cash in hand per Bank Statements		
	Petty Cash	30/11/2023	0.00
	Lloyds/Unity Multipay card	30/11/2023	0.00
	CCLA	30/11/2023	78,715.90
	Hampshire Trust Bank	30/11/2023	50,500.00
	Lloyds 30 days notice account	30/11/2023	3,552.63
	Unity Trust	30/11/2023	83,353.86
	Lloyds Treasurer's Account	30/11/2023	46,860.63
	Lloyds Money Market	30/11/2023	0.00
			262,983.02
	Less unrepresented payments		957.30
			262,025.72
	Plus unrepresented receipts		
B	Adjusted Bank Balance		262,025.72
	A = B Checks out OK		

Odiham Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/12/2023		
	Cash in Hand 01/04/2023		209,029.33
	ADD Receipts 01/04/2023 - 31/12/2023		305,523.40
	SUBTRACT Payments 01/04/2023 - 31/12/2023		514,552.73
			268,304.79
A	Cash in Hand 31/12/2023 (per Cash Book)		246,247.94
	Cash in hand per Bank Statements		
	Petty Cash	31/12/2023	0.00
	Lloyds/Unity Multipay card	31/12/2023	0.00
	CCLA	31/12/2023	125,916.42
	Hampshire Trust Bank	31/12/2023	50,500.00
	Lloyds 30 days notice account	31/12/2023	3,556.68
	Unity Trust	31/12/2023	67,161.51
	Lloyds Treasurer's Account	31/12/2023	0.63
	Lloyds Money Market	31/12/2023	0.00
			247,135.24
	Less unrepresented payments		957.30
			246,177.94
	Plus unrepresented receipts		70.00
B	Adjusted Bank Balance		246,247.94
	A = B Checks out OK		

Odiham Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
230	09/10/2023		Unity Trust	230	Stripe Transaction Fee	Stripe	X	1.25		1.25
231	17/10/2023		Unity Trust	231	Electricity - King St Toilets	nPower	L	51.08	2.55	53.63
232	17/10/2023		Unity Trust	232	Water - allotments	Castle water	S	390.33	78.06	468.39
233	17/10/2023		Unity Trust	233	Cemetery tree planning app	NP Tree Management	S	50.00	10.00	60.00
234	17/10/2023		Unity Trust	234	Autumn 2023 Newsletter	IC Printing Services	Z	869.00		869.00
235	17/10/2023		Unity Trust	235	Zip wire Recreation Ground	Playscene Ltd	S	295.00	59.00	354.00
236	17/10/2023		Unity Trust	236	Drink for awards evening	Wrights Ltd	Z	130.00		130.00
237	17/10/2023		Unity Trust	237	Mileage to collect awards supp	B Tate	Z	8.73		8.73
238	17/10/2023		Unity Trust	238	Village of the year awards	A Mann Expenses	S	4.09	0.82	4.91
238	17/10/2023		Unity Trust	238	Village of the year awards	A Mann Expenses	Z	16.20		16.20
238	17/10/2023		Unity Trust	238	Village of the year awards	A Mann Expenses	Z	50.00		50.00
238	17/10/2023		Unity Trust	238	Village of the year awards	A Mann Expenses	Z	48.66		48.66
239	17/10/2023		Unity Trust	239	IT Support Oct 23	Connect Computer Consultan	S	135.00	27.00	162.00
240	17/10/2023		Unity Trust	240	King St Toilets cleaning	CJH Cleaning Services Ltd	S	433.06	86.61	519.67
241	17/10/2023		Unity Trust	241	Bridewell cleaning (Sep)	YBC	S	509.63	101.93	611.56
242	17/10/2023		Unity Trust	242	Office 365 x 4 accounts	Microsoft Ireland	Z	47.00		47.00
243	17/10/2023		Unity Trust	243	Anti-virus, D Clerk screen, wire	Connect Computer Consultan	S	325.00	65.00	390.00
244	17/10/2023		Unity Trust	244	The bridewell courtyard	Keith Dodd	Z	680.00		680.00
245	17/10/2023		Unity Trust	245	Play area call out	Keith Dodd	Z	30.00		30.00
246	17/10/2023		Unity Trust	246	Water - King St Toilets	Castle water	Z	25.43		25.43
247	17/10/2023		Unity Trust	247	Stationery, stamps & toilet pap	Viking	S	39.40	7.88	47.28
247	17/10/2023		Unity Trust	247	Stationery, stamps & toilet pap	Viking	S	4.95	0.99	5.94
247	17/10/2023		Unity Trust	247	Stationery, stamps & toilet pap	Viking	Z	112.50		112.50
247	17/10/2023		Unity Trust	247	Stationery, stamps & toilet pap	Viking	S	8.99	1.80	10.79
248	17/10/2023		Unity Trust	248	Fire alarm repair	KBO Fire & Security	S	120.00	24.00	144.00
249	17/10/2023		Unity Trust	249	Donation for poppies	RBL	Z	100.00		100.00
250	17/10/2023		Unity Trust	250	External Audit Fees	BDO LLP	S	630.00	126.00	756.00
251	17/10/2023		Unity Trust	251	King St toilets	DTE Electrical & Property	Z	846.00		846.00
252	17/10/2023		Unity Trust	252	Phones (new system)	BT	S	196.21	39.24	235.45
253	17/10/2023		Unity Trust	253	Chamberlain Gardens play are:	Playscene Ltd	S	208.00	41.60	249.60
254	17/10/2023		Unity Trust	254	Odiham & North Warnborough	Troy Hayes Planning Ltd	S	3,525.00	705.00	4,230.00
255	17/10/2023		Unity Trust	255	Repair to water heater	Servio Building Services Main	S	278.64	55.73	334.37
256	17/10/2023		Unity Trust	256	Newsletter Distribution	The Extra Mile Leaflet Distrib	Z	170.00		170.00

Odiham Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
257	Benches and Noticeboards	17/10/2023		Unity Trust	257	Bench Palace Gate	Keith Dodd	Z	95.00		95.00
258	Travel	17/10/2023		Unity Trust	258	Amenity Officer mileage	J Peek - expenses	Z	19.10		19.10
259	The Bridewell - maintenance	17/10/2023		Unity Trust	259	Drain clearance & CCTV	Global Ltd Drain & Sewer Ser	S	252.50	50.50	303.00
260	Professional Costs	17/10/2023		Unity Trust	260	Temporary office admin	Pauline Cridland	Z	312.00		312.00
261	The Bridewell - general lettin	17/10/2023		Unity Trust	261	Refund Bridewell hire	Liminal Space Training	Z	210.00		210.00
262	Bin emptying	17/10/2023		Unity Trust	262	Grounds maintenance - Sept '23	Larkstel Ltd	S	104.00	20.80	124.80
262	Bin emptying	17/10/2023		Unity Trust	262	Grounds maintenance - Sept '23	Larkstel Ltd	S	60.00	12.00	72.00
262	Cemetery Maintenance	17/10/2023		Unity Trust	262	Grounds maintenance - Sept '23	Larkstel Ltd	S	1,089.58	217.92	1,307.50
262	Other amenity areas mainter	17/10/2023		Unity Trust	262	Grounds maintenance - Sept '23	Larkstel Ltd	S	1,038.80	207.76	1,246.56
262	Play Areas	17/10/2023		Unity Trust	262	Grounds maintenance - Sept '23	Larkstel Ltd	S	346.66	69.33	415.99
262	The Bridewell - waste dispos	17/10/2023		Unity Trust	262	Grounds maintenance - Sept '23	Larkstel Ltd	S	30.00	6.00	36.00
263	Promotion of village	17/10/2023		Unity Trust	263	Expenses - see card breakdow	Lloyds Bank	S	3.82	0.76	4.58
263	Bank Charges	17/10/2023		Unity Trust	263	Expenses - see card breakdow	Lloyds Bank	Z	3.00		3.00
263	Promotion of village	17/10/2023		Unity Trust	263	Expenses - see card breakdow	Lloyds Bank	Z	194.92		194.92
263	Promotion of village	17/10/2023		Unity Trust	263	Expenses - see card breakdow	Lloyds Bank	Z	61.00		61.00
263	Promotion of village	17/10/2023		Unity Trust	263	Expenses - see card breakdow	Lloyds Bank	Z	39.46		39.46
263	Other amenity areas mainter	17/10/2023		Unity Trust	263	Expenses - see card breakdow	Lloyds Bank	Z	18.00		18.00
264	Promotion of village	17/10/2023		Unity Trust	264	Room hire - awards evening	The Cross Barn	Z	95.00		95.00
265	IT Support and Back up	17/10/2023		Unity Trust	265	@odiham.org.uk host	TSO Host	S	107.88	21.58	129.46
266	IT Support and Back up	17/10/2023		Unity Trust	266	IT support Nov '23	Connect Computer Consultan	S	135.00	27.00	162.00
267	Staff Salaries	18/10/2023		Unity Trust	267	October Salaries	October Salaries	Z	4,293.45		4,293.45
268	Staff Salaries	18/10/2023		Unity Trust	268	Employees PAYE & NI - October	HMRC	Z	863.48		863.48
269	Staff Salaries	18/10/2023		Unity Trust	269	Employee Pension Cont - Octo	Hampshire Pension Fund	Z	349.67		349.67
270	Employers' NI	18/10/2023		Unity Trust	198	Employers NI - October 2023	HMRC	Z	446.11		446.11
271	Pension Contribution	18/10/2023		Unity Trust	271	Employers Pension Cont - Octo	Hampshire Pension Fund	Z	1,178.42		1,178.42
272	The Bridewell - maintenance	18/10/2023		Unity Trust	272	Repair MP toilet	Trust Property Services Ltd	S	132.00	26.40	158.40
273	Other amenity areas mainter	18/10/2023		Unity Trust	273	Defib pads	Defibworld	S	116.99	22.60	139.59
274	The Bridewell - general lettin	21/10/2023		Unity Trust	274	Stripe Transaction Fee	Stripe	X	3.35		3.35
275	Other amenity areas mainter	31/10/2023		Unity Trust	275	Calibrate legionella equip	Point Safety Ltd	S	49.96	9.99	59.95
276	Subscriptions	31/10/2023		Unity Trust	276	Premises License	Hart DC/Basingstoke & Dean	Z	70.00		70.00
277	Climate, biodiversity & envirc	31/10/2023		Unity Trust	277	HedgehogsRUS	HedgehogsRUS	Z	157.50		157.50
278	The Bridewell - maintenance	31/10/2023		Unity Trust	278	Accessible toilet	Trust Property Services Ltd	Z	5,539.00		5,539.00
279	Professional Costs	31/10/2023		Unity Trust	279	Support with Bridewell EOI	Cecilia the Clerk	Z	225.00		225.00
280	Chapel Building Maintenance	31/10/2023		Unity Trust	280	Monitor tell-tales N Chapel	SFK Consulting LLP	S	300.00	60.00	360.00
281	IT Support and Back up	31/10/2023		Unity Trust	281	Office 365 accounts	Microsoft Ireland	Z	47.00		47.00
282	Climate, biodiversity & envirc	31/10/2023		Unity Trust	282	Hall hire - H&IoWWT talk	NW Village Hall	Z	48.00		48.00

Odiham Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
283	31/10/2023		Unity Trust	283	The Bridewell gas	Total Energies Gas & Power I	S	595.71	119.14	714.85
284	31/10/2023		Unity Trust	284	The Bridewell gas	Total Energies Gas & Power I	L	196.18	9.81	205.99
285	31/10/2023		Unity Trust	285	The Bridewell gas	Total Energies Gas & Power I	L	130.03	6.50	136.53
286	31/10/2023		Unity Trust	286	The Bridewell gas	Total Energies Gas & Power I	L	123.43	6.18	129.61
287	31/10/2023		Unity Trust	287	The Bridewell gas	Total Energies Gas & Power I	L	121.06	6.06	127.12
288	31/10/2023		Unity Trust	288	The Bridewell gas	Total Energies Gas & Power I	L	141.92	7.10	149.02
289	31/10/2023		Unity Trust	289	Equip for Bridewell toilet	Viking	S	107.41	21.48	128.89
290	31/10/2023		Unity Trust	290	Bridewell cleaning	YBC	S	509.63	101.93	611.56
291	31/10/2023		Unity Trust	291	Street lighting	HCC	S	2,447.96	489.60	2,937.56
291	31/10/2023		Unity Trust	291	Street lighting	HCC	S	1,140.62	228.13	1,368.75
292	31/10/2023		Unity Trust	292	The Bridewell water	Business Stream	Z	76.98		76.98
293	31/10/2023		Unity Trust	293	King St Toilets cleaning	CJH Cleaning Services Ltd	S	433.06	86.61	519.67
294	31/10/2023		Unity Trust	294	The Bridewell gas	Total Energies Gas & Power I	S	328.21	65.64	393.85
295	16/10/2023		Unity Trust	295	Stripe Transaction Fee	Stripe	Z	1.25		1.25
296	26/10/2023		Unity Trust	296	Chapel cottage management f	McCarthy Holden	S	142.03	28.40	170.43
297	26/10/2023		Unity Trust	297	ICO correction	ICO	Z	-5.00		-5.00
298	06/11/2023		Unity Trust	298	Repairs to The Bridewell	MSF Historical Restoration Lt	S	4,162.50	832.50	4,995.00
299	06/11/2023		Unity Trust	299	Bridewell noticeboard plan	Knight Architectural Design	S	150.00	30.00	180.00
300	06/11/2023		Unity Trust	300	Spooktakula donation	Hook and Odiham Lions	Z	1,000.00		1,000.00
301	06/11/2023		Unity Trust	301	Allotment Deposit refund	P Welch	Z	60.00		60.00
302	06/11/2023		Unity Trust	302	Christmas tree	Oxenford Farm Ltd	S	186.00	37.20	223.20
303	21/11/2023		Unity Trust	303	Electricity - King St Toilets	nPower	L	28.47	1.42	29.89
304	21/11/2023		Unity Trust	304	Bridewell electricity (Jul)	nPower	S	196.86	39.37	236.23
305	21/11/2023		Unity Trust	305	Bridewell electricity (Sep)	nPower	S	129.85	25.97	155.82
306	21/11/2023		Unity Trust	306	Bridewell bin collection	Suez	S	51.69	10.34	62.03
307	21/11/2023		Unity Trust	307	Stripe Transaction Fee - Oct	Stripe	Z	4.60		4.60
308	21/11/2023		Unity Trust	308	Phones (new system) x 2	BT	S	198.48	39.70	238.18
309	21/11/2023		Unity Trust	309	Room hire for P&D mtg	Vine Church	Z	41.00		41.00
310	21/11/2023		Unity Trust	310	Accessible toilet - The Bridewe	Croma Locksmiths	S	405.60	81.12	486.72
311	21/11/2023		Unity Trust	311	Drinks for Remembrance Servi	All Saints Odiham	Z	43.00		43.00
312	21/11/2023		Unity Trust	312	Food for thank you event	Foster's Catering Limited	S	283.20	56.64	339.84
313	21/11/2023		Unity Trust	313	Room hire - H&IoWWT talk	NW Village Hall	Z	48.00		48.00
314	21/11/2023		Unity Trust	314	Event grounds maintenance	Keith Dodd	Z	230.00		230.00
315	21/11/2023		Unity Trust	315	Chamberlain Gardens	Larkstel Ltd	S	320.00	64.00	384.00

Odiham Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
316	Chamberlain Gardens (SC Tr	21/11/2023		Unity Trust	316	Driveway to Beacon Field	Larkstel Ltd	S	400.00	80.00	480.00
317	Cemetery Maintenance	21/11/2023		Unity Trust	317	Grounds maintenance - Octob	Larkstel Ltd	S	1,193.58	238.72	1,432.30
317	Other amenity areas mainter	21/11/2023		Unity Trust	317	Grounds maintenance - Octob	Larkstel Ltd	S	424.24	84.85	509.09
317	Play Areas	21/11/2023		Unity Trust	317	Grounds maintenance - Octob	Larkstel Ltd	S	529.16	105.83	634.99
317	Chamberlain Gardens (SC Tr	21/11/2023		Unity Trust	317	Grounds maintenance - Octob	Larkstel Ltd	S	199.16	39.83	238.99
317	Bin emptying	21/11/2023		Unity Trust	317	Grounds maintenance - Octob	Larkstel Ltd	S	392.90	78.58	471.48
317	Allotments - maintenance	21/11/2023		Unity Trust	317	Grounds maintenance - Octob	Larkstel Ltd	S	60.00	12.00	72.00
317	The Bridewell - waste dispos	21/11/2023		Unity Trust	317	Grounds maintenance - Octob	Larkstel Ltd	S	15.00	3.00	18.00
317	Promotion of village	21/11/2023		Unity Trust	317	Grounds maintenance - Octob	Larkstel Ltd	S	25.00	5.00	30.00
318	Travel	21/11/2023		Unity Trust	318	Mileage - AO site inspections	J Peek - expenses	Z	13.95		13.95
319	Cemetery Maintenance	21/11/2023		Unity Trust	319	Weed rose beds	Keith Dodd	Z	135.00		135.00
320	Office Equipment	21/11/2023		Unity Trust	320	Printer rental Qtr 3 23/24 & co	Ricoh	S	141.51	28.31	169.82
321	The Bridewell - water	21/11/2023		Unity Trust	321	King St Toilets - water	Castle water	Z	23.40		23.40
322	The Bridewell - maintenance	21/11/2023		Unity Trust	322	Replacement microwave	Viking	S	78.94	15.79	94.73
323	The Bridewell - gas	21/11/2023		Unity Trust	323	Arrears on Bridewell gas a/c	Total Energies Gas & Power I	S	1,214.48	242.89	1,457.37
324	Travel	21/11/2023		Unity Trust	324	Travel & office supplies	A Mann Expenses	Z	24.50		24.50
324	Postage and consumables	21/11/2023		Unity Trust	324	Travel & office supplies	A Mann Expenses	Z	8.88		8.88
325	Postage and consumables	21/11/2023		Unity Trust	325	Office supplies	Co-op	Z	6.80		6.80
326	IT Support and Back up	21/11/2023		Unity Trust	326	Web domain renewal	Elite Hosting Ltd	Z	15.59		15.59
327	IT Support and Back up	21/11/2023		Unity Trust	327	Docking hub for new laptop	Amazon	S	41.66	8.33	49.99
328	IT Support and Back up	21/11/2023		Unity Trust	328	Conference mic	Amazon	S	83.32	16.67	99.99
329	The Bridewell - waste dispos	21/11/2023		Unity Trust	329	Bin locks	Amazon	Z	56.96		56.96
330	Remembrance	21/11/2023		Unity Trust	330	Lamppost poppies	The Poppy Shop	S	100.00	20.00	120.00
331	Postage and consumables	21/11/2023		Unity Trust	331	Return legionella kit	Post Office	Z	12.15		12.15
332	Promotion of village	21/11/2023		Unity Trust	332	Eventbrite fee	Eventbrite	Z	7.99		7.99
333	Professional Costs	21/11/2023		Unity Trust	333	Planning application fee	Planning Portal	S	119.33	10.67	130.00
334	Bank Charges	21/11/2023		Unity Trust	334	Multipay card fee	Lloyds/Unity Multipay	Z	3.00		3.00
335	IT Support and Back up	22/11/2023		Unity Trust	335	Office 365 accounts	Microsoft Ireland	Z	61.10		61.10
336	Training	22/11/2023		Unity Trust	336	Fire training	KBO Fire & Security	S	120.00	24.00	144.00
337	Staff Salaries	24/11/2023		Unity Trust	337	Staff Salaries - Nov '23	Staff Salaries - Nov '23	Z	4,444.15		4,444.15
338	Staff Salaries	24/11/2023		Unity Trust	338	Employees PAYE & NI - Nov '2	HMRC	Z	937.63		937.63
339	Staff Salaries	24/11/2023		Unity Trust	339	Employees Pension Cont - 'Nov	Hampshire Pension Fund	Z	366.08		366.08
340	Employers' NI	24/11/2023		Unity Trust	340	Employers NI - Nov '23	HMRC	Z	479.40		479.40
341	Pension Contribution	24/11/2023		Unity Trust	341	Employers Pension Cont - Nov	Hampshire Pension Fund	Z	1,230.04		1,230.04
342	Cemetery electricity	24/11/2023		Unity Trust	342	North Chapel electricity	SSE	L	170.41	8.52	178.93

Odiham Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
343 Play Areas	22/11/2023		Unity Trust	343	Repair Bufton Field Play Area	Larkstel Ltd	S	175.00	35.00	210.00
344 Play Areas	22/11/2023		Unity Trust	344	Swing seats Rec Ground	Larkstel Ltd	S	175.00	35.00	210.00
345 Room hire	22/11/2023		Unity Trust	345	Room hire - Council mtg	Vine Church	Z	68.00		68.00
346 Estate Agent Fees	23/11/2023		Unity Trust	346	Chapel cottage management fi	McCarthy Holden	S	142.03	28.40	170.43
347 Remembrance	06/12/2023		Unity Trust	347	Road closure Odiham Rememt	Chevron Traffic Management	S	1,495.00	299.00	1,794.00
348 Benches	06/12/2023		Unity Trust	348	Picnic benches	Keith Dodd	Z	375.00		375.00
349 Benches and Noticeboards	06/12/2023		Unity Trust	349	Bench repair	Keith Dodd	Z	30.00		30.00
350 Christmas Trees and Lights	06/12/2023		Unity Trust	350	Christmas tree lights	Keith Dodd	Z	64.00		64.00
351 Toilets - cleaning	06/12/2023		Unity Trust	351	Toilet Cleaning	CJH Cleaning Services Ltd	S	433.06	86.61	519.67
352 The Bridewell - cleaning & m	06/12/2023		Unity Trust	352	Bridewell cleaning	YBC	S	509.63	101.93	611.56
353 Training	06/12/2023		Unity Trust	353	EssentialSkills	EssentialSkillz	E	825.00		825.00
353 Training	06/12/2023		Unity Trust	353	EssentialSkills	EssentialSkillz	E	350.00		350.00
353 Training	06/12/2023		Unity Trust	353	EssentialSkills	EssentialSkillz	E	150.00		150.00
354 Postage and consumables	06/12/2023		Unity Trust	354	Supplies (see codes)	Viking	S	35.10	7.02	42.12
354 The Bridewell - cleaning & m	06/12/2023		Unity Trust	354	Supplies (see codes)	Viking	S	60.99	12.20	73.19
355 Christmas Evening	06/12/2023		Unity Trust	355	Extravaganza grant	InOdiham	Z	2,500.00		2,500.00
356 Postage and consumables	06/12/2023		Unity Trust	356	Cons Group expenses	Cllr Bell expenses	Z	2.50		2.50
356 Caretaking Equipment	06/12/2023		Unity Trust	356	Cons Group expenses	Cllr Bell expenses	Z	14.95		14.95
357 Toilets - Power and rates	06/12/2023		Unity Trust	357	King St Toilets electricity	nPower	L	56.61	2.83	59.44
358 The Bridewell - electricity	06/12/2023		Unity Trust	358	Bridewell electricity (Oct)	nPower	S	335.35	67.07	402.42
359 Cemetery Maintenance	06/12/2023		Unity Trust	359	Reduce remainder hedge	NP Tree Management	S	450.00	90.00	540.00
360 Tree works	06/12/2023		Unity Trust	360	Tree works in orchard	NP Tree Management	S	390.00	78.00	468.00
361 Tree works	06/12/2023		Unity Trust	361	Fell Ash, Odiham Cemetery	NP Tree Management	S	295.00	59.00	354.00
362 Tree works	06/12/2023		Unity Trust	362	Fell Yew cemetery	NP Tree Management	S	95.00	19.00	114.00
363 Tree works	06/12/2023		Unity Trust	363	Trees Odiham Cemetery	NP Tree Management	S	305.00	61.00	366.00
364 Cemetery rates and water	06/12/2023		Unity Trust	364	Cemetery - Water	Castle water	S	274.13	54.82	328.95
365 Play Areas	06/12/2023		Unity Trust	365	Rec Ground football goals	Larkstel Ltd	S	600.00	120.00	720.00
366 Play Areas	06/12/2023		Unity Trust	366	Chapel Pond play area	Larkstel Ltd	S	1,250.00	250.00	1,500.00
367 Tree works	06/12/2023		Unity Trust	367	Chapel Pond play area	Larkstel Ltd	S	250.00	50.00	300.00
368 Bin emptying	06/12/2023		Unity Trust	368	Grounds maintenance	Larkstel Ltd	S	392.90	78.58	471.48
368 Allotments - maintenance	06/12/2023		Unity Trust	368	Grounds maintenance	Larkstel Ltd	S	60.00	12.00	72.00
368 Play Areas	06/12/2023		Unity Trust	368	Grounds maintenance	Larkstel Ltd	S	654.16	130.83	784.99
368 Other amenity areas mainter	06/12/2023		Unity Trust	368	Grounds maintenance	Larkstel Ltd	S	254.24	50.85	305.09
368 Cemetery Maintenance	06/12/2023		Unity Trust	368	Grounds maintenance	Larkstel Ltd	S	1,193.58	238.72	1,432.30
368 Chamberlain Gardens (SC Tri	06/12/2023		Unity Trust	368	Grounds maintenance	Larkstel Ltd	S	199.16	39.83	238.99
368 Promotion of village	06/12/2023		Unity Trust	368	Grounds maintenance	Larkstel Ltd	S	25.00	5.00	30.00

Odiham Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
368	06/12/2023		Unity Trust	368	Grounds maintenance	Larkstel Ltd	S	112.00	22.40	134.40
369	06/12/2023		Unity Trust	369	Repairs to The Bridewell	MSF Historical Restoration Lt	S	4,162.50	832.50	4,995.00
370	06/12/2023		Unity Trust	370	Chapel Cottage works	MSF Historical Restoration Lt	S	2,400.00	480.00	2,880.00
371	06/12/2023		Unity Trust	371	Submit LBC app for noticeboar	Knight Architectural Design	S	300.00	60.00	360.00
372	06/12/2023		Unity Trust	372	Fix SIDS	Keith Dodd	Z	75.00		75.00
373	06/12/2023		Unity Trust	373	Printing Welcome to Odiham	IC Printing Services	Z	149.00		149.00
374	19/12/2023		Unity Trust	374	Bridewell bin collection	Suez	S	77.34	15.47	92.81
375	19/12/2023		Unity Trust	375	BACS for RAF vouchers	Cllr Greensides	Z	1,020.00		1,020.00
376	19/12/2023		Unity Trust	376	Works to locate SID	Keith Dodd	Z	75.00		75.00
377	19/12/2023		Unity Trust	377	IT support (final contract payn	Connect Computer Consultan	S	1,020.00	204.00	1,224.00
378	19/12/2023		Unity Trust	378	Phones & broadband	BT	S	198.09	39.62	237.71
379	19/12/2023		Unity Trust	379	Change SID battery	Keith Dodd	Z	35.00		35.00
380	19/12/2023		Unity Trust	380	Heating investigation	Servio Building Services Main	S	145.00	29.00	174.00
381	19/12/2023		Unity Trust	381	King St Toilets - water	Castle water	Z	25.43		25.43
382	15/12/2023		Unity Trust	382	Donation tree lighting	Cove Brass Band	Z	100.00		100.00
383	19/12/2023		Unity Trust	383	IT support (new contract)	BV Computer Solutions Ltd	Z	270.00		270.00
384	19/12/2023		Unity Trust	384	Bridewell electricity (Nov)	nPower	S	369.68	73.94	443.62
385	19/12/2023		Unity Trust	385	Mileage reimbursement from M	A Mann Expenses	Z	36.16		36.16
386	19/12/2023		Unity Trust	386	Mileage - AO site inspections	J Peek - expenses	Z	6.30		6.30
387	19/12/2023		Unity Trust	387	Clerk mileage to meetings	A Mann Expenses	Z	23.40		23.40
388	19/12/2023		Unity Trust	388	Salaries - Dec 2023	Salaries - Dec 2023	Z	4,505.77		4,505.77
389	19/12/2023		Unity Trust	389	Employees PAYE & NI - Dec 20	HMRC	Z	937.43		937.43
390	19/12/2023		Unity Trust	390	Employees Pension Cont - Dec	Hampshire Pension Fund	Z	369.66		369.66
391	19/12/2023		Unity Trust	391	Employers NI - Dec 2023	HMRC	Z	488.37		488.37
392	19/12/2023		Unity Trust	392	Employers Pension Cont - Dec	Hampshire Pension Fund	Z	1,243.95		1,243.95
393	19/12/2023		Unity Trust	393	LR title and plan	Land Registry	Z	6.00		6.00
394	19/12/2023		Unity Trust	394	Serviettes	Katherine Jane	Z	10.50		10.50
395	18/12/2023		Unity Trust	395	Food for thank you event	Tesco	Z	19.39		19.39
396	19/12/2023		Unity Trust	396	Drink for thank you event	Wrights Lion Brewery	Z	126.00		126.00
397	19/12/2023		Unity Trust	397	A Mann - car parking	Farnham Rd carpark	Z	7.90		7.90
398	19/12/2023		Unity Trust	398	Clerk railfare (refunded by NAI	SW Railways	Z	24.80		24.80
399	19/12/2023		Unity Trust	399	Fee for Multipay card	Lloyds Bank	Z	3.00		3.00
400	20/12/2023		Unity Trust	400	SID and fence repair	Keith Dodd	Z	75.00		75.00
400	20/12/2023		Unity Trust	400	SID and fence repair	Keith Dodd	Z	33.00		33.00
401	22/11/2023		Unity Trust	401	Spooktakula grant 2	Hook and Odiham Lions	Z	1,000.00		1,000.00

Odiham Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
402	Bank Charges	31/12/2023		Unity Trust	402	service Charge	Unity Trust	Z	39.60		39.60
403	The Bridewell - general lettin	19/12/2023		Unity Trust		Stripe Transaction Fee	Stripe	X	0.56		0.56
404	Estate Agent Fees	29/12/2023		Unity Trust	404	Chapel cottage management fi	McCarthy Holden	S	142.03	28.40	170.43
								Total	89,658.09	9,401.70	99,059.79

Odiham Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

1000 - General Account		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
1005	Staff Salaries				71,600.00	50,731.95	20,868.05
1010	Employers' NI				5,700.00	4,176.79	1,523.21
1015	Pension Contribution				15,300.00	10,722.89	4,577.11
1020	Travel			60.96	500.00	217.69	343.27
1025	Training				1,000.00	1,565.00	-565.00
1030	Office Rental						
1035	Rates				5,650.00	5,737.25	-87.25
1040	Telephone and internet				2,100.00	1,760.68	339.32
1045	Office Equipment				1,000.00	715.21	284.79
1050	IT Support and Back up		116.00	76.80	5,000.00	3,964.49	996.31
1055	Postage and consumables			10.00	1,000.00	410.57	599.43
1060	Accounts Package				1,325.00		1,325.00
1065	Bank Charges				400.00	145.20	254.80
1070	Audit Fees				1,500.00	1,380.00	120.00
1075	Professional Costs				4,000.00	3,559.33	440.67
1080	Subscriptions			89.00	2,500.00	2,029.94	559.06
1085	Insurance				7,000.00	6,575.58	424.42
1090	Election Expenses				1,500.00	88.40	1,411.60
1095	Civic Hospitality				350.00	198.89	151.11
1100	Caretaking Equipment				500.00	181.83	318.17
1500	Precept		212,071.00	212,071.00			
1505	VAT						
1510	Bank Interest		3,400.00	2,801.99			-598.01
1515	S106 Income			14,261.33			14,261.33
1525	Other Income			5,055.00			5,055.00
8051	Room hire					152.00	-152.00
			215,587.00	£234,426.08	127,925.00	£94,313.69	52,450.39

2000 - Amenity Areas		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
2005	Chamberlain Gardens (SC				3,500.00	2,114.12	1,385.88
2010	Cemetery Maintenance				16,635.00	10,287.45	6,347.55
2015	Cemetery rates and water				3,900.00	2,346.67	1,553.33
2020	Cemetery electricity				400.00	438.84	-38.84
2030	Memorial testing						
2035	Other amenity areas main				6,000.00	4,245.78	1,754.22
2040	Play Areas			2,500.00	7,000.00	8,038.78	1,461.22
2050	Allotments - maintenance				800.00	614.35	185.65
2055	Allotments - Water				250.00	390.33	-140.33
2065	Tree works				4,500.00	1,385.00	3,115.00
2070	Bin emptying				6,000.00	3,114.30	2,885.70
2075	Benches and Noticeboard:				500.00	580.00	-80.00
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						
2100	Toilets - Power and rates				1,200.00	479.73	720.27
2105	Toilets - cleaning				5,300.00	4,933.63	366.37
2110	Parish Room - power and						
2115	Parish room - maintenanc				500.00		500.00
2120	Chapel Cottage Maintenar				500.00	2,951.00	-2,451.00
2125	Estate Agent Fees				1,687.00	852.18	834.82
2135	Tree Survey				250.00		250.00
2140	Bus Shelter Maintenance				250.00	15.00	235.00
2150	The Bridewell - set up cos						
2155	The Bridewell - electricity				4,000.00	3,030.01	969.99
2160	The Bridewell - gas				4,100.00	2,851.02	1,248.98
2165	The Bridewell - water				200.00	179.76	20.24
2170	The Bridewell - cleaning &				6,500.00	4,589.71	1,910.29
2175	The Bridewell - waste disp				900.00	896.99	3.01
2180	The Bridewell - H&S check				1,450.00	703.00	747.00
2185	The Bridewell - maintenanc			5,790.51	2,500.00	8,876.46	-585.95
2500	Chapel Cottage rent		17,940.00	9,031.91		542.94	-9,451.03
2505	Burial fees		12,000.00	6,875.00		1.25	-5,126.25
2510	Allotment rents		1,100.00	1,145.00			45.00
2515	Allotment Deposits						
2520	Other income		100.00	5.00			-95.00
2525	The Bridewell - tenants' re		13,000.00	1,702.63			-11,297.37

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

2530 The Bridewell - general let	3,000.00	1,039.00		227.87	-2,188.87
	47,140.00	£28,089.05	84,422.00	£68,722.17	-3,351.12

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	17.30	232.70
3010 PR & Pub inc newsletter				3,500.00	1,658.50	1,841.50
3015 Community Grants				5,000.00	2,329.83	2,670.17
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	745.20	154.80
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	1,695.00	-445.00
3070 Promotion of village				1,500.00	774.85	725.15
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	2,000.00	
3105 Queen's Platinum Jubilee						
3110 Coronation			6,570.62	5,000.00	13,629.39	-2,058.77
3500 Community Income			100.00			100.00
3505 Event Sponsorship Incom		1,000.00	850.00			-150.00
		1,000.00	£8,520.62	26,480.00	£28,850.07	5,150.55

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>
4010 NH Plan						
4015 NW and Odiham CA Appr:						
4020 Neighbourhood Plan Upda			10,000.00	2,500.00	3,525.00	8,975.00
			£10,000.00	2,500.00	£3,525.00	8,975.00

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>
5000 Lighting - Maint and admir				4,300.00	4,746.85	-446.85
5005 Lighting - energy costs				3,700.00	4,190.78	-490.78
5015 Sustainable Transport					75.00	-75.00
5020 Village Gateway						
5025 Rights of Way			4,766.84		2,380.33	2,386.51
			£4,766.84	8,000.00	£11,392.96	1,373.88

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					772.36	-772.36
7015 Election Expenses						
7020 Website						
7025 Allotment Deposits			30.00		60.00	-30.00
7030 Chapel Cottage Deposit						
7035 Cemetery Maintenance						
7040 Amenity Equipment Repai						
7045 Chapel Building Maintenar					1,615.06	-1,615.06
7050 Chapel Cottage Maintenar						
7055 War Memorial Maintenanc						
7060 Play Area Replacement					2,125.00	-2,125.00
7065 Bufton Field Play Area						

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

7070 Benches & Noticeboards	1,058.20	-1,058.20
7075 Parish Room Maintenance		
7080 Grounds Maintenance		
7085 Memorial Testing	412.50	-412.50
7090 Revaluation of Buildings		
7095 Footpaths Improvements	336.54	-336.54
7100 Development of Sustainab	886.69	-886.69
7105 G Rothery Bequest		
7110 Re-energising the High St		
7115 Conservation Area Charac		
7120 Increasing Biodiversity	1,160.60	-1,160.60
7125 Book Exchange		
7130 Insurance - EMR		
7135 Tree Survey - EMR		
7140 PR & Publicity - EMR		
7145 Subscriptions - EMR		
7150 The Bridewell	13,403.33	-13,403.33
7155 Community Grants	2,395.00	-2,395.00
7165 Public toilets R&M	846.00	-846.00
7170 Floral displays	800.00	-800.00
7175 Professional Costs	2,160.00	-2,160.00
7180 RAF gifts	1,020.00	-1,020.00
	£30.00	£29,051.28
		-29,021.28

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, biodiversity & env				2,000.00	571.20	1,428.80
8030 Burial plot provision						
8035 Bridewell works	5,000.00			10,000.00	8,875.00	-3,875.00
8040 Benches				2,000.00	1,000.00	1,000.00
8050 Area of reflection				3,000.00		3,000.00
		5,000.00		20,000.00	£10,446.20	4,553.80

NET TOTAL

268,727.00	£285,832.59	269,327.00	£246,301.37	40,131.22
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2023/24 Budget - significant variances - Q3 budget position and variances @ 31.12.23

EXPENDITURE

<u>Code</u>	<u>Description</u>	<u>Budget</u>	<u>Spend</u>	<u>Variance</u>	<u>% of spend</u>	<u>Comment</u>
1025	Training	1,000.00	1,565.00	-565.00	156.50	Overspend agreed by Council. Further essential training booked.
1060	Accounts package	1,325.00	0.00	1,325.00	0.00	Expenditure due quarter 4.
1090	Election Expenses	1,500.00	88.40	1,411.60	5.89	Consider moving to EMR at end of year.
2010	Cemetery maintenance	16,635.00	10,287.45	6,347.55	61.84	Proposal to award contract for laying weed supressant in garden of remembrance.
2040	Play Areas	9,500.00	8,038.78	1,461.22	84.62	End of year overspend estimated £3,000. Code will be aligned with Play Area Replacement project code 8015.
2065	Tree works	4,500.00	1,385.00	3,115.00	30.78	Office in consultation with Amenities Committee chair.
2070	Bin emptying	6,000.00	3,114.30	2,885.70	51.91	Earmark remaining for bin replacements.
2085	Broad Oak maintenance	500.00		500.00	0.00	Expenditure due quarter 4.
2090	Odiham Common	1,000.00		1,000.00	0.00	Expenditure due quarter 4.
2105	Toilets - cleaning	5,300.00	4,933.00	367.00	93.08	End of year overspend estimated £1,500 due to increased costs not known when setting budget.
2115	Parish Room maintenance	500.00	0.00	500.00	0.00	Expenditure due quarter 3. Roof repairs contract awarded.
2120	Chapel Cottage maintenance	500.00	2,951.00	-2,451.00	590.20	Note estimated end of year overspend of £4,000 due to works to resolve damp issue.
2175	The Bridewell - waste disposal	900.00	896.99	3.01	99.67	Small end of year overspend expected.
2180	Bridewell H&S checks	1,450.00	583.00	867.00	40.21	End of year overspend estimated £1,000 due to 2 annual payments in one year and fire risk assessment agreed by Council.
2185	Bridewell maintenance	8,290.51	8,876.46	-585.95	107.07	Align overspend at year end with Bridewell works project budget and Bridewell earmarked reserve.
3010	PR & publicity including newsletter	3,500.00	317.00	3,183.00	9.06	Spring newsletter due.
3015	Community Grants	5,000.00	2,329.83	2,670.17	46.60	On January full Council agenda.
3045	RAF Christmas gifts	1,250.00	0.00	1,250.00	0.00	Christmas 2023 spend taken from earmarked reserve. Note proposal to mark as underspend this year.
3055	Armed Forces Day	500.00	0.00	500.00	0.00	Community Committee to agree plans and expenditure for 2024.
3065	Remembrance	1,250.00	1,695.00	-445.00	135.60	Overspend noted by Council. 24/25 budget increased to accommodate cost of road closure.
3070	Promotin of village	1,500.00	774.85	725.15	51.66	Printing due before year end.
3075	Survey subscriptions	330.00	0.00	330.00	0.00	Expenditure due quarter 4.
3100	Coronation	5,000.00	7,058.77	-2,058.77	141.18	Overspend noted by Council, offset by additional income in 22/23 from Jubilee.
4020	Neighbourhood Plan update	2,500.00	3,525.00	-1,025.00	141.00	Overspend agreed by Council.
500	Lighting - maintenance & admin	4,300.00	4,746.85	-446.85	110.39	Direct overspend due to charges from HCC. 24/25 budget increased.
5005	Lighting - energy costs	3,700.00	4,190.78	-490.78	113.26	Direct overspend due to charges from HCC. 24/25 budget increased.
8015	Play area replacement	3,000.00	0.00	3,000.00	0.00	Refer to code 2040. Combined budgets will be fully spent. Note for 24/25 budget setting process.
8025	Climate, biodiversity and environment	2,000.00	571.20	1,428.80	28.56	Office in consultation with Amenities Committee chair.

<u>Code</u>	<u>Description</u>	<u>Budget</u>	<u>Spend</u>	<u>Variance</u>	<u>% of spend</u>	<u>Comment</u>
8035	Bridewell works	10,000.00	8,875.00	1,125.00	88.75	Project code to be read with earmarked reserve.
8040	Benches	2,000.00	1,000.00	1,000.00	50.00	Ongoing review. Earmark remaining at end of year.
8050	Areas of Reflection	3,000.00	0.00	3,000.00	0.00	Project research in progress.
INCOME		Budget	Actual	Variance	% of income	
1510	Bank interest	3,400.00	2,801.99	598.01	82.41	End of year forecast estimates an additional £1,500 income due to change in investments.
1515	S106 income	0.00	14,261.33	-14,261.33	-	Income from Crownfields development. Funds shown in relevant earmarked project in line with S106 agreement.
2500	Chapel Cottage rent	17,940.00	9,031.91	8,908.09	50.35	End of year forecast estimated £4,500 below budget due to 3 months deposit paid 22/23. Refer to earmarked reserve.
2505	Burial fees	12,000.00	6,875.00	5,125.00	57.29	End of year income potentially less that budget. Current end of year estimate £10,000.
2525	Bridewell tenant's	13,000.00	1,702.63	11,297.37	13.10	End of year position will be approx £6,000 under budget due to the MP paying 2 years in 22/23. There is an earmarked reserve for The Bridewell which includes some of this rent income but any Bridewell expenditure should note this income budget will be lower than budgeted.
2530	Bridewell general lettings	3,000.00	1,039.00	1,961.00	34.63	Current end of year estimate £1,000 below budget.

Odiham Parish Council
Reserves Balance
2023-2024

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Capital					
Allotment Deposits	1,110.00	50.00			1,160.00
Chapel Cottage Deposit					0.00
Buften Field Play Area	2,562.50				2,562.50
G Rothery Bequest	2,762.00				2,762.00
Total Capital	6,434.50	50.00			6,484.50
Earmarked					
Office Rental	2,877.72	-2,877.72			0.00
IT Support/Upgrade	1,216.40		772.36		444.04
Election Expenses	3,500.00				3,500.00
Website					0.00
Cemetery Maintenance	491.35	-491.35			0.00
Amenity Equipment Repairs	-390.00	390.00			0.00
Chapel Building Maintenance	9,085.00		1,615.06		7,469.94
Chapel Cottage Maintenance	2,270.85	3,169.18			5,440.03
War Memorial Maintenance	1,116.00	500.00			1,616.00
Play Area Replacement	8,135.00	-4,279.41	2,125.00		1,730.59
Benches & Noticeboards	870.40	595.00	1,058.20		407.20
Parish Room Maintenance	-2,365.00	2,365.00			0.00
Grounds Maintenance	3,553.50				3,553.50
Memorial Testing	436.00		412.50		23.50
Revaluation of Buildings	725.00				725.00
Increasing Biodiversity	275.10	1,500.00	1,160.60		614.50
Footpaths Improvements	2,000.00		336.54		1,663.46
Development of Sustainable Tra	4,670.00		886.69		3,783.31
Supporting the High St	7,725.97				7,725.97
Conservation Area Character Ar					0.00
Book Exchange					0.00
Insurance					0.00
Tree Survey	810.88	-310.88			500.00
PR & Publicity					0.00
Subscriptions					0.00
The Bridewell	15,315.34	12,639.05	13,403.33		14,551.06
Community Grants	2,395.00		2,395.00		0.00
Platinum Jubilee	2,468.75	-2,468.75			0.00

Odiham Parish Council
Reserves Balance
2023-2024

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Public toilets R&M	5,000.00		846.00		4,154.00
Floral displays	800.00		800.00		0.00
Professional Costs		2,400.00	2,160.00		240.00
RAF gifts		1,300.00	1,020.00		280.00
Crownfields car park managem		5,000.00			5,000.00
Village Gateway		4,000.00			4,000.00
Total Earmarked	72,983.26	23,430.12	28,991.28		67,422.10
TOTAL RESERVE	79,417.76	23,480.12	28,991.28		73,906.60
GENERAL FUND					181,743.04
TOTAL FUNDS					255,649.64

REPORT ON:
WRITTEN BY:
MEETING DATE:
AGENDA ITEMS:

Bank Balances, investments and reserves
Parish Clerk
16th January 2024
F34/23

<u>Banks</u>	<u>Balances @ 31.12.23</u>	<u>Interest @ 31.12.23</u>	<u>Interest @ 30.09.23</u>	<u>Interest @ 30.06.23</u>
CCLA Public Sector Deposit Fund	125,916.42	5.2523%	5.1952%	4.4486%
Hampshire Trust Bank	50,500.00	3.75%	3.75%	3.75% (one year loyalty bond to mature 27.03.24)
Lloyds 30 day notice (G Rothery)	3,556.68	0.114%	1.30%	0.80%
Unity Trust	67,161.51	0	0	0
Lloyds Treasurer's account	<u>0.63</u>	0	0	0
	247,135.24			
 <u>Estimated net balance</u>				
Less Earmarked reserves @ 31.12.23 (actual)	73,906.60			
Less 3 months estimated revenue expenditure (not project codes)	<u>62,182.00</u>			
Variance, ie general reserves	111,046.64			
Approx number of months running costs	5.36			

Notes for consideration:

Council has considered the level of general reserves and considers this appropriate due to the liability of owning a high number of listed buildings and timber play equipment.
Note end of year forecasts - spends from general reserves and lower than budgeted Bridewell income.

Do the Numbers Limited

13th November 2023

Andrea Mann, Clerk,
Odiham Parish Council

Dear Andrea,

Subject: Review of matters arising from interim Internal Audit for 31 March 2024

Following my visit, 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 2023](#)

Test	Matter arising	Recommended Action
A	<i>Appropriate accounting records have been properly kept throughout the financial year</i>	
	The records of the council comply	with this test
B	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
Fireworks event	An amount was paid to support this event without receipt of a proper grant application form. Neither the income nor insurance are included in the Council's accounts so it is definitely an external event.	Please ensure that all payments to external groups are properly supported by invoices or grant applications in future.
C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
	Not covered at this visit	
D	<i>The precept budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
General reserves	The council has been working on projects and using up reserves.	The appropriate level of around 4 months should be regularly monitored.
Earmarked reserves	Some of the earmarked reserves do not meet the clarified definitions within PG2023	At quarterly budget monitoring, those reserves not building up towards confirmed projects should be written back to general.
E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i>	
Land rental	It does not appear that 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>	
	No longer applicable to this council	
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>	
	The records of the council comply	with this test

eleanorgreene@dothenumbers.uk

Registered in England No. 7871759

Director: Eleanor S Greene

<i>H</i>	<i>Asset and investment registers were complete and accurate and properly maintained</i>	
Asset register detail	Asset purchases have not been marked as such in the Scribe record so far this year.	All asset expenses should be marked onto the register at the time of payment.
<i>I</i>	<i>Periodic Bank reconciliations were carried out during the year</i>	
Bank accounts	The council currently holds more than half of its funds in accounts that do not pay interest (Unity and Lloyds Treasurer) rather than the accounts paying up to 5% (CCLA)	It is good practice to keep only the amount needed in the current account and then make best use of 24 hour access interest bearing accounts.
<i>J</i>	<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 covered at this visit	
<i>K</i>	<i>Certified Exempt in prior year</i>	
	Not applicable to this council	
<i>L</i>	<i>Transparency Code</i>	
	The records of the council comply	with this test
<i>M</i>	<i>Public Rights</i>	
	The records of the council comply	with this test
<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 during 2023/24
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 2024 to complete my review.

If either you or your members have any queries, please do not hesitate to contact me.

Regards,



Eleanor S Greene