

Upper Heyford Parish Council

Accounts

Year ended 31 March 2025



Upper Heyford Parish Council

Income and expenditure account for the year ended 31 March 2025

	2025		2024	
	£	£	£	£
<u>Income</u>				
Cherwell District Council Precept		14,723		10,911
Cemetery fees		385		1,462
Interest received		1,786		1,703
Hire fees		3,649		2,683
Grant income		23,000		40,075
Fundraising income		-		-
Other income		24		22
		<u>43,567</u>		<u>56,856</u>
<u>Expenditure</u>				
Landscaping and cemetery	13,591		8,070	
Reading room	2,692		3,182	
Parish clerk salary	750		1,500	
Insurance	1,769		1,730	
Dog bins	515		801	
Accountancy and internal audit	950		800	
Valley news	-		176	
Playground inspection	168		161	
Bank charges	71		72	
Subscriptions	307		366	
MCNP	1,095		7,764	
Cleaning fees	405		420	
Repairs	325		60	
Fire services	54		-	
Heat Upper Heyford	10,619		20,331	
Event costs	185		531	
Election fees	37		100	
External audit	1,523		48	
Depreciation	1,575		1,575	
Adjustment re prior VAT	(495)		1,158	
		(36,136)		(48,845)
		<u>7,431</u>		<u>8,011</u>

Upper Heyford Parish Council

Statement of assets and liabilities as at 31 March 2025

		2025		2024	
		£	£	£	£
Debtors	VAT recoverable		4,280		6,339
	Other debtors		2,100		-
			<u>6,380</u>		<u>6,339</u>
Bank	Current account	27,815		19,135	
	Business reserve	67,813		66,027	
	Post Office	20		20	
			95,648		85,182
Fixed Assets			2,576		4,152
Total assets			<u>104,604</u>		<u>95,673</u>
Less: Creditors			(3,800)		(2,300)
Net assets			<u><u>100,804</u></u>		<u><u>93,373</u></u>

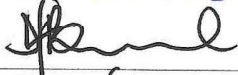
Represented by:

Cumulative Fund

Balance brought forward		93,373		85,361
Income	43,567		56,856	
Expenditure	<u>(36,136)</u>		<u>(48,845)</u>	
		7,431		8,011
Balance carried forward		<u><u>100,804</u></u>		<u><u>93,373</u></u>

We are satisfied that the accounts represent fairly the financial position of the authority as at 31 March 2025 and reflects its income and expenditure for the year then ended.

12th June 2025





Date of approval by Council

PP Chairman

Responsible Financial Officer

Supplementary page for Upper Heyford Parish Council Annual Internal Audit Report 2024/2025

A. 'Review the VAT Returns for accuracy.'

VAT workings were being completed, however errors were identified.

The workings stated that £1,505 was to be claimed on the purchase from SW Services on the 8th October 2024. However, the correct input VAT is £505.

Additionally, one of the purchases from Green Scythe on the 1st August 2024 was not present on the VAT workings. However, £178.90 can be claimed from this purchase.

We recommend amendments should be made to the current VAT return, if not yet submitted, or these are corrected on future VAT returns.

D. 'The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.'

A budget was made for the 2025 accounting year, however progress was not monitored against this.

We therefore suggest that going forward the Parish Council should therefore prepare annual budgets and monitor the financial progress against this on a regular basis.

G 'Review the salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.'

Incorrect payroll submissions have been made to HMRC which have not recorded PAYE/NIC payments due to HMRC correctly. To amend this, the balance sheet has been grossed up to show a debtor due from Clerk which is the PAYE due to HMRC, shown as a PAYE creditor.

We recommend ascertaining from HMRC the RTI data submitted via FPS. Once this has been obtained, it will be clear what corrections need to be made with HMRC.

It has also been noted that the employment contract held with the Clerk is not signed by the Clerk. Please ensure a signed copy is on file.

H 'Review the fixed assets register, checking the entries are up to date – where applicable.'

The Heat Upper Heyford project has now been granted planning permission as of a meeting in April 2025 (after the year end). As such, the council did not capitalise any of the costs in the year to 31st March 2025.

We recommend that the progress of this project is monitored closely and capitalised at the correct stage.

Whitley Stimpson Limited.

Signed Whitley Stimpson