# Padiham Town Council

# Annual Statement of Accounts

## For Year Ending 31st March 2025

## Part 1

Contents

# Padiham Town Council
## STATEMENT OF ACCOUNTS

| | | RECEIPTS | | PAYMENTS |
|---|---|---|---|---|
| Opening Balance | | | | |
| Balance at Bank | | 56,256.78 | | |
| Cash in Hand | | -107.84 | | |
| Grant | 616.00 | | | |
| Maintenance Grant | | | | |
| Precept | 100,000.00 | | | |
| Bank interest | 1,062.72 | | | |
| Town Clerk Salary | | | 24,605.05 | |
| Town Clerk cover | | | 1,593.80 | |
| Payroll admin charges | | | 200.00 | |
| Clerk expenses | | | | |
| Insurance | | | 1,722.13 | |
| Audit | | | 1,441.58 | |
| Legal | | | | |
| Subscriptions | | | 120.00 | |
| Rent | | | | |
| NNDR | | | | |
| Service charge | | | 13,000.00 | |
| Bank charges | | | | |
| Office equipment | | | 106.39 | |
| Website hosting | | | 2,161.20 | |
| Stationery | | | 891.37 | |
| Postage | | | | |
| Printer & copier | | | 1,954.00 | |
| External printing | | | 360.90 | |
| Recruitment | | | | |
| Advertising | | | | |
| Computer hardware | | | 1,054.97 | |
| Computer software | | | 873.60 | |
| Gifts & hospitality | | | | |
| Rent | 450.00 | | | |
| NNDR | | | | |
| Telephone | | | 240.36 | |
| Building Supervisor | | | 7,400.00 | |
| Licences and Performing Rights | | | 3,522.26 | |
| Laundry | | | 339.53 | |
| Ballroom Hire receipts | 23,295.48 | | 458.70 | |
| Ballroom Bar takings | 582.50 | | | |
| Cleaning materials | | | 1,406.39 | |
| Rent | | | | |
| NNDR | | | | |
| Service charge | | | | |

## Padiham Town Council
## STATEMENT OF ACCOUNTS

| | RECEIPTS | PAYMENTS |
|---|---|---|
| Archiving Group income contribution | 1,000.00 | |
| Rent | | |
| Community Room income - hire | 2,408.23 | 0.51 |
| Council chamber hire - income | | |
| Wedding licence fee | | 200.00 |
| Floral decorations | | 450.00 |
| Mayoral chains / badges | | 59.00 |
| Mayor making | | 769.10 |
| Mayor at Home | | |
| Mayoral Ball | | |
| General donations / grants | | |
| Christmas Lights switch on | 640.00 | 10,528.87 |
| Duck Race | 615.55 | 8,481.37 |
| Halloween Party | 300.00 | 500.00 |
| Party in the Park | 238.00 | 9,391.40 |
| Remembrance Service | 257.00 | 2,495.75 |
| Mayoral invitations | | 135.00 |
| Beer Festival | 124.50 | 331.57 |
| Publicity | | 166.67 |
| Ballroom equipment | | 1,896.13 |
| Donations | | |
| Markets | 110.00 | |
| Additional Projects | | 4,063.23 |
| Licenses | | 90.00 |
| Cleaning | | 2,572.60 |
| Padiham on Parade | | 2,000.00 |
| Summer Fair | | |
| Pension & NI | | 3,268.62 |
| Newsletter | | |
| Community Room NNDR | | |
| Painting Padiham | | 1,000.00 |
| Events General | 1,390.00 | 1,921.18 |
| Storeroom NNDR | | |
| Uncashed Cheques and receipts | | |
| Business Support Grant | | |
| Padiham Business Vouchers | | 50.00 |
| Community Room Refreshments | | 949.60 |
| Town Centre Improvement Scheme | | |
| Electricity Feeder Pillar | | 1,920.68 |
| Book of Condolence | | |
| Card Payments | | |
| Flag Poll Testing | | |
| Pre 2022 Tax Debt | | |

## Padiham Town Council
## STATEMENT OF ACCOUNTS

| | RECEIPTS | | PAYMENTS | |
|---|---|---|---|---|
| Training | | | | |
| Town Clerk Tax | | | 4,218.11 | |
| Employer Pension & NI | | | 2,811.92 | |
| Piano | | | | |
| Assistant Clerk Salary | 237.76 | | 4,491.88 | |
| Maintenance | | | | |
| Service Charge | | | | |
| Tea & Toast | | | 133.75 | |
| Ladies Toilets | | | | |
| Annex Refurbishment | | | | |
| Toilet Refurbishment | | | 45.82 | |
| Assistant Clerk Tax | | | 1,145.80 | |
| Wedding Fair | | | | |
| Cenotaph | | | | |
| Accounts | | | 207.84 | |
| Christmas Party | 1,714.99 | | 2,300.00 | |
| Beer Festival Donation | | | 2,712.00 | |
| VAT Reclaim | | | | |
| Community Fund | 1,350.00 | | | |
| Fundraising | 384.50 | | 1,709.36 | |
| Sponsorship | 1,500.00 | | | |
| Archive Weekend | | | | |
| Cinema Club | 15.00 | | 692.88 | |
| Poppy Party | | | 55.00 | |
| Cashback | 52.00 | | | |
| Weddings | 550.00 | | 137.61 | |
| Cleaning Deposit | | | 60.00 | |
| Investment | | | | |
| Sponsor Gifts | | | 238.50 | |
| VAT | 29,308.54 | | 6,464.86 | |
| | | **168,202.77** | | **144,118.84** |
| **Closing Balances:** | | | | |
| Balances in Bank Account | | | | 80,254.86 |
| Cash in Hand | | | | -21.99 |
| **TOTAL** | | **224,351.71** | | **224,351.71** |

The above statement represents fairly the financial position of the council as at 31 Mar 2025

**Padiham Town Council**

**STATEMENT OF ACCOUNTS**

| | RECEIPTS | PAYMENTS |
|---|---|---|

Signed ______________________

Responsible Financial Officer

Date ______________________

28 May 2025 (2024-2025)

## Padiham Town Council

**Annual Return**

### Accounts for Year from 01/04/2024 to 31/03/2025

This is prepared based on the information in "Governance and Accountability for Local Councils : a Practitioners' Guide"

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

* Note :- An asterisk to the right of the box below indicates it is an item that has changed by more than 15% and £200 from the previous year and probably warrants a comment in your notes. This is only an indication and should not be considered exclusive. You will only see asterisks if this is the second year you have used the report.

| | | Year ending | | |
|---|---|---|---|---|
| **Box No.** | **Description** | **31/03/2024 £** | **31/03/2025 £** | |
| 1 | Balances brought fwd | 90,458.34 | 56,148.94 | * |
| 2 | Annual precept | 95,577.00 | 100,000.00 | |
| 3 | Total other receipts | 32,144.85 | 67,965.01 | * |
| 4 | Staff Costs | 35,131.89 | 41,897.42 | * |
| 5 | Loan interest/capital repayment | 0.00 | 0.00 | |
| 6 | Total other payments | 126,899.36 | 101,983.66 | * |
| 7 | Balances carried forward | 56,148.94 | 80,232.87 | * |
| 8 | Total Cash and Short Term Inve | 56,148.94 | 80,232.87 | * |
| 9 | Total Fixed Assets and Long Ter | 94,922.20 | 92,922.20 | |
| 10 | Total Borrowings | 0.00 | 0.00 | |

## Padiham Town Council

**ANNUAL RETURN - Section 2 : Statement of Accounts**

### Explanation of variances

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

| Box No. | Description | 31/03/2024 £ | 31/03/2025 £ | Variance £ | Variance % | Explanation Required? | Notes |
|---|---|---|---|---|---|---|---|
| 1 | Balances brought fwd | 90458.34 | 56148.94 | | | | BALANCE B/F AGREES |
| 2 | Annual precept | 95577.00 | 100000.00 | 4423.00 | 5% | No | 4.5% Precept increase |
| 3 | Total other receipts | 32144.85 | 67965.01 | 35820.16 | 111% | Yes | VAT Reclaim of £21,000 and an increase in Ballroom Hire charges of £6,000. Mayoralty income increased by £1,700 and Event income increased by sponsorship by £4,300 |
| 4 | Staff Costs | 35131.89 | 41897.42 | 6765.53 | 19% | Yes | Staff Pay rise also increased Employer NI contributions. Also 11 months of Assistant salary compared to 8 months last year. |
| 5 | Loan interest/capital repayments | 0.00 | 0.00 | 0.00 | 0% | No | |
| 6 | Total other payments | 126899.36 | 101983.66 | -24915.70 | 20% | Yes | The 2024-25 rent and NNDR was paid in March 2023 at £16,000. The 2025-26 was paid April 2025, therefore no rent or NNDR in 2024-5. Licenses reduced by £4,000 again paid across years. There was a £2500 saving on office equipment and a £2,000 saving on Building Supervisor costs. |
| 7 | Balances carried forward | 56148.94 | 80232.87 | 24083.93 | 43% | Yes | 2024-25 costs paid in 2023 reduced the balances carried forward. as the 2025-26 costs were paid after April this increased the balances carried forward figure. |
| 8 | Total Cash and Short Term Investments | 56148.94 | 80232.87 | 24083.93 | 43% | Yes | 2024-25 costs paid in 2023 reduced the balances carried forward. as the 2025-26 costs were paid after April this increased the balances carried forward figure. |

## Padiham Town Council

**ANNUAL RETURN - Section 2 : Statement of Accounts**

### Explanation of variances

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

| Box No. | Description | 31/03/2024 £ | 31/03/2025 £ | Variance £ | Variance % | Explanation Required? | Notes |
|---|---|---|---|---|---|---|---|
| 9 | Total Fixed Assets and Long Term Investments | 94922.20 | 92922.20 | -2000.00 | 2% | No | |
| 10 | Total Borrowings | 0.00 | 0.00 | 0.00 | 0% | No | |

This report is intended as a guide to the variances you may need to explain. The specific requirements vary between external auditors so please check the requirements shown on the pro forma provided to your council

Please note a breakdown of approved reserves will also be required if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2)

# Padiham Town Council

Prepared by: ______________________ Date: __________

*Name and Role (Clerk/RFO etc)*

Approved by: ______________________ Date: __________

*Name and Role (RFO/Chair of Finance etc)*

| | | | | |
|---|---|---|---|---|
| | **Bank Reconciliation at 31/03/2025** | | | |
| | Cash in Hand 01/04/2024 | | | 56,148.94 |
| | **ADD**<br>Receipts 01/04/2024 - 31/03/2025 | | | 168,202.77 |
| | | | | 224,351.71 |
| | **SUBTRACT**<br>Payments 01/04/2024 - 31/03/2025 | | | 144,118.84 |
| A | **Cash in Hand 31/03/2025**<br>(per Cash Book) | | | **80,232.87** |
| | Cash in hand per Bank Statements | | | |
| | Petty Cash | 31/03/2025 | 0.00 | |
| | Barclays Town council account - 1C | 31/03/2025 | 1,997.07 | |
| | Barclays Ballroom Account - 2371C | 31/03/2025 | 4,514.69 | |
| | Credit Card | 31/03/2025 | 0.00 | |
| | Padiham Business Reserve | 31/03/2025 | 74,562.72 | |
| | | | | **81,074.48** |
| | Less unpresented payments | | | 841.61 |
| | | | | 80,232.87 |
| | Plus unpresented receipts | | | |
| B | **Adjusted Bank Balance** | | | **80,232.87** |
| | **A = B Checks out OK** | | | |

# Padiham Town Council

## BANK ACCOUNTS

| | |
|---|---|
| Barclays Town council account - 10' | £1,155.46 |
| Barclays Ballroom Account - 23710( | £4,514.69 |
| Credit Card | |
| Padiham Business Reserve | £74,562.72 |
| **Total in Banks** | **80,232.87** |
| **Cash** | |
| **GRAND TOTAL (Banks and Cash)** | **£80,232.87** |

# Padiham Town Council

## Transactions for Petty Cash

| Voucher | Date | Chq/Rec No. | Description | Supplier | Total | Balance | Cashed date |
|---|---|---|---|---|---|---|---|
| | | | STARTING BALANCE | | | (107.84) | |
| 1 | 01/04/2024 | Balance | Accounts | Town Council | -107.84 | -215.68 | |
| 30 | 15/04/2024 | Cash | Tea & Toast | Tesco | -5.05 | -220.73 | |
| 31 | 16/04/2024 | Cash | Community Room Improvements | Tesco | -7.50 | -228.23 | |
| 84612 | 19/04/2024 | | Transfer from Barclays Town council account - 10 | | 273.45 | 45.22 | |
| 29 | 13/05/2024 | Cash | Tea & Toast | Tesco | -7.15 | 38.07 | |
| 32 | 15/05/2024 | Cash | Laundry costs | Oak St Laundry | -30.50 | 7.57 | |
| 477 | 15/05/2024 | Cash | Stationery | Amazon | -23.99 | -16.42 | |
| 28 | 20/05/2024 | Cash | Tea & Toast | Tesco | -8.15 | -24.57 | |
| 26 | 24/05/2024 | Cash | Stationery | Tesco | -4.00 | -28.57 | |
| 27 | 24/05/2024 | Cash | Voucher | Town Council | -50.00 | -78.57 | |
| 82 | 31/05/2024 | | Stationery | A1 Motorstores | -5.00 | -83.57 | |
| 88 | 06/06/2024 | | Laundry costs | A1 Motorstores | -50.00 | -133.57 | |
| 87 | 15/06/2024 | | Cable ties | A1 Motorstores | -5.00 | -138.57 | |
| 83 | 17/06/2024 | | Tea & Toast | Tesco | -5.15 | -143.72 | |
| 81 | 20/06/2024 | | Stationery | Tesco | -4.00 | -147.72 | |
| 84 | 24/06/2024 | | Tea & Toast | Tesco | -8.90 | -156.62 | |
| 85 | 28/06/2024 | | Refreshments | Tesco | -25.88 | -182.50 | |
| 86 | 29/06/2024 | | Cable ties | A1 Motorstores | -10.01 | -192.51 | |
| 92 | 08/07/2024 | Cash | Tea & Toast | Tesco | -8.60 | -201.11 | |
| 93 | 29/07/2024 | Cash | Tea & Toast | Tesco | -7.80 | -208.91 | |
| 94 | 03/08/2024 | Cash | Stationery | Tesco | -4.00 | -212.91 | |
| 95 | 14/08/2024 | Cash | Cable ties | A1 Motorstores | -9.96 | -222.87 | |
| 96 | 16/08/2024 | Cash | Laundry costs | A1 Motorstores | -50.00 | -272.87 | |
| 91 | 19/08/2024 | Cash | Tea & Toast | Tesco | -6.85 | -279.72 | |
| 91120 | 21/08/2024 | | Transfer from Barclays Town council account - 10 | | 167.19 | -112.53 | |
| 133 | 29/08/2024 | Cash | Cable ties | A1 Motorstores | -11.98 | -124.51 | |
| 475 | 30/08/2024 | Cash | Stationery | Amazon | -39.00 | -163.51 | |
| 132 | 31/08/2024 | Cash | Cable ties | A1 Motorstores | -11.98 | -175.49 | |
| 136 | 06/09/2024 | Cash | Laundry costs | Oak St Laundry | -65.00 | -240.49 | |
| 134 | 09/09/2024 | Cash | Tea & Toast | A1 Motorstores | -9.55 | -250.04 | |
| 433 | 11/09/2024 | Cash | Stationery | EM Broadbelt | -0.79 | -250.83 | |
| 434 | 12/09/2024 | Cash | Stationery | EM Broadbelt | -1.00 | -251.83 | |
| 436 | 12/09/2024 | Cash | Refreshments | Tesco | -34.70 | -286.53 | |
| 435 | 14/09/2024 | Cash | Refreshments | Tesco | -13.96 | -300.49 | |
| 135 | 23/09/2024 | Cash | Tea & Toast | A1 Motorstores | -5.25 | -305.74 | |
| 92129 | 30/09/2024 | | Transfer from Barclays Town council account - 10 | | 212.83 | -92.91 | |
| 188 | 04/10/2024 | Cash | Refreshments | Tesco | -9.12 | -102.03 | |
| 186 | 07/10/2024 | Cash | Tea & Toast | Tesco | -9.05 | -111.08 | |
| 428 | 07/10/2024 | Cash | Tea & Toast | Tesco | -9.05 | -120.13 | |
| 187 | 08/10/2024 | Cash | Refreshments | Tesco | -10.00 | -130.13 | |
| 185 | 17/10/2024 | Cash | Laundry costs | Oak St Laundry | -52.00 | -182.13 | |
| 92026 | 21/10/2024 | | Transfer from Barclays Town council account - 10 | | 303.05 | 120.92 | |
| 252 | 31/10/2024 | | Stamps | Tesco | -26.40 | 94.52 | |
| 260 | 31/10/2024 | | Laundry costs | Oak St Laundry | -55.00 | 39.52 | |
| 254 | 04/11/2024 | | Cable ties | A1 Motorstores | -9.98 | 29.54 | |
| 255 | 04/11/2024 | | Cable ties | A1 Motorstores | -4.99 | 24.55 | |
| 256 | 04/11/2024 | | Cable ties | A1 Motorstores | -9.25 | 15.30 | |
| 257 | 11/11/2024 | | Cable ties | A1 Motorstores | -4.30 | 11.00 | |
| 476 | 15/11/2024 | Cash | Stationery | Amazon | -9.99 | 1.01 | |
| 253 | 21/11/2024 | | Stationery | Tesco | -5.00 | -3.99 | |
| 258 | 26/11/2024 | | Christmas Decorations | P. Haigh | -6.00 | -9.99 | |
| 259 | 26/11/2024 | | Paint | Boyes | -16.00 | -25.99 | |
| 427 | 02/01/2025 | Cash | Stationery | Tesco | -12.00 | -37.99 | |
| 429 | 13/01/2025 | Cash | Tea & Toast | Tesco | -10.40 | -48.39 | |

# Padiham Town Council

## Transactions for Petty Cash

| Voucher | Date | Chq/Rec No. | Description | Supplier | Total | Balance | Cashed date |
|---|---|---|---|---|---|---|---|
| | | | **STARTING BALANCE** | | | **(107.84)** | |
| 432 | 14/01/2025 | Cash | Stationery | Tesco | -5.00 | -53.39 | |
| 426 | 23/01/2025 | Cash | Stationery | Tesco | -23.50 | -76.89 | |
| 430 | 10/02/2025 | Cash | Tea & Toast | Tesco | -7.05 | -83.94 | |
| 425 | 21/02/2025 | Cash | Stationery | Tesco | -4.35 | -88.29 | |
| 431 | 24/02/2025 | Cash | Tea & Toast | Tesco | -12.20 | -100.49 | |
| 460 | 20/03/2025 | transfer | Stationery | Tesco | -16.30 | -116.79 | |
| 461 | 20/03/2025 | transfer | Stationery | Tesco | -12.50 | -129.29 | |
| 462 | 20/03/2025 | transfer | Cleaning materials | Tesco | -8.00 | -137.29 | |
| 463 | 20/03/2025 | transfer | Cleaning materials | Lidl | -30.09 | -167.38 | |
| 466 | 20/03/2025 | transfer | Voucher | Town Council | -25.00 | -192.38 | |
| 465 | 22/03/2025 | transfer | Weddings | Tesco | -74.15 | -266.53 | |
| 464 | 26/03/2025 | transfer | Cleaning materials | Lidl | -6.99 | -273.52 | |
| 467 | 28/03/2025 | Cash | Equipment | Amazon | -54.99 | -328.51 | |
| 102784 | 31/03/2025 | | Transfer from Barclays Town council account - 10 | | 220.67 | -107.84 | |
| 103948 | 31/03/2025 | | Transfer from Barclays Town council account - 10 | | 107.84 | | |
| | | | **CLOSING BALANCE** | | | | |

# Padiham Town Council

## Transactions for Credit Card

| Voucher | Date | Chq/Rec No. | Description | Supplier | Total | Balance | Cashed date |
|---|---|---|---|---|---|---|---|
| | | | STARTING BALANCE | | | 210.52 | |
| 2 | 01/04/2024 | Card | Duplicate | Paintwell | | 210.52 | 21/02/2025 |
| 306 | 02/04/2024 | Card | Stationery | Amazon | -5.99 | 204.53 | 18/02/2025 |
| 307 | 15/04/2024 | Card | Stationery | Amazon | -69.99 | 134.54 | 18/02/2025 |
| 308 | 15/04/2024 | Card | Stationery | Amazon | -181.48 | -46.94 | 18/02/2025 |
| 309 | 16/04/2024 | Card | Stationery | ebay | -315.80 | -362.74 | 18/02/2025 |
| 310 | 19/04/2024 | Card | Stationery | Amazon | -19.99 | -382.73 | 18/02/2025 |
| 84621 | 08/05/2024 | | Transfer from Barclays Town council account - 10 | | 36.11 | -346.62 | 18/02/2025 |
| 311 | 09/05/2024 | Card | Stationery | Amazon | -29.03 | -375.65 | 18/02/2025 |
| 134 | 13/05/2024 | Card | Cashback | Barclaycard | 7.00 | -368.65 | 18/02/2025 |
| 312 | 21/05/2024 | Card | Refreshments | HotCups2Go | -161.45 | -530.10 | 18/02/2025 |
| 86008 | 04/06/2024 | | Transfer from Barclays Town council account - 10 | | 770.74 | 240.64 | 18/02/2025 |
| 86009 | 07/06/2024 | | Transfer from Barclays Town council account - 10 | | 609.29 | 849.93 | 18/02/2025 |
| 313 | 10/06/2024 | Card | Stationery | HotCups2Go | -82.96 | 766.97 | 18/02/2025 |
| 314 | 11/06/2024 | Card | Equipment | Amazon | -653.96 | 113.01 | 18/02/2025 |
| 315 | 11/06/2024 | Card | Stationery | Amazon | -25.98 | 87.03 | 18/02/2025 |
| 316 | 11/06/2024 | Card | Stationery | Amazon | -13.54 | 73.49 | 18/02/2025 |
| 135 | 13/06/2024 | Card | Cashback | Barclaycard | 9.00 | 82.49 | 18/02/2025 |
| 317 | 13/06/2024 | Card | Equipment | Amazon | -34.59 | 47.90 | 18/02/2025 |
| 318 | 13/06/2024 | Card | Equipment | Amazon | -60.72 | -12.82 | 18/02/2025 |
| 319 | 13/06/2024 | Card | Equipment | Amazon | -5.99 | -18.81 | 18/02/2025 |
| 320 | 13/06/2024 | Card | Equipment | Amazon | -18.99 | -37.80 | 18/02/2025 |
| 321 | 13/06/2024 | Card | Equipment | Amazon | -98.61 | -136.41 | 18/02/2025 |
| 322 | 13/06/2024 | Card | Equipment | Amazon | -31.69 | -168.10 | 18/02/2025 |
| 323 | 21/06/2024 | Card | Equipment | Amazon | -22.50 | -190.60 | 18/02/2025 |
| 324 | 23/06/2024 | Card | Equipment | Amazon | -26.91 | -217.51 | 18/02/2025 |
| 325 | 27/06/2024 | Card | Equipment | EM Broadbelt | -24.75 | -242.26 | 18/02/2025 |
| 326 | 27/06/2024 | Card | Stationery | Amazon | -11.99 | -254.25 | 18/02/2025 |
| 327 | 27/06/2024 | Card | Stationery | Tesco | -24.13 | -278.38 | 18/02/2025 |
| 328 | 27/06/2024 | Card | Cable ties | A1 Motorstores | -10.00 | -288.38 | 18/02/2025 |
| 329 | 03/07/2024 | Card | Equipment | Amazon | -39.75 | -328.13 | 18/02/2025 |
| 330 | 04/07/2024 | Card | Refreshments | HotCups2Go | -171.45 | -499.58 | 18/02/2025 |
| 88947 | 08/07/2024 | | Transfer from Barclays Town council account - 10 | | 158.15 | -341.43 | 18/02/2025 |
| 136 | 13/07/2024 | Card | Cashback | Barclaycard | 6.00 | -335.43 | 18/02/2025 |
| 331 | 23/07/2024 | Card | Collection Boxes | Amazon | -26.97 | -362.40 | 18/02/2025 |
| 332 | 23/07/2024 | Card | Life Belts | Amazon | -125.97 | -488.37 | 18/02/2025 |
| 333 | 25/07/2024 | Card | Equipment | Amazon | -52.20 | -540.57 | 18/02/2025 |
| 334 | 25/07/2024 | Card | Equipment | Amazon | -42.70 | -583.27 | 18/02/2025 |
| 335 | 25/07/2024 | Card | Stationery | Amazon | -13.99 | -597.26 | 18/02/2025 |
| 91119 | 07/08/2024 | | Transfer from Barclays Town council account - 10 | | 576.07 | -21.19 | 18/02/2025 |
| 336 | 09/08/2024 | Card | Wristbands | Amazon | -62.98 | -84.17 | 18/02/2025 |
| 337 | 12/08/2024 | Card | Equipment | Amazon | -83.98 | -168.15 | 18/02/2025 |
| 338 | 12/08/2024 | Card | Stationery | Amazon | -13.06 | -181.21 | 18/02/2025 |
| 137 | 13/08/2024 | Card | Cashback | Barclaycard | 4.00 | -177.21 | 18/02/2025 |
| 339 | 13/08/2024 | Card | License | Filmbank Distribut | -150.00 | -327.21 | 21/02/2025 |
| 340 | 14/08/2024 | Card | Stationery | Amazon | -6.50 | -333.71 | 21/02/2025 |
| 341 | 14/08/2024 | Card | Stationery | Amazon | -27.98 | -361.69 | 21/02/2025 |
| 342 | 15/08/2024 | Card | Refreshments | Amazon | -28.05 | -389.74 | 21/02/2025 |
| 343 | 20/08/2024 | Card | Hoodies | Amazon | -80.85 | -470.59 | 21/02/2025 |
| 344 | 20/08/2024 | Card | Hoodies | Amazon | -26.95 | -497.54 | 21/02/2025 |
| 345 | 21/08/2024 | Card | Stationery | Amazon | -17.69 | -515.23 | 21/02/2025 |
| 346 | 21/08/2024 | Card | Stationery | Amazon | -19.50 | -534.73 | 21/02/2025 |
| 347 | 22/08/2024 | Card | Stationery | Amazon | -22.99 | -557.72 | 21/02/2025 |
| 348 | 26/08/2024 | Card | Stationery | Amazon | -3.25 | -560.97 | 21/02/2025 |
| 91130 | 29/08/2024 | | Transfer from Barclays Town council account - 10 | | 770.74 | 209.77 | 21/02/2025 |

# Padiham Town Council

## Transactions for Credit Card

| Voucher | Date | Chq/Rec No. | Description | Supplier | Total | Balance | Cashed date |
|---|---|---|---|---|---|---|---|
| | | | STARTING BALANCE | | | 210.52 | |
| 349 | 06/09/2024 | Card | Stationery | Amazon | -29.99 | 179.78 | 21/02/2025 |
| 92130 | 09/09/2024 | | Transfer from Barclays Town council account - 10 | | 417.85 | 597.63 | 18/02/2025 |
| 350 | 10/09/2024 | Card | Stationery | Amazon | -28.98 | 568.65 | 21/02/2025 |
| 138 | 13/09/2024 | Card | Cashback | Barclaycard | 4.00 | 572.65 | 21/02/2025 |
| 351 | 18/09/2024 | Card | Banner | Amazon | -115.98 | 456.67 | 21/02/2025 |
| 352 | 23/09/2024 | Card | Stationery | Amazon | -41.82 | 414.85 | 21/02/2025 |
| 353 | 23/09/2024 | Card | Refreshments | Amazon | -9.38 | 405.47 | 21/02/2025 |
| 354 | 26/09/2024 | Card | Film | Amazon | -10.39 | 395.08 | 21/02/2025 |
| 355 | 27/09/2024 | Card | Film | Amazon | -21.47 | 373.61 | 21/02/2025 |
| 356 | 30/09/2024 | Card | Film | Amazon | -14.99 | 358.62 | 21/02/2025 |
| 357 | 30/09/2024 | Card | Stationery | Amazon | -41.79 | 316.83 | 21/02/2025 |
| 140 | 09/10/2024 | Card | Cashback | Barclaycard | 10.00 | 326.83 | 24/02/2025 |
| 358 | 13/10/2024 | Card | Stationery | Amazon | -37.81 | 289.02 | 24/02/2025 |
| 359 | 13/10/2024 | Card | Body Cameras | Amazon | -179.95 | 109.07 | 24/02/2025 |
| 360 | 13/10/2024 | Card | Film | Amazon | -14.99 | 94.08 | 24/02/2025 |
| 361 | 13/10/2024 | Card | Body Cameras | Amazon | -179.95 | -85.87 | 24/02/2025 |
| 362 | 14/10/2024 | Card | Stationery | Amazon | -56.90 | -142.77 | 24/02/2025 |
| 363 | 14/10/2024 | Card | License | Amazon | -104.40 | -247.17 | 24/02/2025 |
| 364 | 14/10/2024 | Card | License | Amazon | -104.40 | -351.57 | 24/02/2025 |
| 365 | 14/10/2024 | Card | License | Amazon | -104.40 | -455.97 | 24/02/2025 |
| 366 | 17/10/2024 | Card | License | Amazon | -9.50 | -465.47 | 24/02/2025 |
| 367 | 17/10/2024 | Card | Office Equipment | Amazon | -26.00 | -491.47 | 24/02/2025 |
| 368 | 20/10/2024 | Card | Equipment | Amazon | -27.98 | -519.45 | 24/02/2025 |
| 369 | 21/10/2024 | Card | Equipment | Amazon | -59.00 | -578.45 | 24/02/2025 |
| 370 | 23/10/2024 | Card | Equipment | Amazon | -40.79 | -619.24 | 24/02/2025 |
| 372 | 30/10/2024 | Card | Stationery | Amazon | -17.89 | -637.13 | 24/02/2025 |
| 371 | 31/10/2024 | Card | Equipment | Amazon | -23.99 | -661.12 | 24/02/2025 |
| 373 | 08/11/2024 | Card | Refreshments | Amazon | -9.98 | -671.10 | 24/02/2025 |
| 139 | 11/11/2024 | Card | Cashback | Barclaycard | 3.00 | -668.10 | 21/02/2025 |
| 141 | 13/11/2024 | Card | Cashback | Barclaycard | 9.00 | -659.10 | 25/02/2025 |
| 374 | 19/11/2024 | Card | Refreshments | Amazon | -25.94 | -685.04 | 25/02/2025 |
| 375 | 19/11/2024 | Card | Equipment | Amazon | -119.60 | -804.64 | 25/02/2025 |
| 99800 | 19/11/2024 | | Transfer from Barclays Town council account - 10 | | 908.74 | 104.10 | 25/02/2025 |
| 376 | 20/11/2024 | Card | Refreshments | Amazon | -172.61 | -68.51 | 25/02/2025 |
| 377 | 21/11/2024 | Card | Stationery | Amazon | -19.95 | -88.46 | 25/02/2025 |
| 378 | 21/11/2024 | Card | Office Equipment | Amazon | -14.99 | -103.45 | 25/02/2025 |
| 379 | 25/11/2024 | Card | Equipment | Amazon | -199.19 | -302.64 | 25/02/2025 |
| 380 | 03/12/2024 | Card | Film | Amazon | -11.99 | -314.63 | 25/02/2025 |
| 381 | 05/12/2024 | Card | Office Equipment | Amazon | -24.49 | -339.12 | 25/02/2025 |
| 382 | 07/12/2024 | Card | Film | Amazon | -14.99 | -354.11 | 25/02/2025 |
| 383 | 07/12/2024 | Card | Food | One Beyond | -20.25 | -374.36 | 25/02/2025 |
| 384 | 07/12/2024 | Card | Food | Marks & Spencers | -202.00 | -576.36 | 25/02/2025 |
| 385 | 09/12/2024 | Card | Food | Tesco | -16.25 | -592.61 | 25/02/2025 |
| 99816 | 09/12/2024 | | Transfer from Barclays Town council account - 10 | | 908.74 | 316.13 | 25/02/2025 |
| 386 | 12/12/2024 | Card | Equipment | Amazon | -24.99 | 291.14 | 25/02/2025 |
| 387 | 13/12/2024 | Card | Equipment | Amazon | -164.99 | 126.15 | 25/02/2025 |
| 388 | 16/12/2024 | Card | Equipment | Amazon | -6.99 | 119.16 | 25/02/2025 |
| 389 | 06/01/2025 | Card | Equipment | Amazon | -12.75 | 106.41 | 25/02/2025 |
| 390 | 22/01/2025 | Card | Stationery | Amazon | -14.74 | 91.67 | 25/02/2025 |
| 391 | 22/01/2025 | Card | Stationery | Amazon | -23.99 | 67.68 | 25/02/2025 |
| 392 | 27/01/2025 | Card | Trophy | Amazon | -89.99 | -22.31 | 25/02/2025 |
| 393 | 27/01/2025 | Card | Trophy | Amazon | -30.99 | -53.30 | 25/02/2025 |
| 394 | 30/01/2025 | Card | Stationery | Amazon | -18.49 | -71.79 | 25/02/2025 |
| 395 | 06/02/2025 | Card | Refreshments | Amazon | -19.58 | -91.37 | 25/02/2025 |

# Padiham Town Council

## Transactions for Credit Card

| Voucher | Date | Chq/Rec No. | Description | Supplier | Total | Balance | Cashed date |
|---|---|---|---|---|---|---|---|
| | | | STARTING BALANCE | | | 210.52 | |
| 396 | 06/02/2025 | Card | Refreshments | HotCups2Go | -232.20 | -323.57 | 25/02/2025 |
| 100161 | 07/02/2025 | | Transfer from Barclays Town council account - 10 | | 134.23 | -189.34 | 25/02/2025 |
| 478 | 16/02/2025 | Card | Stationery | Amazon | -61.76 | -251.10 | 31/03/2025 |
| 479 | 21/02/2025 | Card | Waders | Padiham Angling ( | -139.98 | -391.08 | 31/03/2025 |
| 480 | 05/03/2025 | Card | Equipment | Amazon | -176.20 | -567.28 | 31/03/2025 |
| 481 | 06/03/2025 | Card | Lights | Amazon | -68.94 | -636.22 | 31/03/2025 |
| 482 | 06/03/2025 | Card | Lights | Amazon | -105.46 | -741.68 | 31/03/2025 |
| 102456 | 10/03/2025 | | Transfer from Barclays Town council account - 10 | | 429.98 | -311.70 | 31/03/2025 |
| 103997 | 31/03/2025 | | Transfer from Barclays Town council account - 10 | | 311.70 | | 31/03/2025 |
| | | | CLOSING BALANCE | | | | |

**Bank statement should show**

# Padiham Town Council

28 May 2025 (2024-2025)

## Summary of Receipts and Payments

All Cost Centres and Codes

### Income

| Code | Title | Receipts Budgeted | Receipts Actual | Receipts Variance | Payments Budgeted | Payments Actual | Payments Variance | Net Position +/- Under/over spend |
|---|---|---|---|---|---|---|---|---|
| 1 | Grant | | 616.00 | 616.00 | | | | 616.00 (N/A) |
| 2 | Maintenance Grant | | | | | | | (N/A) |
| 3 | Precept | 100,000.00 | 100,000.00 | | | | | (0%) |
| 4 | Bank interest | | 1,062.72 | 1,062.72 | | | | 1,062.72 (N/A) |
| 110 | Donations | | | | | | | (N/A) |
| 126 | Business Support Grant | 5,000.00 | | -5,000.00 | | | | -5,000.00 (-100%) |
| 127 | Padiham Business Vouchers | | | | 2,000.00 | 50.00 | 1,950.00 | 1,950.00 (97%) |
| 159 | Cashback | | 52.00 | 52.00 | | | | 52.00 (N/A) |
| 162 | Investment | | | | | | | (N/A) |
| | **SUB TOTAL** | **105,000.00** | **101,730.72** | **-3,269.28** | **2,000.00** | **50.00** | **1,950.00** | **-1,319.28 (-1%)** |

### Salaries and Wages

| Code | Title | Receipts Budgeted | Receipts Actual | Receipts Variance | Payments Budgeted | Payments Actual | Payments Variance | Net Position +/- Under/over spend |
|---|---|---|---|---|---|---|---|---|
| 5 | Town Clerk Salary | | | | 27,395.00 | 24,605.05 | 2,789.95 | 2,789.95 (10%) |
| 8 | Town Clerk cover | | | | 2,160.00 | 1,593.80 | 566.20 | 566.20 (26%) |
| 9 | Payroll admin charges | | | | 300.00 | 200.00 | 100.00 | 100.00 (33%) |
| 119 | Pension & NI | | | | | 3,268.62 | -3,268.62 | -3,268.62 (N/A) |
| 134 | Pre 2022 Tax Debt | | | | | | | (N/A) |
| 136 | Town Clerk Tax | | | | | 4,218.11 | -4,218.11 | -4,218.11 (N/A) |
| 137 | Employer Pension & NI | | | | 3,100.00 | 2,811.92 | 288.08 | 288.08 (9%) |
| 139 | Assistant Clerk Salary | | 237.76 | 237.76 | | 4,491.88 | -4,491.88 | -4,254.12 (N/A) |
| 146 | Assistant Clerk Tax | | | | | 1,145.80 | -1,145.80 | -1,145.80 (N/A) |
| 147 | Wedding Fair | | | | | | | (N/A) |
| | **SUB TOTAL** | | **237.76** | **237.76** | **32,955.00** | **42,335.18** | **-9,380.18** | **-9,142.42 (-27%)** |

### Expenses

| Code | Title | Receipts Budgeted | Receipts Actual | Receipts Variance | Payments Budgeted | Payments Actual | Payments Variance | Net Position +/- Under/over spend |
|---|---|---|---|---|---|---|---|---|
| 11 | Clerk expenses | | | | 100.00 | | 100.00 | 100.00 (100%) |
| 135 | Training | | | | | | | (N/A) |
| | **SUB TOTAL** | | | | **100.00** | | **100.00** | **100.00 (100%)** |

### Professional Charges

| Code | Title | Receipts Budgeted | Receipts Actual | Receipts Variance | Payments Budgeted | Payments Actual | Payments Variance | Net Position +/- Under/over spend |
|---|---|---|---|---|---|---|---|---|
| 14 | Insurance | | | | 1,025.00 | 1,722.13 | -697.13 | -697.13 (-68%) |
| 15 | Audit | | | | 1,000.00 | 1,441.58 | -441.58 | -441.58 (-44%) |
| 16 | Legal | | | | | | | (N/A) |
| 17 | Subscriptions | | | | | 120.00 | -120.00 | -120.00 (N/A) |
| 114 | Licenses | | | | 365.00 | 90.00 | 275.00 | 275.00 (75%) |
| 141 | Service Charge | | | | | | | (N/A) |

# Summary of Receipts and Payments

All Cost Centres and Codes

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | **SUB TOTAL** | | | | **2,390.00** | **3,373.71** | **-983.71** | **-983.71 (-41%)** |

## Town Council office & Adminis

| Code | Title | Receipts Budgeted | Receipts Actual | Receipts Variance | Payments Budgeted | Payments Actual | Payments Variance | Net Position +/- Under/over spend |
|---|---|---|---|---|---|---|---|---|
| 18 | Rent | | | | 650.00 | | 650.00 | 650.00 (100%) |
| 19 | NNDR | | | | 675.00 | | 675.00 | 675.00 (100%) |
| 20 | Service charge | | | | 11,000.00 | 13,000.00 | -2,000.00 | -2,000.00 (-18%) |
| 21 | Bank charges | | | | | | | (N/A) |
| 22 | Office equipment | | | | 500.00 | 106.39 | 393.61 | 393.61 (78%) |
| 24 | Website hosting | | | | 165.00 | 2,161.20 | -1,996.20 | -1,996.20 (-1209% |
| 25 | Stationery | | | | 600.00 | 891.37 | -291.37 | -291.37 (-48%) |
| 26 | Postage | | | | 100.00 | | 100.00 | 100.00 (100%) |
| 27 | Printer & copier | | | | 1,500.00 | 1,954.00 | -454.00 | -454.00 (-30%) |
| 28 | External printing | | | | 250.00 | 360.90 | -110.90 | -110.90 (-44%) |
| 29 | Recruitment | | | | | | | (N/A) |
| 30 | Advertising | | | | | | | (N/A) |
| 31 | Computer hardware | | | | | 1,054.97 | -1,054.97 | -1,054.97 (N/A) |
| 32 | Computer software | | | | 575.00 | 873.60 | -298.60 | -298.60 (-51%) |
| 34 | Gifts & hospitality | | | | | | | (N/A) |
| 125 | Uncashed Cheques and receipts | | | | | | | (N/A) |
| 131 | Book of Condolence | | | | | | | (N/A) |
| 132 | Card Payments | | | | | | | (N/A) |
| 149 | Accounts | | | | | 207.84 | -207.84 | -207.84 (N/A) |
| | **SUB TOTAL** | | | | **16,015.00** | **20,610.27** | **-4,595.27** | **-4,595.27 (-28%)** |

## Ballroom

| Code | Title | Receipts Budgeted | Receipts Actual | Receipts Variance | Payments Budgeted | Payments Actual | Payments Variance | Net Position +/- Under/over spend |
|---|---|---|---|---|---|---|---|---|
| 39 | Rent | | 450.00 | 450.00 | 1.00 | | 1.00 | 451.00 (45100% |
| 40 | NNDR | | | | 9,800.00 | | 9,800.00 | 9,800.00 (100%) |
| 43 | Telephone | | | | | 240.36 | -240.36 | -240.36 (N/A) |
| 44 | Building Supervisor | | | | 6,000.00 | 7,400.00 | -1,400.00 | -1,400.00 (-23%) |
| 45 | Licences and Performing Rights | | | | 1,500.00 | 3,522.26 | -2,022.26 | -2,022.26 (-134%) |
| 46 | Laundry | | | | 400.00 | 339.53 | 60.47 | 60.47 (15%) |
| 47 | Ballroom Hire receipts | 12,000.00 | 23,295.48 | 11,295.48 | | 458.70 | -458.70 | 10,836.78 (90%) |
| 48 | Ballroom Bar takings | 500.00 | 582.50 | 82.50 | | | | 82.50 (16%) |
| 49 | Cleaning materials | | | | 650.00 | 1,406.39 | -756.39 | -756.39 (-116%) |
| 96 | Publicity | | | | | 166.67 | -166.67 | -166.67 (N/A) |
| 103 | Ballroom equipment | | | | 3,000.00 | 1,896.13 | 1,103.87 | 1,103.87 (36%) |
| 116 | Cleaning | | | | 3,500.00 | 2,572.60 | 927.40 | 927.40 (26%) |
| 124 | Storeroom NNDR | | | | 230.00 | | 230.00 | 230.00 (100%) |
| 140 | Maintenance | | | | | | | (N/A) |
| 161 | Cleaning Deposit | | | | | 60.00 | -60.00 | -60.00 (N/A) |
| | **SUB TOTAL** | **12,500.00** | **24,327.98** | **11,827.98** | **25,081.00** | **18,062.64** | **7,018.36** | **18,846.34 (50%)** |

# Padiham Town Council

## Summary of Receipts and Payments

All Cost Centres and Codes

### Archiving group

| Code | Title | Receipts Budgeted | Receipts Actual | Receipts Variance | Payments Budgeted | Payments Actual | Payments Variance | Net Position +/- Under/over spend |
|---|---|---|---|---|---|---|---|---|
| 51 | Rent | | | | 1,980.00 | | 1,980.00 | 1,980.00 (100%) |
| 52 | NNDR | | | | 2,220.00 | | 2,220.00 | 2,220.00 (100%) |
| 53 | Service charge | | | | | | | (N/A) |
| 59 | Archiving Group income contribu | 1,000.00 | 1,000.00 | | | | | (0%) |
| | **SUB TOTAL** | **1,000.00** | **1,000.00** | | **4,200.00** | | **4,200.00** | **4,200.00 (80%)** |

### Community room

| Code | Title | Receipts Budgeted | Receipts Actual | Receipts Variance | Payments Budgeted | Payments Actual | Payments Variance | Net Position +/- Under/over spend |
|---|---|---|---|---|---|---|---|---|
| 60 | Rent | | | | | | | (N/A) |
| 63 | Community Room income - hire | 500.00 | 2,408.23 | 1,908.23 | | 0.51 | -0.51 | 1,907.72 (381%) |
| 121 | Community Room NNDR | | | | 860.00 | | 860.00 | 860.00 (100%) |
| 128 | Community Room Refreshments | | | | | 949.60 | -949.60 | -949.60 (N/A) |
| | **SUB TOTAL** | **500.00** | **2,408.23** | **1,908.23** | **860.00** | **950.11** | **-90.11** | **1,818.12 (133%)** |

### Council chamber

| Code | Title | Receipts Budgeted | Receipts Actual | Receipts Variance | Payments Budgeted | Payments Actual | Payments Variance | Net Position +/- Under/over spend |
|---|---|---|---|---|---|---|---|---|
| 64 | Council chamber hire - income | 300.00 | | -300.00 | | | | -300.00 (-100%) |
| 65 | Wedding licence fee | | | | 100.00 | 200.00 | -100.00 | -100.00 (-100%) |
| 66 | Floral decorations | | | | 100.00 | 450.00 | -350.00 | -350.00 (-350%) |
| | **SUB TOTAL** | **300.00** | | **-300.00** | **200.00** | **650.00** | **-450.00** | **-750.00 (-150%)** |

### Mayoralty

| Code | Title | Receipts Budgeted | Receipts Actual | Receipts Variance | Payments Budgeted | Payments Actual | Payments Variance | Net Position +/- Under/over spend |
|---|---|---|---|---|---|---|---|---|
| 68 | Mayoral chains / badges | | | | 165.00 | 59.00 | 106.00 | 106.00 (64%) |
| 69 | Mayor making | | | | 440.00 | 769.10 | -329.10 | -329.10 (-74%) |
| 70 | Mayor at Home | | | | 100.00 | | 100.00 | 100.00 (100%) |
| 71 | Mayoral Ball | | | | 750.00 | | 750.00 | 750.00 (100%) |
| 90 | Mayoral invitations | | | | 100.00 | 135.00 | -35.00 | -35.00 (-35%) |
| 151 | Beer Festival Donation | | | | | 2,712.00 | -2,712.00 | -2,712.00 (N/A) |
| 153 | Community Fund | | 1,350.00 | 1,350.00 | | | | 1,350.00 (N/A) |
| 154 | Fundraising | | 384.50 | 384.50 | | 1,709.36 | -1,709.36 | -1,324.86 (N/A) |
| | **SUB TOTAL** | | **1,734.50** | **1,734.50** | **1,555.00** | **5,384.46** | **-3,829.46** | **-2,094.96 (-134%)** |

### Projects

| Code | Title | Receipts Budgeted | Receipts Actual | Receipts Variance | Payments Budgeted | Payments Actual | Payments Variance | Net Position +/- Under/over spend |
|---|---|---|---|---|---|---|---|---|

| Code | Title | Receipts Budgeted | Receipts Actual | Receipts Variance | Payments Budgeted | Payments Actual | Payments Variance | Net Position +/- Under/over spend |
|---|---|---|---|---|---|---|---|---|
| 83 | General donations / grants | | | | | | | (N/A) |
| 113 | Additional Projects | | | | 16,140.00 | 4,063.23 | 12,076.77 | 12,076.77 (74%) |
| 120 | Newsletter | | | | 2,000.00 | | 2,000.00 | 2,000.00 (100%) |
| 129 | Town Centre Improvement Sche | | | | 5,000.00 | | 5,000.00 | 5,000.00 (100%) |
| 138 | Piano | | | | | | | (N/A) |
| 142 | Tea & Toast | | | | | 133.75 | -133.75 | -133.75 (N/A) |
| 143 | Ladies Toilets | | | | | | | (N/A) |
| 144 | Annex Refurbishment | | | | | | | (N/A) |
| 145 | Toilet Refurbishment | | | | | 45.82 | -45.82 | -45.82 (N/A) |
| 148 | Cenotaph | | | | | | | (N/A) |
| 157 | Cinema Club | | 15.00 | 15.00 | | 692.88 | -692.88 | -677.88 (N/A) |
| 160 | Weddings | | 550.00 | 550.00 | | 137.61 | -137.61 | 412.39 (N/A) |
| | **SUB TOTAL** | | **565.00** | **565.00** | **23,140.00** | **5,073.29** | **18,066.71** | **18,631.71 (80%)** |

## Events

| Code | Title | Receipts | | | Payments | | | Net Position |
|---|---|---|---|---|---|---|---|---|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 85 | Christmas Lights switch on | | 640.00 | 640.00 | 9,000.00 | 10,528.87 | -1,528.87 | -888.87 (-9%) |
| 86 | Duck Race | | 615.55 | 615.55 | 3,000.00 | 8,481.37 | -5,481.37 | -4,865.82 (-162%) |
| 87 | Halloween Party | | 300.00 | 300.00 | 200.00 | 500.00 | -300.00 | (0%) |
| 88 | Party in the Park | 220.00 | 238.00 | 18.00 | 5,000.00 | 9,391.40 | -4,391.40 | -4,373.40 (-83%) |
| 89 | Remembrance Service | | 257.00 | 257.00 | 2,000.00 | 2,495.75 | -495.75 | -238.75 (-11%) |
| 94 | Beer Festival | | 124.50 | 124.50 | 1,400.00 | 331.57 | 1,068.43 | 1,192.93 (85%) |
| 112 | Markets | | 110.00 | 110.00 | | | | 110.00 (N/A) |
| 117 | Padiham on Parade | | | | 2,000.00 | 2,000.00 | | (0%) |
| 118 | Summer Fair | | | | 2,475.00 | | 2,475.00 | 2,475.00 (100%) |
| 122 | Painting Padiham | | | | 1,000.00 | 1,000.00 | | (0%) |
| 123 | Events General | | 1,390.00 | 1,390.00 | | 1,921.18 | -1,921.18 | -531.18 (N/A) |
| 130 | Electricity Feeder Pillar | | | | | 1,920.68 | -1,920.68 | -1,920.68 (N/A) |
| 133 | Flag Poll Testing | | | | | | | (N/A) |
| 150 | Christmas Party | 2,050.00 | 1,714.99 | -335.01 | 2,050.00 | 2,300.00 | -250.00 | -585.01 (-14%) |
| 155 | Sponsorship | | 1,500.00 | 1,500.00 | | | | 1,500.00 (N/A) |
| 156 | Archive Weekend | | | | | | | (N/A) |
| 158 | Poppy Party | | | | | 55.00 | -55.00 | -55.00 (N/A) |
| 163 | Sponsor Gifts | | | | | 238.50 | -238.50 | -238.50 (N/A) |
| | **SUB TOTAL** | **2,270.00** | **6,890.04** | **4,620.04** | **28,125.00** | **41,164.32** | **-13,039.32** | **-8,419.28 (-27%)** |

## VAT Reclaim

| Code | Title | Receipts | | | Payments | | | Net Position |
|---|---|---|---|---|---|---|---|---|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 152 | VAT Reclaim | | | | | | | (N/A) |
| | **SUB TOTAL** | | | | | | | **(N/A)** |

# Padiham Town Council

## Summary of Receipts and Payments

All Cost Centres and Codes

### Summary

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **NET TOTAL** | **121,570.00** | **138,894.23** | **17,324.23** | **136,621.00** | **137,653.98** | **-1,032.98** | **16,291.25 (6%)** |
| **V.A.T.** | | 29,308.54 | | | 6,464.86 | | |
| **GROSS TOTAL** | | **168,202.77** | | | **144,118.84** | | |

**Padiham Town Council**

**Fixed asset register**

| Date | 31/03/2015 | 31/03/2016 | 31/03/2018 | 19/11/2018 | 31/03/2020 | 31/03/2021 | 31/03/2022 | 31/03/2022 | 31/03/2023 | 31/03/2024 | 31/03/2025 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Description | Value | Value | Value | Value | Value | Value | Value | Value | Value | Value | Value |
| Civic Regalia | 3,550 | 3,550 | 3,550 | 3,550 | 3,550 | 3,550 | 3,550 | 3,550 | 3,550 | 3,550 | 3,550 |
| Computer Equipment | 2,800 | 2,800 | 2,800 | 1,120 | 1,120 | 1,120 | 1,120 | 1,120 | 1,120 | 1,120 | 1,120 |
| Teak Bookcase and Filing Cabinet | 300 | 300 | 300 | 300 | 300 | 300 | 300 | 300 | 300 | 300 | 300 |
| Miscellaneous Furniture | 160 | 160 | 160 | 160 | 160 | 160 | 160 | 160 | 160 | 160 | 160 |
| 2 Record/CD Decks, Amplifier, Disco Lights, Speakers and Stands | 1,500 | 1,500 | 1,500 | 1,500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 20 Rectangular Folding Tables | 1,995 | 1,995 | 1,995 | 1,995 | 1,995 | 1,995 | 1,995 | 1,995 | 1,995 | 1,995 | 1,995 |
| 10 Circular Banquet Tables | 1,385 | 1,385 | 1,385 | 1,385 | 1,385 | 1,385 | 1,385 | 1,385 | 1,385 | 1,385 | 1,385 |
| 88 folding Chairs | 3,360 | 3,360 | 3,360 | 3,360 | 3,360 | 3,360 | 2,688 | 2,688 | 2,688 | 2,688 | 2,688 |
| 10 Instant Pop-up Market Stalls | 8,760 | Flood loss | Flood loss | 3,780 | 3,780 | 3,780 | 3,780 | 3,780 | 3,780 | 3,780 | 3,780 |
| 144 x Place Settings of Cutlery (7 x pieces each) | 505 | 505 | 505 | 505 | 505 | 505 | 505 | 505 | 505 | 150 | 150 |
| 144 x Place Settings of Crockery (7 x pieces each) | 2,525 | 2,525 | 2,525 | 2,525 | 2,525 | 2,525 | 2,525 | 2,525 | 2,525 | 1,000 | 1,000 |
| Brother DCP -84000 Colour printer/scanner | 370 | 370 | 370 | 370 | 370 | 370 | 0 | 0 | 0 | 0 | 0 |
| Hard Drive backup | 50 | 50 | 50 | 50 | 50 | 50 | 0 | 0 | 0 | 0 | 0 |
| Union Flag | 60 | 60 | 60 | 60 | 60 | 60 | 284 | 0 | 0 | 0 | 0 |
| Various banners | | 162 | 162 | 162 | 162 | 162 | 969 | 969 | 969 | 969 | 969 |
| Table cloths | | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 |
| Lawnmower | | 400 | 400 | 345 | 345 | 345 | 0 | 0 | 0 | 0 | 0 |
| Trophy | | | | 121 | 121 | 121 | 0 | 0 | 0 | 0 | 0 |
| Hotplate | | | | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 500 |
| Sack Truck | | | | 72 | 72 | 72 | 72 | 72 | 72 | 72 | 72 |
| Safe | | | | 58 | 58 | 58 | 58 | 58 | 58 | 58 | 58 |
| Dishwasher | | | | 92 | 92 | 92 | 92 | 0 | 0 | 0 | 0 |
| 2 Cupboards | | | | 709 | 709 | 709 | 709 | 709 | 709 | 709 | 709 |
| Baby Change | 25 | | | 25 | 25 | 25 | 25 | 25 | 25 | 0 | 0 |
| Toaster | 1,525 | | | 192 | 192 | 192 | 192 | 192 | 192 | 192 | 192 |
| Feather Banners | 355 | | | 444 | 444 | 444 | 0 | 0 | 0 | 0 | 0 |
| Sound System | | | | 340 | 340 | 340 | 340 | 15,637 | 15,637 | 15,637 | 15,637 |
| Lighting Bar | | | | | 2,078 | 2,078 | 2,078 | 2,078 | 2,078 | 2,078 | 2,078 |
| Water Boiler | | | | | 378 | 378 | 378 | 378 | 378 | 0 | 0 |
| 96 Chairs, 2 chair storage units and 2 table trollies | 378 | | | | 3,678 | 3,678 | 3,678 | 5,239 | 5,239 | 5,239 | 5,239 |
| 20 Tables | 2,283 | | | | | | 9240 | 9240 | 9240 | 9240 | 9240 |
| 6 folding tables | | | | | | | 2830 | 2830 | 2830 | 2830 | 2830 |
| 6 tables | | | | | | | 1228 | 1228 | 1228 | 1228 | 1228 |
| Cinema Light and Sound System | | | | | | | 13800 | 13800 | 13800 | 13800 | 13800 |
| 24 Chairs | | | | | | | 1140 | 1140 | 1140 | 1140 | 1140 |
| Changing Room Benches and Lockers | | | | | | | 3370 | 3370 | 3370 | 3370 | 3370 |
| Piano | 3290 | | | | | | 5313 | 0 | 0 | 3290 | 3290 |
| Piano Cover | 239 | | | | | | | | | 239 | 239 |
| Brother MFC-L8690CDW Printer | 474 | | | | | | | | | 474 | 474 |
| Kitchen Equipment | 4153 | | | | | | | | | 4153 | 4153 |
| Solider's Cabinet | 630.85 | | | | | | | | | 630.85 | 630.85 |
| Remembrance Figures | 400 | | | | | | | | | 400 | 401 |
| Christmas Decorations | 660.66 | | | | | | | | | 660.66 | 660.66 |
| Memorial Plaque | 250 | | | | | | | | | 250 | 250 |
| Water Boiler | 672 | | | | | | | | | 672 | 672 |
| Telephone and Broadband Instillation | 1880 | | | | | | | | | 1880 | 1880 |
| Flags | 12,650 | 10,367 | 2,283 | | | | | | | | 433 |
| 16 Chairs | | | | | | | | | | | 2100 |
| Speaker System | | | | | | | | | | | 2100 |
| Laptop | | | | | | | | | | | 1148 |
| Freezer | | | | | | | | | | | 650 |
| 2 Gazebos | | | | | | | | | | | 450 |
| | | | | | | | | | | | |
| TOTAL | 29,280 | 21,122 | 20,472 | 23,921 | 28,555 | 28,555 | 64,504 | 75,673 | 75,673 | 86,040 | 92,922 |

10,367

# Padiham Town Council

## Cost Centre Year Comparison Summary

### All Cost Centres and Codes

| Code Title | Receipts (Current Year) Budgeted | Receipts (Current Year) Actual | Payments (Current Year) Budgeted | Payments (Current Year) Actual | Receipts (Last Year) Budgeted | Receipts (Last Year) Actual | Payments (Last Year) Budgeted | Payments (Last Year) Actual |
|---|---|---|---|---|---|---|---|---|
| **Income** | | | | | | | | |
| Grant | | 616.00 | | | | | | |
| Maintenance Grant | | | | | | 616.00 | | |
| Precept | 100,000.00 | 100,000.00 | | | 95,577.00 | 95,577.00 | | |
| Bank interest | | 1,062.72 | | | | 5.00 | | |
| Donations | | | | | | | | |
| Business Support Grant | 5,000.00 | | | | 5,000.00 | | | |
| Padiham Business Vouchers | | | 2,000.00 | 50.00 | | | 2,000.00 | 230.00 |
| Cashback | | 52.00 | | | | | | |
| Investment | | | | | | | | |
| **SUB TOTAL** | **105,000.00** | **101,730.72** | **2,000.00** | **50.00** | **100,577.00** | **96,198.00** | **2,000.00** | **230.00** |
| **Salaries and Wages** | | | | | | | | |
| Town Clerk Salary | | | 27,395.00 | 24,605.05 | | | 27,395.00 | 25,017.77 |
| Town Clerk cover | | | 2,160.00 | 1,593.80 | | | 2,160.00 | 2,110.02 |
| Payroll admin charges | | | 300.00 | 200.00 | | | 300.00 | 300.00 |
| Pension & NI | | | | 3,268.62 | | | | 8,004.10 |
| Pre 2022 Tax Debt | | | | | | | | |
| Town Clerk Tax | | | | 4,218.11 | | | | 2,886.65 |
| Employer Pension & NI | | | 3,100.00 | 2,811.92 | | | 3,100.00 | 1,699.51 |
| Assistant Clerk Salary | | 237.76 | | 4,491.88 | | | | 2,815.20 |
| Assistant Clerk Tax | | | | 1,145.80 | | | | 408.00 |
| Wedding Fair | | | | | | | | 179.20 |
| **SUB TOTAL** | | **237.76** | **32,955.00** | **42,335.18** | | | **32,955.00** | **43,420.45** |
| **Expenses** | | | | | | | | |
| Clerk expenses | | | 100.00 | | | | 100.00 | |
| Training | | | | | | | | |
| **SUB TOTAL** | | | **100.00** | | | | **100.00** | |
| **Professional Charges** | | | | | | | | |
| Insurance | | | 1,025.00 | 1,722.13 | | | 1,025.00 | 1,593.03 |
| Audit | | | 1,000.00 | 1,441.58 | | | 1,000.00 | 920.00 |
| Legal | | | | | | | | |
| Subscriptions | | | | 120.00 | | | | |
| Licenses | | | 365.00 | 90.00 | | | 365.00 | 4,302.09 |
| Service Charge | | | | | | | | |
| **SUB TOTAL** | | | **2,390.00** | **3,373.71** | | | **2,390.00** | **6,815.12** |

# Padiham Town Council

## Cost Centre Year Comparison Summary
### All Cost Centres and Codes

| Code Title | Receipts (Current Year) | | Payments (Current Year) | | Receipts (Last Year) | | Payments (Last Year) | |
|---|---|---|---|---|---|---|---|---|
| | Budgeted | Actual | Budgeted | Actual | Budgeted | Actual | Budgeted | Actual |
| **Town Council office & Administration** | | | | | | | | |
| Rent | | | 650.00 | | | | 650.00 | 2,483.42 |
| NNDR | | | 675.00 | | | | 675.00 | 374.62 |
| Service charge | | | 11,000.00 | 13,000.00 | | | 11,000.00 | 11,400.00 |
| Bank charges | | | | | | | | |
| Office equipment | | | 500.00 | 106.39 | | | 500.00 | 2,550.14 |
| Website hosting | | | 165.00 | 2,161.20 | | | 165.00 | 329.00 |
| Stationery | | | 600.00 | 891.37 | | | 600.00 | 598.09 |
| Postage | | | 100.00 | | | | 100.00 | 24.00 |
| Printer & copier | | | 1,500.00 | 1,954.00 | | | 1,500.00 | 1,615.20 |
| External printing | | | 250.00 | 360.90 | | | 250.00 | 120.90 |
| Recruitment | | | | | | | | |
| Advertising | | | | | | | | |
| Computer hardware | | | | 1,054.97 | | | | |
| Computer software | | | 575.00 | 873.60 | | | 575.00 | 1,151.28 |
| Gifts & hospitality | | | | | | | | |
| Uncashed Cheques and receipts | | | | | | 632.48 | | |
| Book of Condolence | | | | | | | | |
| Card Payments | | | | | | 12.00 | | 332.08 |
| Accounts | | | | 207.84 | | | | 168.00 |
| **SUB TOTAL** | | | **16,015.00** | **20,610.27** | | **644.48** | **16,015.00** | **21,146.73** |
| **Ballroom** | | | | | | | | |
| Rent | | 450.00 | 1.00 | | | | 1.00 | |
| NNDR | | | 9,800.00 | | | | 9,800.00 | 10,669.02 |
| Telephone | | | | 240.36 | | | | 557.80 |
| Building Supervisor | | | 6,000.00 | 7,400.00 | | | 6,000.00 | 9,344.60 |
| Licences and Performing Rights | | | 1,500.00 | 3,522.26 | | | 1,500.00 | 70.00 |
| Laundry | | | 400.00 | 339.53 | | | 400.00 | 382.00 |
| Ballroom Hire receipts | 12,000.00 | 23,295.48 | | 458.70 | 12,000.00 | 17,438.83 | | 1,186.33 |
| Ballroom Bar takings | 500.00 | 582.50 | | | 500.00 | 580.04 | | |
| Cleaning materials | | | 650.00 | 1,406.39 | | | 650.00 | 1,209.54 |
| Publicity | | | | 166.67 | | | | |
| Ballroom equipment | | | 3,000.00 | 1,896.13 | | 135.00 | 3,000.00 | 6,476.25 |
| Cleaning | | | 3,500.00 | 2,572.60 | | | 3,500.00 | 2,199.22 |
| Storeroom NNDR | | | 230.00 | | | | 230.00 | |
| Maintenance | | | | | | | | 2,774.44 |
| Cleaning Deposit | | | | 60.00 | | | | |

# Padiham Town Council

## Cost Centre Year Comparison Summary

### All Cost Centres and Codes

| Code Title | Receipts (Current Year) Budgeted | Receipts (Current Year) Actual | Payments (Current Year) Budgeted | Payments (Current Year) Actual | Receipts (Last Year) Budgeted | Receipts (Last Year) Actual | Payments (Last Year) Budgeted | Payments (Last Year) Actual |
|---|---|---|---|---|---|---|---|---|
| **SUB TOTAL** | **12,500.00** | **24,327.98** | **25,081.00** | **18,062.64** | **12,500.00** | **18,153.87** | **25,081.00** | **34,869.20** |
| **Archiving group** | | | | | | | | |
| Rent | | | 1,980.00 | | | | 1,980.00 | |
| NNDR | | | 2,220.00 | | | | 2,220.00 | 1,965.34 |
| Service charge | | | | | | | | |
| Archiving Group income contribution | 1,000.00 | 1,000.00 | | | 1,000.00 | 2,000.00 | | |
| **SUB TOTAL** | **1,000.00** | **1,000.00** | **4,200.00** | | **1,000.00** | **2,000.00** | **4,200.00** | **1,965.34** |
| **Community room** | | | | | | | | |
| Rent | | | | | | | | |
| Community Room income - hire | 500.00 | 2,408.23 | | 0.51 | 500.00 | 1,757.50 | | 0.25 |
| Community Room NNDR | | | 860.00 | | | | 860.00 | 1,008.60 |
| Community Room Refreshments | | | | 949.60 | | | | 721.65 |
| **SUB TOTAL** | **500.00** | **2,408.23** | **860.00** | **950.11** | **500.00** | **1,757.50** | **860.00** | **1,730.50** |
| **Council chamber** | | | | | | | | |
| Council chamber hire - income | 300.00 | | | | 300.00 | 80.00 | | |
| Wedding licence fee | | | 100.00 | 200.00 | | | 100.00 | 200.00 |
| Floral decorations | | | 100.00 | 450.00 | | | 100.00 | |
| **SUB TOTAL** | **300.00** | | **200.00** | **650.00** | **300.00** | **80.00** | **200.00** | **200.00** |
| **Mayoralty** | | | | | | | | |
| Mayoral chains / badges | | | 165.00 | 59.00 | | | 165.00 | 500.00 |
| Mayor making | | | 440.00 | 769.10 | | | 440.00 | 889.78 |
| Mayor at Home | | | 100.00 | | | | 100.00 | 151.00 |
| Mayoral Ball | | | 750.00 | | | | 750.00 | |
| Mayoral invitations | | | 100.00 | 135.00 | | | 100.00 | 60.00 |
| Beer Festival Donation | | | | 2,712.00 | | | | |
| Community Fund | | 1,350.00 | | | | | | |
| Fundraising | | 384.50 | | 1,709.36 | | | | |
| **SUB TOTAL** | | **1,734.50** | **1,555.00** | **5,384.46** | | | **1,555.00** | **1,600.78** |
| **Projects** | | | | | | | | |
| General donations / grants | | | | | | 180.00 | | |
| Additional Projects | | | 16,140.00 | 4,063.23 | | | 16,140.00 | 9,660.16 |
| Newsletter | | | 2,000.00 | | | | 2,000.00 | |
| Town Centre Improvement Scheme | | | 5,000.00 | | | | 5,000.00 | |
| Piano | | | | | | 4,000.00 | | 3,529.00 |

# Padiham Town Council

## Cost Centre Year Comparison Summary

### All Cost Centres and Codes

| Code Title | Receipts (Current Year) Budgeted | Receipts (Current Year) Actual | Payments (Current Year) Budgeted | Payments (Current Year) Actual | Receipts (Last Year) Budgeted | Receipts (Last Year) Actual | Payments (Last Year) Budgeted | Payments (Last Year) Actual |
|---|---|---|---|---|---|---|---|---|
| Tea & Toast | | | | 133.75 | | | | 202.22 |
| Ladies Toilets | | | | | | | | 4.20 |
| Annex Refurbishment | | | | | | | | 120.96 |
| Toilet Refurbishment | | | | 45.82 | | | | 10.83 |
| Cenotaph | | | | | | 2,200.00 | | 2,200.00 |
| Cinema Club | | 15.00 | | 692.88 | | | | |
| Weddings | | 550.00 | | 137.61 | | | | |
| **SUB TOTAL** | | **565.00** | **23,140.00** | **5,073.29** | | **6,380.00** | **23,140.00** | **15,727.37** |
| **Events** | | | | | | | | |
| Christmas Lights switch on | | 640.00 | 9,000.00 | 10,528.87 | | 621.00 | 9,000.00 | 11,080.31 |
| Duck Race | | 615.55 | 3,000.00 | 8,481.37 | | 367.00 | 3,000.00 | 4,861.39 |
| Halloween Party | | 300.00 | 200.00 | 500.00 | | | 200.00 | |
| Party in the Park | 220.00 | 238.00 | 5,000.00 | 9,391.40 | 220.00 | | 5,000.00 | 2,210.00 |
| Remembrance Service | | 257.00 | 2,000.00 | 2,495.75 | | | 2,000.00 | 2,792.66 |
| Beer Festival | | 124.50 | 1,400.00 | 331.57 | | 1,364.00 | 1,400.00 | 751.12 |
| Markets | | 110.00 | | | | | | |
| Padiham on Parade | | | 2,000.00 | 2,000.00 | | | 2,000.00 | 2,000.00 |
| Summer Fair | | | 2,475.00 | | | 75.00 | 2,475.00 | 720.33 |
| Painting Padiham | | | 1,000.00 | 1,000.00 | | | 1,000.00 | 1,002.75 |
| Events General | | 1,390.00 | | 1,921.18 | | 81.00 | | 559.45 |
| Electricity Feeder Pillar | | | | 1,920.68 | | | | 732.32 |
| Flag Poll Testing | | | | | | | | |
| Christmas Party | 2,050.00 | 1,714.99 | 2,050.00 | 2,300.00 | | | | |
| Sponsorship | | 1,500.00 | | | | | | |
| Archive Weekend | | | | | | | | |
| Poppy Party | | | | 55.00 | | | | |
| Sponsor Gifts | | | | 238.50 | | | | |
| **SUB TOTAL** | **2,270.00** | **6,890.04** | **28,125.00** | **41,164.32** | **220.00** | **2,508.00** | **26,075.00** | **26,710.33** |
| **VAT Reclaim** | | | | | | | | |
| VAT Reclaim | | | | | | | | |
| **SUB TOTAL** | | | | | | | | |
| **NET TOTAL** | **121,570.00** | **138,894.23** | **136,621.00** | **137,653.98** | **115,097.00** | **127,721.85** | **134,571.00** | **154,415.82** |
| **V.A.T.** | | 29,308.54 | | 6,464.86 | | | | 7,615.43 |
| **GROSS TOTAL** | | **168,202.77** | | **144,118.84** | | **127,721.85** | | **162,031.25** |