

DUNSFOLD PARISH COUNCIL

Full Council Meeting

Finance Pack

14th October 2025

Dunsfold Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

9 October 2025 (2025-2026)

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
79	Winn Hall	11/08/2025		Lloyds Current Accou		Grant	Winn Hall	X	2,216.70		2,216.70
69	Trees	23/09/2025		Lloyds Current Accou		Commons Maintenance	Joe Court Forestry	S	1,200.00	240.00	1,440.00
68	Audit	23/09/2025		Lloyds Current Accou		Audit fees	PKF Littlejohn LLP	S	420.00	84.00	504.00
78	Office Rent	02/10/2025		Lloyds Current Accou		Office rent	Olema Engineering	E	80.00		80.00
80	Parochial Church Council	08/10/2025		Lloyds Current Accou		Grant	St Mary & All Saints Church	X	2,000.00		2,000.00
82	Surrey Air Ambulance	08/10/2025		Lloyds Current Accou		Grant	Air Ambulance Charity	E	350.00		350.00
81	Dunsfold Bonfire Committee	08/10/2025		Lloyds Current Accou		Bonfire Insurance	Dunsfold Bonfire Committe	X	424.00		424.00
Total									6,690.70	324.00	7,014.70

Prepared by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role

Dunsfold Parish Council
Summary of Receipts and Payments

27 August 2025 (2025-2026)

All Cost Centres and Codes

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23	Sage Software				115.52	41.00	74.52	74.52 (64%)
34	Annual Parish meeting				200.00	90.40	109.60	109.60 (54%)
40	Audit				500.00	240.10	259.90	259.90 (51%)
41	Insurance				2,700.00	2,238.02	461.98	461.98 (17%)
42	Office Rent				2,300.00	720.00	1,580.00	1,580.00 (68%)
43	Telephone and Broadband				1,000.00		1,000.00	1,000.00 (100%)
44	Stationary					84.86	-84.86	-84.86 (N/A)
45	Office Equipment							(N/A)
46	Software				800.00	45.00	755.00	755.00 (94%)
47	Subscriptions				600.00	418.22	181.78	181.78 (30%)
48	Meeting Costs				650.00		650.00	650.00 (100%)
51	Locum Fees				5,000.00	4,900.00	100.00	100.00 (2%)
55	Professional Fees (Legal, Surve				5,000.00		5,000.00	5,000.00 (100%)
56	Election Costs				1,000.00		1,000.00	1,000.00 (100%)
63	Fete Insurance					171.41	-171.41	-171.41 (N/A)
64	Phone & Broadband					372.25	-372.25	-372.25 (N/A)
65	Bank Charges					17.00	-17.00	-17.00 (N/A)
69	Mobile					25.50	-25.50	-25.50 (N/A)
71	VAT							(N/A)
75	HR Support					2,485.90	-2,485.90	-2,485.90 (N/A)
76	Website					400.00	-400.00	-400.00 (N/A)
79	Speedwatch					230.00	-230.00	-230.00 (N/A)
SUB TOTAL					19,865.52	12,479.66	7,385.86	7,385.86 (37%)

Assets

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
15	KGV				4,000.00		4,000.00	4,000.00 (100%)
59	Defibrillators							(N/A)
68	Printer					150.90	-150.90	-150.90 (N/A)
SUB TOTAL					4,000.00	150.90	3,849.10	3,849.10 (96%)

Common

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Common Cut				6,000.00		6,000.00	6,000.00 (100%)
4	Verges							(N/A)
5	Trees				3,000.00		3,000.00	3,000.00 (100%)
6	Ponds				8,000.00		8,000.00	8,000.00 (100%)
7	Maintenance Contingency				3,150.00		3,150.00	3,150.00 (100%)
72	Strimming					1,230.00	-1,230.00	-1,230.00 (N/A)
SUB TOTAL					20,150.00	1,230.00	18,920.00	18,920.00 (93%)

Dunsfold Parish Council

Summary of Receipts and Payments

27 August 2025 (2025-2026)

All Cost Centres and Codes

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Grants

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9 Parochial Church Council				2,000.00		2,000.00	2,000.00 (100%)
10 Citizens Advice Waverley				300.00		300.00	300.00 (100%)
11 Winn Hall				400.00	600.00	-200.00	-200.00 (-50%)
12 British Legion Wreath				60.00		60.00	60.00 (100%)
13 Surrey Air Ambulance				300.00		300.00	300.00 (100%)
53 Village Fete Committee				200.00		200.00	200.00 (100%)
54 Dunsfold Village Shop							(N/A)
61 Dunsfold Bonfire Committee				500.00		500.00	500.00 (100%)
62 KGV Grant				4,000.00		4,000.00	4,000.00 (100%)
SUB TOTAL				7,760.00	600.00	7,160.00	7,160.00 (92%)

Income

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
35 Surrey County Council							(N/A)
36 Returned payment							(N/A)
39 Precept	55,000.00	55,000.00					(0%)
49 Unspecified Income							(N/A)
50 NCIL Contributions	20,000.00		-20,000.00				-20,000.00 (-100%)
57 VAT Return	4,000.00		-4,000.00				-4,000.00 (-100%)
58 Bank Interest	600.00	131.31	-468.69				-468.69 (-78%)
77 Wayleave		26.51	26.51				26.51 (N/A)
78 Commons		1,000.00	1,000.00				1,000.00 (N/A)
SUB TOTAL	79,600.00	56,157.82	-23,442.18				-23,442.18 (-29%)

KGV

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
52 Caretaker							(N/A)
66 Playground					2,168.00	-2,168.00	-2,168.00 (N/A)
70 Grant					4,000.00	-4,000.00	-4,000.00 (N/A)
73 Maintenance					7,864.99	-7,864.99	-7,864.99 (N/A)
74 Outdoor Gym					9,900.00	-9,900.00	-9,900.00 (N/A)
SUB TOTAL					23,932.99	-23,932.99	-23,932.99 (N/A)

Neighbourhood Plan

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17 Professional Fees				12,000.00		12,000.00	12,000.00 (100%)
18 Admin Costs				3,000.00		3,000.00	3,000.00 (100%)

Dunsfold Parish Council
Summary of Receipts and Payments

27 August 2025 (2025-2026)

All Cost Centres and Codes

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail

SUB TOTAL					15,000.00	15,000.00	15,000.00 (100%)	
Projects/Reserves								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33	Gratton woods							(N/A)
SUB TOTAL								(N/A)
Staff Costs								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
SUB TOTAL					27,416.00	10,365.18	17,050.82	17,050.82 (62%)
Summarv								
NET TOTAL		79,600.00	56,157.82	-23,442.18	94,191.52	48,758.73	45,432.79	21,990.61 (12%)
V.A.T.			7,723.00			4,105.92		
GROSS TOTAL			63,880.82			52,864.65		

Dunsfold Parish Council
Net Position by Cost Centre and Code (Between 01/04/2025 and 30/09/2025)

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Cost Centre Name

39 Precept	55,000.00	55,000.00	
49 Unspecified Income			
50 NCIL Contributions	20,000.00		-20,000.00
57 VAT Return	4,000.00		-4,000.00
58 Bank Interest	600.00	332.36	-267.64
77 Wayleave		26.51	26.51
78 Commons		1,000.00	1,000.00
	79,600.00	£56,358.87	-23,241.13

KGV

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
52 Caretaker						
66 Playground					2,168.00	-2,168.00
70 Grant					4,000.00	-4,000.00
73 Maintenance					9,314.99	-9,314.99
74 Outdoor Gym					9,900.00	-9,900.00
				£25,382.99		-25,382.99

Neighbourhood Plan

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
17 Professional Fees					12,000.00	12,000.00
18 Admin Costs					3,000.00	3,000.00
				15,000.00		15,000.00

Projects/Reserves

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
33 Gratton woods					46,020.00	-46,020.00
80 KGV Car Park					-980.00	980.00
81 KGV Car park						
				£45,040.00		-45,040.00

Staff Costs

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
				27,416.00	£10,363.18	17,052.82

NET TOTAL		79,600.00	£56,358.87	94,191.52	£103,555.83	-32,605.44
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Dunsfold Parish Council
Net Position by Cost Centre and Code (Between 01/04/2025 and 30/09/2025)

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.

Cost Centre Name

Administration		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
23	Sage Software				115.52	63.00	52.52
34	Annual Parish meeting				200.00	90.40	109.60
40	Audit				500.00	660.10	-160.10
41	Insurance				2,700.00	2,238.02	461.98
42	Office Rent				2,300.00	1,080.00	1,220.00
43	Telephone and Broadband				1,000.00		1,000.00
44	Stationary					84.86	-84.86
45	Office Equipment						
46	Software				800.00	45.00	755.00
47	Subscriptions				600.00	418.22	181.78
48	Meeting Costs				650.00		650.00
51	Locum Fees				5,000.00	4,900.00	100.00
55	Professional Fees (Legal,				5,000.00		5,000.00
56	Election Costs				1,000.00		1,000.00
63	Fete Insurance					171.41	-171.41
64	Phone & Broadband					454.15	-454.15
65	Bank Charges					25.50	-25.50
69	Mobile					25.50	-25.50
71	VAT						
75	HR Support					2,485.90	-2,485.90
76	Website					400.00	-400.00
79	Speedwatch					230.00	-230.00
82	KGV					4,000.00	-4,000.00
					19,865.52	£17,372.06	2,493.46

Assets		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
15	KGV				4,000.00		4,000.00
59	Defibrillators						
68	Printer					150.90	-150.90
					4,000.00	£150.90	3,849.10

Common		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
3	Common Cut				6,000.00		6,000.00
4	Verges						
5	Trees				3,000.00	1,200.00	1,800.00
6	Ponds				8,000.00		8,000.00
7	Maintenance Contingency				3,150.00		3,150.00
72	Strimming					1,230.00	-1,230.00
					20,150.00	£2,430.00	17,720.00

Grants		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
9	Parochial Church Council				2,000.00		2,000.00
10	Citizens Advice Waverley				300.00		300.00
11	Winn Hall				400.00	2,816.70	-2,416.70
12	British Legion Wreath				60.00		60.00
13	Surrey Air Ambulance				300.00		300.00
53	Village Fete Committee				200.00		200.00
54	Dunsfold Village Shop						
61	Dunsfold Bonfire Committe				500.00		500.00
62	KGV Grant				4,000.00		4,000.00
					7,760.00	£2,816.70	4,943.30

Income		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
35	Surrey County Council						
36	Returned payment						

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Dunsfold Parish Council
Net Position by Cost Centre and Code (Between 01/04/2025 and 30/09/2025)

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.

<u>Cost Centre Name</u>						
39 Precept		55,000.00	55,000.00			
49 Unspecified Income						
50 NCIL Contributions		20,000.00				-20,000.00
57 VAT Return		4,000.00				-4,000.00
58 Bank Interest		600.00	332.36			-267.64
77 Wayleave			26.51			26.51
78 Commons			1,000.00			1,000.00
		79,600.00	£56,358.87			-23,241.13

<u>KGV</u>		<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>
52	Caretaker					
66	Playground				2,168.00	-2,168.00
70	Grant				4,000.00	-4,000.00
73	Maintenance				9,314.99	-9,314.99
74	Outdoor Gym				9,900.00	-9,900.00
					£25,382.99	-25,382.99

<u>Neighbourhood Plan</u>		<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>
17	Professional Fees				12,000.00	12,000.00
18	Admin Costs				3,000.00	3,000.00
					15,000.00	15,000.00

<u>Projects/Reserves</u>		<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>
33	Gratton woods					
80	KGV Car Park				46,020.00	-46,020.00
81	KGV Car park				-980.00	980.00
					£45,040.00	-45,040.00

<u>Staff Costs</u>		<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>
					27,416.00	£10,363.18
						17,052.82

NET TOTAL		79,600.00	£56,358.87	94,191.52	£103,555.83	-32,605.44
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Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)