



To:	Members of the Finance & General Purposes Committee
Meeting Date:	Thursday 12th March 2026
From:	Safia Kauser - Locum Town Clerk/RFO
Subject:	Transfer to Scribe Accounts & Bookings Software & Year End Accounts

Background

- 1) The Full Town Council at the meeting held on 25th September 2025 resolved to approve the recommendation from the Finance & General Purposes committee to approve the quote of £1878 in the first year and £1080 a year going forward for both bookings and accounts package due to the other software not being integrated.
- 2) Following the departure of the Town Clerk in December 2025, this recommendation was due to be implemented.

Quote from Scribe & Additional Costs authorised

- 3) The proposal from Scribe included the initial payment of £249 for the set-up structure of the accounts package (see details below), however this part of the quote was not agreed by the Town Council.

Proposal for Horsforth Town Council		
<small>Greyed out services are not included in totals</small>		
Product	Initial Payment	Monthly Payment
Accounts	£549	£64
Bookings	£249	£26
Cemetery Allotments	-	-
Civically	-	-
Professional Services		
<small>See following slide for details</small>		
Transactions Import	£399	-
Setup Structure	£249	-
Allotments Import	-	-
Cemetery Import	-	-
Mapping (Allotments)	-	-
Mapping (Cemetery)	-	-
Bookings - Fee Structure	£199	-
Total (Excl VAT)	£798	£90

	Initial Payment	Monthly Payment	Annual Payment
Accounts	£549	£64	£768
Bookings	£249	£26	£312
Total	£798	£90	£1,080
Yr 1 Total	£1,878	Initial Payment + Annual Payment	

- 4) Scribe was contacted on 16th February 2026 by the Locum Clerk to arrange the set-up and installation of the accounts software. The additional cost of £249 was authorised to ensure that the year-end accounts from March 2025 were carried over correctly and that the budgets

and cost centres corresponded with the data held by the council. All documentation requested by Scribe was emailed and the set-up was completed on 04th March 2026.

- 5) Attached are copies of the AGAR Balances (last year) to match the actual AGAR figures, income and expenditure report (showing agreed budgets for 2025/2026) and earmarked reserves opening balance as at 01st April 2025.

Next Steps – Data Entry

- 6) All data will need to be entered into scribe and bank accounts reconciled for the year to date. This will be actioned by the Locum Clerk to ensure that the back-log is cleared and ready in preparation for the financial year end reporting.

Year-End Accounts – Timetable

- 7) Scribe will assist with the year-end reporting. The internal auditor will need to be carried out once the year-end accounts have been prepared and it is expected that the AGAR will be presented at the Annual Council meeting scheduled for the 21st May 2026.
- 8) The incumbent Locum Clerk will assist with all data entry to the 31st March and year end reporting. However, this will need to be picked up by the new Town Clerk/RFO who is expected to be in post in May.

RECOMMENDATION:

- 1) **That the Finance and General Purposes Committee notes the contents of the report.**
- 2) **That the direct debit with Scribe for the monthly payments is authorised in accordance with the requirements of 7.10.**

Horsforth Town Council
Annual Return

Accounts for Year from 01/04/2025 to 31/03/2026

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on an INCOME and EXPENDITURE basis.

Box No.	Description	Last Year £	This Year £
1	Balances brought fwd	308,863.00	303,347.21
2	Annual precept	144,900.00	0.00
3	Total other receipts	20,437.00	-238.91
4	Staff Costs	68,835.00	0.00
5	Loan interest/capital repayments	9,785.00	0.00
6	Total other payments	92,233.00	-1,638.76
7	Balances carried forward	303,347.21	304,747.06
8	Total Cash and Short Term Investments	296,411.52	296,411.52
9	Total Fixed Assets and Long Term Investments	273,391.00	290,015.57
10	Total Borrowings	278,726.00	0.00

Horsforth Town Council
Reserves Balance
2025 - 2026

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Neighbourhood Plan	3,143.00				3,143.00
3&5 The Green - Refurbishment	42,770.00				42,770.00
The Museum	4,155.00				4,155.00
No. 3 Phase 2 Renovation	80,000.00				80,000.00
Premises Repairs	5,000.00				5,000.00
3&5 The Green Pre Acquisition	1,166.00				1,166.00
Community Infrastructure Levy	56,290.00				56,290.00
3&5 The Green - PWLB Monies	89,899.00				89,899.00
Total Earmarked	282,423.00				282,423.00
TOTAL RESERVE	282,423.00				282,423.00
GENERAL FUND					22,324.06
TOTAL FUNDS					304,747.06

Horsforth Town Council

Summary of Receipts and Payments

04 March 2026 (2025 - 2026)

All Cost Centres and Codes

01 Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	152,367.00		-152,367.00				-152,367.00 (-100%)
2	Council Tax Support Grant	5,249.00		-5,249.00				-5,249.00 (-100%)
3	Bank Interest	2,500.00		-2,500.00				-2,500.00 (-100%)
4	Donations							(N/A)
5	CIL							(N/A)
6	Other							(N/A)
SUB TOTAL		160,116.00		-160,116.00				-160,116.00 (-100%)

02 Premises Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Museum Rent	1.00		-1.00				-1.00 (-100%)
8	Grants	5,000.00		-5,000.00				-5,000.00 (-100%)
9	Donations	10,000.00		-10,000.00				-10,000.00 (-100%)
10	Lettings							(N/A)
SUB TOTAL		15,001.00		-15,001.00				-15,001.00 (-100%)

03 Community and Environment

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
11	Grants & Sponsorship				4,000.00		4,000.00	4,000.00 (100%)
12	Award Scheme				250.00		250.00	250.00 (100%)
13	Civic Service				100.00		100.00	100.00 (100%)
14	Horsforth Gala				100.00		100.00	100.00 (100%)
15	Remembrance Service				1,100.00		1,100.00	1,100.00 (100%)
16	Annual Town Meeting							(N/A)
17	Horsforth Matters				2,000.00		2,000.00	2,000.00 (100%)
18	Band Concerts				1,100.00		1,100.00	1,100.00 (100%)
19	Annual Event				1,500.00		1,500.00	1,500.00 (100%)
20	Christmas Motifs, Lights and Tre				17,500.00		17,500.00	17,500.00 (100%)
21	Christmas Switch-On Event				4,500.00		4,500.00	4,500.00 (100%)
22	HTC Baskets and Planters - Inc'				10,000.00		10,000.00	10,000.00 (100%)
23	Jubilee Garden - Maintenance				1,000.00		1,000.00	1,000.00 (100%)
SUB TOTAL					43,150.00		43,150.00	43,150.00 (100%)

04 Planning, Licensing and Traffic

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24	Planning, Licensing and Traffic				500.00		500.00	500.00 (100%)
SUB TOTAL					500.00		500.00	500.00 (100%)

Horsforth Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

04 March 2026 (2025 - 2026)

05 Staffing Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
25	Office Staff				74,000.00		74,000.00	74,000.00 (100%)
26	Premises Staff				7,500.00		7,500.00	7,500.00 (100%)
27	Recruitment				100.00		100.00	100.00 (100%)
SUB TOTAL					81,600.00		81,600.00	81,600.00 (100%)

06 Office

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28	Office Equipment & Photocopier				400.00		400.00	400.00 (100%)
29	IT Support				1,400.00		1,400.00	1,400.00 (100%)
30	Stationery & Printing				900.00		900.00	900.00 (100%)
31	Postage				25.00		25.00	25.00 (100%)
32	Telephone and Broadband				1,000.00		1,000.00	1,000.00 (100%)
33	Subscriptions				2,800.00		2,800.00	2,800.00 (100%)
34	Audit, Accounts & Data Protectic				2,000.00		2,000.00	2,000.00 (100%)
35	Miscellaneous				500.00		500.00	500.00 (100%)
36	Bank Charges				200.00		200.00	200.00 (100%)
37	Chairman's Allowance				100.00		100.00	100.00 (100%)
38	Meeting Expenses & Refreshme				50.00		50.00	50.00 (100%)
39	Room Hire				250.00		250.00	250.00 (100%)
40	Legal & Professional Fees				2,500.00		2,500.00	2,500.00 (100%)
41	Email and Website				850.00		850.00	850.00 (100%)
42	Clock Maintenance				500.00		500.00	500.00 (100%)
43	Defibrillator Maintenance				2,000.00		2,000.00	2,000.00 (100%)
44	Roll Of Honour							(N/A)
45	Combined Insurance				2,500.00		2,500.00	2,500.00 (100%)
SUB TOTAL					17,975.00		17,975.00	17,975.00 (100%)

08 Election

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
48	Election				12,500.00		12,500.00	12,500.00 (100%)
SUB TOTAL					12,500.00		12,500.00	12,500.00 (100%)

09 Premises Expenditure

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
49	Utilities and Services				15,100.00		15,100.00	15,100.00 (100%)
50	Cleaning and Caretaking				2,500.00		2,500.00	2,500.00 (100%)
51	Maintenance and Statutory Chec				13,150.00		13,150.00	13,150.00 (100%)
52	Sundry Expenditure				19,561.00		19,561.00	19,561.00 (100%)

Horsforth Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

04 March 2026 (2025 - 2026)

SUB TOTAL				50,311.00			50,311.00 (100%)
10 Horsforth Museum - Grant I							
	Receipts			Payments			Net Position
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
53 Horsforth Museum							(N/A)
SUB TOTAL							(N/A)
11 Earmarked Reserves							
	Receipts			Payments			Net Position
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
54 Neighbourhood Plan							(N/A)
55 3&5 The Green - Refurbishment							(N/A)
56 The Museum							(N/A)
57 No. 3 Phase 2 Renovation							(N/A)
58 Premises Repairs							(N/A)
59 3&5 The Green Pre Acquisition C							(N/A)
60 Community Infrastructure Levy							(N/A)
61 3&5 The Green - PWLB Monies							(N/A)
SUB TOTAL							(N/A)
Summary							
NET TOTAL	175,117.00		-175,117.00	206,036.00		206,036.00	30,919.00
V.A.T.							
GROSS TOTAL							