

Financial information provided to councillors

Non-confidential

Report by: Parish Clerk

Date: 06/01/26

Report to: Parish Council 01/2026

Each month in preparation for the Full Council meeting, councillors are provided with a number of reports from our finance system (Scribe):

- List of payments in the previous month, showing: Budget head, date paid, bank account paid from, direct debit/BACS reference, supplier, VAT type, net amount, VAT amount (where applicable), gross amount. Salary payments are anonymised.
- List of receipts in the previous month, showing: Reference, date received, receiving bank account, method of payment, description, supplier (anonymised), VAT type, net amount, VAT amount (where applicable), gross amount.
- Net position as at previous month end, showing: Cost centre, code, name, and against each one – budget, actual receipts, actual payments, budget balance. It also shows Net Totals, effectively actual total against budget.
- Bank reconciliation for the previous month – this shows the month end bank balances for all of our accounts. The bank reconciliation is checked against bank statements by a councillor (on a rota basis), prior to the meeting, and signed off by them. The actual bank balances are included in the meeting minutes.

The RFO provides any explanations as required, such as reasons for large payments etc. The RFO also flags up any concerns with budgets, as appropriate. Councillors at the meeting have the opportunity to ask any questions and are then asked to approve the month's accounts.

Our reserves position is reviewed on a quarterly basis.

On our website ([Monthly Financial Reports page](#)) we publish: Monthly list of payments (staff payments rolled up/anonymised), monthly list of receipts.

On our [Parish Council Finance page](#), we also publish: High level budget for the current year, reserves position as at the start of the current financial year, current and historical precept amounts, current year and historical details of grants made, CIL income and the latest Annual CIL report.

We also separately publish internal and external audit documents as required.

For consideration

Council is asked to confirm whether it is happy with the level and detail of financial information provided. If any different or additional information is required, can we request that this is implemented at the start of the new financial year.