



Lytham Town Council

Report to: Full Council

Date: Wednesday 26th November 2025

From: Clerk / Responsible Financial Officer

Agenda Item: 7 (1)

Subject: Clerk / RFO's Report – Budget monitoring to 19th November 2025

1. Purpose of Report

The purpose of this report is to provide a clear monitoring position to Full Council as to the nature of our finances. The data is accurate to Wednesday 19th November 2025.

2. Executive summary

- 1) At 19th November 2025 the council is operating within the approved budget.
- 2) No material variances are forecast to year-end and no immediate action is required.
- 3) I request the council note this report and approve the payments list at Annex A.

3. Key figures (at a glance):

- Bank balances (all accounts): £87,467.93 (reconciled to 18/11/2025).
- Receipts year-to-date: £95,875.
- Payments year-to-date: £8,067.33
- Forecast outturn: On budget.
- Total reserves: £43,968.75 –
 - of which earmarked reserves £20,000 and
 - general reserve £23,968.75 (25% of precept).

4. Budget monitoring and commentary:

Overall expenditure is in line with budget. No action needed or recommended at this time.

5. Reserves:

See Annex B for the reserves schedule. There are no proposed movements to earmarked reserves this month.

6. Bank reconciliation

The bank accounts were reconciled to 18th November 2025. Copies are available for inspection and / or online viewing by Councillors.

7. Payments / Payments of note

Payments totalling £8,067.33 have been made since the start of the Financial Year.

There have been no new payments of note since the 1st August 2025 payment by cheque to Fylde Council for Election Costs recharge.

A list of all payments, to date, made is shown at Appendix A

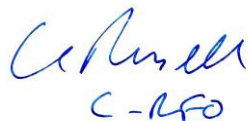
8. Risk & internal controls

No control issues to report.

Recommendations / motions:

1. That Council notes the Clerk / RFO's report and the budget position to 19th November 2025.
2. That Council approves the payments list in Annex A.

Signed:



Luke Russell

Clerk / RFO

Wednesday 19th August 2025

Appendix A - Payments List to 19/11/2025

Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Supplier	Bank	Payment Ref
20	14.11.2025	£52.00	£10.40	£62.40	18.11.2025	Scribe Accounts	Scribe Accounts	Unity Bank	
19	10.11.2025	£44.08	£8.82	£52.90	10.11.2025	Reference Materials	Society of Local Council Clerks	Unity Bank	
18	05.11.2025	£300.00	£60.00	£360.00	10.11.2025	Online Training Package	Society of Local Council Clerks	Unity Bank	
17	05.11.2025	£598.00	£119.60	£717.60	10.11.2025	Scribe Accounts	Scribe Accounts	Unity Bank	
16	03.11.2025	£52.80	£10.56	£63.36	10.11.2025	Website & Email provision	Easy Websites	Unity Bank	
15	31.10.2025	£6.00	£0.00	£6.00	10.11.2025	Bank Account Service Charge	Unity Trust Bank	Unity Bank	
14	01.10.2025	£50.60	£10.12	£60.72	10.11.2025	Website & Email provision	Easy Websites	Unity Bank	
13	30.09.2025	£6.00	£0.00	£6.00	10.11.2025	Bank Account Service Charge	Unity Trust Bank	Unity Bank	
12	10.11.2025	£406.50	£0.00	£406.50	10.11.2025	Insurance Policy	Zurich Municipal	Unity Bank	
11	02.09.2025	£120.00	£0.00	£120.00	10.11.2025	Room hire	Fylde Council	Unity Bank	300007
10	02.09.2025	£408.00	£0.00	£408.00	10.11.2025	Laptop & McAfee	Curry's Group Ltd	Unity Bank	300006
9	01.09.2025	£50.60	£10.12	£60.72	10.11.2025	Website & Email provision	Easy Websites	Unity Bank	
8	31.08.2025	£6.00	£0.00	£6.00	10.11.2025	Bank Account Service Charge	Unity Trust Bank	Unity Bank	
7	13.08.2025	£80.00	£0.00	£80.00	10.11.2025	Room hire	Fylde Council	Unity Bank	300004
6	13.08.2025	£250.00	£50.00	£300.00	10.11.2025	Logo design	Media Print	Unity Bank	300003
5	15.08.2025	£250.00	£50.00	£300.00	10.11.2025	Website & Email provision	Easy Websites	Unity Bank	
4	01.08.2025	£3,750.00	£0.00	£3,750.00	10.11.2025	Election Costs Recharge	Fylde Council	Unity Bank	30002
3	01.08.2025	£50.60	£10.12	£60.72	10.11.2025	Website & Email provision	Easy Websites	Unity Bank	
2	31.07.2025	£5.40	£0.00	£5.40	10.11.2025	Bank Account Service Charge	Unity Trust Bank	Unity Bank	
1	14.06.2025	£1,580.75	£0.00	£1,580.75	10.11.2025	Salary	Gill Flynn	Unity Bank	300001

Appendix B - Reserves Schedule at 19th November 2025

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Capital					
General Reserves		23,968.75			23,968.75
TotalCapital	0.00	23,968.75			23,968.75
Earmarked					
Election Reserve		15,000.00			15,000.00
NH Development Plan		5,000.00			5,000.00
TotalEarmarked	0.00	20,000.00			20,000.00
TOTAL RESERVE		43,968.75			43,968.75
GENERAL FUND					43,499.18
TOTAL FUNDS					87,467.93

