Islip Parish Council

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Finance Report for Parish Council meeting on 10th November 2026

Agenda Item:

12.2 Finance

a. To receive the Finance Report

As of 31st October 2026, the Accounts stood at:

Current Account	£16,573.77
Reserves Account	£20,085.22
Total Balance	£36,658.99

Total Balance (above)	£36,658.99
Less: payments still to be made on the November cashbook (Refs 58-68, excluding Ref 60 and Ref 63a, which have already left the bank)	-£3,260.27
Less: approved but not yet debited at 31/10/26 (see below)	-£901.20
Less: estimated running costs to 31 March 2027 (December wages/WFHA now on the November cashbook)	-£5,611.58
Approximate balance remaining	**£26,885.94**

Running costs are an estimate (wages, WFHA, HMRC, Wix, ground maintenance and similar commitments to 31 March 2027) and are for guidance only.

Items approved but not yet debited

Date Approved	Payee	Description	Amount	Budget Code
13/10/2026	Green Scythe Ltd	Gang mowing - May 2026 (inv 18676)	£181.20	GRD MNT
13/10/2026	Top Leaf Tree Services	Hedge cutting H1 & H2, Village Hall (quote 2110 - pay on receipt of invoice) - minute 079/26	£720.00	LAND MAINTENANCE & SMALL WORKS
		Total	£901.20	

Income

No income received since the October meeting (13 October 2026).

Direct Debits to note:

Date Cleared	Payee and reason	Budget	Net Payment	Payment inc. VAT
23/10/2026	HMRC - employer PAYE/NIC (quarterly)	STAFF COSTS (HMRC)	£304.74	£304.74

The HMRC payment is awaiting retrospective approval - see section e below. Next quarterly payment expected 23 January 2027 (higher than usual, because it includes the employer on-costs of the NJC back pay).

Standing Orders to note:

None cleared in October. Wix (website email) and ICO certificate are annual card/DD payments already recorded on the cashbook.

b. Internal Financial Control

To receive a report from the Councillor responsible for Internal Financial Control.

c. Bank Statement

To acknowledge scrutiny and acceptance of the previously circulated October bank statements and the October Bank Reconciliation (below).

d. Staff Expenses

Date	Payee	Description	Net Payment	Payment inc. VAT
10/11/2026	Clerk	Working from Home Allowance - November 2026 (£6 per week x 4)	£24.00	£24.00
10/11/2026	Clerk	Working from Home Allowance - December 2026 (£6 per week x 4) - no December meeting	£24.00	£24.00
		Total	**£48.00**	**£48.00**

e. Invoices for Payment

To consider and approve invoices for payment itemised on the Payment Schedule below.

Payments to be approved

Date	Payee	Ref. Description	Total	Budget Code
10/11/2026	Staff	58, 59, 61, 67, 68. Staff pay and allowances for November and December 2026 (no December meeting), including the NJC 2026-27 pay award back-dated to 1 April 2026. Summarised under Financial Regulation 6.4.	£2,127.35	STAFF COSTS / WFHA
10/11/2026	M P Pauling	62. Replacement oak tree - Burial Ground (inv INV0092; purchase approved minute 078/26)	£189.00	GENERAL (RESERVES)
10/11/2026	Norfolk County Council	63. NPLaw September 2026 fee time charges (inv 10138814, £145.32): balance to pay after Norfolk applied £138.60 of earlier payments (see 63a)	£6.72	SOLICITOR FEES
10/11/2026	Green Scythe Ltd	64. Grass/verge cutting - Sep 2026 (inv 18971). Purchase approval AWAITING	£841.20	GRD MNT
10/11/2026	Islip Village Hall	65. Film Night hall hire - 14 Oct 2026 (inv 2026110)	£38.40	GRANTS
10/11/2026	Islip Village Hall	66. Toddler Group hall hire - 6, 13 & 20 Oct 2026 (inv 2026115)	£57.60	GRANTS
		Total	**£3,260.27**	

Retrospective approval (already paid)

Date	Payee	Ref. Description	Total	Budget Code
23/10/2026	HMRC	60. Employer PAYE/NIC - direct debit (Oct 2026)	£304.74	STAFF COSTS (HMRC)
15/06/2026	Norfolk County Council	63a. Duplicate payments made 15/06/26 (inv 10125034 £19.92 + 10127855 £59.76), applied by Norfolk to inv 10138814	£79.68	SOLICITOR FEES
		Total	**£384.42**	

Total of Refs 58-68 and 63a: £3,644.69, of which £3,260.27 is still to be paid and £384.42 has already left the bank (Ref 60 on 23/10/26; Ref 63a on 15/06/26). There is no December meeting, so December wages and WFHA are included now; January onwards will be presented at the next meeting.

f. Budget Update

Figures include all payments on the cashbook to 10 November 2026, whether or not yet cashed.

Staff costs (salary, HMRC, pension) - AGAR Box 4

Budget heading	Budget	To 30 Sep	Oct	Nov	Total spent	Remaining
Staff	£13,150.00	£5,982.94	£1,277.74	£2,384.09	£9,644.77	£3,505.23
Total	**£13,150.00**	**£5,982.94**	**£1,277.74**	**£2,384.09**	**£9,644.77**	**£3,505.23**

Working from Home Allowance (not a staff cost for AGAR - reported as Box 6). Budget shown against the staff costs line on the cashbook.

Working from home allowance

Budget heading	Budget	To 30 Sep	Oct	Nov	Total spent	Remaining
WFHA	**n/a**	**£120.00**	**£48.00**	**£48.00**	**£216.00**	**n/a**

Precept - running costs

Budget heading	Budget	To 30 Sep	Oct	Nov	Total spent	Remaining
Insurance	£1,500.00	£0.00	£1,385.36	£0.00	£1,385.36	£114.64
Grants	£2,100.00	£1,841.60	£115.20	£96.00	£2,052.80	£47.20
Subscriptions	£1,230.00	£362.00	£185.95	£0.00	£547.95	£682.05
Parish Property	£3,000.00	£0.00	£0.00	£0.00	£0.00	£3,000.00
Dog Bins	£1,500.00	£700.48	£422.14	£0.00	£1,122.62	£377.38
Audit	£600.00	£508.50	£0.00	£0.00	£508.50	£91.50
Grd Mnt	£7,500.00	£1,750.20	£2,319.60	£841.20	£4,911.00	£2,589.00
New BG Mnt	£3,000.00	£1,500.00	£55.00	£0.00	£1,555.00	£1,445.00
Land Maint Small W	£1,850.00	£0.00	£720.00	£0.00	£720.00	£1,130.00
Website	£675.00	£0.00	£645.12	£0.00	£645.12	£29.88
Training	£600.00	£0.00	£0.00	£0.00	£0.00	£600.00
Playg Mnt & Ref	£150.00	£138.00	£0.00	£0.00	£138.00	£12.00
Stationery	£100.00	£0.00	£0.00	£0.00	£0.00	£100.00
Solicitor Fees	£1,000.00	£702.48	£0.00	£86.40	£788.88	£211.12
Total	**£24,805.00**	**£7,503.26**	**£5,848.37**	**£1,023.60**	**£14,375.23**	**£10,429.77**

Reserves

Budget heading	Budget	To 30 Sep	Oct	Nov	Total spent	Remaining
Grants (Res)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
General (Res)	£1,000.00	£0.00	£0.00	£189.00	£189.00	£811.00
Staff Cost (Res)	£500.00	£0.00	£0.00	£0.00	£0.00	£500.00
C. Training (Res)	£200.00	£0.00	£0.00	£0.00	£0.00	£200.00
Land Main&SW (Res)	£500.00	£0.00	£0.00	£0.00	£0.00	£500.00
Grd Maint (Res)	£450.00	£0.00	£0.00	£0.00	£0.00	£450.00
Playground (Res)	£13,500.00	£3,916.00	£0.00	£0.00	£3,916.00	£9,584.00
Solicitor Fees (Res)	£500.00	£0.00	£0.00	£0.00	£0.00	£500.00
Total	**£16,650.00**	**£3,916.00**	**£0.00**	**£189.00**	**£4,105.00**	**£12,545.00**

Other earmarked

Budget heading	Budget	To 30 Sep	Oct	Nov	Total spent	Remaining
Ins. Claim Excess	£200.00	£0.00	£0.00	£0.00	£0.00	£200.00
Election Costs	£250.00	£200.00	£0.00	£0.00	£200.00	£50.00
Total	**£450.00**	**£200.00**	**£0.00**	**£0.00**	**£200.00**	**£250.00**

g. Budget Virements

Subject to the Council's approval under Financial Regulation 5.17, the Clerk/RFO recommends the following virements within the 2026-27 budget so that no heading is overspent by 31 March 2027. The Council is asked to confirm the amounts and the budget headings the money is moved from.

	Heading	Amount	Reason
g.1	Grants	£450.00	Village Hall hire (Toddler Group / Film Night) is charged to Grants; forecast to year end exceeds budget
g.2	Playground Maintenance & Refurbishment	£62.00	Budget of £150.00 expected to be exceeded

h. Points to Note

1. Approvals still required: purchase approval is awaiting for Ref 59 (staff costs) and Ref 64 (Green Scythe inv 18971, Sep 2026). Payment approval is requested for Refs 58-68 as above; payments are not made until approved.

2. Norfolk County Council invoice 10138814 (£145.32) was settled by Norfolk applying £138.60 of earlier payments (confirmed 12/10/26) plus a balance of £6.72 still to pay. £79.68 of the earlier payments were duplicate payments made on 15/06/26 (invoices 10125034 and 10127855); these are entered in the cashbook as Ref 63a. The other £58.92 was received on 06/10/25 (2025-26) and is not in this year's cashbook. In line with the Practitioners' Guide (5.46), nothing is netted off. The £79.68 remains a reconciling item in the 31 October bank reconciliation, as it is entered in the cashbook in November.

3. Green Scythe invoice 18676 (£181.20) remains unpaid at 31 October.

4. Staff costs include the NJC 2026-27 pay award, applied from 1 April 2026 with back pay paid as a lump sum. From January the new rate applies.

Bank Reconciliation

Islip Parish Council - at 31 October 2026 (Financial Regulation 2.6)

Cashbook	£
Balance brought forward at 30 September 2026 (per September bank reconciliation, note 2)	42,699.65
Add: receipts in October - Burial Ground invoice 249926 (05/10/26)	156.00
Less: payments cashed in October	-6,116.98
Cashbook balance at 31 October 2026	**36,738.67**

Bank	£
Current account at 31/10/26	16,573.77
Deposit account (statement 04/09/26)	20,085.22
Less: unpresented payments	0.00
Add: credit held by Norfolk County Council (note 1)	79.68
Adjusted bank balance at 31 October 2026	**36,738.67**

Difference (cashbook less bank) - should be nil	**0.00**

Notes

1. Norfolk County Council applied £138.60 of earlier payments to invoice 10138814 on 12/10/26. £79.68 of that is duplicate payments made on 15/06/26 (invoices 10125034 and 10127855); the cashbook records them as Ref 63a in November.

2. The brought-forward balance includes a £50.71 prior-year adjustment shown on the September reconciliation: £50.00 entered in the 2024-25 cashbook for an anticipated contractor invoice that was never received (no payment was made) and £0.71 rounding. To be reviewed with the internal auditor.

Prepared by: E Kearney, Clerk/RFO Signed: _____ Date: _____	Checked by (Councillor, not the Chair): Signed: _____ Date: _____
Name of checking Councillor: _____	