

Burnham Market Parish Council

Summary of Receipts and Payments

1 April 2025 (2024-2025)

All Cost Centres and Codes

Income		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	45,509.75	45,509.75					(0%)
2	Other Income	2,800.00	215.00	-2,585.00				-2,585.00 (-92%)
3	Allotment Rents	1,400.00	1,575.00	175.00				175.00 (12%)
4	Bank Interest	350.00	806.77	456.77				456.77 (130%)
5	CIL Funding							(N/A)
6	CIL Income		12,220.83	12,220.83				12,220.83 (N/A)
7	VAT Refunds	4,432.62		-4,432.62				-4,432.62 (-100%)
48	Allotment Deposits		150.00	150.00				150.00 (N/A)
49	Auction Charge		350.00	350.00				350.00 (N/A)
50	Donations		1,600.00	1,600.00				1,600.00 (N/A)
51	Tennis Club Rental		200.00	200.00				200.00 (N/A)
52	Craft Fair		250.00	250.00				250.00 (N/A)
SUB TOTAL		54,492.37	62,877.35	8,384.98				8,384.98 (15%)

Administration		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8	Staff Costs				22,826.60	15,849.97	6,976.63	6,976.63 (30%)
9	Office Expenses				1,420.00	1,045.06	374.94	374.94 (26%)
10	Insurance				2,017.00	2,023.71	-6.71	-6.71 (-0%)
11	Information Commissioner				35.00	39.17	-4.17	-4.17 (-11%)
12	Audit Fees				465.00	570.00	-105.00	-105.00 (-22%)
13	Room Hire				300.00	272.50	27.50	27.50 (9%)
14	Memberships & Subscriptions				1,804.00	847.14	956.86	956.86 (53%)
15	Training				500.00	30.00	470.00	470.00 (94%)
16	Travel Expenses					53.10	-53.10	-53.10 (N/A)
17	Bank & Payroll Charges				217.00	233.40	-16.40	-16.40 (-7%)
18	Website				125.00	153.00	-28.00	-28.00 (-22%)
19	Other Admin Expenses				250.00	788.89	-538.89	-538.89 (-215%)
SUB TOTAL					29,959.60	21,905.94	8,053.66	8,053.66 (26%)

Allotments		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Rents				1,320.00		1,320.00	1,320.00 (100%)
21	Other Costs		70.00	70.00	700.00	2,204.40	-1,504.40	-1,434.40 (-204%)
47	Deposit							(N/A)
SUB TOTAL			70.00	70.00	2,020.00	2,204.40	-184.40	-114.40 (-5%)

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All Cost Centres and Codes

Projects

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
22	Sundry Projects				1,000.00	640.00	360.00	360.00 (36%)
SUB TOTAL					1,000.00	640.00	360.00	360.00 (36%)

Pavillion

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23	Pavillion Electricity				575.00	975.55	-400.55	-400.55 (-69%)
24	Pavillion Water				150.00	88.45	61.55	61.55 (41%)
25	Projects				1,000.00	4,999.67	-3,999.67	-3,999.67 (-399%)
45	Equipment					733.65	-733.65	-733.65 (N/A)
46	maint					1,720.00	-1,720.00	-1,720.00 (N/A)
SUB TOTAL					1,725.00	8,517.32	-6,792.32	-6,792.32 (-393%)

Parks & Open Spaces

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
26	Grounds Maintenance				5,500.00	2,681.70	2,818.30	2,818.30 (51%)
27	Other Maintenance				200.00	7,047.46	-6,847.46	-6,847.46 (-3423%)
44	Village Green Lease					127.50	-127.50	-127.50 (N/A)
SUB TOTAL					5,700.00	9,856.66	-4,156.66	-4,156.66 (-72%)

General Maintenance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28	Play Area				800.00		800.00	800.00 (100%)
29	Playing Field & Car Park				500.00	172.50	327.50	327.50 (65%)
43	Noticeboards		375.00	375.00				375.00 (N/A)
SUB TOTAL			375.00	375.00	1,300.00	172.50	1,127.50	1,502.50 (115%)

Village Maintenance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30	Litter Bin Emptying				900.00	780.10	119.90	119.90 (13%)
31	Dog Bin Emptying				900.00	666.12	233.88	233.88 (25%)
32	Grit Bins				150.00		150.00	150.00 (100%)
33	Defibrillator				120.00	132.46	-12.46	-12.46 (-10%)
34	General Maintenance		1,338.88	1,338.88	590.00	6,474.05	-5,884.05	-4,545.17 (-770%)

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SUB TOTAL	1,338.88	1,338.88	2,660.00	8,052.73	-5,392.73	-4,053.85 (-152%)
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Highways

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
35	Streetlighting - Power				1,800.00	1,440.41	359.59	359.59 (19%)
36	Streetlighting - Maintenance				2,160.00	500.00	1,660.00	1,660.00 (76%)
37	Footpaths/SAM 2 Unit				300.00		300.00	300.00 (100%)
SUB TOTAL					4,260.00	1,940.41	2,319.59	2,319.59 (54%)

Donations Etc

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	Charities & Grants				800.00	820.00	-20.00	-20.00 (-2%)
39	Chairman's Allowance				100.00	60.00	40.00	40.00 (40%)
SUB TOTAL					900.00	880.00	20.00	20.00 (2%)

Earmarked Reserves

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
40	Election Charges				1,800.00		1,800.00	1,800.00 (100%)
41	CIL Funding Expenditure							(N/A)
42	CIL Applications Expenditure							(N/A)
SUB TOTAL					1,800.00		1,800.00	1,800.00 (100%)

Summary

NET TOTAL	54,492.37	64,661.23	10,168.86	51,324.60	54,169.96	-2,845.36	7,323.50 (6%)
V.A.T.		4,172.40			3,138.07		
GROSS TOTAL		68,833.63			57,308.03		

Burnham Market Parish Council**BANK ACCOUNTS**

Current Account	£11,477.07
Savings 0811	£30,278.34
CIL/funds 0808	£283.27
Total in Banks	42,038.68
Cash	120.00
GRAND TOTAL (Banks and Cash)	£42,158.68

Burnham Market Parish Council

1 April 2025 (2024-2025)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
212	Pavillion Water	27/02/2025		Current Account		Pavilion Water	Anglia Water	S	10.00	2.00	12.00
											12.00
210	Bank & Payroll Charges	28/02/2025		Current Account		Bank Service Charge	Unity Trust Bank	E	6.00		6.00
											6.00
211	Streetlighting - Maintenance	28/02/2025		Current Account		Streetlighting - Maintenance	Cozens (UK) Ltd	S	50.00	10.00	60.00
											60.00
209	General Maintenance	03/03/2025		Current Account	DD250303SSE	Electricity	SSE Scottish Hydro	L	300.59	15.03	315.62
											315.62
208	Information Commissioner	05/03/2025		Current Account	DD250305 ZA3218	ICO Renewal	Information Commissioner	S	39.17	7.83	47.00
											47.00
200	Staff Costs	10/03/2025	March2025	Current Account			Annalisa Dovey	E			
203	Staff Costs	10/03/2025	March2025	Current Account			Norfolk Pension Fund	X			
204	Staff Costs	10/03/2025	March2025	Current Account		Clerk's Pension Feb2025	Norfolk Pension Fund	X			
202	Memberships & Subscriptions	10/03/2025	March2025	Current Account		Parish Online Mapping Softwar	Parish Online	S	72.00	14.40	86.40
											86.40
205	Other Admin Expenses	10/03/2025	March2025	Current Account		Printing for Feb25 meeting (Wi	Annalisa Dovey	X	17.90		17.90
											17.90
206	Memberships & Subscriptions	10/03/2025	March2025	Current Account		VOID	Norfolk Parish Training & S	E			
142	Streetlighting - Maintenance	10/03/2025	March2025	Current Account		Streetlighting - Maintenance	Cozens (UK) Ltd	S	50.00	10.00	60.00
											60.00
201	Other Maintenance	10/03/2025	March2025	Current Account		Streetlighting - Maintenance	Cozens (UK) Ltd	S	50.00	10.00	60.00
											60.00
207	Office Expenses	15/03/2025	March2025	Current Account		File Moving	C Boyden	X	60.00		60.00
											60.00
217	Office Expenses	17/03/2025		Current Account		VOID	C Boyden	X			
218	Office Expenses	17/03/2025		Current Account		Mobile phone	EE	S	16.18	3.24	19.42
											19.42
216	Streetlighting - Power	18/03/2025		Current Account		Electricity	Eon	S	22.92	4.59	27.51
											27.51
215	Charities & Grants	21/03/2025		Current Account		Donation	Campaign for protection of	X	60.00		60.00
											60.00
214	Memberships & Subscriptions	24/03/2025		Current Account		Scribe Subscription	Starboard Systems Ltd	S	-223.00	-44.60	-267.60
											-267.60

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
213	Pavillion Water	27/03/2025		Current Account		Pavilion Water	Anglia Water	S	10.00	2.00	12.00
219	Bank & Payroll Charges	31/03/2025		Current Account		Bank charge	Unity Trust Bank	X	6.00		6.00
220	Streetlighting - Power	31/03/2025		Current Account		Electricity	SSE Scottish Hydro	S	237.57	47.51	285.08
								Total	1,844.67	82.00	1,926.67

Burnham Market 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 31/03/2025		
	Cash in Hand 01/04/2024		30,633.08
	ADD Receipts 01/04/2024 - 31/03/2025		68,833.63
			99,466.71
	SUBTRACT Payments 01/04/2024 - 31/03/2025		57,308.03
A	Cash in Hand 31/03/2025 (per Cash Book)		42,158.68
	Cash in hand per Bank Statements		
	Petty Cash	31/03/2025	120.00
	Current Account	31/03/2025	11,477.07
	Savings 0811	31/03/2025	30,278.34
	CIL/funds 0808	31/03/2025	283.27
			42,158.68
	Less unrepresented payments		
			42,158.68
	Plus unrepresented receipts		
B	Adjusted Bank Balance		42,158.68
	A = B Checks out OK		

Invoice Date	inv number.	Supplier	Description	VAT	VAT amount	net	Total	
31/03/2025	N/a	A Dovey	Clerking services	/	/	/	894.16	
03/02/2025	BC1102896 12	KLWNBC	Bog bin emptying 7 x 52 weeks	Yes	142.69	713.44	856.13	nb - was posted to caroline's address.
12/03/2025	N/a	G Newstead	Pavillion Plank repair	No	/	/	150	
03/03/2025	N/a	Cozens	Streetlighting maintenance	Yes	10	50	60	
24/03/2025	N/a	A Dovey	ASignwell 0- e signing programme	No	/	/	9.31	NB -required for expediting allotmenst and signing o fminutes etc - motion at the next meeting for a permanent arrangement ,
18/02/2025	N/a	Parish Online	Mapping software	yes	14.4	72	86.4	
09/03/2025	N/a	NALC	Mememrship renewal	No			£236.47	
31/03/2024	N/a	Norfolk Pension Fund	Clerk's pension	No	/	/	223.17	
18/03/2025	SIN064196	Online Playgrounds	Table tennis table & Installation	Yes	1262	6310	7572	
31/03/2025	N/a	A Dovey	Printing expenses March 25 - witley press		/	/	7.5	
					VAT	Net	Gross	
				Total	1429.09	7145.44	10095.14	

Late Invoices April 25

01/04/2025	BC110303894	KLWNBC	Bin emptying x 5 52 weeks : no	/	1,301.00	1,301.00
01/04/2025	BC110304259	KLWNBC	Dog Bin emptying x 7 52 we no	/	1,537.90	1,537.90
					<u>2,838.90</u>	<u>2,838.90</u>