

Responsible Financial Officer's Financial Report: to end Quarter 2 – April to September 2025.  
Presented at the November meeting, some additional information is included.

Please see spreadsheet including on separate tabs:

1. Budget Update - comparison between budget and amount spent to 30 September 2025
2. Bank Reconciliation for Q2
3. Receipts
4. Payments
5. Budget 2025/2026

**Quarterly Bank Reconciliations.** A councillor is needed to verify bank reconciliations completed by the clerk. Once a quarter. It is recommended that the person is not a signatory.

**Budget / Expenditure.** Most headings are under budget at the end of the second quarter. Administration is over budget as bank fees were not budgeted for, and an insufficient amount was included for mileage. These figures have been increased for the draft 2026/27 budget.

Bank Fees £36.00, not included in budget. Mileage to end September £118.76, £117 in annual budget.

**Additional information.** £ 7,035.00 second precept payment received 19 September 2025. VAT reclaim will be made in due course. Balance on 14 November is only £63.85.

**Grants from Herefordshire Council.** Amounts applied for total more than the upper limit of £25k. The Lengthsman and Public Rights of Way (PROW) grants were agreed before the Drainage grants. As a result, the Parish Council will be liable to fund £241.92 (to be confirmed) for the costs of drainage. Gross figures are shown as these amounts will be due for payment and may cause cash flow difficulties. Herefordshire Council (HC) has advised that funds cannot be released until the work is completed, and the contractor cannot be paid directly by HC.

The Lengthsman is aware of this situation. It is hoped the Parish Council's invoices will be settled more swiftly than previously. **Recommended:** RFO and Finance Group to monitor cash flow. Herefordshire Council to be approached again if difficulty arises.

Grants	Net	Gross
Lengthsman	£2,748.00	
Match funded by HC	£1,374.00	
*Drainage	£6,570.00	£7,884.00
*Drainage	£13,922.92	£16,219.10
Prow	£627.00	
	£25,241.92	£24,103.10

\*Official confirmation, contract variation, and purchase order expected.

**Additional PROW Grant relating to 2024/25 £450 for works to steps below Pokehouse Wood.**

A second claim for labour was submitted on 26 September. A new purchase order was arranged, and an invoice sent on 1 October. Why payment had not been received was queried on 12 November. There was a problem with the Purchase Number which was put against an incorrect cost code. It was then closed by Business World due to this error. The Officer had not been told about this. A second Purchase Order number was received on 13 November, the invoice was amended and submitted for payment on the same day. It is hoped this will be paid without delay.

Please let me know if you have any questions.

Maggie Brown. 14 November 2025