

Finance & Management Committee – RFO Report

Agenda Item 06.08.09.26 – Internal Auditor Letter of Engagement

The Internal Auditor was appointed at the Finance & Management Committee meeting on 19 May 2026 and this appointment was minuted. External Auditors have advised that the minutes should also record that the Internal Auditor is independent of the Council. Following discussion with the Internal Auditor, a Letter of Engagement has been prepared, signed and attached for councillors' confirmation and formal minuting.

Agenda Item 07.08.09.26 – Update on External Audit 2025–2026

The Section 2 Accounting Statement has been adjusted and the updated version has been published on the website.

Agenda Item 08.08.09.26 – Previous Months' Banking

- a. To approve and resolve the authorised bank reconciliations and petty cash for June, July and August. Cllr Chris Gardiner will sign the June, July and August bank reconciliations, which will be uploaded to the website after the meeting.
- b. To ratify the authorised bank payments for June, July and August. These, together with the Barclaycard payments, will be uploaded to the website in accordance with the Local Government Transparency Code 2015, paragraph 3.1(58).
- c. To ratify income received for June, July and August. These records will have been signed by councillors.
- d. To approve and resolve the current position of the flexed forecast for September 2026. Councillors are asked to note that salaries include the Assistant Groundsman and that contract labour is recorded within this cost code. The employer pension contribution has reduced from 21.1% to 18.1%, which will result in a small saving. The Parish is also claiming the £10,500 Employer Allowance.
- e. To approve and resolve the monthly flexed budget for August.
- f. To approve and resolve the reserves balance.
- g. To approve and resolve the bank account balances as at 30 June 2026, 31 July 2026 and 31 August 2026.

Bank Balances as at 30 June 2026

Account	Balance
Lloyds Bank – Current Account	£2,057.28
Lloyds Bank Deposit Account	£83,085.52
Lloyds total	£85,142.80
Petty Cash	£2.01
Cambridge & Counties	£85,444.34
Hampshire Trust	£47,524.30
Grand total	£218,113.45

Bank Balances as at 31 July 2026

Account	Balance
Lloyds Bank – Current Account	£10,879.85
Lloyds Bank Deposit Account	£59,670.04
Lloyds total	£70,549.89
Petty Cash	£42.01
Cambridge & Counties	£85,450.68
Hampshire Trust	£47,524.30
Grand total	£203,566.88

Bank Balances as at 31 August 2026

Account	Balance
Lloyds Bank – Current Account	£1,847.46
Lloyds Bank Deposit Account	£39,698.12
Lloyds total	£41,545.58
Petty Cash	£42.01
Cambridge & Counties	£85,450.71
Hampshire Trust	£47,524.30
Grand total	£174,520.59

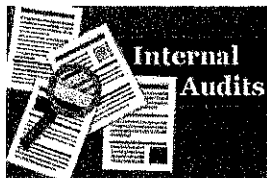
Budget Position

Year-to-date income is budgeted at £124,289.69, with actual income of £127,986.70, resulting in a favourable variance of £3,697.01.

Year-to-date payments are budgeted at £106,336.45, with actual payments of £97,004.09, resulting in an underspend of £9,332.36.

The year-to-date budgeted variance is £17,953.24, compared with an actual variance of £13,029.37.

Budget expenditure for the first five months is £103,031.66, with actual expenditure under budget by £6,297.57



LETTER OF ENGAGEMENT

Name of Council: Chalford Parish Council

This letter of engagement sets out the basis on which we will act as Internal Auditor to the Council as well as the respective areas of responsibility of the Council and of Parish and Town Audit Services (PATAS).

As a Council you are responsible for maintaining proper accounting records and preparing financial statements which provide a true and fair view of the Council's accounts and comply with Accounts and Audit Regulations 2015, as amended periodically.

You are also responsible for making available to the Internal Auditor the Council's accounting records as and when required and any other records and related information to enable us to undertake the internal audit review in accordance with the latest version of the Practitioners Guide, Governance and Accountability for smaller authorities in England/Wales.

We will report to Members whether, in our view, the financial statements as summarised in the statutory Governance and Accountability Return (AGAR) have been met. In arriving at our view we will consider the following matters and report any areas which do not meet the required standards:

- Establish whether proper accounting records have been kept by the Council;
- Establish whether the Council's Balance Sheet and Income & Expenditure Accounts (or Receipts and Payments Accounts) and supporting statements agree with the accounting records and returns;
- Establish whether we have obtained all the information and explanations which we think necessary for the purpose of our audit.

We do have a professional responsibility to report and issues if the accounts do not comply in any material respect with the Statements of Standard Accounting Practice and Financial Reporting Standards as relevant to local Councils, unless non-compliance is justified in the circumstances.

Our Audit will be conducted in accordance with the most relevant Practitioners Guide and the assertions contained within. It will be conducted in such a manner as we consider necessary to fulfil our obligations and responsibilities including tests of transactions and ownership and valuation of assets and liabilities as we consider necessary.

We will reach an understanding of the accounting systems and relevant policies in place and assess their adequacy to enable us to prepare the financial statements and to establish whether proper accounting records have been maintained by the Council.

We will require relevant and reliable evidence needed to enable us to draw reasonable conclusions to complete the audit. The nature and extent of our tests will vary according to individual Council's accounting systems. We will bring to your attention any issues or weaknesses identified with your accounting system and internal controls. We will also review all financial risk assessments in place.

Any evidence to support the internal audit will be held and retained in accordance with the Data Protection Act 2018.

We may ask for confirmation in writing that all transactions undertaken by the Council have been properly reflected and recorded in your accounting records and this may be referred to in the audit report.

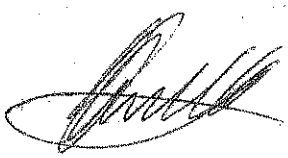
The responsibility for the prevention and detection of irregularities and fraud rests with the Council but we shall endeavour to plan our audit so that we have a reasonable expectation of detecting material misstatements in the financial statements or accounting records resulting from irregularities or fraud. However, our examination should not be relied upon to disclose irregularities and fraud that may exist. In the event of any suspected irregularity being identified by the Members, the Clerk or other employees that we be advised as soon as possible and, if appropriate, consulted on the appropriate course of action that should be applied to examine the position further.

Agreement of Terms

Once it has been agreed, this letter and contract will remain effective for future years until it is either cancelled by the Council or ourselves. We respectfully request that should Council wish to cancel the contract that due notice is given by 30th September at the latest in the financial year under review, as work may have commenced prior to or shortly after that date.

We would be grateful if you could confirm in writing your agreement to the terms outlined in this letter or let us know if they are not in accordance with your understanding of our terms of appointment.

Please indicate your agreement by signing this letter and returning by email to audit@patas.co.uk

On behalf of Parish and Town Audit Services	Signature	Council	Signature
Paul Russell Internal Auditor		LESLEYSELLAS R. F. D	LS-ellas
Date:		19.5.26	19.5.26

CHALFORD PARISH COUNCIL

03 September 2026 (2026-2027)

Receipts and Payments Forecast

All Cost Centres and Codes (Between 01/09/2026 and 31/03/2027)

4000 INCOME

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
2	4020 Bank Interest	4,000.00	3,241.75		3,241.75	-758.25						-758.25
3	4030 Cemetery fees	3,000.00	1,845.00		1,845.00	-1,155.00		100.00		100.00	-100.00	-1,255.00
4	4040 Highways	1,130.00				-1,130.00						-1,130.00
5	4050 Other Income	150.00	46.57		46.57	-103.43						-103.43
6	4060 Grants received											
8	4070 Insurance Claims											
64	4080 Vat											
94	4010 Precept	238,346.00	119,173.00		119,173.00	-119,173.00						-119,173.00
107	4090 Chalford Allotm	1,000.00				-1,000.00						-1,000.00
111	4100 Pro EV Income	3,000.00	2,456.39		2,456.39	-543.61						-543.61
SUB TOTAL		250,626.00	126,762.71		126,762.71	-123,863.29		100.00		100.00	-100.00	-123,963.29

5000 SALARIES

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
9	5010 Salary Net						97,853.00	39,845.95	57,080.94	96,926.89	926.11	926.11
115	5020 Employee Tax & NI						19,445.00	6,323.45	11,342.94	17,666.39	1,778.61	1,778.61
120	5040 Employees Pension						8,154.00	2,811.70	4,756.50	7,568.20	585.80	585.80
SUB TOTAL							125,452.00	48,981.10	73,180.38	122,161.48	3,290.52	3,290.52

5100 EMPLOYERS CC

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
10	5110 Employers Pension Contributions						26,470.00	7,935.35	15,441.09	23,376.44	3,093.56	3,093.56
116	5030 Employer NI						17,312.00	4,584.46	10,098.41	14,682.87	2,629.13	2,629.13
SUB TOTAL							43,782.00	12,519.81	25,539.50	38,059.31	5,722.69	5,722.69

5200 INSURANCES

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
11	5210 Insurance						4,915.00	3,906.29	882.63	4,788.92	126.08	126.08
SUB TOTAL							4,915.00	3,906.29	882.63	4,788.92	126.08	126.08

5300 PROFESSIONAL

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
12	5310 External Auditor						669.00		390.25	390.25	278.75	278.75
13	5320 Internal Auditor						679.00	325.00	396.06	721.06	-42.06	-42.06
119	5330 Solicitors											
SUB TOTAL							1,348.00	325.00	786.31	1,111.31	236.69	236.69

5400/5550 ADMINISTF

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
14	5410 Postage						80.00		46.41	46.41	33.59	33.59
15	5420 Communications						497.00	254.75	289.66	544.41	-47.41	-47.41
17	5440 Assoc. Membership						2,632.00	3,223.36		3,223.36	-391.36	-391.36
18	5450 Publications						230.00		133.91	133.91	96.09	96.09

19	5480 Travel						24.00		14.00	14.00	10.00	10.00
20	5470 Training						833.00	135.00	485.66	620.66	212.34	212.34
21	5480 Bank Charges						55.00	22.67	32.34	55.01	-0.01	-0.01
22	5480 Business Rates											
23	5510 Sundries						503.00	100.50	293.16	393.86	109.34	109.34
24	5520 Health & Safety						1,040.00	370.76	606.41	977.17	62.83	62.83
82	5530 Community Support						51.00		29.75	29.75	21.25	21.25
97	5540 Accounting Software (Scribe)						948.00		553.00	553.00	395.00	395.00
102	5550 Project EV Charges						656.00	123.56	382.41	505.97	150.03	150.03
125	5430 Meetings						500.00	234.97	213.08	448.05	51.95	51.95
SUB TOTAL							8,249.00	4,465.57	3,079.79	7,545.36	703.64	703.64

5600 IMPROVING COI

5600 IMPROVING COF							Receipts			Payments			Net Position	
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position		
123	5620 Newsletter													
SUB TOTAL														

5700 GRANTS

5700 GRANTS						Receipts			Payments			Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
26	5710 General Grants				-		3,000.00	3,461.00		3,461.00	-461.00	-461.00
SUB TOTAL							3,000.00	3,461.00		3,461.00	-461.00	-461.00

5800 UTILITIES

5800 UTILITIES

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
28	5810 Electricity/Gas						3,309.00	1,978.58	1,930.25	3,908.83	-599.83	-599.83
29	5820 Water/Sewage						418.00	789.59	244.09	1,033.68	-615.68	-615.68
SUB TOTAL							3,727.00	2,768.17	2,174.34	4,942.51	-1,215.51	-1,215.51

5900 OFFICE EQUIPM

5900 OFFICE EQUIPM						Receipts		Payments				Net Position	
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position	
30	5910 Photocopying						1,260.00	426.16	735.00	1,161.16	98.84	98.84	
31	5920 Stationery						422.00	70.05	210.78	280.83	141.17	141.17	
32	5930 Computer running costs						760.00	1,120.21		1,120.21	-360.21	-360.21	
89	5940 Computer repairs						656.00		382.41	382.41	273.59	273.59	
95	5950 Web Site						186.00	65.00	108.50	173.50	12.50	12.50	
121	5960 Office Equipment		20.40		20.40	20.40	250.00	73.80	146.09	219.89	30.11	50.51	
SUB TOTAL			20.40		20.40	20.40	3,534.00	1,755.22	1,582.78	3,338.00	196.00	216.40	

6000 PARISH BUILDIN

6000 PARISH BUILDING							Receipts			Payments			Net Position	
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position		
33	6010 Parish Building Maintenance						159.00	695.83		695.83	-536.83	-536.83		
90	6020 Parish Centre Cleaning						1,584.00	692.94	924.00	1,616.94	-32.94	-32.94		
SUB TOTAL							1,743.00	1,388.77	924.00	2,312.77	-569.77	-569.77		

6100 CRIME AND DISI

6110 CRIME AND DISORDER							Receipts			Payments			Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position	
34	6110 Crime and Disorder						859.00	14.00	501.34	515.34	343.66	343.66	
SUB TOTAL							859.00	14.00	501.34	515.34	343.66	343.66	

6200 CLIMATE CHANGE

Receipts						Payments					Net Position	
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
91	6210 Climate Change											
SUB TOTAL												

6300 ROAD TAX

Receipts						Payments					Net Position	
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
35	6310 Road Tax						234.00		136.50	136.50	97.50	97.50
SUB TOTAL							234.00		136.50	136.50	97.50	97.50

6400 DEFIBRILLATOR

Receipts						Payments					Net Position	
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
99	6410 Defibrillator						1,500.00	1,565.90		1,565.90	-65.90	-65.90
SUB TOTAL							1,500.00	1,565.90		1,565.90	-65.90	-65.90

6500 COMMUNITY YOUTH

Receipts						Payments					Net Position	
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
113	6510 Frith Youth Centre						25,000.00	10,417.88	14,582.12	25,000.00		
114	6520 Holiday Activities						2,200.00	600.00	1,283.59	1,883.59	316.41	316.41
SUB TOTAL							27,200.00	11,017.88	15,865.71	26,883.59	316.41	316.41

6700 CHALFORD ALLIOTMENTS

Receipts						Payments					Net Position	
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
86	7420 Allotments		70.89		70.89	70.89		77.06		77.06	-77.06	-6.17
SUB TOTAL			70.89		70.89	70.89		77.06		77.06	-77.06	-6.17

7000 REPAIRS

Receipts						Payments					Net Position	
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
36	7110 Vehicles						1,000.00	685.99	286.90	972.89	27.11	27.11
37	7120 Equipment						530.00		308.91	308.91	221.09	221.09
SUB TOTAL							1,530.00	685.99	595.81	1,281.80	248.20	248.20

7200 FUEL AND LUBRICANTS

Receipts						Payments					Net Position	
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
38	7210 Fuel and Lubricants						1,530.00	608.12	892.50	1,500.62	29.38	29.38
SUB TOTAL							1,530.00	608.12	892.50	1,500.62	29.38	29.38

7300 MATERIALS AND SUPPLIES

Receipts						Payments					Net Position	
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
39	7310 Works Materials						1,061.00	315.30	618.66	933.96	127.04	127.04
40	7320 Tools						1,000.00	285.54	583.59	869.13	130.87	130.87
41	7330 Grit and Litter Bins						500.00		291.41	291.41	208.59	208.59
42	7340 Skips						800.00		466.41	466.41	333.59	333.59
SUB TOTAL							3,361.00	600.84	1,960.07	2,560.91	800.09	800.09

7400 REC GROUNDS/

Receipts							Payments				Net Position	
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
43	7410 Rec Grounds/Open Spaces		1,130.00		1,130.00	1,130.00	2,122.00	320.93	1,238.09	1,559.02	562.98	1,692.98
100	7440 Bus Shelter						3,000.00		1,750.00	1,750.00	1,250.00	1,250.00
105	7460 Friends of Frith Wood											
112	7450 Footpaths/Walls						2,000.00	173.14	1,166.41	1,339.55	660.45	660.45
SUB TOTAL			1,130.00		1,130.00	1,130.00	7,122.00	494.07	4,154.50	4,648.57	2,473.43	3,603.43

7500 PLAY EQUIPMEI

Receipts							Payments				Net Position	
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
83	7510 Repairs & Improvements						1,000.00	269.30	583.59	852.89	147.11	147.11
SUB TOTAL							1,000.00	269.30	583.59	852.89	147.11	147.11

7600 SIGNS

Receipts							Payments				Net Position	
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
49	7610 Signs						690.00	100.00	402.50	502.50	187.50	187.50
SUB TOTAL							690.00	100.00	402.50	502.50	187.50	187.50

7800 TREES/ASH DIEI

Receipts							Payments				Net Position	
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
98	7430 Trees/Ash Dieback						6,500.00	1,900.00	3,220.00	5,120.00	1,380.00	1,380.00
SUB TOTAL							6,500.00	1,900.00	3,220.00	5,120.00	1,380.00	1,380.00

Summary

NET TOTAL	250,626.00	127,984.00		127,984.00	122,642.00	247,276.00	97,004.09	136,462.25	233,466.34	13,809.66	136,451.66
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Month 5 of 12
no.

03 September 2026 (2026-2027)

CHALFORD PARISH COUNCIL

Receipts and Payments compared with Flexed Budget (01/04/2026 to 31/08/2026 - All Cost Centres)

2023 - All Cost Centres)								
Cost Centre		Budget Receipts		Act. Receipts	Budget Payments		Act. Payments	Variance Year to Date
		Total for year	Year to Date		Total for Year	Year to Date		
Cost Centre 4000 INCOME								
2	4020 Bank Interest	4,000.00	1,666.69	3,241.75				1,575.06
3	4030 Cemetery fees	3,000.00	1,250.00	1,845.00				495.00
4	4040 Highways	1,130.00	470.81				100.00	-470.81
5	4050 Other Income	150.00	62.50	46.57				-15.93
6	4060 Grants received							
8	4070 Insurance Claims							
64	4080 Vat							
94	4010 Precept	238,346.00	119,173.00	119,173.00				-416.69
107	4090 Chalford Allotments	1,000.00	416.69					1,206.39
111	4100 Pro EV Income	3,000.00	1,250.00	2,456.39				
Cost Centre 5000 SALARIES								
9	5010 Salary Net							
115	5020 Employee Tax & NI				97,853.00	40,772.06	39,845.95	926.11
120	5040 Employees Pension				19,445.00	8,102.06	6,323.45	1,778.61
					8,154.00	3,397.50	2,811.70	585.80
Cost Centre 5100 EMPLOYERS CONTRIBUTI								
10	5110 Employers Pension Contrib							
116	5030 Employer NI				26,470.00	11,029.19	7,935.35	3,093.84
					17,312.00	7,213.31	4,584.46	2,628.85
Cost Centre 5200 INSURANCES								
11	5210 Insurance							
Cost Centre 5300 PROFESSIONAL FEES								
12	5310 External Auditor				4,915.00	2,047.94	3,906.29	-1,858.35
13	5320 Internal Auditor							
119	5330 Solicitors				669.00	334.50		334.50
					679.00		325.00	-325.00
Cost Centre 5400/5550 ADMINISTRATION								
14	5410 Postage							
15	5420 Communications				80.00	33.31		33.31
17	5440 Assoc. Membership				497.00	207.06	254.75	-47.69
18	5450 Publications				2,832.00	2,832.00	3,223.36	-391.36
					230.00	95.81		95.81

19	5460 Travel		24.00	10.00		10.00
20	5470 Training		833.00	347.06	135.00	212.06
21	5480 Bank Charges		55.00	22.94	22.67	0.27
22	5490 Business Rates					
23	5510 Sundries		503.00	209.56	100.50	109.06
24	5520 Health & Safety		1,040.00	433.31	370.76	62.55
82	5530 Community Support		51.00	21.25		21.25
97	5540 Accounting Software (Scrib		948.00			
102	5550 Project EV Charges		656.00	273.31	123.56	149.75
125	5430 Meetings		500.00	208.31	234.97	-26.66
Cost Centre 5600 IMPROVING COMMS						
123	5620 Newsletter					
Cost Centre 5700 GRANTS						
26	5710 General Grants		3,000.00	1,250.00	3,461.00	-2,211.00
Cost Centre 5800 UTILITIES						
28	5810 Electricity/Gas		3,309.00	1,378.75	1,978.58	-599.83
29	5820 Water/Sewage		418.00	174.19	789.59	-615.40
Cost Centre 5900 OFFICE EQUIPMENT						
30	5910 Photocopying		1,260.00	525.00	426.16	98.84
31	5920 Stationery		422.00	175.81	70.05	105.76
32	5930 Computer running costs		760.00	760.00	1,120.21	-360.21
89	5940 Computer repairs		656.00	273.31		273.31
95	5950 Web Site		186.00		65.00	-65.00
121	5960 Office Equipment	20.40	250.00	104.19	73.80	50.79
Cost Centre 6000 PARISH BUILDING MAINTENANCE						
33	6010 Parish Building Maintenance		159.00	66.25	695.83	-629.58
90	6020 Parish Centre Cleaning		1,584.00	660.00	692.94	-32.94
Cost Centre 6100 CRIME AND DISORDER						
34	6110 Crime and Disorder		859.00	357.94	14.00	343.94
Cost Centre 6200 CLIMATE CHANGE						
91	6210 Climate Change					
Cost Centre 6300 ROAD TAX						
35	6310 Road Tax		234.00	234.00		234.00

Cost Centre 6400 DEFIBRILLATOR

99 6410 Defibrillator		1,500.00	1,500.00	1,565.90	-65.90
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Cost Centre 6500 COMMUNITY YOUTH SERVICES

113 6510 Frith Youth Centre		25,000.00	10,417.69	10,417.88	-0.19
114 6520 Holiday Activities		2,200.00	916.69	600.00	316.69

Cost Centre 6700 CHALFORD ALLOTMENTS

86 7420 Allotments	70.89			77.06	-6.17
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Cost Centre 7000 REPAIRS

36 7110 Vehicles		1,000.00	741.78	685.99	55.79
37 7120 Equipment		530.00	220.81		220.81

Cost Centre 7200 FUEL AND LUBRICANTS

38 7210 Fuel and Lubricants		1,530.00	637.50	608.12	29.38
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Cost Centre 7300 MATERIALS AND TOOLS

39 7310 Works Materials		1,061.00	442.06	315.30	126.76
40 7320 Tools		1,000.00	416.69	285.54	131.15
41 7330 Grit and Litter Bins		500.00	208.31		208.31
42 7340 Skips		800.00	333.31		333.31

Cost Centre 7400 REC GROUNDS/OPEN SPACES

43 7410 Rec Grounds/Open Spaces	1,130.00	2,122.00	884.19	320.93	1,693.26
100 7440 Bus Shelter		3,000.00	1,250.00		1,250.00
105 7460 Friends of Frith Wood					
112 7450 Footpaths/Walls		2,000.00	833.31	173.14	660.17

Cost Centre 7500 PLAY EQUIPMENT

83 7510 Repairs & Improvements		1,000.00	416.69	269.30	147.39
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Cost Centre 7600 SIGNS

49 7610 Signs		690.00	287.50	100.00	187.50
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Cost Centre 7800 TREES/ASH DIEBACK

96 7430 Trees/Ash Dieback		6,500.00	3,280.00	1,900.00	1,380.00
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GRAND TOTALS

£250,626.00	£124,289.69	£127,986.70	£247,276.00	£106,336.45	£97,004.09	£17,953.24
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CHALFORD PARISH COUNCIL
PAYMENTS (AWAITING AUTHORISATION) LIST

01 September 2026 (2026-2027)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
87	7910 Friday Lunch Club	05/05/2026	F&M 8b.08.09.2026	Current	BACS	Friday lunch club	Susan J Nolan	X	10.60		10.60 ✓
85	7410 Rec Grounds/Open Space	05/06/2026	F&M 8b.08.09.2026	Current	BACS	Galvanised frame for bridge at	Valley Forge	X	265.00		265.00 ✓
86	6020 Parish Centre Cleaning	05/06/2026	F&M 8b.08.09.2026	Current	BACS	cleaning items	Christopher Attwood	Z	8.44		8.44 ✓
88	6020 Parish Centre Cleaning	05/06/2026	F&M 8b.08.09.2026	Current	BACS	PC CLEANING	JANs Housekeeping	X	33.00		33.00 ✓
89	7450 Footpaths/Walls	05/06/2026	F&M 8b.08.09.2026	Current	BACS	plates/bolts/hinges	Chalford Building Supplies	S	25.66	5.14	30.80 ✓
92	5010 Salary Net	10/06/2026	F&M 8b.08.09.2026	Current	BACS	contract labour	Kevin Harrison	X	640.00		640.00 ✓
91	5510 Sundries	12/06/2026	F&M 8b.08.09.2026	Current	BACS	Door lock	PCC of Chalford	Z	95.00		95.00 ✓
93	7210 Fuel and Lubricants	12/06/2026	F&M 8b.08.09.2026	Current	BACS	Fuel/Repairs	Fourways Garage	S	35.48	7.09	42.57 ✓
93	7110 Vehicles	12/06/2026	F&M 8b.08.09.2026	Current	BACS	Fuel/Repairs	Fourways Garage	Z	2.00		2.00 ✓
95	6020 Parish Centre Cleaning	12/06/2026	F&M 8b.08.09.2026	Current	BACS	PC Window cleaning	A Adams	X	11.50		11.50 ✓
96	6020 Parish Centre Cleaning	12/06/2026	F&M 8b.08.09.2026	Current	BACS	PC CLEANING	JANs Housekeeping	X	66.00		66.00 ✓
94	6510 Frith Youth Centre	12/06/2026	F&M 8b.08.09.2026	Current	BACS	Monthly Payment	Frith Youth Centre	X	2,083.33		2,083.33 ✓
101	5810 Electricity/Gas	15/06/2026	F&M 8b.08.09.2026	Current	DD	Electricity/gas	100 GREEN	L	59.27	2.96	62.23 ✓
101	5810 Electricity/Gas	15/06/2026	F&M 8b.08.09.2026	Current	DD	Electricity/gas	100 GREEN	S	319.06	63.81	382.87 ✓
101	5810 Electricity/Gas	15/06/2026	F&M 8b.08.09.2026	Current	DD	Electricity/gas	100 GREEN	L	32.20	1.61	33.81 ✓
101	5810 Electricity/Gas	15/06/2026	F&M 8b.08.09.2026	Current	DD	Electricity/gas	100 GREEN	Z	-46.49		-46.49 ✓
97	5010 Salary Net	15/06/2026	F&M 8b.08.09.2026	Current	BACS	Salaries	Chalford Parish Council	X	6,901.47		6,901.47 ✓
102	5480 Bank Charges	16/06/2026	F&M 8b.08.09.2026	Current	Bank Credit	Monthly Maintenance Fee	Lloyds Bank	X	5.67		5.67 ✓
100	5010 Salary Net	17/06/2026	F&M 8b.08.09.2026	Current	BACS	contract labour	Kevin Harrison	X	300.00		300.00 ✓
99	9020 Capital Equipment	17/06/2026	F&M 8b.08.09.2026	Current	BACS	Laptop purchase	Toggletech	S	896.50	179.30	1,075.80 ✓
99	9020 Capital Equipment	17/06/2026	F&M 8b.08.09.2026	Current	BACS	Laptop purchase	Toggletech	S	100.00	20.00	120.00 ✓
98	7910 Friday Lunch Club	19/06/2026	F&M 8b.08.09.2026	Current	BACS	Friday lunch club	Susan J Nolan	X	34.39		34.39 ✓
103	5820 Water/Sewage	22/06/2026	F&M 8b.08.09.2026	Current	DD	Water supply	Everflow Water	Z	154.04		154.04 ✓
115	5930 Computer running costs	24/06/2026	F&M 8b.08.09.2026	Current	BACS	365 Exchange Online monthly	Softlink Computers	S	55.20	11.04	66.24 ✓
114	5010 Salary Net	24/06/2026	F&M 8b.08.09.2026	Current	BACS	contract labour	Kevin Harrison	X	300.00		300.00 ✓
116	5420 Communications	25/06/2026	F&M 8b.08.09.2026	Current	BACS	broadband and telephone	BT	S	50.95	10.19	61.14 ✓
117	5930 Computer running costs	25/06/2026	F&M 8b.08.09.2026	Current	DD	Monthly Computer Running Co	Toggletech	S	403.01	80.60	483.61 ✓
121	5110 Employers Pension Contr	26/06/2026	F&M 8b.08.09.2026	Current	BACS	EMPLOYER PENSION	Local Government Pension	X	1,587.07		1,587.07 ✓
123	5440 Assoc. Membership	26/06/2026	F&M 8b.08.09.2026	Current	BACS	Annual subscription	GAPTC	E	2,205.36		2,205.36 ✓
118	5020 Employee Tax & NI	26/06/2026	F&M 8b.08.09.2026	Current	BACS	Employee Tax & NI	HMRC	X	1,304.49		1,304.49 ✓
119	5030 Employer NI	26/06/2026	F&M 8b.08.09.2026	Current	BACS	Employer NI	HMRC	E	1,065.05		1,065.05 ✓
120	5040 Employees Pension	26/06/2026	F&M 8b.08.09.2026	Current	BACS	Employees pension contribution	Local Government Pension	X	562.34		562.34 ✓
122	6020 Parish Centre Cleaning	26/06/2026	F&M 8b.08.09.2026	Current	BACS	PC CLEANING	JANs Housekeeping	X	66.00		66.00 ✓
124	5910 Photocopying	30/06/2026	F&M 8b.08.09.2026	Current	BACS	Photocopying costs	Sharp Business Systems	S	24.19	4.84	29.03 ✓

CHALFORD PARISH COUNCIL
PAYMENTS (AWAITING AUTHORISATION) LIST

01 September 2026 (2026-2027)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
Total									19,655.78	386.58	20,042.36

Prepared by: LSellars / RED Date: 1-9-26
Name and Role

Approved by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role

CHALFORD PARISH COUNCIL
PAYMENTS (AWAITING AUTHORISATION) LIST

01 September 2026 (2026-2027)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
125	5010 Salary Net	02/07/2026	F&M 8b.08.09.2026	Current	BACS	contract labour	Kevin Harrison	X	300.00		300.00 ✓
129	5520 Health & Safety	03/07/2026	F&M 8b.08.09.2026	Current	BACS	Annual Service fee	A&E Fire and Security	S	295.32	59.06	354.38 ✓
129	5520 Health & Safety	03/07/2026	F&M 8b.08.09.2026	Current	BACS	Annual Service fee	A&E Fire and Security	S	67.94	13.59	81.53 ✓
126	7450 Footpaths/Walls	03/07/2026	F&M 8b.08.09.2026	Current	BACS	concrete	Chalford Building Supplies	S	35.67	7.13	42.80 ✓
127	5920 Stationery	03/07/2026	F&M 8b.08.09.2026	Current	BACS	STATIONERY	7 Office Supplies Ltd.	S	26.94	5.39	32.33 ✓
128	5550 Project EV Charges	03/07/2026	F&M 8b.08.09.2026	Current	BACS	Project EV monthly charge	Curv360 Limited	S	43.16	8.63	51.79 ✓
130	5010 Salary Net	08/07/2026	F&M 8b.08.09.2026	Current	BACS	contract labour	Kevin Harrison	X	450.00		450.00 ✓
133	6020 Parish Centre Cleaning	10/07/2026	F&M 8b.08.09.2026	Current	BACS	Window Cleaner	A Adams	X	11.50		11.50 ✓
135	5520 Health & Safety	10/07/2026	F&M 8b.08.09.2026	Current	BACS	First Aid Supplies	Lesley Sellars	X	7.50		7.50 ✓
131	7210 Fuel and Lubricants	10/07/2026	F&M 8b.08.09.2026	Current	BACS	FUEL	Fourways Garage	S	201.98	40.40	242.38 ✓
132	7450 Footpaths/Walls	10/07/2026	F&M 8b.08.09.2026	Current	BACS	concrete	Chalford Building Supplies	S	28.43	5.69	34.12 ✓
136	6020 Parish Centre Cleaning	10/07/2026	F&M 8b.08.09.2026	Current	BACS	PC CLEANING	JANs Housekeeping	X	66.00		66.00 ✓
134	7910 Friday Lunch Club	10/07/2026	F&M 8b.08.09.2026	Current	BACS	Friday lunch club	Susan J Nolan	X	78.73		78.73 ✓
137	6510 Frith Youth Centre	10/07/2026	F&M 8b.08.09.2026	Current	BACS	Monthly Payment	Frith Youth Centre	X	2,083.37		2,083.37 ✓
140	5810 Electricity/Gas	15/07/2026	F&M 8b.08.09.2026	Current	DD	Electricity and gas supply	100 GREEN	L	62.89	3.14	66.03 ✓
140	5810 Electricity/Gas	15/07/2026	F&M 8b.08.09.2026	Current	DD	Electricity and gas supply	100 GREEN	L	336.13	16.81	352.94 ✓
140	5810 Electricity/Gas	15/07/2026	F&M 8b.08.09.2026	Current	DD	Electricity and gas supply	100 GREEN	L	13.97	0.70	14.67 ✓
140	5810 Electricity/Gas	15/07/2026	F&M 8b.08.09.2026	Current	DD	Electricity and gas supply	100 GREEN	Z	-45.39		-45.39 ✓
138	5010 Salary Net	15/07/2026	F&M 8b.08.09.2026	Current	BACS	Salaries	Chalford Parish Council	X	6,948.67		6,948.67 ✓
144	5930 Computer running costs	15/07/2026	F&M 8b.08.09.2026	Current	DD	Monthly Computer Running Co	Toggletech	S	203.00	40.60	243.60 ✓
139	6520 Holiday Activities	15/07/2026	F&M 8b.08.09.2026	Current	BACS	Holiday Play Activities	World Jungle	X	600.00		600.00 ✓
141	7910 Friday Lunch Club	15/07/2026	F&M 8b.08.09.2026	Current	BACS	Friday lunch club	Susan J Nolan	X	28.74		28.74 ✓
142	5010 Salary Net	15/07/2026	F&M 8b.08.09.2026	Current	BACS	contract labour	Kevin Harrison	X	150.00		150.00 ✓
143	5910 Photocopying	16/07/2026	F&M 8b.08.09.2026	Current	DD	Photocopying lease	PEAC Solutions	S	156.60	31.32	187.92 ✓
162	5480 Bank Charges	20/07/2026	F&M 8b.08.09.2026	Current	BACS	Account Maintenance Fee	Lloyds Bank	X	4.25		4.25 ✓
163	5820 Water/Sewage	21/07/2026	F&M 8b.08.09.2026	Current	DD	PC and cemetery water	Everflow Water	X	168.34		168.34 ✓
145	5010 Salary Net	22/07/2026	F&M 8b.08.09.2026	Current	BACS	contract labour	Kevin Harrison	X	300.00		300.00 ✓
149	7420 Allotments	22/07/2026	F&M 8b.08.09.2026	Current	BACS	MDPE Coupler	Chalford Building Supplies	S	6.17	1.23	7.40 ✓
146	5920 Stationery	24/07/2026	F&M 8b.08.09.2026	Current	BACS	STATIONERY	7 Office Supplies Ltd.	S	14.85	2.97	17.82 ✓
146	5920 Stationery	24/07/2026	F&M 8b.08.09.2026	Current	BACS	STATIONERY	7 Office Supplies Ltd.	Z	-9.48		-9.48 ✓
157	5420 Communications	24/07/2026	F&M 8b.08.09.2026	Current	DD	broadband and telephone	BT	S	50.95	10.19	61.14 ✓
148	5210 Insurance	30/07/2026	F&M 8b.08.09.2026	Current	BACS	Insurance	Zurich Municipal	X	3,744.97		3,744.97 ✓
156	5010 Salary Net	30/07/2026	F&M 8b.08.09.2026	Current	BACS	contract labour	Kevin Harrison	X	150.00		150.00 ✓
147	5470 Training	31/07/2026	F&M 8b.08.09.2026	Current	BACS	Training	GALC	X	90.00		90.00 ✓

CHALFORD PARISH COUNCIL
PAYMENTS (AWAITING AUTHORISATION) LIST

01 September 2026 (2026-2027)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
152	5110 Employers Pension Contr	31/07/2026	F&M 8b.08.09.2026	Current	BACS	EMPLOYER PENSION	Local Government Pension	X	1,587.07		1,587.07
153	7610 Signs	31/07/2026	F&M 8b.08.09.2026	Current	BACS	A4 Sign	Stroud Sign Centre	S	100.00	20.00	120.00
154	5020 Employee Tax & NI	31/07/2026	F&M 8b.08.09.2026	Current	BACS	Employee Tax & NI	HMRC	X	868.20		868.20
154	5020 Employee Tax & NI	31/07/2026	F&M 8b.08.09.2026	Current	BACS	Employee Tax & NI	HMRC	X	389.09		389.09
155	5030 Employer NI	31/07/2026	F&M 8b.08.09.2026	Current	BACS	Employer NI	HMRC	X	1,065.05		1,065.05
150	7910 Friday Lunch Club	31/07/2026	F&M 8b.08.09.2026	Current	BACS	Friday lunch club	Susan J Nolan	X	27.09		27.09
151	5040 Employees Pension	31/07/2026	F&M 8b.08.09.2026	Current	BACS	Employees pension contribution	Local Government Pension	X	562.34		562.34
Total									21,270.04	266.85	21,536.89

Prepared by: L Sellars/REO Date: 19.26
Name and Role

Approved by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role

CHALFORD PARISH COUNCIL
PAYMENTS (AWAITING AUTHORISATION) LIST

07 September 2026 (2026-2027)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
165	5010 Salary Net	05/08/2026	F&M 8b.08.09.2026	Current	BACS	contract labour	Kevin Harrison	X	300.00		300.00 ✓
166	5950 Web Site	07/08/2026	F&M 8b.08.09.2026	Current	BACS	Biennial Fee - Domain Name	VisionICT	S	65.00	13.00	78.00 ✓
167	6020 Parish Centre Cleaning	07/08/2026	F&M 8b.08.09.2026	Current	BACS	PC CLEANING	JANs Housekeeping	X	66.00		66.00 ✓
195	9020 Capital Equipment	10/08/2026	F&M 8b.09.06.26	Current	BACS	Wessex Roller Mower	Lister Wilder	S	4,635.00	927.00	5,562.00 ✓
169	5010 Salary Net	12/08/2026	F&M 8b.08.09.2026	Current	BACS	contract labour	Kevin Harrison	X	300.00		300.00 ✓
168	6020 Parish Centre Cleaning	14/08/2026	F&M 8b.08.09.2026	Current	BACS	PC Window cleaning	A Adams	X	11.50		11.50 ✓
172	5010 Salary Net	14/08/2026	F&M 8b.08.09.2026	Current	BACS	Salaries	Chalford Parish Council	X	6,948.47		6,948.47 ✓
170	7410 Rec Grounds/Open Space	14/08/2026	F&M 8b.08.09.2026	Current	BACS	Hammerite, brushes, primer	Chalford Building Supplies	S	40.37	8.08	48.45 ✓
170	7410 Rec Grounds/Open Space	14/08/2026	F&M 8b.08.09.2026	Current	BACS	Hammerite, brushes, primer	Chalford Building Supplies	S	15.56	3.11	18.67 ✓
171	7210 Fuel and Lubricants	14/08/2026	F&M 8b.08.09.2026	Current	BACS	FUEL	Fourways Garage	S	89.04	17.82	106.86 ✓
173	6510 Frith Youth Centre	14/08/2026	F&M 8b.08.09.2026	Current	BACS	Monthly Payment	Frith Youth Centre	X	2,083.18		2,083.18 ✓
174	5810 Electricity/Gas	17/08/2026	F&M 8b.08.09.2026	Current	DD	Electricity and gas	100 GREEN	L	11.75	0.59	12.34 ✓
174	5810 Electricity/Gas	17/08/2026	F&M 8b.08.09.2026	Current	DD	Electricity and gas	100 GREEN	S	375.44	75.09	450.53 ✓
174	5810 Electricity/Gas	17/08/2026	F&M 8b.08.09.2026	Current	DD	Electricity and gas	100 GREEN	L	64.32	3.22	67.54 ✓
174	5810 Electricity/Gas	17/08/2026	F&M 8b.08.09.2026	Current	DD	Electricity and gas	100 GREEN	X	-62.95		-62.95 ✓
196	5480 Bank Charges	17/08/2026	F&M 8b.09.06.26	Current	BACS	Monthly Maintenance Fee	Lloyds Bank	X	4.25		4.25 ✓
175	5010 Salary Net	19/08/2026	F&M 8b.08.09.2026	Current	BACS	contract labour	Kevin Harrison	X	300.00		300.00 ✓
176	5910 Photocopying	21/08/2026	F&M 8b.08.09.2026	Current	BACS	Photocopying costs	Sharp Business Systems	S	65.50	13.10	78.60 ✓
177	6010 Parish Building Maintenanar	21/08/2026	F&M 8b.08.09.2026	Current	BACS	Fence Panels	Chalford Building Supplies	S	199.35	39.87	239.22 ✓
178	7910 Friday Lunch Club	21/08/2026	F&M 8b.08.09.2026	Current	BACS	Hall hire	Frith Youth Centre	X	511.20		511.20 ✓
197	5820 Water/Sewage	21/08/2026	F&M 8b.09.06.26	Current	DD	PC and cemetery water	Everflow Water	X	169.21		169.21 ✓
180	5420 Communications	25/08/2026	F&M 8b.08.09.2026	Current	DD	broadband and telephone	BT	S	50.95	10.19	61.14 ✓
179	5930 Computer running costs	25/08/2026	F&M 8b.08.09.2026	Current	BACS	Monthly Computer Running Co	Toggletech	S	153.00	30.60	183.60 ✓
181	6010 Parish Building Maintenanar	26/08/2026	F&M 8b.08.09.2026	Current	BACS	PC Plumbing repair	Palmer Plumbing & Propert	X	351.45		351.45 ✓
185	5110 Employers Pension Contr	28/08/2026	F&M 8b.08.09.2026	Current	BACS	EMPLOYER PENSION	Local Government Pension	X	1,587.07		1,587.07 ✓
182	5020 Employee Tax & NI	28/08/2026	F&M 8b.08.09.2026	Current	BACS	Employee Tax & NI	HMRC	X	868.40		868.40 ✓
182	5020 Employee Tax & NI	28/08/2026	F&M 8b.08.09.2026	Current	BACS	Employee Tax & NI	HMRC	X	389.09		389.09 ✓
183	7910 Friday Lunch Club	28/08/2026	F&M 8b.08.09.2026	Current	BACS	Hall hire	Frith Youth Centre	X	144.00		144.00 ✓
184	5040 Employees Pension	28/08/2026	F&M 8b.08.09.2026	Current	BACS	Employees pension contribution	Local Government Pension	X	562.34		562.34 ✓
186	7910 Friday Lunch Club	28/08/2026	F&M 8b.08.09.2026	Current	BACS	Friday lunch club	Susan J Nolan	X	87.06		87.06 ✓
187	6020 Parish Centre Cleaning	28/08/2026	F&M 8b.08.09.2026	Current	BACS	PC CLEANING	JANs Housekeeping	X	66.00		66.00 ✓
188	7110 Vehicles	28/08/2026	F&M 8b.08.09.2026	Current	BACS	Hi Jet MOT	Holbrook Garage	X	54.85		54.85 ✓
Total									20,506.40	1,141.67	21,648.07

CHALFORD PARISH COUNCIL
PAYMENTS (AWAITING AUTHORISATION) LIST

07 September 2026 (2026-2027)

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
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Prepared by: LSellars/RFO Date: 7.9.26
Name and Role

Approved by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role