

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/25 and 01/05/25 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

CIL/Funds 0808	£283.27
Current Account	£11,477.07
Petty Cash	£120.00
Savings 0811	£30,278.34
Total	<u>£42,158.68</u>

RECEIPTS	Net	Vat	Gross
Council	£23,280.78	£0.00	£23,280.78
Finance	£3,108.64	£0.00	£3,108.64
Assets & Amenities	£75.00	£0.00	£75.00
Total Receipts	<u>£26,464.42</u>	<u>£0.00</u>	<u>£26,464.42</u>
PAYMENTS	Net	Vat	Gross
Finance	£6.00	£0.00	£6.00
Human Resources	£1,117.33	£0.00	£1,117.33
Office/Admin	£303.08	£57.25	£360.33
Assets & Amenities	£6,845.74	£1,288.79	£8,134.53
Total Payments	<u>£8,272.15</u>	<u>£1,346.04</u>	<u>£9,618.19</u>

Closing Balances

Ordinary Accounts

CIL/Funds 0808	£283.27
Current Account	£28,323.30
Petty Cash	£120.00
Savings 0811	£30,278.34
	<u>£59,004.91</u>
Total	<u>£59,004.91</u>

Signed _____
Chair

Clerk / Responsible Financial Officer

Paid Expenditure Transactions

Start of year 01/04/25

paid between 01/04/25 and 30/04/25

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Details	Heading
BACS250414A D	14/04/25	1		£894.16	£0.00	£894.16	Annalisa Dovey	Clerking Services 2000/1
BACS250414A D	16/04/25	9		£7.50	£0.00	£7.50	Annalisa Dovey	Printing Expenses 3001
BACS250414A D	16/04/25	10		£9.31	£0.00	£9.31	Annalisa Dovey	E-signing signwell march 25 3200/8
BACS250414C oz	16/04/25	3		£60.00	£10.00	£50.00	Cozens	Streetlight maintenance Contract 5300/2
BACS250414 GN	16/04/25	4		£150.00	£0.00	£150.00	Gary Newstead	Repair pavillion front Plans (remo 5300/3
BACS250414N AIC	16/04/25	5		£236.47	£39.41	£197.06	Norfolk ALC	Norfolk and national ALC Membeship Subs 3200/1
BACS250414N PF	16/04/25	6		£223.17	£0.00	£223.17	Norfolk Pension Fund	Clerk Pension 2000/2
BACS250414 OPFL	16/04/25	7		£7,572.00	£1,262.00	£6,310.00	Online Playgrounds / Fenland	Supply & install Table tennis 5000/1
BACS250414P OGX	16/04/25	8		£86.40	£14.40	£72.00	Parish Online / Geosphere Lt	Mapping Software for asset mapping 3200/7
BACS250417E E	17/04/25	2		£24.91	£1.19	£23.72	Eon	Pavillion Electricity 5100/1
CN250423CO Z	23/04/25	14		-£60.00	-£10.00	-£50.00	Cozens	Credit Note - over pay 9317 5300/2
CN250423CO Z	23/04/25	24		£60.00	£10.00	£50.00	Cozens	Streetlight maintenace - use credi 5300/2
DD250415EE	15/04/25	11		-£20.65	-£3.44	-£17.21	EE Ltd	March 25 Mobile Phone 3600/1
DD250428AW	28/04/25	28		£12.00	£0.57	£11.43	Anglian Water Business	Pavillion water 5100/2
DD250430SSE	30/04/25	27		£315.62	£15.03	£300.59	SSE Energy Solutions	Streetlight electricity 5100/3
Total				£9,570.89	£1,339.16	£8,231.73		

Bank Account Reconciled Statement

Petty Cash

Statement Number	1	Bank Statement No.	1
Statement Opening Balance	£120.00	Opening Date	01/04/25
Statement Closing Balance	£120.00	Closing Date	30/04/25
True/ Cashbook Closing Balance	£120.00		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
	No activity		0.00	0.00	120.00

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	0	0

Reconciled by Annalisa Dovey

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Bank Account Reconciled Statement

CIL/Funds 0808

20460808

60-83-01

Statement Number	1	Bank Statement No.	1
Statement Opening Balance	£283.27	Opening Date	01/04/25
Statement Closing Balance	£283.27	Closing Date	30/04/25
True/ Cashbook Closing Balance	£283.27		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
	No activity		0.00	0.00	283.27

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	0	0

Reconciled by Annalisa Dovey

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Bank Account Reconciled Statement

Current Account

20431976

60-83-01

Statement Number	1	Bank Statement No.	1
Statement Opening Balance	£11,477.07	Opening Date	01/04/25
Statement Closing Balance	£28,323.30	Closing Date	30/04/25
True/ Cashbook Closing Balance	£28,323.30		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
10/04/25	BACS250410CR76 CR80	Chantelle Baker	0.00	75.00	11,552.07
11/04/25	BACS250411KLWN BC	KLWNBC	0.00	23,152.84	34,704.91
14/04/25	BACS250414AD	Annalisa Dovey	894.16	0.00	33,810.75
14/04/25	DD250415EE	EE Ltd	20.65	0.00	33,790.10
16/04/25	BACS250414AD	Annalisa Dovey	16.81	0.00	33,773.29
16/04/25	BACS250414Coz	Cozens	60.00	0.00	33,713.29
16/04/25	BACS250414GN	Gary Newstead	150.00	0.00	33,563.29
16/04/25	BACS250414NAIC	Norfolk ALC	236.47	0.00	33,326.82
16/04/25	BACS250414NPF	Norfolk Pension Fund	223.17	0.00	33,103.65
16/04/25	BACS250414OPFL	Online Playgrounds / Fenland Leisure Products Ltd	7,572.00	0.00	25,531.65
16/04/25	BACS250414POGX	Parish Online / Geoxsphere Ltd	86.40	0.00	25,445.25
17/04/25	BACS250417EE	Eon	24.91	0.00	25,420.34
23/04/25	CN250423COZ	Cozens	0.00	0.00	25,420.34
23/04/25	FPS250423HMRC	HMRC	0.00	3,108.64	28,528.98
27/04/25	250427KLWNBC	KLWNBC	0.00	127.94	28,656.92
28/04/25	DD250428AW	Anglian Water Business	12.00	0.00	28,644.92
30/04/25	DD250430SSE	SSE Energy Solutions	315.62	0.00	28,329.30
30/04/25	DD250430UB	Unity Bank	6.00	0.00	28,323.30

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	9618.19	26464.42

Reconciled by Annalisa Dovey

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Bank Account Reconciled Statement

Savings 0811	20460811	60-83-01
Statement Number	1	Bank Statement No. 1
Statement Opening Balance	£30,278.34	Opening Date 01/04/25
Statement Closing Balance	£30,278.34	Closing Date 30/04/25
True/ Cashbook Closing Balance	£30,278.34	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
	No activity		0.00	0.00	30,278.34

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	0	0

Reconciled by Annalisa Dovey

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Financial Budget Comparison

Comparison between 01/04/25 and 01/05/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve Movements	Actual Net	Balance	
INCOME					
Council					
100	Precept	£46,305.68	£0.00	£23,152.84	-£23,152.84
110	CIL (Income)	£0.00	£0.00	£127.94	£127.94
120	Grants and Donations	£0.00	£0.00	£0.00	£0.00
Total Council		£46,305.68	£0.00	£23,280.78	-£23,024.90
Finance					
130	Interest - Savings 0811	£500.00	£0.00	£0.00	-£500.00
131	Interest - CIL/Funds 0808	£250.00	£0.00	£0.00	-£250.00
999	VAT Return	£6,000.00	£0.00	£3,108.64	-£2,891.36
Total Finance		£6,750.00	£0.00	£3,108.64	-£3,641.36
Assets & Amenities					
200	Allotment Rents & Deposits	£0.00	£0.00	£75.00	£75.00
Total Assets & Amenities		£0.00	£0.00	£75.00	£75.00
Total Income		£53,055.68	£0.00	£26,464.42	-£26,591.26
EXPENDITURE					
Council					
1200	S.137 (grants out)	£800.00	£0.00	£0.00	£800.00
Total Council		£800.00	£0.00	£0.00	£800.00
Finance					
1000	Audit Expenses	£600.00	£0.00	£0.00	£600.00
1100	Bank Service Charges	£72.00	£0.00	£6.00	£66.00
1101	Bank Service Charge 0808	£72.00	£0.00	£0.00	£72.00
1102	Bank Service Charge 0811	£72.00	£0.00	£0.00	£72.00

Financial Budget Comparison

Comparison between 01/04/25 and 01/05/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve Movements	Actual Net	Balance
Total Finance	£816.00	£0.00	£6.00	£810.00
Human Resources				
2000 Clerk Salary and Pension	£13,986.18	£0.00	£1,014.87	£12,971.31
2100 Expenses	£1,000.00	£0.00	£0.00	£1,000.00
2200 HMRC / NI	£0.00	£0.00	£0.00	£0.00
2300 Election Costs	£0.00	£0.00	£0.00	£0.00
2400 Training	£500.00	£0.00	£0.00	£500.00
2500 Payroll Services (Ewings)	£284.00	£0.00	£145.00	£139.00
Total Human Resources	£15,770.18	£0.00	£1,159.87	£14,610.31
Office/Admin				
3000 Website	£125.00	£0.00	£0.00	£125.00
3001 Printing Costs	£0.00	£0.00	£0.00	£0.00
3200 Subscriptions/Licences	£0.00	£0.00	£9.04	-£9.04
3300 Office Consumables	£1,500.00	£0.00	£0.00	£1,500.00
3400 Office Equipment (purchase)	£0.00	£0.00	£0.00	£0.00
3500 Office Equipment (maintenance/repair)	£0.00	£0.00	£0.00	£0.00
3600 Office / Admin Bills	£0.00	£0.00	£17.21	-£17.21
3700 Room Hire	£300.00	£0.00	£0.00	£300.00
Total Office/Admin	£1,925.00	£0.00	£26.25	£1,898.75
Projects & Events				
4000 Projects & Events	£0.00	£0.00	£0.00	£0.00
Total Projects & Events	£0.00	£0.00	£0.00	£0.00
Assets & Amenities				

Financial Budget Comparison

Comparison between 01/04/25 and 01/05/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve Movements	Actual Net	Balance
3600 Insurance	£2,124.90	£0.00	£0.00	£2,124.90
5000 Asset purchase	£0.00	£0.00	£1,291.14	-£1,291.14
5100 Utilities / Business Rates	£2,500.00	£0.00	£560.29	£1,939.71
5200 Rents Outgoing	£1,524.60	£0.00	£0.00	£1,524.60
5300 Maintenance, Servicing and Repairs	£8,610.00	£0.00	£3,059.80	£5,550.20
Total Assets & Amenities	£14,759.50	£0.00	£4,911.23	£9,848.27
Total Expenditure	£34,070.68	£0.00	£6,103.35	£27,967.33
Total Income	£53,055.68	£0.00	£26,464.42	-£26,591.26
Total Expenditure	£34,070.68	£0.00	£6,103.35	£27,967.33
Total Net Balance	£18,985.00		£20,361.07	

Burnham Market Parish Council

Expenditure transactions - payments approval list Start of year 01/04/25

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
13		£219.44	£219.44		31/03/25	2579	Heronwood Stephen Hansed - Grass cutting	
	1	£59.66		5300/1			Village Green	
	2	£105.75		5300/1			Big Field 1 cut	
	3	£26.21		5300/1			Pond Area 1 cur	
	4	£27.82		5300/1			Old Church 1 cut	
20		£47.50	£47.50	5200/2	31/03/25	SI27288	Holkham Estates - The Greens - Rent	
21		£75.00	£75.00	5200/3	31/03/25	SI27289	Holkham Estates - Playing Field Rnet 25-26	
22		£5.00	£5.00	5200/2	31/03/25	SI27306	Holkham Estates - The Greens Rent	
15		£1,301.00	£1,301.00	5300/5/2	01/04/25	BC110303894	KLWNBC - 5 x litter bin charge	
16		£1,845.48	£1,845.48	5300/5/1	01/04/25	BC110304259	KLWNBC - 7x dog bins weekly empties	
26		£224.55	£224.55	5100/4	10/04/25		KLWNBC - Business Rates -acc. 6041882 Property Reference: NN00000072700786	
19		£265.08	£265.08	5300/3	11/04/25	4258	Norfolk Fire Protection Ltd - Pavillion Fire Certificate and fire equioment servicing	
23		£1,549.37	£1,549.37	5000/3/1	11/04/25	SI908476	Glasdon UK Ltd - replacement Memorial Bench and concrete base fixings	
17		£174.00	£174.00	2500	23/04/25	0425.595	Ewing Accounts Services - Payroll services	
18		£247.42	£247.42	2000/2	23/04/25	April 25	Norfolk Pension Fund - Pension April 25	
25		£9.04	£9.04	3200/8	24/04/25	Invoice-12F2B3	Annalisa Dovey - E-Signing SUBs signwell	

Signature _____

Signature _____

Date _____

Burnham Market Parish Council

Expenditure transactions - payments approval list Start of year 01/04/25

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
Sub Total		£5,962.88	£5,962.88					
		£767.45	£767.45	Confidential				
Total		£6,730.33	£6,730.33					

Signature _____

Date _____

Signature _____