



# Lytham Town Council

**Report to:** Full Council

**Date:** Wednesday 25<sup>th</sup> March 2026

**From:** Clerk / Responsible Financial Officer

**Agenda Item:** 7(a)

**Subject:** Clerk / RFO's Report – End of Year Report

## Financial Health Dashboard

- All budgets, reserves & controls are on track.
- Year-end payments covered & within budget

## 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 Thursday 19<sup>th</sup> March 2026. Forecasted / expected expenditure up to 5<sup>th</sup> April 2026 (Year-end) is included within this report.

## 2. Legal Basis

This report is prepared in accordance with:

- **Local Government Act 1972, s.151** – duty for the Responsible Financial Officer to ensure proper financial administration.
- **Accounts and Audit Regulations 2015** – requirement to maintain adequate accounting records and present statements of accounts.
- **Lytham Town Council Financial Regulations** (adopted 29/11/2025) – specifically sections relating to payments, reserves, and budget monitoring.
- **Proper Practices as defined in the JPAG Practitioners' Guide 2024/25** – for annual reporting, internal control, and AGAR compliance.

## 3. Executive summary

Projected as at 5th April 2026, the council remains within its approved 2025/26 budget.

Expenditure is forecast to match budget allocations, with minor adjustments potentially required for anticipated year-end payments.

No concerns are raised regarding reserves or internal controls.

This report also proposes year-end movements to reserves for approval.

**NB: (a)** There has been a delay in making Employer and Employee contributions to the Lancashire County Pension Fund due to the process of ensuring that the Clerk / RFO post was properly adopted within that scheme. Final approval was awarded on Monday 16<sup>th</sup> March 2026, and there will be an unavoidable delay in ensuring that all 2025/6 payments are made whilst the technical, administrative steps are now completed.

**NB: (b)** There is an identified delay with Fylde Council invoicing Lytham Town Council for room hire at Lytham Institute for meetings.

#### 4. Financial Health Summary:

Category	Status	Comment
Overall Budget	● Green	On track / within approved budget
Reserves	● Green	General and earmarked reserves healthy
Internal Controls	● Green	No issues reported
Year-End Payments	● Green	Forecasted payments covered by budget

Key:

- **Green** ● – on track
- **Amber** ● – minor concern / monitor
- **Red** ● – significant variance / requires attention

#### 5. Key figures (at a glance):

Item	Balance / YTD	Notes
Bank balance [Actual]	£64,659.33	Reconciled on 19/03/2026
Total receipts 2025/26	£96,375	Includes £500 contribution from Fylde Council in addition to Precept
Total payments 2025/26 [Actual] (YTD)	£30,287.15	Forecast includes anticipated payments to 05/04/2026
Forecast / expected payments remaining to 05/04/2026 - within this budget	£7,733.51	Details shown at Section 6
Forecast outturn	£38,020.66	Minor variances anticipated - within tolerance
Total reserves	£52,468.75	General reserve £23,968.75, Earmarked reserves £28,500.00 (See Annex B)
General reserves % of precept	25%	In line with reserves policy and good practice
Total Committed Expenditure for 2025/6 = {Receipts - (Payments [Actual] + Payments [Forecast] + Reserves)	£90,489.41	In line with budget - forecasting 94.87% of Precept Grant allocated within this financial year.
Underspend [Forecast]	£5,885.59	Recommendations shown at Section 7

## 6. ● Budget monitoring - No Action Required

- Overall expenditure is in line with budget.
- All budget headings are operating within foreseen limits.
- Anticipated payments up to 05/04/2026 include:
  - Clerk (Net) Salary for March 2026 & associated HMRC payments.
  - Room Hire charges.
  - Pension payments.
  - IT subscription payments (website, emails & Accountancy package).
  - Payroll provider and
  - Bank Charge.
- No variances >10% are expected at year-end.
- No action needed or recommended at this time.

## 7. ● Reserves Position and Proposed Year-End Movements:

Total reserves: £52,468.75

Earmarked [Current] reserves (list):

- Election Reserve
- Neighbourhood Development Plan Reserve
- Clifton Street Banners & Christmas Lighting
- Speed Identification Devices

**Proposed year-end movements:**

- a) Transfer £350 underspend to General Reserve.
- b) Allocate £1,500 to earmarked reserves for Community Grant Scheme (2025/6)
- c) Allocate £1,500 to earmarked reserves for Clifton Street Banners & Christmas Lighting
- d) Allocate £1,000 to earmarked reserves for Emergency First Aid at Work Training courses.
- e) Allocate £1,500 to earmarked reserves for Allotments Contingency

Annex B provides full, existing, reserves schedule.

## 8. ● Bank reconciliation status

The bank accounts were reconciled to 19<sup>th</sup> March 2025.

Copies are available for inspection and / or online viewing by Councillors and published on the Council's website.

## 9. ● Payments / Receipts of note

Significant receipts: £500 Fylde Council contribution for notice board.

Significant payments made since last financial report / anticipated before 05/04/2026:

17/02/2026	£3,310	Hire of Lowther Pavilion	Celebrating Volunteers in Lytham event.
TBC	£3,560	Employer Pension Contributions to LCPF	

Full payments list attached in Annex D.

## 10. ● VAT, Payroll, Pensions, Grant Claims

- VAT reclaim to be submitted for 2025/26 – expected refund £1,428.52.
- PAYE fully up to date; all payments processed on schedule.
- Pension payments are required to be commenced; however, this is solely due to the complexities relating to adoption of the Clerk / RFO post by the Lancashire County Pension Fund. Adoption of post agreed on 16<sup>th</sup> March 2026 and Clerk / RFO is in progress with establishing the technical process to ensure these payments are made. **NB:** Funding has been set aside for these payments to ensure no breaches.
- No pending grant claims beyond those reported.

## 11. ● 2026/7 Precept Payments

The first instalment (50%) of the Precept Grant for 2026/7 has been notified to Council for payment on 3<sup>rd</sup> April 2026.

## 12. ● Risk & internal controls

- ✓ No control issues or breaches to report.
- ✓ Internal auditor has been appointed by Lytham Town Council, at Extraordinary Meeting on 2<sup>nd</sup> March 2026
- ✓ Council financial regulations remain fully observed.

## 13. Recommendations & Motions

1. That Council notes the Clerk / RFO's year-end report and budget position to 05 April 2026.
2. That Council approves the proposed year-end transfers to reserves as set out in Section 7.
3. That Council approves the payments list in Annex D.
4. That Council notes the bank reconciliation and that accounts are in order.

## 14. Appendices (list)

Appendix A: Budget Report

Appendix B: Reserves Schedule

Appendix C: Bank Reconciliation Summary

Appendix D: Payments List (since last meeting and anticipated payments to 05/04/26)

Signed:



C - RFO

Luke Russell

Clerk / RFO

Thursday 19<sup>th</sup> March 2026

## Appendix A - Budget Report

**Attached as a separate .pdf file due to size.**

## Appendix B - Reserves Schedule at 19<sup>th</sup> March 2026

19 March 2026 (2025/26)

### Lytham Town Council Reserves Balance 2025/26

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Capital</b>					
General Reserves		23,968.75			23,968.75
<b>Total Capital</b>	<b>0.00</b>	<b>23,968.75</b>			<b>23,968.75</b>
<b>Earmarked</b>					
Election Reserve		15,000.00			15,000.00
NH Development Plan		5,000.00			5,000.00
Clifton St Lamp posts Banners :		2,500.00			2,500.00
SPID Funding		6,000.00			6,000.00
<b>Total Earmarked</b>	<b>0.00</b>	<b>28,500.00</b>			<b>28,500.00</b>
<b>TOTAL RESERVE</b>		<b>52,468.75</b>			<b>52,468.75</b>

## Appendix C - Bank Reconciliation

19 March 2026 (2025/26)

**Lytham Town Council**  
**RECONCILIATION - Unity Bank 19-03-2026**

---

From Accounts . . . . . £64,659.33

Payments not cashed . . . . Add . . . . .

Receipts not entered . . . . Subtract . . . . .

---

**Statement should be . . . . . £64,659.33**

## Appendix D - Payments List - 19/11/2025 to 19/03/2026

Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Supplier	Bank	Payment Ref	Minute Ref
57	12.03.2026	£495.00	£0.00	£495.00	17.03.2026	CILCA Training for Clerk	Society of Local Council Clerks	Unity Bank		July 2025
56	05.03.2026	£450.00	£0.00	£450.00	09.03.2026	CILCA Training for Clerk	Lancashire Association of Local Councils	Unity Bank		July 2025
55	02.03.2026	£52.80	£10.56	£63.36	09.03.2026	Website & Email provision	Easy Websites	Unity Bank		
54	02.03.2026	£52.00	£10.40	£62.40	09.03.2026	Scribe Accounts	Scribe Accounts	Unity Bank		September 2025 Agenda Item 9(1)
53	28.02.2026	£6.00	£0.00	£6.00	09.03.2026	Bank Account Service Charge	Unity Trust Bank	Unity Bank		
52	24.02.2026	£1,427.37	£0.00	£1,427.37	09.03.2026	Salary (Clerk) (Net)	Town Clerk	Unity Bank		October 2025 - Agenda Item 9(2)
51	24.02.2026	£711.12	£0.00	£711.12	09.03.2026	HMRC [PAYE +NI (Er) + NI (Ee)]	HM Revenue & Customs	Unity Bank		October 2025 - Agenda Item 9(2)
50	17.02.2026	£3,310.00	£662.00	£3,972.00	24.02.2026	Hire of Lowther Pavilion	Lowther Gardens (Lytham) Management Ltd	Unity Bank		August 2025 Item 5
49	12.02.2026	£428.00	£0.00	£428.00	24.02.2026	Refreshments for Volunteers in Lytham event	Le Roti	Unity Bank		August 2025 Item 5
48	12.02.2026	£140.00	£28.00	£168.00	24.02.2026	Volunteers Event Stationary	Media Print	Unity Bank		August 2025 Item 5
47	09.02.2026	£220.00	£44.00	£264.00	24.02.2026	Promotional Materials with LTC Branding	Media Print	Unity Bank		
46	02.02.2026	£52.00	£10.40	£62.40	09.02.2026	Scribe Accounts	Scribe Accounts	Unity Bank		September 2025 Agenda Item 9(1)
45	02.02.2026	£52.80	£10.56	£63.36	09.02.2026	Website & Email provision	Easy Websites	Unity Bank		
44	31.01.2026	£6.00	£0.00	£6.00	09.02.2026	Bank Account Service Charge	Unity Trust Bank	Unity Bank		
43	23.01.2026	£1,427.17	£0.00	£1,427.17	09.02.2026	Salary (Clerk) (Net)	Town Clerk	Unity Bank	January 2026	October 2025 - Agenda Item 9(2)
42	23.01.2026	£711.32	£0.00	£711.32	09.02.2026	HMRC [PAYE +NI (Er) + NI (Ee)]	HM Revenue & Customs	Unity Bank	January 2026	October 2025 - Agenda Item 9(2)
41	23.01.2026	£130.00	£26.00	£156.00	09.02.2026	Payroll Provision Servoce	Carter & Co Accountants Ltd	Unity Bank		October 2026 Agenda 7(5)
40	21.01.2026	£148.00	£0.00	£148.00	09.02.2026	Lytham Town Map	Martin Darkins	Unity Bank		
39	30.11.2025	£6.00	£0.00	£6.00	02.01.2026	Bank Account Service Charge	Unity Trust Bank	Unity Bank		
38	31.12.2025	£6.00	£0.00	£6.00	02.01.2026	Bank Account Service Charge	Unity Trust Bank	Unity Bank		
37	02.01.2026	£52.00	£10.40	£62.40	02.01.2026	Scribe Accounts	Scribe Accounts	Unity Bank		September 2025 Agenda Item 9(1)
36	02.01.2026	£52.80	£10.56	£63.36	02.01.2026	Website & Email provision	Easy Websites	Unity Bank		
35	29.12.2025	£64.68	£12.94	£77.62	02.01.2026	Reimbursement to Councillor	Brenda Blackshaw (Cllr)	Unity Bank		October 2025 Agenda Item 9/4
34	29.12.2025	£1,427.17	£0.00	£1,427.17	02.01.2026	Salary (Clerk) (Net)	Town Clerk	Unity Bank	December 2025	October 2025 - Agenda Item 9(2)
33	29.12.2025	£711.32	£0.00	£711.32	02.01.2026	HMRC [PAYE +NI (Er) + NI (Ee)]	HM Revenue & Customs	Unity Bank	December 2025	October 2025 - Agenda Item 9(2)
32	02.12.2025	£1,427.37	£0.00	£1,427.37	02.01.2026	Salary (Clerk) (Net)	Town Clerk	Unity Bank	November 2025	October 2025 - Agenda Item 9(2)
31	02.12.2025	£1,427.37	£0.00	£1,427.37	02.01.2026	Salary (Clerk) (Net)	Town Clerk	Unity Bank	October 2025	October 2025 Agenda Item 9(2)
30	02.12.2025	£1,427.37	£0.00	£1,427.37	02.01.2026	Salary (Clerk) (Net)	Town Clerk	Unity Bank	September 2025	October 2025 Agenda Item 9(2)
29	02.12.2025	£711.12	£0.00	£711.12	02.01.2026	HMRC [PAYE +NI (Er) + NI (Ee)]	HM Revenue & Customs	Unity Bank	November 2025	October 2025 - Agenda Item 9(2)
28	02.12.2025	£711.12	£0.00	£711.12	02.01.2026	HMRC [PAYE +NI (Er) + NI (Ee)]	HM Revenue & Customs	Unity Bank	October 2025	October 2025 - Agenda Item 9(2)
27	02.12.2025	£711.12	£0.00	£711.12	02.01.2026	HMRC [PAYE +NI (Er) + NI (Ee)]	HM Revenue & Customs	Unity Bank	September 2025	October 2025 - Agenda Item 9(2)
26	01.12.2025	£52.00	£10.40	£62.40	02.01.2026	Scribe Accounts	Scribe Accounts	Unity Bank		
25	01.12.2025	£52.80	£10.56	£63.36	02.01.2026	Website & Email provision	Easy Websites	Unity Bank		
24	28.11.2025	£910.00	£182.00	£1,092.00	02.01.2026	Noticeboards	Links Signs and Graphics	Unity Bank		June 2025 Agenda Item 5
23	28.11.2025	£250.00	£50.00	£300.00	02.01.2026	Christmas Tree at Lytham Institute	T & C Laycock	Unity Bank		October 2025 Agenda Item 9/4
22	28.11.2025	£900.00	£0.00	£900.00	02.01.2026	Newsletter Issue 1 December 2025 4500 copies	Media Print	Unity Bank		October 2025 Agenda Item 9/3
21	24.11.2025	£1,500.00	£0.00	£1,500.00	02.01.2026	Contribution to TASC	Parish Council of Newton-with-Clifton	Unity Bank		October 2025 Agenda Item 8 Decision 7

