

Title	Finance 2025-2026
Author	Responsible Financial Officer
Meeting	Western Valley Parish Council Meeting – 10 th July 2025

11.1. To approve the Insurance cover for this year, the final year of our 3year LTA.

As described

11.2. To approve finalised payment list for May & June 2025 & payments list for July 2025

Voucher No	Date	Net	VAT	Total	Description
JULY					
27	15/07/2025	£50.00	£10.00	£60.00	Domain Renewal
20	13/07/2025	£26.00	£0.00	£26.00	WFH Allowance
21	13/07/2025	£10.30	£2.06	£12.36	Microsoft 365
23	13/07/2025	£9.99	£1.99	£11.98	Hosting
24	13/07/2025	£193.79	£0.00	£193.79	Meeting Room Hire
28	11/07/2025	£370.40	£0.00	£370.40	Insurance
29	11/07/2025	£60.00	£12.00	£72.00	Training Course
30	11/07/2025	£371.50	£74.30	£445.80	PO Box
31	11/07/2025	£408.00	£81.60	£489.60	Scribe
	Total Staff	£597.07		£597.07	
	Total	£2,097.05	£181.95	£2,279.00	
JUNE					
18	30/06/2025	£6.00	£0.00	£6.00	Bank Fees
15	13/06/2025	£26.00	£0.00	£26.00	WFH Allowance
16	13/06/2025	£10.30	£2.06	£12.36	Microsoft 365
17	13/06/2025	£9.99	£1.99	£11.98	Hosting
13	08/06/2025	£92.11	£0.00	£92.11	PAYE Deductions
	Total	£144.40	£4.05	£148.45	
MAY					
9	31/05/2025	£6.00	£0.00	£6.00	Bank Fees
11	15/05/2025	£26.00	£0.00	£26.00	WFH Allowance
12	15/05/2025	£10.30	£2.06	£12.36	Microsoft 365
14	15/05/2025	£9.99	£1.99	£11.98	Hosting
	Total Staff	£422.11	£0.00	£422.11	
	Total	£474.40	£4.05	£478.45	

11.3. To note receipts in April, May & June 2025.

Voucher No	Date	Net	VAT	Total	Description
3	30/06/2025	£629.40	-	£629.40	Bank Interest
2	01/05/2025	-	£776.63	£776.63	VAT Refund
1	03/04/2025	£ 25,094.00	-	£25,094.00	Precept

11.4 To note the reconciled bank balances, up to 31st May & 30th June 2025.

May 2025

A	Bank Reconciliation at 31/05/2025		
	Cash in Hand 01/04/2025		91,350.57
	ADD Receipts 01/04/2025 - 31/05/2025		25,870.63
	SUBTRACT Payments 01/04/2025 - 31/05/2025		117,221.20
	Cash in Hand 31/05/2025 (per Cash Book)		1,215.12
B	Cash in Hand 31/05/2025		116,006.08
	Cash in hand per Bank Statements		
	Petty Cash 30/04/2025	0.00	
	Unity Trust Current 31/05/2025	5,360.07	
	Unity Trust Reserve 31/05/2025	110,646.01	
			116,006.08
	Less unrepresented payments		
			116,006.08
	Plus unrepresented receipts		
B	Adjusted Bank Balance		116,006.08
	A = B Checks out OK		

Current Account: £5,360.07

Reserve Account: £110,646.01

June 2025

A	Bank Reconciliation at 30/06/2025		
	Cash in Hand 01/04/2025		91,350.57
	ADD Receipts 01/04/2025 - 30/06/2025		26,500.03
	SUBTRACT Payments 01/04/2025 - 30/06/2025		117,850.60
			1,363.57
	Cash in Hand 30/06/2025 (per Cash Book)		116,487.03
B	Cash in hand per Bank Statements		
	Petty Cash 30/04/2025	0.00	
	Unity Trust Current 30/06/2025	5,211.62	
	Unity Trust Reserve 30/06/2025	111,275.41	
			116,487.03
	Less unrepresented payments		
			116,487.03
	Plus unrepresented receipts		
	Adjusted Bank Balance		116,487.03
	A = B Checks out OK		

Current Account: £5,211.62**Reserve Account: £111,275.41****11.5. To approve salaries and hours for the year ahead.**

To receive recommendation from the staffing committee.