

ANTINGHAM PARISH COUNCIL

Summary Receipts & Payments Account

For The Year Ending 31st March 2025

31/03/2024

£

Receipts

3,600.00	Precept
16.83	Interest on Investments
2,038.22	VAT Repayment
238.75	Miscellaneous (bottlebank)
-	Miscellaneous receipts
5,681.93	Grants (illuminated bollard/defib)
11,575.73	Total Receipts

31/03/2025

£

3,800.00
11.22
-
260.05
27.25
-
4,098.52

Payments

759.20	Staff Costs
345.56	Administration
189.80	HM Revenue & Customs
0.00	Hall Hire
444.83	Insurance
772.29	Grants/Donations S137
10,573.08	Miscellaneous
2,014.58	VAT
15,099.34	Total Payments

776.00
389.79
194.00
100.00
689.24
163.55
765.40
78.92
3,156.90

Receipts and Payments Summary

11,301.02	Balance at 1st April 2024	7,777.41
11,575.73	Total Receipts	4,098.52
15,099.34	Less Total Payments	3,156.90
7,777.41	C/F 2025	8,719.03

These cumulative funds are represented by:

6,726.30	Current Account - Barclays & Unity	219.03
1,066.11	Business Saver - Barclays & Unity	8,500.00
15.00	Outstanding cheques not cashed	0.00
7,777.41		8,719.03

The above statement represents the financial position of the authority at 31st March 2025 and reflects its receipts and payments during the financial year

Signed: _____

Chairman

Date: 13/05/2025

Signed: _____

Responsible Financial Officer

Date: 13/5/25

ANTINGHAM PARISH COUNCIL - EXPENDITURE 1st April 2024 - 31st March 2025										
DATE	TO	STAFF COSTS	ADMIN	HALL HIRE	INSURANCE	DONATIONS	MISC/OTHER	VAT	TOTAL	
14.05.24	Ros Calvert - audit						50.00		£50.00	
14.05.24	Countystyle Recycling						35.00	7.00	£42.00	
14.05.24	NPTS						55.00		£55.00	
14.05.24	P Hayward Gardening						30.00		£30.00	
14.05.24	Elaine Pugh	260.00	97.99						£357.99	
14.05.24	HMRC	65.00							£65.00	
14.05.24	P Hayward Gardening						30.00		£30.00	
14.05.24	Antingham Village Hall			100.00					£100.00	
14.05.24	CAN - Insurance				689.24				£689.24	
06.08.24	Phil Hayward - grass cutting						30.00		£30.00	
06.08.24	HMRC	39.00							£39.00	
06.08.24	Elaine Pugh - Clerk	156.00	95.00				20.00	4.00	£275.00	
06.08.24	Countystyle						45.00	9.00	£54.00	
06.08.24	NNDC (bin emptying)						55.90	11.18	£67.08	
06.08.24	Antingham Village Hall (bottlebank)					163.55			£163.55	
06.08.24	Wix Website - Elaine Pugh						108.00	15.24	£123.24	
06.08.24	Phil Hayward - grass cutting						30.00		£30.00	
19.11.24	Countystyle Recycling						60.00	12.00	£72.00	
19.11.24	HMRC	45.00							£45.00	
19.11.24	Elaine Pugh	180.00	102.00						£282.00	
19.11.24	Mr P Hayward						30.00		£30.00	
11.02.25	Countystyle						57.50	11.50	£69.00	
11.02.25	Elaine Pugh	180.00	94.80						£274.80	
11.02.25	HMRC	45.00							£45.00	
11.02.25	Stuart Clark (Secret Gardens)						45.00	9.00	£54.00	
11.02.25	Elaine Pugh (Unity Trust Opening)						25.00		£25.00	
11.02.25	ICO - Data Protection Renewal						47.00		£47.00	
28.02.25	Unity Service charge						6.00		£6.00	
28.03.25	Unity Service charge						6.00		£6.00	
	TOTALS	£ 970.00	£ 389.79	£ 100.00	£ 689.24	£ 163.55	£ 765.40	£ 78.92	£ 3,156.90	

ANTINGHAM-2024-2025-ACCOUNTS-COPY

ANTINGHAM PARISH COUNCIL - INCOME 1st APRIL 2024 - 31st March 2025									
DATE	FROM	PRECEPT	GRANT	INTEREST	VAT REFUND	OTHER	TOTALS		
16.05.24	NNDC - Precept 1st tranche	1,900.00					1,900.00		
11.06.24	NCC Botlebank					260.05	260.05		
30.09.24	NNDC - Precept 2nd tranche	1,900.00					1,900.00		
Interest from Barclays									
03.06.24	Barclays Interest (March-June)			3.99			3.99		
02.09.24	Barclays Interest (June-Sept)			4.00			4.00		
02.12.24	Barclays Interest (Sept-Dec)			3.23			3.23		
24.02.25	Barclays Interest (Dec-March)						-		
21.11.24	Credit from Bus Serv Dsg 3					2.25	2.25		
	Transfer from Elaine into Unity - reimbursed					25.00			
	TOTALS	3,800.00		11.22		287.30	4,098.52		

ANTINGHAM PARISH COUNCIL

Accounts for the year ended 31st March 2025 - Asset List

ASSETS HELD			
1 Dog Bin at Sandy Lane	100.00		
1 village sign	3,673.00		
1 notice board	400.00	1 notice board removed	
1 SAM Unit	3,200.00	Purchased November 2015	
1 SAM Unit	3,982.00	01/11/2023 - NCC/50/50 scheme	
3 grit bins	565.00	Purchased November 2022	
1 set of bollards - Southrepps Road	4,635.52	August 2023 - 50/50 scheme	
1 set of bollards - A149/junction Village Hall	4,635.52	2024	
1 defibrillator - (Strawberry field)	3,180.00	May-23	
TOTAL OF ASSETS HELD	24,371.04		
	01.04.25		

ANTINGHAM PARISH COUNCIL - RISK ASSESSMENT 2024-2025			
Risk	Insured	Risk	Action
Notice board	Y	Low	Monitor
Fidelity guarantee	Yes	Low	Ensure insurance policy in place and meets reserves
Cheque Fraud	No	Low	Councillor's to check invoices
Payment Authority	No	Low	Moved to Unity Bank for 2 stage authentication
Payments to HMRC	No	Low	Clerk to ensure paid and provide payslips
Income	No	Low	Clerk to ensure all income is accounted for
VAT return	No	Low	To be undertaken in May/June
Asset register	No	Low	Reviewed annually in May
Council insurance	N/A	Low	Ensure insurance policy in place
SAM 11 x 2 units	Yes	Medium	Locked with secure locks and Councillor responsible
			for transfer from post to post in hi-viz jacket
			NEW SAM 2 agreed by NCC to be purchased
Village Signs	Yes	Low	Need reviewing as deteriorated and in poor repair
			Insured both
			Being remade
Prepared by Elaine Pugh			
Date: April 2025			

ANTINGHAM PARISH COUNCIL
Bank reconciliation
For The Year Ending 31st March 2025

Attachment 1.1

Prepared by: Elaine Pugh - Clerk and RFO

Balance per bank statements as at 31 March 2024

Current Account - Barclays

Business Saver - Barclays

Unity Current Account

Unity Savings Account

£	£
206.03	
-	
13.00	
8,500.00	
	<u><u>8,719.03</u></u>

Petty cash float (not applicable)

0.00

Less any unpresented cheques at 31st March 2025

6.00

Unbanked cash at 31st March 2025

Net bank balance as at 31 March 2025

0

Net balances as at 31st March 2025

8,713.03

The net balances reconcile to the Cash Book (receipts and payments) for the year as follows:

CASH BOOK

Opening Balance 1st April 2025

7,771.41

Add: Receipts in the year 2024/2025

4,098.52

Less: Payments in 2024/2025

3,156.90

Closing balance per cash book 2025

8,713.03

(receipts and payments book) as at 31st March 2025

Explanation of variances

Attachment 1.2

Name of Council: **ANTINGHAM PARISH COUNCIL**

Explanations for variance of more than 15% (and over £200) for individual boxes in Section 1 except where there are "compensating" variances which leave a box relatively unchanged.

	2023/2024	2024/2025	Variance	Detailed explanation of variance (with amounts to nearest £10)
Box 1 Balances carried forward	11,301	7,777	-£3,524	In 23/24 we received grants to complete works from NCC for solar bollards and funds for a defibrillator. During 2024-2025 these payments did not occur. The new solar bollards were paid for directly by NCC
Box 2 Precept	3,600	3,800	+£200	The Precept increased by £200
Box 3 Other Income	7,975	298	-£7,677	Income is down due to non receipt of grants for solar bollards and funds for the defibrillator. During 2024-2025 these payments did not occur.
Box 4 Staff costs	949	970	+£21	Staff costs increased marginally due to the increase in hourly rate.
Box 5 Loan interest/ capital	NIL	NIL	£NIL	
Box 6 Other payments	14,150	2,187	-£11,964	Payments have decreased due to the exceptional payments for the defibrillator, 2 new bollards and an additional SAM2 unit not being purchased in 24/25.
Box 7 Balances carried forward	7,777	8,719	+£942	Balances have increased due to the Council not facilitating any new purchases during 24/25. <i>£5,000 is held for maintenance of Antingham Village Hall and £3,697 for general reserves</i>
Box 9 Fixed assets & Long term assets	19,735	24,371	+£4,636	During 24/25 - we purchased 1 new bollard via the NCC Parish Partnership Scheme and an additional SAM2.
Box 10 Total Borrowings	£Nil	£Nil	£0	