

TOLLER PORCORUM PARISH COUNCIL

Full Parish Council Meeting | Wednesday 19 November 2025

Appendix B – Finance Report

Minute reference: 25/11-7.i

Bank Reconciliation September 2025

Prepared by Clare Smith (RFO), 1 October 2025

A	Bank Reconciliation at 30/09/2025		
	Cash in Hand 01/04/2025		13,193.16
	ADD Receipts 01/04/2025 - 30/09/2025		10,111.69
	SUBTRACT Payments 01/04/2025 - 30/09/2025		23,304.85
	Cash in Hand 30/09/2025 (per Cash Book)		4,153.70
			19,151.15
B	Cash in hand per Bank Statements		
	Petty Cash 30/09/2025	0.00	
	Lloyds Current Account 30/09/2025	6,640.95	
	Lloyds Savings Account 30/09/2025	12,510.20	
			19,151.15
	Less unrepresented payments		19,151.15
	Plus unrepresented receipts Adjusted Bank Balance		19,151.15
	A = B Checks out OK		

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Bank Reconciliation October 2025

Prepared by Clare Smith (RFO), 4 November 2025

A	Bank Reconciliation at 31/10/2025		
	Cash in Hand 01/04/2025		13,193.16
	ADD Receipts 01/04/2025 - 31/10/2025		10,118.22
	SUBTRACT Payments 01/04/2025 - 31/10/2025		23,311.38
	Cash in Hand 31/10/2025 (per Cash Book)		4,252.09
			19,059.29
B	Cash in hand per Bank Statements		
	Petty Cash 31/10/2025	0.00	
	Lloyds Current Account 31/10/2025	4,082.56	
	Lloyds Savings Account 31/10/2025	14,976.73	
			19,059.29
	Less unrepresented payments		19,059.29
	Plus unrepresented receipts Adjusted Bank Balance		19,059.29
	A = B Checks out OK		

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Transactions for September and October 2025

RECEIPTS

Date	Description	From	Net	VAT	Total
09/09/2025	Interest	Lloyds	6.92	0.00	6.92
24/09/2025	Precept	Dorset Council	4,925.00	0.00	4,925.00
09/10/2025	Interest	Lloyds	6.53	0.00	6.53
			4,938.45	0.00	4,938.45

All invoices for payments below have been examined, verified and certified by Clare Smith, RFO.

PAYMENTS

Date	Description	Payee	Net	VAT	Total
02/09/2025	Toller Times	Footprints Ltd	32.00	6.40	38.40
11/09/2025	Hall Hire	TP Village Hall	12.00	0.00	12.00
11/09/2025	Hall Hire	TP Village Hall	24.00	0.00	24.00
11/09/2025	Donation	TP Village Association	180.00	0.00	180.00
13/09/2025	Website	Hugo Fox	9.99	2.00	11.99
28/09/2025	Service charge	Lloyds	4.25	0.00	4.25
30/09/2025	Salary & allowances	Clare Smith	523.74	0.00	450.41
30/09/2025	Pension	Dorset LGPS	131.07	0.00	131.07
07/10/2025	Toller Times	Footprints Ltd	32.00	6.40	38.40
07/10/2025	Grass cutting	Will Ferris	43.75	0.00	43.75
13/10/2025	Website	Hugo Fox	9.99	2.00	11.99
28/10/2025	Service charge	Lloyds	4.25	0.00	4.25
			1,007.04	16.80	1,023.84

Transfers between bank accounts for September and October 2025

TRANSFERS

Date	Description	From	To	Total
01/10/2025	Half of precept payment	Lloyds Current	Lloyds Savings	2,460.00
				2,460.00

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Position Against Budget, 1 April – 31 October 2025

01 Income

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
1	Precept	9,850.00	9,850.00						(0%)
2	Grants received								(N/A)
3	VAT reclaim								(N/A)
4	Bank interest	120.00	55.64	-64.36				-64.36	(-53%)
31	CIL								(N/A)
	SUB TOTAL	9,970.00	9,905.64	-64.36				-64.36	(-0%)

03 Staff Costs

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
5	Staff salary				2,744.32	1,387.21	1,357.11	1,357.11	(49%)
12	Clerk's allowance				312.00	156.00	156.00	156.00	(50%)
13	Clerk's mileage				200.00	106.65	93.35	93.35	(46%)
45	Staff pension				603.75	403.68	200.07	200.07	(33%)
	SUB TOTAL				3,860.07	2,053.54	1,806.53	1,806.53	(46%)

04 Admin-Office

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
6	Insurance				614.00	595.81	18.19	18.19	(2%)
7	Village Hall hire				100.00	86.00	14.00	14.00	(14%)
8	Membership				250.00	244.15	5.85	5.85	(2%)
9	Training				600.00		600.00	600.00	(100%)
10	Audit - internal				150.00	175.00	-25.00	-25.00	(-16%)
14	Office printing & stationery				100.00		100.00	100.00	(100%)
15	Website				190.00	105.81	84.19	84.19	(44%)
27	Misc expenses				200.00	168.73	31.27	31.27	(15%)
32	Software IT				250.00	180.00	70.00	70.00	(28%)
44	Bank service charge				51.00	29.75	21.25	21.25	(41%)
	SUB TOTAL				2,505.00	1,585.25	919.75	919.75	(36%)

05 Council Assets

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
17	Toller Porcorum Recreation Area								(N/A)
20	Grit bin refills				200.00		200.00	200.00	(100%)
21	Noticeboard/seats				100.00		100.00	100.00	(100%)
22	Office equipment				50.00		50.00	50.00	(100%)
23	Bus shelter				150.00		150.00	150.00	(100%)
24	Defibrillator costs				199.00		199.00	199.00	(100%)
38	Signposts				100.00		100.00	100.00	(100%)
46	Grit bins/sandbag stores				100.00		100.00	100.00	(100%)
49	Telephone Box					1.00	-1.00	-1.00	(N/A)
	SUB TOTAL				899.00	1.00	898.00	898.00	(99%)

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06 Grants and Donations

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
16	Churchyard								(N/A)
18	Village Association								(N/A)
19	Grants				700.00	336.55	363.45	363.45	(51%)
36	Country Cars								(N/A)
	SUB TOTAL				700.00	336.55	363.45	363.45	(51%)

07 Projects/Maintenance

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
26	Village maintenance								(N/A)
30	Gates project								(N/A)
34	Future Projects								(N/A)
	SUB TOTAL								(N/A)

08 Reserves- Earmarked

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
29	Election recharge								(N/A)
35	Working reserve								(N/A)
48	TP Recreation Area				1,000.00		1,000.00	1,000.00	(100%)
	SUB TOTAL				1,000.00		1,000.00	1,000.00	(100%)

10 Recreation Ground

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
39	Signs at Rec Ground								(N/A)
40	Inspection				100.00	52.50	47.50	47.50	(47%)
41	Grass and hedge cutting				700.00	140.00	560.00	560.00	(80%)
42	Solicitors fees								(N/A)
47	Repair/replacement				200.00		200.00	200.00	(100%)
	SUB TOTAL				1,000.00	192.50	807.50	807.50	(80%)

Summary

NET TOTAL	9,970.00	9,905.64	-64.36	9,964.07	4,168.84	5,795.23	5,730.87	(28%)
V.A.T.		212.58			83.25			
GROSS TOTAL		10,118.22			4,252.09			