



**To:** Full Town Council Members  
**Meeting Date:** Tuesday 24<sup>th</sup> March 2026  
**Agenda Item 10a:** Locum Responsible Financial Officer Report  
**Report Author:** Safia Kauser – Locum Cler/RFO

**Purpose of the Report:**

To provide members with an update on Financial Matters since the last meeting and matters for decision.

**1) Customer Information Request: Co-operative Bank**

Correspondence was received from the bank on the 26<sup>th</sup> February, for a request for the following information:

- *To comply with our legal and regulatory requirements, we have undertaken a review of your account and identified that we require some additional information. Please provide the following:*
  - *Completion of the attached Personal Details Form by the Jacquie Sheridan vice chair, as they are currently unknown to us. We are required to verify the identity of all individuals deemed as 'Key Account Parties'; this includes, but is not limited to, controlling or influential individuals involved in the organisation, even if they do not require account access. Please note: We can now accept electronic signatures. For anyone who resides overseas please see attached guidance for acceptable proof of address and proof of identity.*
- *Please send the required information by 26<sup>th</sup> March 2026, to the address below, marked for the attention of the Business Review Team, along with your sort code & account number.*

Cllr Sheriden was contacted by the office to action the above. The requested information has now been sent to the Co-operative Bank.

**2) Scribe Software**

**a) Budget & Re-coding**

A review was carried out of the councils agreed budget to confirm that this was correctly entered onto the Scribe software. A few issues were identified, and with the support of Scribe this was rectified.

In compliance with Financial Regulation 1.10 it is the role of the RFO to determine the accounting records. A review of the financial data identified that the majority of expenditure transactions were being coded to the revenue expenditure budget rather than a purpose identified budget to provide a clearer and accurate reflection of the expenditure.

Following a review of the financial data, appropriate cost centres and codes were set-up on Scribe and a full review of the income and expenditure transactions was carried out and transactions re-coded to the relevant budget lines to provide an accurate classification of income and expenditure. The Deputy RFO has been involved with the review as part of the training for the RFO role.

Ideally, the budget should be reviewed to confirm that the allocated funds are properly assigned to the appropriate budget lines, which will aid in monitoring the council's finances. However, as we are approaching the end of the financial year, the allocated budgets will remain unchanged for the time being.

The councils agreed budget is set out in the table below. This corresponds to the budget on the Scribe financial software.

<b>Budget Item</b>	<b>Agreed Budget</b>	<b>Virement</b>	<b>Revised Budget</b>
General & Water Rates/Gas & Electric	£5,500	£0	£5,500
Insurance/Subs/Fees/Car Tax/Bank Charges	£21,000	£0	£21,000
Employment Costs (inc employer NI & Superannuation)	£315,000	£0	£315,000
Civic - Chairmans Allowance	£1,000	£0	£1,000
Civic - Newsletter	£1,000	£0	£1,000
Councillor Allowances / Expenses	£0	£0	£0
Town Council Revenue Expenditure (inc cleaning services)	£50,000	£0	£50,000
Training/Staff & Councillor Development	£3,000	£0	£3,000
Community Development / Projects	£0	£0	£0
Town Council Elections	£3,000	£0	£3,000
Grants/donations	£5,000	£0	£5,000
Parkers Farm Estate/Maintenance	£2,000	£3,000	£5,000
Loans inc Mortgage Fund for Parkers Farm Estate	£17,710	£0	£17,710
<b>Total Expenditure Budget</b>	<b>£424,210</b>	<b>£3,000</b>	<b>£427,210</b>
<i>*Budget Virement £3k agreed June'25 Full Council</i>			

The budget monitoring report attached, produced by the Scribe software, highlights more accurate cost centres along with income and expenditure codes that were created by the Locum RFO.

At the start of the new financial year, members will be requested to reassign the budget to the appropriate budget lines to ensure precise budget monitoring. Additionally, the council will have access to the actual expenditure from the previous years data for comparison purposes.

## **b) VAT**

The councils VAT reclaim for Q3; period ending December 2026 of £3,646.04 was received in the Co-operative Bank account on the 14<sup>th</sup> January 2026.

The Scribe software was reviewed to ensure that the VAT reclaims and entries corresponded to the actual reclaim submitted and that it aligned with the outstanding reclaim for the financial year-end. Several discrepancies were identified on the software and raised with Scribe who have provided the advice below. The VAT will be reviewed as part of the financial year-end and adjustments will be made accordingly to bring this back in line.

Response from Scribe:

- The current closing position as at 31/03/26 is £554.33. This should be equal to the amount still to be claimed for this year, e.g. Jan - March. The Form 126 for this period as at today is £621.16, a difference of £66.83.

This is due to the following:

- £79.87: Q3 2025 £3646.04 received. Scribe shows £3566.17
- £-6.03: Q1 2025 £2695.03 received. Scribe shows £2701.06
- £-0.01: Q2 2024 £3124.73 received. Scribe shows £3124.74
- £-7.00: Oct 24- Feb 25 £4713.49 received. Scribe shows £4720.49.

The original claim forms for these periods should be compared to the Scribe reports when run now to identify the reasons for the difference. Once identified the differences can be added (or deducted) from the claim you will do for Jan - March. Once received this will bring the VAT back in line.

### c) Data Entry

Following the changes above to the cost centres and codes, a start has been made to code all transactions onto the software. Most transactions for January have been recorded, and it is anticipated that all transactions for February will also be entered. Due to these reasons, the reports have not been issued with the agenda pack, however it is anticipated that the bank reconciliation, budget monitoring reports and the receipts and payments list will be available and presented at the meeting on Tuesday.

### 3) Bank Transfers

£40,000 bank transfer on the 16<sup>th</sup> January 2026 from the Business Instant Saver account to the Co-operative bank for cash-flow purposes.

£40,000 bank transfer for the month of March for £40,000, from the Business Instant Saver account to the Co-operative bank for cash-flow purposes (see detail below).

Amount	<b>£40,000.00</b>
From account	<p><b>Business Instant Saver Issue 9 - Monthly</b> Account no. 90104067</p>
To account	<p><b>CoOperative Bank</b> Account no. 65199341</p>
Due Date	09 Mar 2026
Transfer Description	Deposit Funds into Current Account

### 4) 02 Mobile Account

No invoices for the 02 mobile account were available on file to code on to the system and for VAT reclaim purposes. Following further investigations with 02, it transcribed that the account was linked to the .org email address. This has now been updated and linked to the RFO email account and copy invoices have been provided.

The current contract charges appeared high. These are currently charged at £34.40 + VAT = £41.28 per month for the Iphone SE handset. The plan included unlimited data, minutes and texts.

The phone has not had much usage, since the three year contract was taken. The advisor has downgraded the monthly plan to £30.00 + VAT which will include 100GB data, minutes + texts. The advisor has explained that the plan can only be downgraded every month and requires a 30 day notice. The downgrading plans were provided as follows:

Data Limited	Amount (NET)
100GB	£34.40 + VAT
50GB	£28.00 + VAT
6GB	£25.00 + VAT
3GB	£22.00 + VAT

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 25/01/2026)

1 - Council Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	381,044.00	381,044.00					(0%)
2	Bank Interest		6,128.23	6,128.23				6,128.23 (N/A)
3	Vat Refund							(N/A)
4	Other		544.00	544.00				544.00 (N/A)
58	Barn Storage Fees		400.00	400.00				400.00 (N/A)
<b>SUB TOTAL</b>		<b>381,044.00</b>	<b>388,116.23</b>	<b>7,072.23</b>				<b>7,072.23 (1%)</b>

Administration-Town Council

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6	Insurance - Town Council				8,000.00	5,501.46	2,498.54	2,498.54 (31%)
7	Insurance Ill Health Liability LGP					3,427.55	-3,427.55	-3,427.55 (N/A)
8	Town Council Revenue		-479.23	-479.23	41,760.00	304.82	41,455.18	40,975.95 (98%)
10	Training/Staff and Councillor Dev				3,000.00	1,425.00	1,575.00	1,575.00 (52%)
11	Grants Section 137 and other				5,000.00	4,534.00	466.00	466.00 (9%)
12	Bank and FD Online charges					545.40	-545.40	-545.40 (N/A)
13	Loans/Mortgage Fund				17,710.00	8,950.00	8,760.00	8,760.00 (49%)
17	Elections					743.01	-743.01	-743.01 (N/A)
23	IT Support & Equipment					3,726.23	-3,726.23	-3,726.23 (N/A)
26	Petty Cash							(N/A)
39	Stationary & Toners					966.10	-966.10	-966.10 (N/A)
40	Copier-Charges & Lease					993.00	-993.00	-993.00 (N/A)
41	Finance Software					890.00	-890.00	-890.00 (N/A)
42	Website inc host/domain fees					550.00	-550.00	-550.00 (N/A)
50	Telephone & Mobile Charges					1,068.26	-1,068.26	-1,068.26 (N/A)
57	Office Equipment					224.73	-224.73	-224.73 (N/A)
59	Civic Newsletter				1,000.00		1,000.00	1,000.00 (100%)
<b>SUB TOTAL</b>			<b>-479.23</b>	<b>-479.23</b>	<b>76,470.00</b>	<b>33,849.56</b>	<b>42,620.44</b>	<b>42,141.21 (55%)</b>

Chairmans Allowance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Chairmans Allowance				1,000.00		1,000.00	1,000.00 (100%)
<b>SUB TOTAL</b>					<b>1,000.00</b>		<b>1,000.00</b>	<b>1,000.00 (100%)</b>

Comm Development Projects

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9	Flowers, Planters & Baskets					3,317.60	-3,317.60	-3,317.60 (N/A)
<b>SUB TOTAL</b>						<b>3,317.60</b>	<b>-3,317.60</b>	<b>-3,317.60 (N/A)</b>

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 25/01/2026)

Employment Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
15	Staffing Costs				192,500.00	155,868.92	36,631.08	36,631.08 (19%)
16	Pension Contributions				125,500.00	46,620.73	78,879.27	78,879.27 (62%)
29	HMRC PAYE Contributions					46,172.41	-46,172.41	-46,172.41 (N/A)
<b>SUB TOTAL</b>					<b>318,000.00</b>	<b>248,662.06</b>	<b>69,337.94</b>	<b>69,337.94 (21%)</b>

Open Spaces Maintenance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	Vehicle Tax				1,400.00	1,380.00	20.00	20.00 (1%)
28	Electricity MUGA-Locking Stump				1,000.00	189.12	810.88	810.88 (81%)
34	Waste Carrier Reg Fee					125.00	-125.00	-125.00 (N/A)
35	Fuel for Van & Equipment					2,861.91	-2,861.91	-2,861.91 (N/A)
36	Van Tracker & Cameras					399.74	-399.74	-399.74 (N/A)
37	Vehicles-Maint & Repairs					2,993.32	-2,993.32	-2,993.32 (N/A)
38	PPE - Workwear-Uniform					567.38	-567.38	-567.38 (N/A)
52	Materials/Supplies for Open Spa					1,082.02	-1,082.02	-1,082.02 (N/A)
54	Equipment & Repairs - Open Sp					239.00	-239.00	-239.00 (N/A)
<b>SUB TOTAL</b>					<b>2,400.00</b>	<b>9,837.49</b>	<b>-7,437.49</b>	<b>-7,437.49 (-309%)</b>

Parkers Farm Estate

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
5	Water				2,250.00	1,299.26	950.74	950.74 (42%)
14	Maint & Repairs Parkers Farm				5,000.00	4,242.91	757.09	757.09 (15%)
18	Gas				1,250.00	813.16	436.84	436.84 (34%)
19	Electricity - Parkers Farm Estate				1,000.00	1,413.28	-413.28	-413.28 (-41%)
20	Cleaning Contract Services				6,240.00	4,210.34	2,029.66	2,029.66 (32%)
43	Janitorial Supplies & Mat Cleanir					748.48	-748.48	-748.48 (N/A)
44	Legionella Testing					90.00	-90.00	-90.00 (N/A)
45	Gas Cert & Boiler Service					95.00	-95.00	-95.00 (N/A)
46	PAT Testing					78.20	-78.20	-78.20 (N/A)
47	Fire Alarm & Extinguishers					678.40	-678.40	-678.40 (N/A)
48	Emergency Lighting					195.05	-195.05	-195.05 (N/A)
49	Burglar Alarm & Keyholding Serv					758.22	-758.22	-758.22 (N/A)
51	Bins & Waste Collection					596.72	-596.72	-596.72 (N/A)
53	EICR Testing & Remedial Works					1,920.00	-1,920.00	-1,920.00 (N/A)
55	Defibrillator costs					265.00	-265.00	-265.00 (N/A)
56	Trees Surveys & Maintenance					125.00	-125.00	-125.00 (N/A)
<b>SUB TOTAL</b>					<b>15,740.00</b>	<b>17,529.02</b>	<b>-1,789.02</b>	<b>-1,789.02 (-11%)</b>

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 25/01/2026)

Subs & Professional Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
22	Audit Fees (Internal & External)				13,600.00	1,715.00	11,885.00	11,885.00 (87%)
24	HR & H&S Support Services					8,906.15	-8,906.15	-8,906.15 (N/A)
30	Occupational Health Services					2,445.00	-2,445.00	-2,445.00 (N/A)
31	Payroll Service					673.60	-673.60	-673.60 (N/A)
32	Subs & ICO Fee					1,639.00	-1,639.00	-1,639.00 (N/A)
33	Data Protection Service					1,687.00	-1,687.00	-1,687.00 (N/A)
<b>SUB TOTAL</b>					<b>13,600.00</b>	<b>17,065.75</b>	<b>-3,465.75</b>	<b>-3,465.75 (-25%)</b>

Summary

<b>NET TOTAL</b>	<b>381,044.00</b>	<b>387,637.00</b>	<b>6,593.00</b>	<b>427,210.00</b>	<b>330,261.48</b>	<b>96,948.52</b>	<b>103,541.52</b>
<b>V.A.T.</b>		10,805.71			10,627.21		
<b>GROSS TOTAL</b>		<b>398,442.71</b>			<b>340,888.69</b>		