

Financial Summary - Cashbook

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

Balances at the start of the year

Ordinary Accounts

CIL	£6,799.53
General : Unity Bank	£2,877.22
Savings Account	£48,130.85
Total	<u>£57,807.60</u>

RECEIPTS	Net	Vat	Gross
Council	£26,086.33	£0.00	£26,086.33
Outside Spaces, Assets & Amenities	£2,520.96	£0.00	£2,520.96
Finance	£8,443.21	£0.00	£8,443.21
Projects	£5,549.47	£0.00	£5,549.47
Charity for Allotment & Poor	£5,205.36	£0.00	£5,205.36
Total Receipts	<u>£47,805.33</u>	<u>£0.00</u>	<u>£47,805.33</u>
PAYMENTS	Net	Vat	Gross
Council	£2,062.00	£0.00	£2,062.00
Human Resources	£12,170.77	£0.00	£12,170.77
Outside Spaces, Assets & Amenities	£14,328.12	£1,575.55	£15,903.67
Office, IT & Admin	£1,737.53	£150.92	£1,888.45
Finance	£581.00	£63.00	£644.00
Insurance	£2,034.86	£0.00	£2,034.86
Events	£836.57	£146.22	£982.79
Projects	£5,483.26	£1,005.66	£6,488.92
Total Payments	<u>£39,234.11</u>	<u>£2,941.35</u>	<u>£42,175.46</u>

Closing Balances at 01/03/26

Ordinary Accounts

CIL	£6,915.99
General : Unity Bank	£4,642.31
Savings Account	£51,879.17
Total	<u>£63,437.47</u>

Signed _____
Chair

Clerk / Responsible Financial Officer

Financial Budget Comparison

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

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

		2025/26	Actual Net	Balance
INCOME				
Council				
1	Precept	£26,033.54	£26,033.55	£0.01
3	CIL	£0.00	£52.78	£52.78
Total Council		£26,033.54	£26,086.33	£52.79
Outside Spaces, Assets & Amenities				
2	Allotment Rents	£300.00	£423.17	£123.17
6	Parish Partnership Scheme (NCC)	£1,670.00	£2,122.79	£452.79
Total Outside Spaces, Assets & Amenities		£1,970.00	£2,545.96	£575.96
Finance				
4	VAT Rebate	£7,410.65	£10,267.89	£2,857.24
7	Bank Interest CIL	£400.00	£116.46	-£283.54
8	Bank Interest Savings Bank Interest Savings	£1,400.00	£871.10	-£528.90
Total Finance		£9,210.65	£11,255.45	£2,044.80
Projects				
5	Grants	£6,203.15	£5,549.47	-£653.68
Total Projects		£6,203.15	£5,549.47	-£653.68
Charity for Allotment & Poor				
13	Rental Income	£0.00	£8,415.26	£8,415.26
Total Charity for Allotment & Poor		£0.00	£8,415.26	£8,415.26
Total Income		£43,417.34	£53,852.47	£10,435.13

Financial Budget Comparison

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

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

		2025/26	Actual Net	Balance
EXPENDITURE				
Council				
130	Section 137	£3,000.00	£2,000.00	£1,000.00
131	Chairman's expenses	£0.00	£62.00	-£62.00
132	Legal Fees	£0.00	£0.00	£0.00
Total Council		£3,000.00	£2,062.00	£938.00
Human Resources				
111	Member organisations	£430.00	£366.72	£63.28
160	Election Expenses	£0.00	£0.00	£0.00
245	Payroll services	£183.00	£0.00	£183.00
250	Training	£1,035.00	£92.50	£942.50
400	Staff Salary	£7,436.00	£8,270.29	-£834.29
410	HMRC & NI	£2,000.00	£2,784.41	-£784.41
415	Clerks Pension	£0.00	£1,808.61	-£1,808.61
Total Human Resources		£11,084.00	£13,322.53	-£2,238.53
Outside Spaces, Assets & Amenities				
150	Asset Maintenance & Repair	£2,000.00	£2,741.39	-£741.39
151	Asset Running Costs	£2,876.00	£3,368.90	-£492.90
152	Outside / Green Space Maintenance	£8,250.00	£4,760.00	£3,490.00
153	New Asset / Amenties Purchase	£0.00	£2,014.53	-£2,014.53
230	Utilities	£1,366.20	£1,471.16	-£104.96
Total Outside Spaces, Assets & Amenities		£14,492.20	£14,355.98	£136.22
Office, IT & Admin				

Financial Budget Comparison

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

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

		2025/26	Actual Net	Balance
135	Room Hire	£150.00	£147.00	£3.00
140	IT Services, Licenses & Bills	£1,505.64	£822.92	£682.72
145	Postage	£51.75	£42.45	£9.30
175	Printing Costs	£248.40	£20.80	£227.60
176	Village Newsletter	£120.00	£0.00	£120.00
177	Stationery	£10.35	£0.00	£10.35
178	Expenses	£50.00	£14.00	£36.00
179	IT / Office asset purchase	£258.75	£690.36	-£431.61
Total Office, IT & Admin		£2,394.89	£1,737.53	£657.36
Finance				
120	Audit Fees	£440.00	£515.00	-£75.00
170	Bank Charges	£155.00	£66.00	£89.00
Total Finance		£595.00	£581.00	£14.00
Insurance				
115	Insurance	£1,017.00	£1,822.06	-£805.06
126	Cyber Insurance	£100.80	£212.80	-£112.00
Total Insurance		£1,117.80	£2,034.86	-£917.06
Events				
240	Village Events	£1,560.00	£836.57	£723.43
Total Events		£1,560.00	£836.57	£723.43
Projects				
500	Neighbourhood Plan	£0.00	£1,064.00	-£1,064.00
501	ORG Regeneration	£0.00	£4,278.31	-£4,278.31
502	Biodiversity	£0.00	£0.00	£0.00

Financial Budget Comparison

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

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

	2025/26	Actual Net	Balance
503 Village Sign / War memorial	£0.00	£140.95	-£140.95
504 Bus shelter	£0.00	£0.00	£0.00
Total Projects	£0.00	£5,483.26	-£5,483.26
Charity for Allotment & Poor			
14 Grant to charity	£0.00	£0.00	£0.00
Total Charity for Allotment & Poor	£0.00	£0.00	£0.00
Total Expenditure	<u>£34,243.89</u>	<u>£40,413.73</u>	<u>-£6,169.84</u>
Total Income	£43,417.34	£53,852.47	£10,435.13
Total Expenditure	£34,243.89	£40,413.73	-£6,169.84
Total Net Balance	<u>£9,173.45</u>	<u>£13,438.74</u>	

Bank Account Reconciled Statement

CIL	20437336	60-83-01
Statement Number	35	Bank Statement No. 35
Statement Opening Balance	£6,915.99	Opening Date 01/02/26
Statement Closing Balance	£6,915.99	Closing Date 28/02/26
True/ Cashbook Closing Balance	£6,915.99	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
	No activity		0.00	0.00	6,915.99

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

General : Unity Bank

20437310

60-83-01

Statement Number	35	Bank Statement No.	35
Statement Opening Balance	£7,362.44	Opening Date	01/02/26
Statement Closing Balance	£4,642.31	Closing Date	28/02/26
True/ Cashbook Closing Balance	£4,642.31		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
02/02/26					
05/02/26				0.00	
05/02/26	BACS20260205ADL R	Annalisa Dovey	14.00	0.00	6,778.05
05/02/26	BACS20260205ADs marty	Annalisa Dovey	5.40	0.00	6,772.65
05/02/26				0.00	
05/02/26	BACS20260205KM	Multiple Suppliers/ Customers	75.94	0.00	6,497.34
05/02/26	BACS20260205MT	Matthew Todd	1,000.00	0.00	5,497.34
05/02/26				0.00	
19/02/26	DABACS260219KM	K & M Lighting Ltd	456.00	0.00	4,824.95
25/02/26	DD260225NP	N Power	176.64	0.00	4,648.31
28/02/26	DD260228UTB	Unity Bank	6.00	0.00	4,642.31

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	2760.13	40

Reconciled by Annalisa Dovey

Signed _____

Clerk / Responsible Financial Officer

Date _____

Chair

Bank Account Reconciled Statement

Savings Account	20437323	60-83-01
Statement Number	35	Bank Statement No. 35
Statement Opening Balance	£51,879.17	Opening Date 01/02/26
Statement Closing Balance	£51,879.17	Closing Date 28/02/26
True/ Cashbook Closing Balance	£51,879.17	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
	No activity		0.00	0.00	51,879.17

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 _____

Docking 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
1431	BACS	£33.43	£33.43 151/3	22/02/26	9850	K & M Lighting Ltd - 9850 streetlighting contract 13th of February 2026 to the 12th of March 2026.	£33.43
1432				22/02/26	EoFeb26		
1436		£1111.00	£1111.00 250/1	22/02/26	30777	Suffolk Association of Local Councils - CILCA training (50% split with Burnham Market PC Introduction to CILCA 1 to 1 - 4 March £22.50 Unit One 12 February £35 Unit 2a 14 April & 2b 21 April £35 Delegate: Annalisa Dovey	

The following payments have already been made

1405	DABACS26 0219KM	£456.00	£456.00 151/6	05/12/25	9796	K & M Lighting Ltd - 6 year statutory testing	
1422	BACS2026 0205KM	£33.43	£33.43 151/3	27/01/26	9790	K & M Lighting Ltd - Street Lighting Maintenance charges from 13th of January 2026 to the 12th of February 2026.	
1424	BACS2026 0205MT	£1,000.00	£1,000.00	27/01/26	Nov 25 Dec 25	Matthew Todd - November & December village and green maint.	
1425	BACS2026 0205ADLR	£14.00	£14.00 178	27/01/26		Annalisa Dovey - Clay pits title plans and register	
1426	BACS2026 0205ADsm arty	£5.40	£5.40 140/2	27/01/26	jan26	Annalisa Dovey - Smarty Clerk phone contract january	
1427	BACS2026 0205AD						

Signature

Signature

Date

Docking 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
1433	DD260225 NP	£176.64	£176.64	230/1	22/02/26	IN14961614	N Power - strettlight electricity 1 Jan 2026 to 31 Jan 2026 Invoice period: 1 Jan 2026 to 31 Jan 202	
1437	DD260228 UTB	£6.00	£6.00	170	01/03/26	EoFeb26	Unity Bank - service charge EoFeb26	
Sub Total		£2,954.71	£2,201.95					
		£1,761.87	£1,761.87				Confidential	
Total		£3,963.82	£3,963.82					

Signature _____
Date _____

Signature _____

Start of year 01/04/25

Tn no	Gross	Vat	Net	CteelInvoice date	Details		Cheque	Cheque Total
1420	£48.57	£0.00	£48.57	HR 09/01/26	Norfolk Pension Fund	Employee contribution to pension fund (correction as missed from transaction 1408) amount taken pre-taken from payslip but not included in pension payment.	BACS20260205KM	
1427/1	£18.46	£0.00		HR 29/01/26	Annalisa Dovey	Standard salary deductionsTax National Insurance Norfolk Pension Fund £	BACS20260205AD	
1428/1		£0.00		HR 29/01/26	HMRC - PAYE	NI	BACS20260205HMR C	
1428/2		£0.00		HR 29/01/26	HMRC - PAYE	HMRC	BACS20260205HMR C	
1429	£818.88	£0.00		HR 29/01/26	Norfolk Pension Fund	Month 10 (Ending 31 January 2026)	BACS20260205NPF	
1432/1		£0.00		HR 22/02/26	Annalisa Dovey	salary 40 hours @ £ pension		
1434/1	£458.88	£0.00		HR 22/02/26	HMRC - PAYE	HMRC		
1434/2		£0.00		HR 22/02/26	HMRC - PAYE	NI		
1435/1		£0.00		HR 22/02/26	Norfolk Pension Fund	pension eoFeb26		
Total	£1,761.87	£0.00	£1,761.87					