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 31/10/2025			
	Cash in Hand 01/04/2025			19,248.47
	ADD			
	Receipts 01/04/2025 - 31/10/2025			116,456.98
				135,705.45
	SUBTRACT			
	Payments 01/04/2025 - 31/10/2025			55,606.97
A	**Cash in Hand 31/10/2025** (per Cash Book)			**80,098.48**
	Cash in hand per Bank Statements			
	Petty Cash	31/10/2025	0.00	
	Current account	31/10/2025	5,512.44	
	Savings account	31/10/2025	74,586.04	
				80,098.48
	Less unpresented payments			
				80,098.48
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**80,098.48**
	A = B Checks out OK			

Created by Scribe

Hertford Heath Parish Council

PAYMENTS & RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
73	Electricity costs	03/10/2025		Current account		Payment - electricity supply vill	E.ON Next Energy Limited	S	-9.00	-0.45	-9.45
76	Clerk Pay	14/10/2025		Current account		Payment - Wages	Community Action Dacorur	E	-2,376.07		-2,376.07
76	Tax & NI Contributions	14/10/2025		Current account		Payment - Wages	Community Action Dacorur	E	-990.08		-990.08
76	Pension	14/10/2025		Current account		Payment - Wages	Community Action Dacorur	E	-862.04		-862.04
76	Remote Working From Home a	14/10/2025		Current account		Payment - Wages	Community Action Dacorur	E	-26.00		-26.00
76	Litter Pickers Pay	14/10/2025		Current account		Payment - Wages	Community Action Dacorur	E	-357.34		-357.34
14	VAT	16/10/2025		Current account		Receipt - VAT reimbursement	HMRC	E	1,262.44		1,262.44
78	Telephone	16/10/2025		Current account		Payment - Website	Lloyds Bank Commercial Ca	S	-4.13	-0.82	-4.95
78	Office expenses	16/10/2025		Current account		Payment - Website	Lloyds Bank Commercial Ca	S	-38.67	-7.73	-46.40
78	Office subscriptions	16/10/2025		Current account		Payment - Website	Lloyds Bank Commercial Ca	S	-16.64	-3.33	-19.97
78	Office subscriptions	16/10/2025		Current account		Payment - Website	Lloyds Bank Commercial Ca	S	-9.16	-1.83	-10.99
78	Website	16/10/2025		Current account		Payment - Website	Lloyds Bank Commercial Ca	S	-9.99	-1.99	-11.98
78	multipay charge	16/10/2025		Current account		Payment - Website	Lloyds Bank Commercial Ca	E	-3.00		-3.00
72	Allotment Software	31/10/2025		Current account		Payment - Allotment software	Starboard Systems Limited	S	-22.00	-4.40	-26.40
71	IT Licences	31/10/2025		Current account		Payment - IT Subscription	ITS Digital	S	-283.64	-56.73	-340.37
77	Bank Charges	31/10/2025		Current account		Payment - Bank charges	Unity Bank	E	-8.10		-8.10
70	Grasscutting Churchyard	31/10/2025		Current account		Payment - Grasscutting	Grassroots Landscapes Ltd	S	-220.00	-44.00	-264.00
70	Grasscutting	31/10/2025		Current account		Payment - Grasscutting	Grassroots Landscapes Ltd	S	-780.00	-156.00	-936.00
74	Playground survey (Annual)	31/10/2025		Current account		Payment - playground survey	East Herts District Council	S	-59.57	-11.91	-71.48
75	Payroll Outsource	31/10/2025		Current account		Payment - Payroll outsource	Community Action Dacorur	S	-41.00	-8.20	-49.20
69	Playgournd Inspections (Bi-Mo	31/10/2025		Current account		Payment - Playground inspectic	Broadmead Leisure Ltd	S	-55.00	-11.00	-66.00
							Total		**-4,908.99**	**-308.39**	**-5,217.38**

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

		25/26 Budget	Actual	Budget remaining
RECEIPTS				
Precept		£110,975.00	£110,975.00	
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	£4,053.27	£5,946.73
Pension repayment			£811.28	-£811.28
Interest			£434.68	-£434.68
Total		**£122,335.00**	**£116,456.98**	**£5,878.02**
		25/26 Budget	**Actual**	**Budget remaining**
EXPENDITURE				
Allotments				
Allotment Deposits (refund)				
Allotment Grasscutting				
Allotment expenditure			£400.00	-£400.00
Allotment Software		£264.00	£154.00	£110.00
Total		**£264.00**	**£554.00**	**-£290.00**
Communications				
Annual parish meeting		£30.00	£28.49	£1.51
Newsletter		£822.40	£411.20	£411.20

Venue Hire		£720.00	£160.00	£560.00
Website Domain		£23.32		£23.32
Website		£280.00	£88.92	£191.08
Marketing Material				
Total		**£1,875.72**	**£688.61**	**£1,187.11**
Contingency Plan				
Finance and Admin				
Accounts Software		£700.00	£676.80	£23.20
Audit		£850.00	£866.51	-£16.51
Bank Charges		£110.00	£63.30	£46.70
S137 Grants		£1,500.00	£1,500.00	
Insurance		£2,000.00	£2,086.46	-£86.46
IT Support Contract		£660.00		£660.00
IT Licenses		£1,500.00	£850.92	£649.08
Data guardian 365 Backup licences		£105.00		£105.00
New IT equipment		£5,000.00		£5,000.00
IT onboarding & Set up cost		£1,200.00		£1,200.00
Multipay charge			£15.00	-£15.00
Office expenses		£200.00	£114.99	£85.01
Payroll outsource		£532.00	£399.00	£133.00
Post office (P O Box)		£360.00	£371.50	-£11.50
Office Subscriptions		£200.00	£229.79	-£29.79
Organisation subscriptions		£1,000.00	£1,212.23	-£212.23
Telephone		£60.00	£28.91	£31.09
Training		£500.00	£601.13	-£101.13
Total		**£16,477.00**	**£9,016.54**	**£7,460.46**
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**		**£10,000.00**
Planning and Infrastructure				
Defibrillator		£200.00	£66.00	£134.00
Dog bins		£550.00	£494.66	£55.34
Electricity Costs			£59.55	-£59.55
Football Hut Costs		£250.00		£250.00
Flower displays		£400.00	£200.00	£200.00
Grasscutting		£8,600.00	£7,365.10	£1,234.90
Grasscutting churchyard		£1,980.00	£1,650.00	£330.00
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	£76.64	£123.36
Playground survey (bi-monthly)		£330.00	£220.00	£110.00
Playground Inspection (annual)		£60.00	£59.57	£0.43
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		**£28,415.00**	**£10,219.52**	**£17,295.48**

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**	**£32,280.73**	**£25,031.27**
TOTAL		**£124,343.72**	**£52,759.40**	**£70,684.32**
Bank balance 31/10/2025	**£5,512.44**			
Savings account balance 31/08/25	**£74,586.04**			
	£80,098.48			