

**CHILBOLTON PARISH COUNCIL
FINANCE REPORT – JUNE 2025**

Payments approved via email since 19/5/25 - NONE

DD payments – NONE

June '25 payments for approval –

A Denyer (Salary and Exps) - £532.39

G Bulpitt (wages and exps) -

Re-Design (Common/Signage) - £306.00

RoSPA PlaySafety (WMPF/annual inspection) - £120.00

Current Account Receipts – Receipts since last report –

Allotment rents - £50.40

WMPF football usage - £200.00

TVBC WD Stock fencing grant - £380.17

2025/26 Accounts to date –

Current acc Receipts, Batty and WMPF acc's spreadsheet attached [here](#)

1st Quarters Payments spreadsheet attached [here](#)

Bank Reconciliation as at 21.05.25 attached [here](#)

Authorised signatories -

CPC use online banking only (unless the council resolves to use a different payment method) and therefore the bank mandate is 'One to Sign', as Service Administrator Amanda Denyer (Clerk/RFO) is that one person.

However, financial regulations require three councillors to be authorised signatories to approve online transactions and a minimum of two authorised signatories will be involved in any payment approval (no signatory should be involved in approving any payment to themselves).

Currently the appointed authorised signatories are Tony Ewer, David Griffiths and George Marits.

As the new Chairman of the Council Julian Hudson needs to be appointed as an authorised signatory.

As a reminder, finance regulations state that even where a purchase has been authorised by a committee or the council, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

Bank Reconciliation and invoice/bank statement checks –

These checks should not be carried out by authorised signatories.

Currently David Hall and George Marits take turns in carrying out the bank reconciliation check; I see no reason for this to change if both are happy to continue to do so.

Ideally the invoice/bank statement checks should be carried out by all non-signatory Cllrs, with 2 Cllrs performing the check each month. Currently George Marits and Tony Ewer carry out this check. I recommend that Cllrs agree to take turns in carrying out these checks. If this is not agreeable then 2 non-signatory Cllrs should be appointed to carry out these checks.