

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/25 and 02/03/26 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

CIL/Funds 0808	£283.27
Current Account	£11,477.07
Petty Cash	£120.00
Savings 0811	£30,278.34
Total	<u>£42,158.68</u>

RECEIPTS	Net	Vat	Gross
Council	£47,933.62	£0.00	£47,933.62
Finance	£6,501.42	£0.00	£6,501.42
Assets & Amenities	£2,372.00	£0.00	£2,372.00
Total Receipts	<u>£56,807.04</u>	<u>£0.00</u>	<u>£56,807.04</u>
PAYMENTS	Net	Vat	Gross
Council	£391.73	£11.63	£403.36
Finance	£581.00	£63.00	£644.00
Human Resources	£12,610.41	£29.00	£12,639.41
Office/Admin	£1,337.75	£132.15	£1,469.90
Assets & Amenities	£28,899.77	£2,645.75	£31,545.52
Total Payments	<u>£43,820.66</u>	<u>£2,881.53</u>	<u>£46,702.19</u>

Closing Balances at 02/03/26

Ordinary Accounts

CIL/Funds 0808	£288.13
Current Account	£21,178.43
Petty Cash	£0.00
Savings 0811	£30,796.97
	<u>£52,263.53</u>
Total	<u>£52,263.53</u>

Signed _____
Chair

Clerk / Responsible Financial Officer

Financial Budget Comparison

Comparison between 01/04/25 and 02/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/2026	Actual Net	Balance	2026/2027
INCOME					
Council					
100	Precept	£46,305.68	£46,305.68	£0.00	£51,730.84
110	CIL (Income)	£0.00	£127.94	£127.94	£0.00
120	Grants and Donations	£0.00	£1,500.00	£1,500.00	£0.00
Total Council		£46,305.68	£47,933.62	£1,627.94	£51,730.84
Finance					
130	Interest - Savings 0811	£500.00	£518.63	£18.63	£250.00
131	Interest - CIL/Funds 0808	£250.00	£4.86	-£245.14	£4.00
170	VAT Return	£6,000.00	£5,977.93	-£22.07	£3,100.00
Total Finance		£6,750.00	£6,501.42	-£248.58	£3,354.00
Assets & Amenities					
140	Allotment Rents & Deposits	£1,400.00	£1,974.50	£574.50	£1,725.00
150	Pavillion Hire Out	£0.00	£60.00	£60.00	£0.00
160	Tennis Club Rental	£0.00	£200.00	£200.00	£200.00
161	Bowls Club Rental	£0.00	£100.00	£100.00	£100.00
162	Greens Rental	£0.00	£350.00	£350.00	£350.00
Total Assets & Amenities		£1,400.00	£2,684.50	£1,284.50	£2,375.00
Total Income		£54,455.68	£57,119.54	£2,663.86	£57,459.84

Financial Budget Comparison

Comparison between 01/04/25 and 02/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/2026	Actual Net	Balance	2026/2027
EXPENDITURE					
Council					
6000	S.137 (grants out)	£800.00	£350.23	£449.77	£800.00
6100	Expenses	£1,000.00	£41.50	£958.50	£500.00
6200	Legal Fees	£0.00	£0.00	£0.00	£0.00
Total Council		£1,800.00	£391.73	£1,408.27	£1,300.00
Finance					
1000	Audit Expenses	£600.00	£515.00	£85.00	£650.00
1100	Bank Service Charges	£72.00	£66.00	£6.00	£72.00
Total Finance		£672.00	£581.00	£91.00	£722.00
Human Resources					
2000	Clerk Salary and Pension	£13,986.18	£12,820.35	£1,165.83	£14,617.70
2200	HMRC / NI	£0.00	£747.92	-£747.92	£2,367.39
2300	Election Costs	£0.00	£0.00	£0.00	£0.00
2400	Training	£500.00	£50.00	£450.00	£1,000.00
2500	Payroll Services (Ewings)	£284.00	£145.00	£139.00	£299.28
Total Human Resources		£14,770.18	£13,763.27	£1,006.91	£18,284.37
Office/Admin					
3000	Website	£125.00	£0.00	£125.00	£129.00
3001	Printing Costs	£0.00	£135.50	-£135.50	£170.00
3002	Postage	£0.00	£43.18	-£43.18	£120.00
3200	Subscriptions/Licences	£1,980.00	£1,021.79	£958.21	£1,041.66
3300	Office Consumables	£1,500.00	£5.40	£1,494.60	£250.00

Financial Budget Comparison

Comparison between 01/04/25 and 02/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/2026	Actual Net	Balance	2026/2027
3400	Office Equipment (purchase)	£0.00	£0.00	£0.00	£250.00
3500	Office Equipment (maintenance/repair)	£0.00	£0.00	£0.00	£240.00
3600	Office / Admin Bills	£0.00	£141.68	-£141.68	£240.00
3700	Room Hire	£300.00	£205.00	£95.00	£300.00
Total Office/Admin		£3,905.00	£1,552.55	£2,352.45	£2,740.66
Projects & Events					
4000	Projects & Events	£0.00	£19.10	-£19.10	£0.00
Total Projects & Events		£0.00	£19.10	-£19.10	£0.00
Assets & Amenities					
5000	Asset purchase	£0.00	£7,941.12	-£7,941.12	£0.00
5100	Utilities / Business Rates	£2,500.00	£3,682.92	-£1,182.92	£4,249.00
5200	Rents Outgoing	£1,524.00	£1,852.00	-£328.00	£1,852.00
5300	Maintenance, Servicing and Repairs	£12,220.00	£15,400.10	-£3,180.10	£13,366.82
5600	Insurance	£2,124.90	£2,590.61	-£465.71	£2,625.00
Total Assets & Amenities		£18,368.90	£31,466.75	-£13,097.85	£22,092.82
Total Expenditure		£39,516.08	£47,774.40	-£8,258.32	£45,139.85
Total Income		£54,455.68	£57,119.54	£2,663.86	£57,459.84
Total Expenditure		£39,516.08	£47,774.40	-£8,258.32	£45,139.85
Total Net Balance		£14,939.60	£9,345.14	£10,922.18	£12,319.99

Bank Account Reconciled Statement

CIL/Funds 0808	20460808	60-83-01
Statement Number	12	Bank Statement No. 11
Statement Opening Balance	£288.13	Opening Date 01/03/26
Statement Closing Balance	£288.13	Closing Date 31/03/26
True/ Cashbook Closing Balance	£288.13	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
	No activity		0.00	0.00	288.13

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	0	0

Reconciled by Annalisa Dovey

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Bank Account Reconciled Statement

Current Account

20431976

60-83-01

Statement Number

11

Bank Statement No. 11

Statement Opening Balance

£20,573.83

Opening Date

01/02/26

Statement Closing Balance

£21,178.43

Closing Date

28/02/26

True/ Cashbook Closing
Balance

£21,178.43

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
04/02/26	BACS20260204HMRC	HMRC	0.00	2,869.29	23,443.12
16/02/26	BACS20260216ARD		0.00	-50.00	23,393.12
16/02/26	BACS260216AD		1,056.81	0.00	22,336.31
16/02/26	BACS260216AD1	Annalisa Dovey	9.90	0.00	22,326.41
16/02/26	BACS260216ADprint	Annalisa Dovey	5.00	0.00	22,321.41
16/02/26	BACS260216COZ	Cozens	60.00	0.00	22,261.41
16/02/26	BACS260216HMRC	HMRC	321.62	0.00	21,939.79
16/02/26	BACS260216NPF		361.82	0.00	21,577.97
16/02/26	DABACS260216BBT	BBT Construction Mark Appleford	1,625.00	0.00	19,952.97
17/02/26	DD260217Eon	Eon	47.00	0.00	19,905.97
23/02/26	DD260223SSE	SSE Energy Solutions	221.54	0.00	19,684.43
26/02/26	BACS260226HRC	Hunstanton Rotary Club	0.00	1,500.00	21,184.43
28/02/26	DD260228UTB	Unity Bank	6.00	0.00	21,178.43

Uncleared and unrepresented effects

Total uncleared and unrepresented

0.00

0.00

Total debits / credits

3714.69

4319.29

Reconciled by Annalisa Dovey

Signed _____

Clerk / Responsible Financial Officer

Signed _____

Chair

Date _____

Bank Account Reconciled Statement

Savings 0811	20460811	60-83-01
Statement Number	11	Bank Statement No. 11
Statement Opening Balance	£30,796.97	Opening Date 01/02/26
Statement Closing Balance	£30,796.97	Closing Date 28/02/26
True/ Cashbook Closing Balance	£30,796.97	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
	No activity		0.00	0.00	30,796.97

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	0	0

Reconciled by Annalisa Dovey

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Bank Account Reconciled Statement

Petty Cash

Statement Number	12	Bank Statement No.	12
Statement Opening Balance	£0.00	Opening Date	01/03/26
Statement Closing Balance	£0.00	Closing Date	31/03/26
True/ Cashbook Closing Balance	£0.00		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
	No activity		0.00	0.00	0.00

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	0	0

Reconciled by Annalisa Dovey

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Burnham Market Parish Council

Expenditure transactions - payments approval list Start of year 01/04/25

No	Payment Reference	Gross	To pay Heading	Invoice date	Invoice no.	Details	Payment Reference Total
140		£20.30	£20.30 3001	06/01/26		Annalisa Dovey - printing for january meeting	
141		£19.10	£19.10 4000	07/01/26		Annalisa Dovey - LGR event printing	
150		£12.00	£12.00 5100/2	01/02/26		Anglian Water Business - Wave	
156			£753.25	27/02/26	Feb 2026		
157		£525.00	£525.00	27/02/26	2727	Heronwood Stephen Hansed - 21st Jan Cut back trees and bushes along the wall edge of playing field and remove cuttings 23rd Jan Prune and tidy little access on Front Street Cuttings removed	
158		£588.00	£588.00 5300/4	27/02/26	ORDER NUMB	Defib Warehouse - new case and bag	
159		£5.40	£5.40 3600/1	27/02/26		Smarty (Clerk Expense) - Mobile phone	
160	BACS	£119.98	£119.98 5000/3/2	27/02/26	206-27160...60	Customised For You - Granite plaques - queens jubilee and memorial plaque on green	£119.98
161		£228.00	£228.00 3200/6	27/02/26	39221	AdantEDGE IT - AdvantEDGE - 3 Year Contract • Finance • Second licence to Docking PC - 50% Discount applied • 01/04/26 to 31/03/27 (2nd year period)	
162		£60.00	£60.00 5300/12	27/02/26	10249	Cozens - BURNHAM MARKET PARISH COUNCIL Street Lighting Maintenance Monthly Standard Maintenance charge for JANUARY 2026 as agreed.	

Signature _____
Date _____

Signature _____

Burnham Market Parish Council

Expenditure transactions - payments approval list Start of year 01/04/25

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
163		£1,668.00	£1,668.00	5300/14	27/02/26	10394	Cozens - 2 X REPLACEMENT VICTORIAN LED LANTERNS. (COL No's = 49 + 54) 2 X NEW VICTORIAN LED 4K POST TOP LANTERNS WITH MINI PHOTOCELLS/CABLING:- LABOUR AND MATERIALS	
165		£157.40	£157.40		27/02/26	531PS0015525	HMRC - HMRC 531PS001552522611	

The following payments have already been made

143	BACS2601 12HWD	£360.00	£360.00		14/10/25	2702	Heronwood Stephen Hansed - October 2025 asset maintenance from inspection works
127	BACS2601 12HWD	£500.00	£500.00	5300/6	26/12/25	2702	Heronwood Stephen Hansed - Blow leaves off the greens and remove 5&6&11/11/25
130	BACS2601 12AD		£800.48		26/12/25		
131	BACS2601 12SLCC	£40.00	£40.00	3200/2	26/12/25	MEM255720-3	SLCC - membership (190/2 = 95, alrrday paidf 55 - 40 remaining)
134	BACS2601 12NA	£72.00	£72.00	5300/8	26/12/25		Norfolk Alarms - CCTV - set up remote access viewing
135	DABACS26 0112	£60.00	£60.00	5300/12	26/12/25	INV-9993	Cozens - Streetlight maint. Contract
137	BACS2601 12HMRC	£174.22	£174.22		26/12/25	531PS0015525	HMRC - Tax / NI - period 9
139	DDBACS26 0120EON	£45.62	£45.62	5100/1	06/01/26		Eon - electricity

Signature

Signature

Date

Burnham Market Parish Council

Expenditure transactions - payments approval list **Start of year 01/04/25**

No	Payment Reference	Gross	To pay Heading	Invoice date	Invoice no.	Details	Payment Reference Total
142	BACS2601 20FAG	£160.00	£160.00 6000	19/01/26		Dennis Clark - FAG GRANT Jan 2026	
144	BACS2602 16AD		£1,056.81	01/02/26			
145	BACS2602 16COZ	£60.00	£60.00 5300/12	01/02/26	10150	Cozens - street light maint. Dec25	
146	BACS2602 16HMRC	£321.62	£321.62	01/02/26		HMRC - HMRC & NI EoDEc25	
148	BACS2602 16ADprint	£5.00	£5.00 3001	01/02/26		Annalisa Dovey - Printing for Allotment letters	
149	BACS2602 16AD1	£9.90	£9.90	01/02/26		Annalisa Dovey - Phone & data contracts	
151	DD260121S SE	£225.89	£225.89 5100/3	01/02/26	IV03929058	SSE Energy Solutions - 01/12/2025 to 31/12/2025 streetlights £225.89	
152	DD260131 UTB	£6.00	£6.00 1100	01/02/26	EoJan26	Unity Bank - service charge	
153	DABACS26 0216BBT	£1,625.00	£1,625.00 5300/9/3	27/02/26	26003	BBT Construction Mark Appleford - Playground repairs Feb 2026 Supply and fit new gate closer c/w Box & new top Concrete in post 985.00 Supply and fit new zip wire spring 275.00 Re-attach frame bracket 175.00 Supply and fit 1 pair handrails on tractor 190.00 All as per instructions/discussions	
154	DD260217E on	£47.00	£47.00 5100/1	27/02/26	KI-B913442F-0	Eon - Pav electricity	

Signature

Signature

Date

Burnham Market Parish Council

Expenditure transactions - payments approval list Start of year 01/04/25

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
155	DD260223S SE	£221.54	£221.54	5100/3	27/02/26	IV04064627	SSE Energy Solutions - streetlight electricity Invoice period 01/01/2026 to 31/01/2026	
Sub Total		£9,844.74	£7,946.67					
		£2,860.93	£2,860.93	Confidential				
Total		£10,807.60	£10,807.60					

Signature _____

Date _____

Signature _____