Hertford Heath 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 31/07/2025			
	Cash in Hand 01/04/2025			19,248.47
	ADD			
	Receipts 01/04/2025 - 31/07/2025			58,198.61
				77,447.08
	SUBTRACT			
	Payments 01/04/2025 - 31/07/2025			32,878.94
A	**Cash in Hand 31/07/2025** (per Cash Book)			**44,568.14**
	Cash in hand per Bank Statements			
	Petty Cash	31/07/2025	0.00	
	Current account	31/07/2025	2,213.79	
	Savings account	31/07/2025	42,354.35	
				44,568.14
	Less unpresented payments			
				44,568.14
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**44,568.14**
	A = B Checks out OK			

Created by Scribe

Hertford Heath Parish Council

PAYMENTS & RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
42	Tax & NI Contributions	02/07/2025		Current account		Payment - Wages	Community Action Dacorur	E	-948.24		-948.24
42	Pension	02/07/2025		Current account		Payment - Wages	Community Action Dacorur	E	-835.31		-835.31
42	Remote Working From Home a	02/07/2025		Current account		Payment - Wages	Community Action Dacorur	E	-26.00		-26.00
42	Clerk Pay	02/07/2025		Current account		Payment - Wages	Community Action Dacorur	E	-2,311.60		-2,311.60
42	Litter Pickers Pay	02/07/2025		Current account		Payment - Wages	Community Action Dacorur	E	-178.73		-178.73
42	Litter Pickers Pay	02/07/2025		Current account		Payment - Wages	Community Action Dacorur	E	-167.50		-167.50
43	Bank Charges	16/07/2025		Current account		Payment - office expenses	Lloyds Bank Commercial Ca	Z	-3.00		-3.00
43	Telephone	16/07/2025		Current account		Payment - office expenses	Lloyds Bank Commercial Ca	S	-4.13	-0.82	-4.95
43	Office subscriptions	16/07/2025		Current account		Payment - office expenses	Lloyds Bank Commercial Ca	S	-16.64	-3.33	-19.97
43	Office subscriptions	16/07/2025		Current account		Payment - office expenses	Lloyds Bank Commercial Ca	S	-83.33	-16.67	-100.00
43	Office subscriptions	16/07/2025		Current account		Payment - office expenses	Lloyds Bank Commercial Ca	S	-15.41	-3.08	-18.49
43	Website	16/07/2025		Current account		Payment - office expenses	Lloyds Bank Commercial Ca	S	-9.99	-1.99	-11.98
43	Website	16/07/2025		Current account		Payment - office expenses	Lloyds Bank Commercial Ca	S	-18.99	-3.80	-22.79
39	Electricity costs	17/07/2025		Current account		Payment - electricity supply vill	E.ON Next Energy Limited	S	-9.00	-0.45	-9.45
45	Allotment Software	29/07/2025		Current account		Payment - Allotment software	Starboard Systems Limited	S	-22.00	-4.40	-26.40
41	Allotment grasscutting	29/07/2025		Current account		Payment - Grasscutting	Grassroots Landscapes Ltd	S	-120.00	-24.00	-144.00
40	Payroll Outsource	29/07/2025		Current account		Payment - Payroll outsource	Community Action Dacorur	S	-41.00	-8.20	-49.20
41	Grasscutting	29/07/2025		Current account		Payment - Grasscutting	Grassroots Landscapes Ltd	S	-880.00	-176.00	-1,056.00
41	Grasscutting Churchyard	29/07/2025		Current account		Payment - Grasscutting	Grassroots Landscapes Ltd	S	-220.00	-44.00	-264.00
44	Bank Charges	31/07/2025		Current account		Payment - Bank charges	Unity Bank	E	-7.95		-7.95
							Total		**-5,918.82**	**-286.74**	**-6,205.56**

Hertford Heath Parish Council Budget Review Report - 31st July 2025

		25/26 Budget	Actual	Budget remaining
RECEIPTS				
Precept		£110,975.00	£55,487.50	£55,487.50
Allotments Rent		£1,260.00	£132.75	£1,127.25
Allotment Deposits		£100.00	£50.00	£50.00
Alltoment software				
EHDC Grasscutting churchyard				
VAT repaid		£10,000.00	£1,514.09	£8,485.91
Pension repayment			£811.28	-£811.28
Interest			£202.99	-£202.99
Total		**£122,335.00**	**£58,198.61**	**£64,136.39**
		25/26 Budget	**Actual**	**Budget remaining**
EXPENDITURE				
Allotments				
Allotment Deposits (refund)				
Allotment Grasscutting		£600.00	£360.00	£240.00
Allotment repairs				
Allotment Software		£264.00	£88.00	£176.00
Total		**£864.00**	**£448.00**	**£416.00**
Communications				
Annual parish meeting		£30.00	£28.49	£1.51
Newsletter		£822.40	£205.60	£616.80
Venue Hire		£720.00	£130.00	£590.00
Website		£280.00	£58.95	£221.05

Marketing Material				
Total		**£1,852.40**	**£423.04**	**£1,429.36**
Contingency Plan				
Finance and Admin				
Accounts Software		£700.00		£700.00
Audit		£850.00	£446.51	£403.49
Bank Charges		£110.00	£40.95	£69.05
S137 Grants		£1,500.00	£1,500.00	
Insurance		£2,000.00	£2,086.46	-£86.46
IT Licenses		£1,500.00	£567.28	£932.72
New IT equipment		£5,000.00		£5,000.00
Multipay charge			£6.00	-£6.00
Office expenses		£200.00	£70.91	£129.09
Payroll outsource		£532.00	£276.00	£256.00
Post office (P O Box)		£360.00	£371.50	-£11.50
Office Subscriptions		£200.00	£165.30	£34.70
Organisation subscriptions		£1,000.00	£1,212.23	-£212.23
Telephone		£60.00	£16.52	£43.48
Training		£500.00	£6.13	£493.87
Total		**£14,512.00**	**£6,765.79**	**£7,746.21**
Neighbourhood Plan				
Legal support		£2,500.00		£2,500.00
NHP admin support		£5,000.00		£5,000.00
NHP sundry		£2,500.00		£2,500.00
Total		**£10,000.00**		**£7,500.00**
Planning and Infrastructure				

Defibrillator		£200.00		£200.00
Dog bins		£550.00	£494.66	£55.34
Electricity Costs			£31.95	-£31.95
Football Hut Costs		£250.00		£250.00
Flower displays		£400.00	£200.00	£200.00
Grasscutting		£8,000.00	£4,019.50	£3,980.50
Grasscutting churchyard		£1,980.00	£880.00	£1,100.00
Land registry fees		£10.00	£28.00	-£18.00
Legal rep 37 Mount Pleasant		£2,500.00		£2,500.00
Maintenance		£50.00		£50.00
Petanque pitch		£200.00		£200.00
Playground repairs		£200.00	£45.00	£155.00
Playground survey (bi-monthly)		£330.00	£110.00	£220.00
Playground Inspection (annual)		£60.00		£60.00
Registering of green spaces		£2,000.00		£2,000.00
Salt bins		£100.00		£100.00
Speedcamera maintenance		£5,285.00		£5,285.00
Streetlighting		£4,800.00		£4,800.00
Tree works				
Tree survey		£900.00		£900.00
Total		**£27,815.00**	**£5,809.11**	**£21,105.89**
Reserves				
UK Prosperity fund				
General reserves		£10,000.00		£10,000.00
Lottery funding				
TOTAL		**£10,000.00**		**£10,000.00**
Staffing				
Total		**£57,312.00**	**£17,869.52**	**£39,442.48**

TOTAL		£122,355.40	£31,315.46	£87,639.94
Bank balance 31/07/2025	£2,213.79			
Savings account balance 31/07/25	£42,354.35			
	£44,568.14			