

Sutton Parish Council

Bank Reconciliation

Financial year ending 31 March 2026

Bank Statement Date:

31st March 2026

Balance per bank statements as at 31st March 2026

Unity Trust Current Account	£	4,027.70	
Unity Trust Deposit Account	£	24,681.69	
			£ 28,709.39

Less: Unpresented
Payments

Net balances at 31 March 2026

£ -

£ 28,709.39

Cashbook

Opening balance at 1 April 2025	£	26,414.84
Add: Receipts	£	57,718.74
Less: Payments	£	55,424.19

Closing Balance 31 March 2026

£ 28,709.39

£ -



Sutton Parish Council

Clerks Financial Report

End of Year Financial Summary 2025-26

The councils accounts for the financial year ended 31st March 2026 and show total receipts of £33,429.73 against total payments of £31,135.18 leaving a surplus of £2,294.55 which will form part of the general reserves. The amount held across the councils 2 bank accounts is **£28,709.39**.

Income

Receipts exceeded the annual expected budget by £2,904.94 (ex VAT reclaim). £1,507.87 was received for the Boatyard/Slipway Licence which relates to licence period of March-May. The payment terms had changed temporarily resulting in a payment receipted earlier than originally expected. The precept of £18,000 was received in full.

Expenditure

Total expenditure for the year amounted to £29,571.64 (ex VAT) which is £6,871.64 above the approved budget. Key areas of expenditure included £6,030 spent on the 'West Quay' quay headings which were in urgent need of repair. It's worth noting that the council were under budget on the Clerks salary due to sad and sudden passing of the council's clerk in May 2025. A locum Clerk and Responsible Financial Officer (RFO) were appointed, resulting in higher expenditure on contracting costs. The locum RFO took the permanent position of Clerk/RFO in February 2026.

Sutton Parish Council		
Accounts for year ending 31st March 2026		
	2025/6	Budget
Income		2025/6
Precept	£ 18,000.00	£18,000.00

Admin	£ -	£0.00
Interest	£ 557.05	£0.00
Recycling	£ -	£0.00
Staithe	£ 3,934.02	£3,500.00
Boatyard Licence	£ 6,323.87	£4,800.00
Allotments	£ 650.00	£360.00
Grants and Donations	£ 100.00	£0.00
Miscellaneous	£ -	£0.00
VAT Reclaimed	£ 3,864.79	£0.00
Total	£ 33,429.73	£ 26,660.00
Expenditure		
Clerk Salary	£ 5,941.41	£12,000.00
HMRC	£ 970.57	£0.00
Administration and Training	£ 5,501.14	£1,000.00
Section 137	£ 4,030.00	£500.00
Staithe	£ 8,939.44	£3,800.00
Allotments	£ 1,247.75	£500.00
Slipway	£ 28.00	£1,000.00
Subscriptions	£ 187.83	£800.00
Insurance	£ 300.00	£300.00
Audit Fees	£ 790.00	£500.00
Hall Hire	£ 280.00	£300.00
Dog Bins	£ 988.00	£1,100.00
Website	£ 210.00	£100.00
Recycling	£ -	£0.00
Pond	£ -	£50.00
SAM2	£ -	£500.00
Road Safety	£ -	£0.00
Church	£ 157.50	£250.00
VAT	£ 1,563.54	
Total	£ 31,135.18	£22,700.00
Balance B/f	£ 26,414.84	

Income	£ 33,429.73	
Expenditure	£ 31,135.18	
Balance c/f	£ 28,709.39	
Represented by		
Unity Trust Current Account	£ 4,027.70	
Unity Trust Deposit Account	£ 24,681.69	
Unpresented Cheques	£ -	
	£ 28,709.39	
Difference	£ -	

Reserves

In November, £6,250 was earmarked to support service delivery as well as projects including a new bus shelter (supported by the Parish Partnership funding), improvements to the historical 'Heritage Sign' as well as £3000 earmarked for the 'allotment project' which the council hope will include a community/well being space. The end of year balance of the earmarked reserves was £5547.

Ear Marked Reserves for year ending 31st March 2026	
Pest Control at Staithe	£ 820.00
Information Board	£ 527.00
Slipway Sale	£ -
Allotment Improvements	£ 3,000.00
Bus Shelter	£ 1,000.00
Allotment Bonds	£ 200.00
Total	£ 5,547.00

Parish Councils should maintain general reserves between 3 – 12 months revenue to cover any unexpected events or emergencies and to give flexibility to fund unexpected expenditure without affecting operations. Sutton Parish Council meets these requirements by having adequate reserves.

Balance per bank statements as at 31st March 2026			
Unity Trust Current Account		£ 4,027.70	
Unity Trust Deposit Account		£ 24,681.69	
			£ 28,709.39
		-£ 5,547.00 Earmarked Res.	£ 23,162.39 General Res.

General Finance

The council is responsible for ensuring that its financial management is adequate and robust. This includes a financial risk management process and a sound system of internal control. During the year, Sarah Hunt carried out an internal audit on the 23-24 and 24-25 accounts and reported her findings which identified several areas which required improvement. An action plan was created, details of which can be located under 'Financial Audit Action Summary' in October 2025. As at year end, all actions have been completed. As part of this report, it was recommended the council had an independent VAT review to establish whether VAT registration was needed. It was confirmed by the Parkinson Partnership that the council register for VAT as it's met its threshold for business activities. An increase of 20% has been added to allow for the VAT which will be chargeable. As part of this process, the council have now adopted an accounting system 'Scribe' which will be beneficial for financial reporting. The budget 2026-2027 budget has been separated into a variety of cost centres and cost codes to improve transparency and to give more accuracy when it comes to the budget setting process.

Assets

The Clerk/RFO has been investigating the councils' assets as previous administration records relating to this hadn't been able to be located. At year ending 31st March 2026, the assets determined are valued at £18,160.32 (previously recorded as £36,771). Assets are still being distinguished and acquired values are being confirmed.

The council are currently investigating the possibility of selling a slipway/basin. If pursued, the council would receive approximately £172,000 which would become funds available for future capital projects.

The councils accounts will be audited by Sarah Hunt for 2025-2026. After the council has approved the Annual Governance and Accountability Return it will be submitted to PKF Littlejohn LLP who is the appointed external auditor. The documents will be published on the council's website to comply with the transparency requirements.

This report presents a true and fair view of the Council's financial position for the period ending 31st March 2026.

For any further information please contact the Clerk: clerk@sutton-norfolkparish.gov.uk

Prepared by: Cherrie Woods (Clerk/RFO)

A handwritten signature in dark ink, appearing to be 'CW', is written over a faint, light blue circular watermark or seal.

Date: 10th April 2026

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1		01/04/2026		Current T1		Pond Bin	North Norfolk District Coun		68.00		68.00
2		05/04/2026		Current T1		Subscriptions	Norfolk Parish Training & S		185.00	37.00	222.00
4		05/04/2026		Current T1		Equipment	Sutton Building Supplies		4.44	0.89	5.33
5		07/04/2026		Current T1		Expenses	Parish Clerk		14.00		14.00
8		08/04/2026		Current T1		Insuance	Zurich Insurance		300.00		300.00
6		18/04/2026		Current T1		Expenses	Parish Clerk		1,056.66		1,056.66
7		18/04/2026		Current T1		HMRC	HMRC/NI		85.17		85.17
Total									1,713.27	37.89	1,751.16

Sutton Parish Council (North Norfolk District)
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
03 Administration							
Arnold Baker Book	2021	116.97		Clerk			
Filing Cabinet	2024	114.00		Clerk			
Laptop	2025	316.00		Clerk			
Parish Phone	2025	80.00		Clerk			
Parish Printer	2023	70.00		Clerk			
		696.97					
04 Allotments							
1x Dog Bin		60.00		Allotments			
Allotment Land NR12 9SG	30/04/1991	1.00					
Gate		150.00		Allotments			
Noticeboard	2024	300.00		Allotments			
		511.00					
05 Staithe							
1x Dog Bin		60.00		Staithe Green			
4 x wooden posts				Staithe Green/Carpark			
Fencing around Staithe	2024			Staithe/Dyke			
Mooring eyelets				Staithe/Dyke			
Sign 'No boat waste'				Staithe/Dyke			
Sign 'no parking'				Staithe Green/Carpark			
The Heritage Sign	1998	5,800.00		Staithe Green			
x 2 black waste bins		743.50		Staithe Green			
		6,603.50					
06 Other							
1 Large Black Bin				By village sign			

Sutton Parish Council (North Norfolk District)

Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
1 x Bench				Mill Road/Church Road J			
1x Bench		150.00		Staithe Road/The Street			
1x Bench		150.00		New Road/The Street			
1x Dog Bin		60.00		Rectory Road/Old Yarmo			
1x Dog Bin		60.00		St Michaels			
1x Dog Bin		60.00		Laxfield Road/Staithe Ro.			
Bus Shelter (Brick)	1966	1.00		The Street			
Flagpole	2022	90.00		By village sign			
Flags x 2 (Norfolk & Union Jack)		43.15					
Noticeboard	2023	335.00		Elmhurst Avenue/The Str			
SAM2 Sign		4,500.00		Church Road			
SAM2 Sign		4,500.00		The Street/New Road jun			
Sign 'Parish Council pond'				Pond			
Strimmer		370.00					
		10,319.15					
Grand Total:		18,130.62					

Sutton Parish Council (North Norfolk)
18 St. Andrews Close
Worstead
North Walsham
Norfolk
NR28 9SG

**Zurich Town, Parish and
Community Council Team**
PO Box 726
Chichester
PO19 9PS

Invoice

Invoice Date: 6th April 2026

Invoice No: 554849628

Client ref: 62212255

Policy	Policy Term	(£) Premium
YLL-2720921703	01/06/2026-31/05/2027	267.86
Inspection Contract (If Applicable)		0.00
Sub total		267.86
Inspection Contract VAT @ prevailing rate		0.00
Insurance Premium Tax (IPT) @ prevailing rate		32.14
TOTAL		£300.00

Payment is due before your cover starts, or immediately if your cover is already in place.

Please make cheques payable to **Zurich Municipal** and send to **Zurich Town, Parish and Community Council Team, PO Box 726, Chichester, PO19 9PS**

If paying by BACS, please note our new bank details and amend your records accordingly.

Acc Name: Zurich Town & Parish, Insurer Trust Account Acc Number: 23110249
Sort Code: 20 – 65 - 82 Bank: Barclays Bank PLC

Please quote your Client Reference on all BACS transactions

Invoice Queries

Phone: 0800 917 9426

Email: accounts.team@uk.zurich.com

Our VAT registration number is: 107 8316 77

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

Sutton Parish Council (North Norfolk)
18 St. Andrews Close
Worstead
North Walsham
Norfolk
NR28 9SG

**Zurich Town, Parish and
Community Council Team**
PO Box 726
Chichester
PO19 9PS

Remittance Advice

Invoice Date: 6th April 2026

Invoice No: 554849628

Client ref: 62212255

Policy	Policy Term	(£) Premium
YLL-2720921703	01/06/2026-31/05/2027	267.86
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NORFOLK PARISH

TRAINING & SUPPORT

Support subscription for Sutton Parish Council for 2026-27

This proposal is in response to a request regarding subscription to Norfolk Parish Training & Support.

We are an independent training and support organisation currently supporting over 240 local councils, ranging from small parish councils to larger town councils. We have many years of clerking experience between us and because we are practicing clerks ourselves, we know what clerks and councils are dealing with right now.

What we offer:

- **Support** via email (team@norfolkpts.org) and telephone (**01603 857004**). We work as a team to answer and respond during office hours (Monday-Friday, 9am-5pm) using a shared email address and phone number. No question is too small or too silly, no challenge too large, and we always respond quickly – usually the same day.
- **Training** discount of 20% on our advertised courses (see www.norfolkpts.org)
- Free attendance at our **networking** events held throughout the county and free **online networking for officers and chairs**.
- **Document library** including template documents and topic briefings.
- Monthly **newsletters** to keep you up to date.
- **Advice** from associates when you need an expert on subjects such as HR, legal services, Data Protection, Freedom of Information and planning. All our associates offer 15 minutes free advice, after that they will be willing to quote for any additional work.
- Access to preferential rates with **Parish Online**, mapping, gov.uk emails and domain and websites.
- Access to preferential setup rates with **Scribe**,
<https://resources.scribeaccounts.com/partnerships/norfolk-parish-training-and-support/>

Our events and subscription service are highly regarded, and we would be happy to put you in touch with other subscribing councils of a similar size to your Council if you would like to hear their views on us.

The annual fee for our support service is 1% of precept capped at £575 and with a minimum charge of £60 (plus VAT).

The fee for this support service for Sutton Parish Council from 1 April 2026 - 31 March 2027 is £185.00 (plus VAT).

If you have any questions, please contact us or look on our website for further information about what we offer: <https://www.norfolkpts.org/support>

Julie King
Norfolk Parish Training & Support
<https://www.norfolkpts.org>

01603 857004

19 March 2026

Audit Report Reference	Findings	Action	Status / Update
Proper Bookkeeping	No record of bank reconciliation amounts presented to council during the year	All accounts are to be presented to council at each ordinary council meeting and signed by the chair.	Implemented through up to date reconciliations and regular quarterly reporting of budget vs expenditure
Standing Orders/Financial Regs/Payment Controls	Updates to these policies Standing Orders, Financial Regs & Payment controls are required to bring in line with current legislation	To formally adopt these documents and upload to website	Policies updated and adopted in August 2025
Standing Orders/Financial Regs/Payment Controls	Some payments not supported by invoices, not all payments were approved by full council. Council minutes not properly retained in files or published on the website.	The council should maintain clear and complete audit trails for all transactions to demonstrate compliance and accountability.	Implemented by correctly filing invoices and payment and approval procedures are now being properly followed
Standing Orders/Financial Regs/Payment Controls	VAT on payments wasn't identified, recorded or claimed	Claim necessary VAT due	Completed in July/Aug 25 for years 2021-2025
Standing Orders/Financial Regs/Payment Controls	S137 payments were not approved and recorded within the minutes	S137 expenditure must be properly authorised by resolution	S137 are authorised by resolution and separated in the accounts
Risk Management Arrangements	It was not apparent from the minutes that any risk assessment or review of the risk management scheme	The council should determine risks and decide how to manage them. Consider adopting a risk assessment policy	Risk assessment policy to be updated in May 2026
Risk Management Arrangements	The internal financial controls were documented by an adopted policy 2023 however not on the website	To formally adopt internal control policy and upload on to the website	Policy adopted in August 2025 and updated to website

Budgetary Controls/Income controls	No budget was provided or on the website and the precept wasn't set by full council in 2023 was not minuted. In 2025 the budget was set 1 month late. The public were excluded from the budget setting discussion	As per statutory requirements a clear budget should be provided annually in support of its precept. This is to be minuted as approved as well as being part of an open discussion.	The 2026-2027 budget was discussed as part of an open meeting and was approved and minuted. It is viewable on the website.
Budgetary Controls	Council had not reviewed budget against expenditure regularly and it was unknown as to whether there were any significant unexplained variances.	The council should review their budget against expenditure regularly which would highlight any significant variances	This is now presented to council at least quarterly
Income Controls	One payment was received by a member where it was used to offset (contra) money.	All cash should be banked and payments made in complete sums. Best financial practice should be followed	No cash has been received however all payments have been banked using best financial practice and in accordance with financial regulations
Payroll Controls	A payment of £40/month was made for 'equipment' to one of its members.	Council will want to reassure itself if it is providing taxable benefits or untaxed payments that it is complying with all HMRC guidance.	The council agreed to pay £26 working from home allowance which complies with HMRC guidance
Payroll Controls	It was unknown whether the council's pension re-enrolment is up to date	To comply with pension regulatory requirements	The council has re-enrolled with the pensions regulator as per regulatory requirements
Asset Controls	The asset register was unavailable and investment registers needed reviewing	To put together an asset register to properly support annual accounting statements. This is to be maintained and reviewed annually.	The asset register is to be approved in April 2026
Procedural	Points raised in previous internal audits were not implemented other than HMRC	Standing orders to be updated, VAT to be re-claimed and budget to be minuted	VAT is now reclaimed
Transparency – smaller councils only	No supporting documents were published alongside agendas or documents that supported the exercise of public rights	To follow transparency code requirements	Transparency code requirements to be followed from January 2026. Previous years are in the process of being published
Councils with charities only	The charity returns were not carried out within the legal time limit		Completed

Other	The slipway was not audited	Council to consider an independent audit of the slipway	An audit was completed on the Staithe/Slipway although information which was available to the clerk was limited
Other	Allotments were not audited	Council to consider an independent audit of the allotments	Allotment audit was completed and points raised were implemented
Other	ICO registration is to be updated	To update ICO	Completed
Other	A payment remains due to the Clerk of £589.12 refunded erroneously, also a salary top up from 31.10.2023 of £204.12		Completed
Other	For business continuity and to provide clarity over payments, a council owned laptop with necessary software & mobile phone are recommended	Quotes to be sought for a laptop and for necessary software	Laptop purchased
Transparency	The website lacks transparency. There are failed links and information from the website	The council is subject to the transparency code therefore regulations dictate what should be available on the website	Transparency code requirements to be followed from January 2026. Previous years are in the process of being published
VAT	Council did not take Clerks advice to seek VAT guidance on the slipway/Staithe Mooring income to ensure no VAT liability was incurred	Following a recent compliance check by HMRC, a VAT review is required before any further VAT can be claimed; otherwise, fines may be incurred.	VAT has been completed and the council is undergoing VAT registration as per guidance
Annual Governance Return 23-24 Exempt Status. 24-25 see final external auditor report and certificate			

Incoming:Average Hourly Volume for Week of 02/02/2026

Average Counts By Hour (02/02/2026) — Average Counts By Hour (02/02/2026)

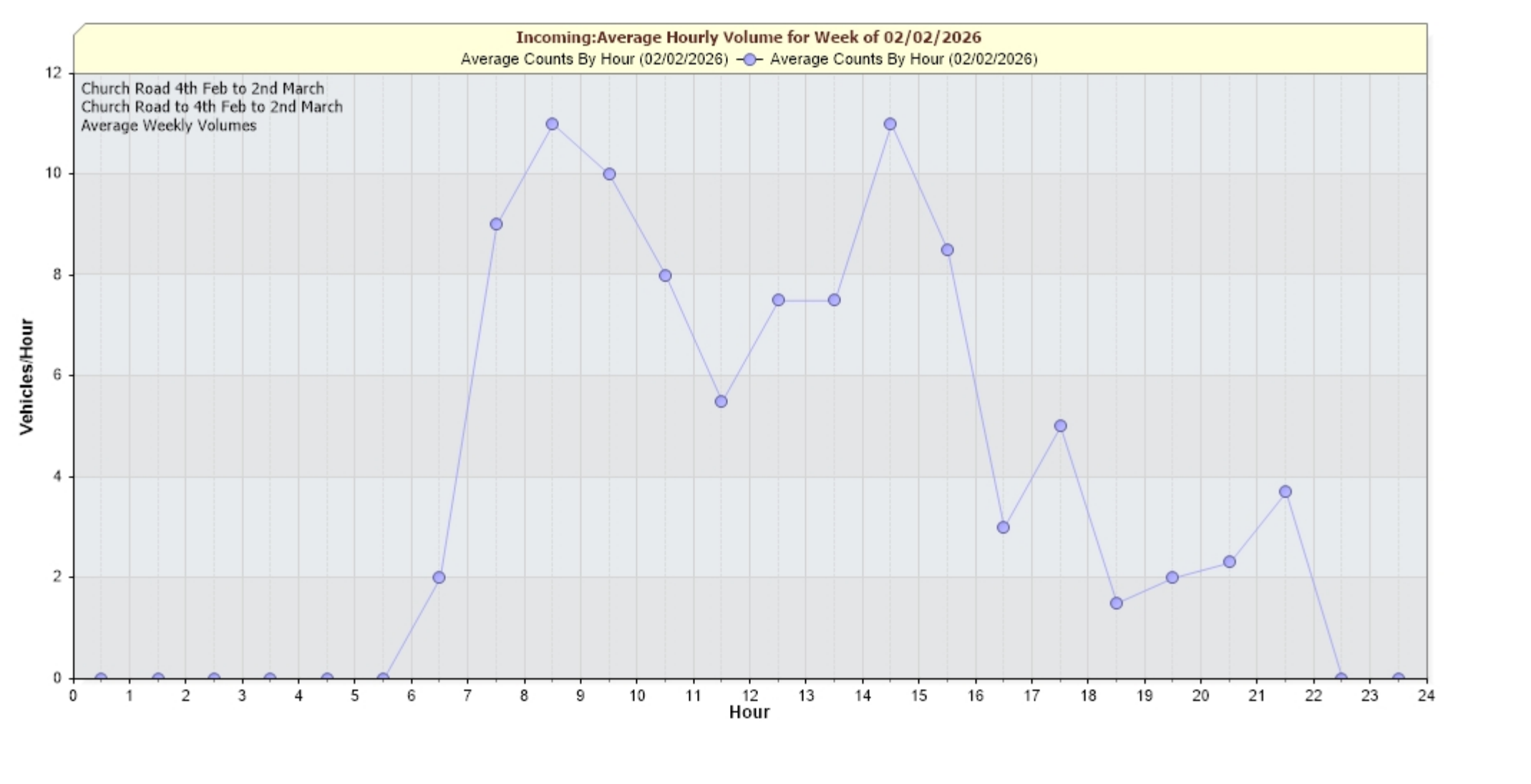
Church Road 4th Feb to 2nd March
Church Road to 4th Feb to 2nd March
Average Weekly Volumes

Vehicles/Hour

12
10
8
6
4
2
0

Hour

0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24

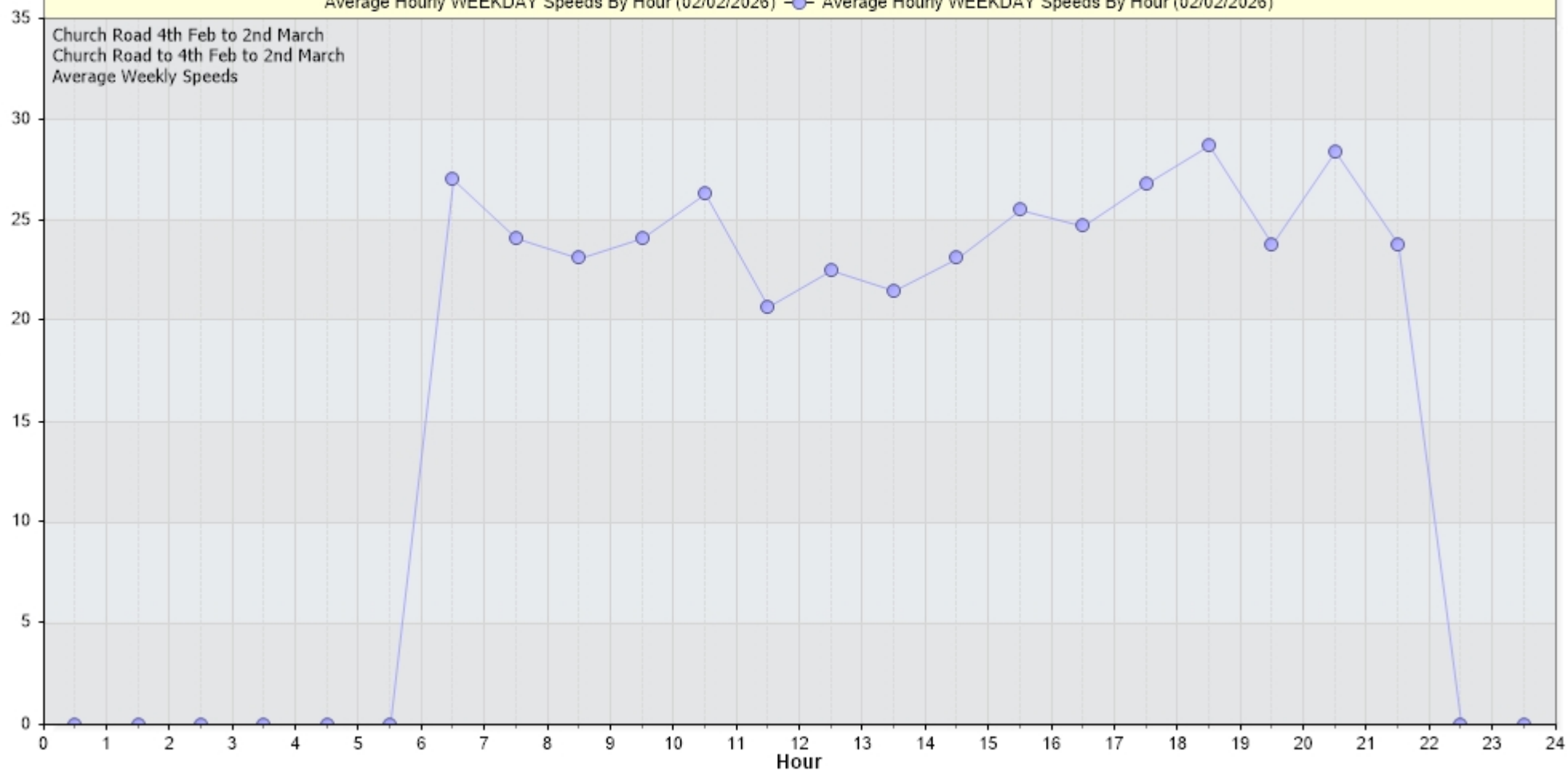


Incoming:Average Hourly WEEKDAY Speeds for Week of 02/02/2026

Average Hourly WEEKDAY Speeds By Hour (02/02/2026) — Average Hourly WEEKDAY Speeds By Hour (02/02/2026)

Church Road 4th Feb to 2nd March
Church Road to 4th Feb to 2nd March
Average Weekly Speeds

MPH



Incoming:Daily Volume for Week of 02/02/2026

Daily Vehicle Counts



Daily Vehicle Counts

Church Road 4th Feb to 2nd March
Church Road to 4th Feb to 2nd March
Daily Volumes

120

100

80

60

40

20

0

Vehicles

Monday

Tuesday

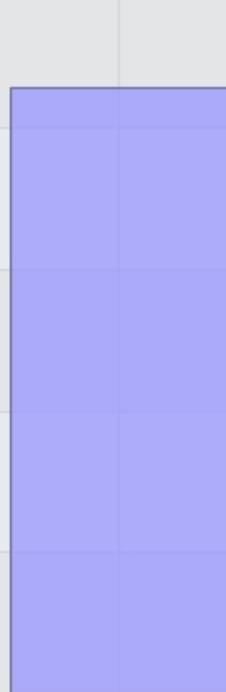
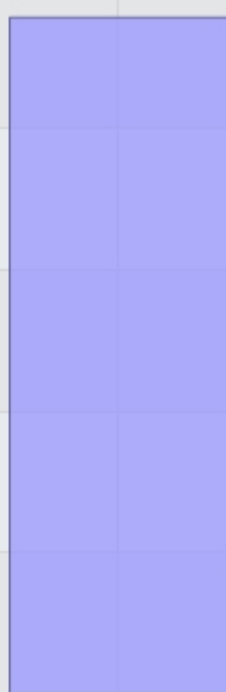
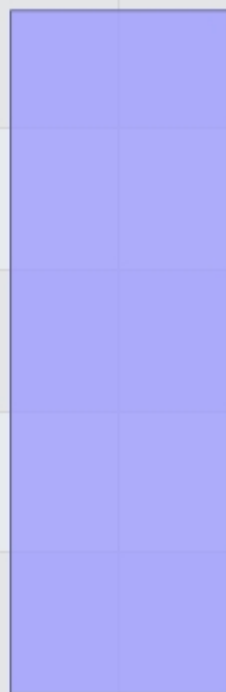
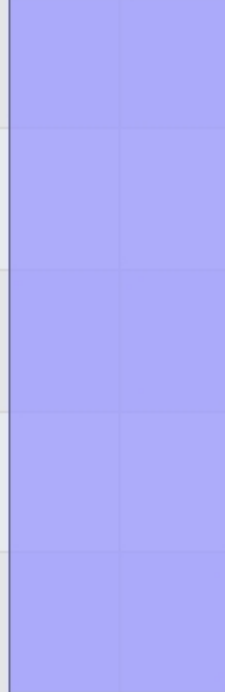
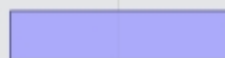
Wednesday

Thursday
Day

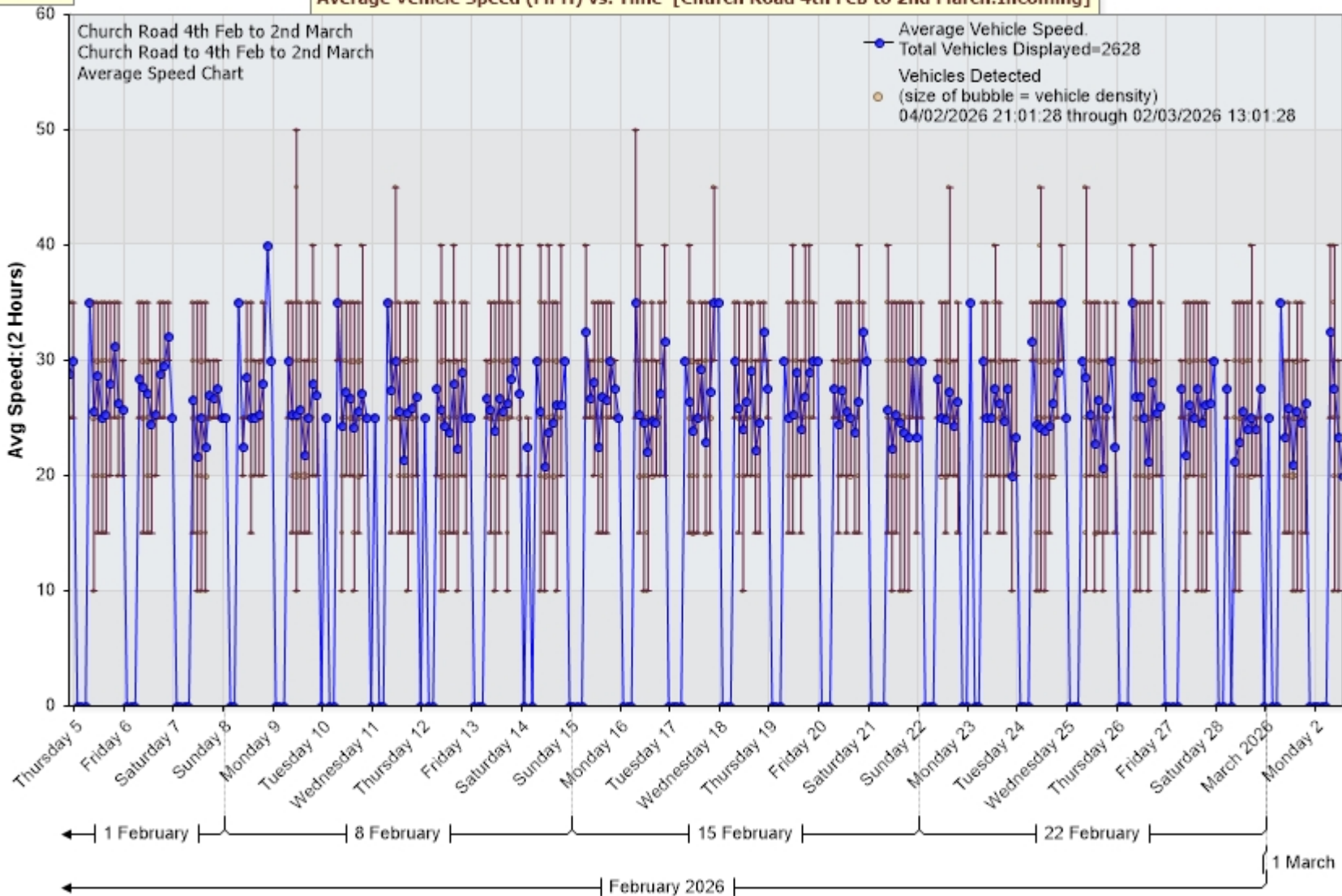
Friday

Saturday

Sunday

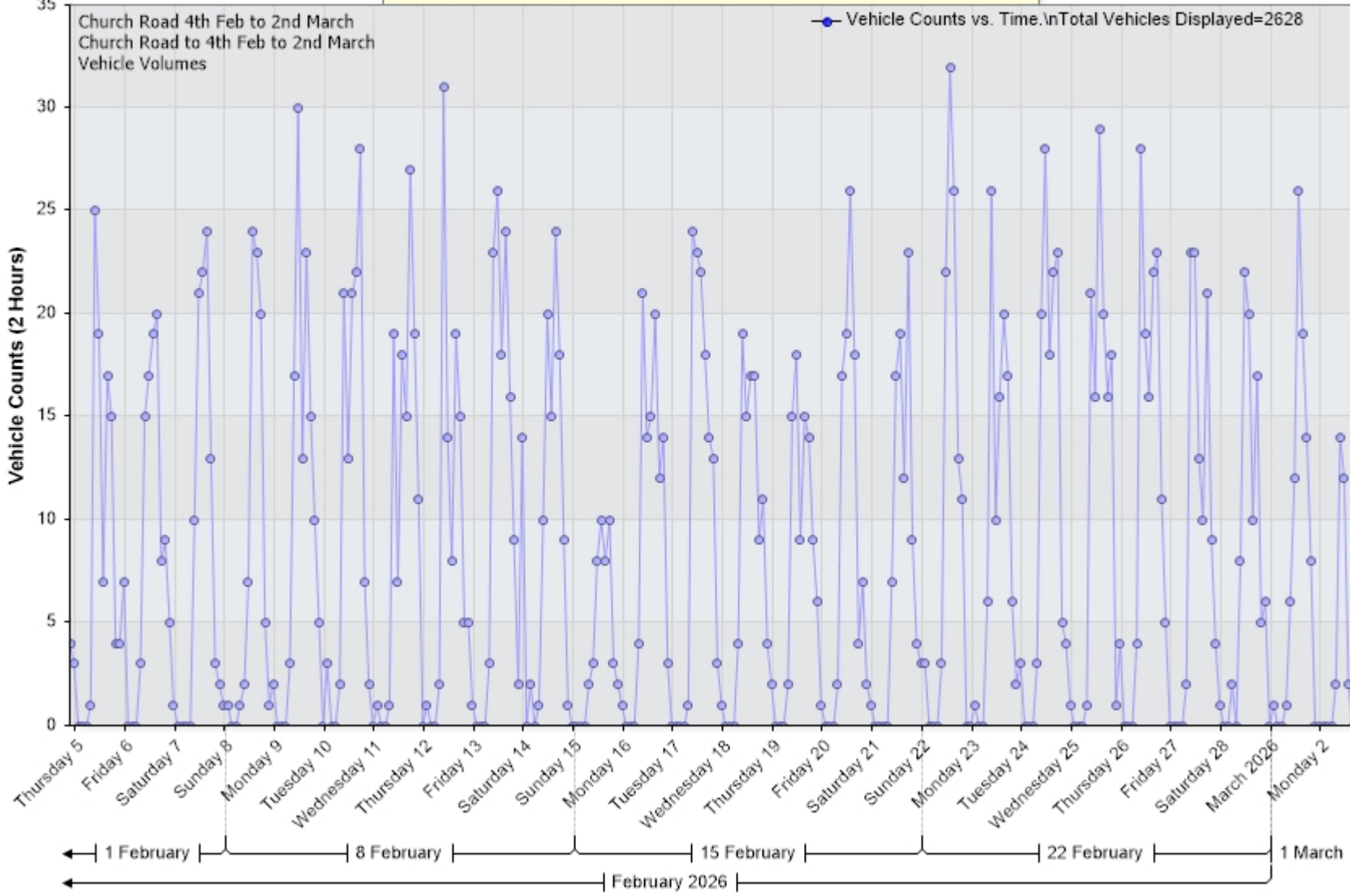


Average Vehicle Speed (MPH) vs. Time [Church Road 4th Feb to 2nd March:Incoming]



Zoom
help

Vehicle Counts vs. Time [Church Road 4th Feb to 2nd March: Incoming]

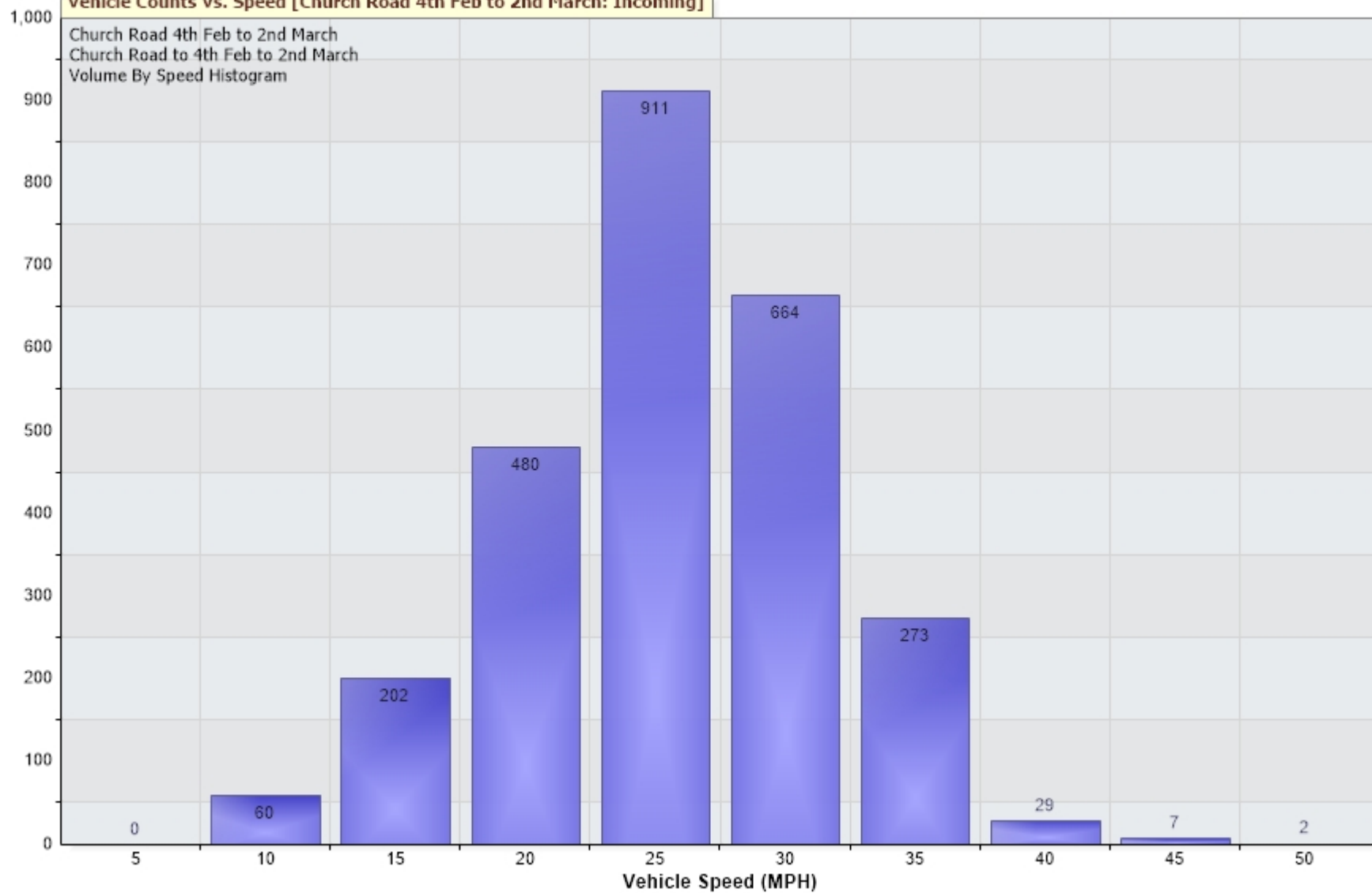


Vehicle Counts Vs. Speed [Church Road 4th Feb to 2nd March: Incoming]

Church Road 4th Feb to 2nd March
Church Road to 4th Feb to 2nd March
Volume By Speed Histogram

2,628 Counts

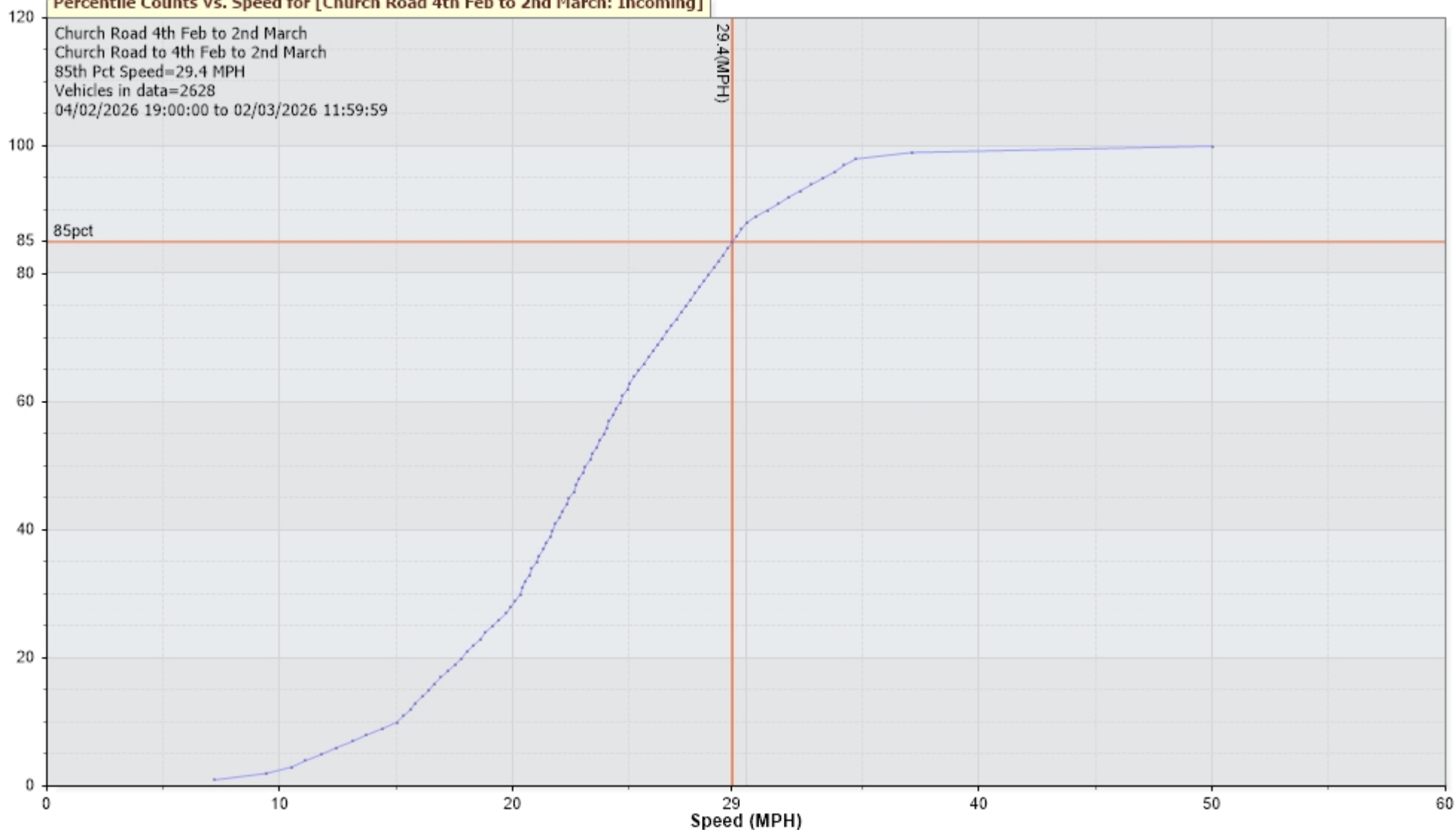
Vehicle Counts



Percentile Counts Vs. Speed for [Church Road 4th Feb to 2nd March: Incoming]

Church Road 4th Feb to 2nd March
Church Road to 4th Feb to 2nd March
85th Pct Speed=29.4 MPH
Vehicles in data=2628
04/02/2026 19:00:00 to 02/03/2026 11:59:59

Percentile Counts



Incoming:Average Hourly Volume for Week of 02/02/2026

Average Counts By Hour (02/02/2026) — Average Counts By Hour (02/02/2026)

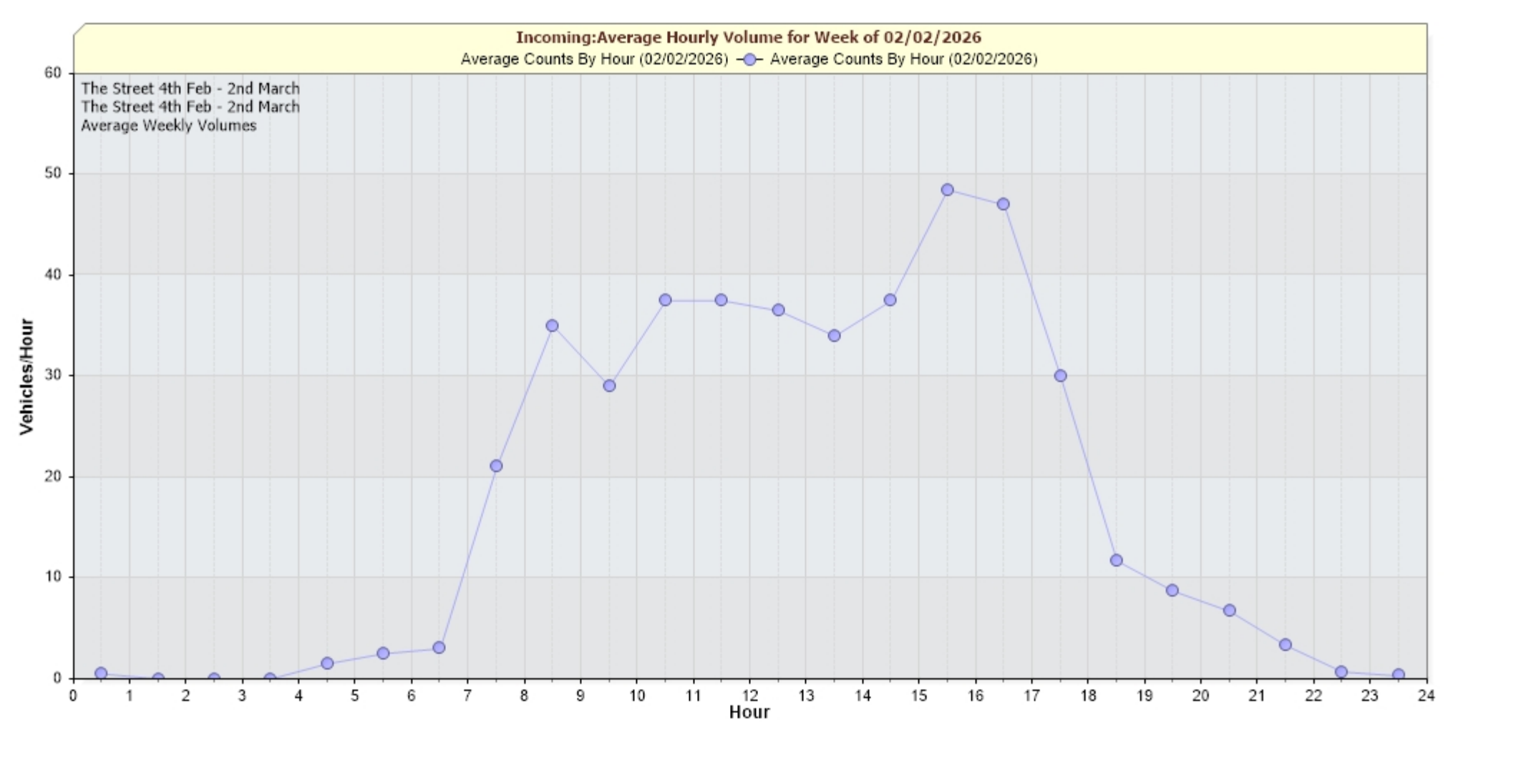
The Street 4th Feb - 2nd March
The Street 4th Feb - 2nd March
Average Weekly Volumes

Vehicles/Hour

60
50
40
30
20
10
0

Hour

0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24

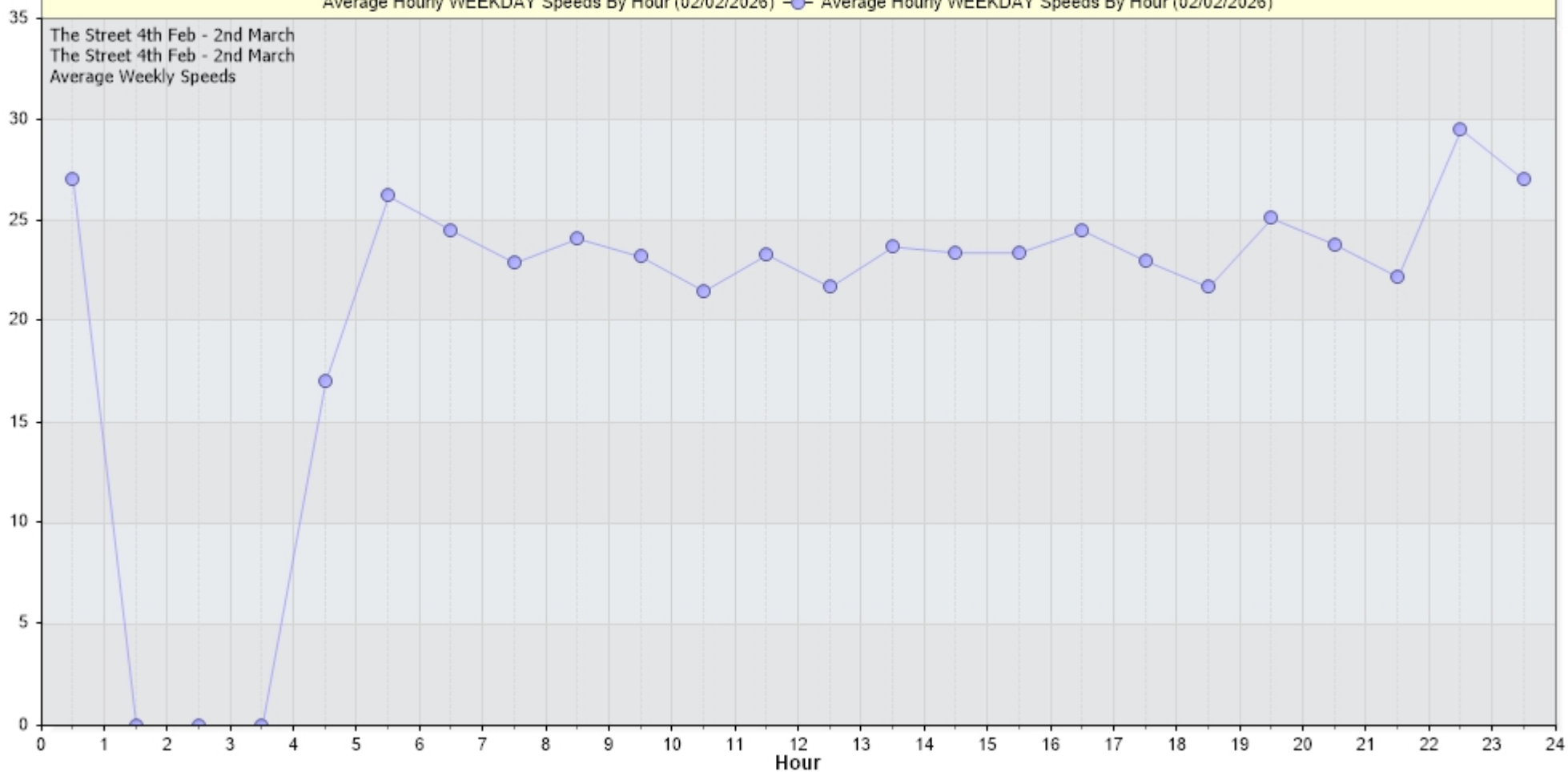


Incoming:Average Hourly WEEKDAY Speeds for Week of 02/02/2026

Average Hourly WEEKDAY Speeds By Hour (02/02/2026) — Average Hourly WEEKDAY Speeds By Hour (02/02/2026)

The Street 4th Feb - 2nd March
The Street 4th Feb - 2nd March
Average Weekly Speeds

MPH

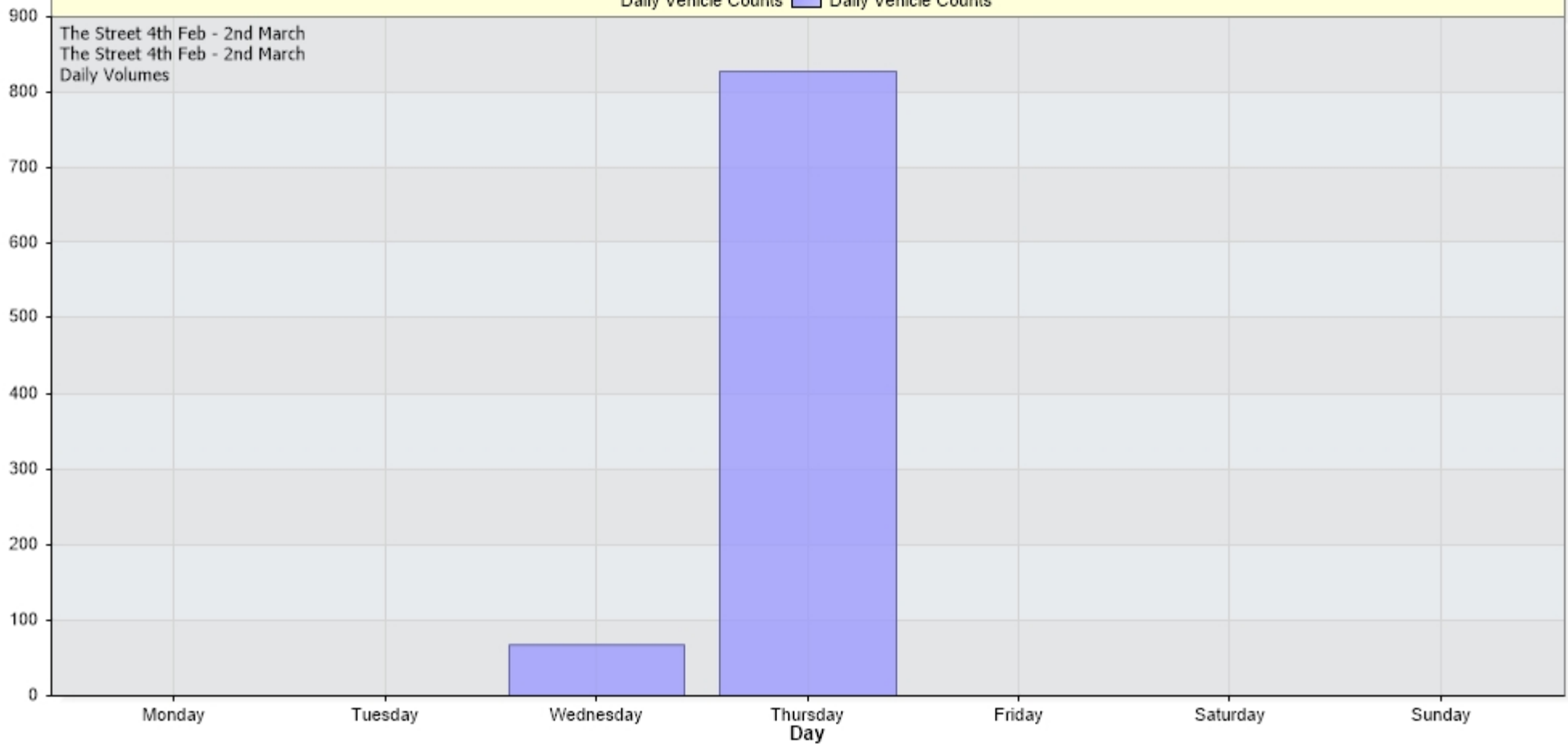


Incoming:Daily Volume for Week of 02/02/2026

Daily Vehicle Counts

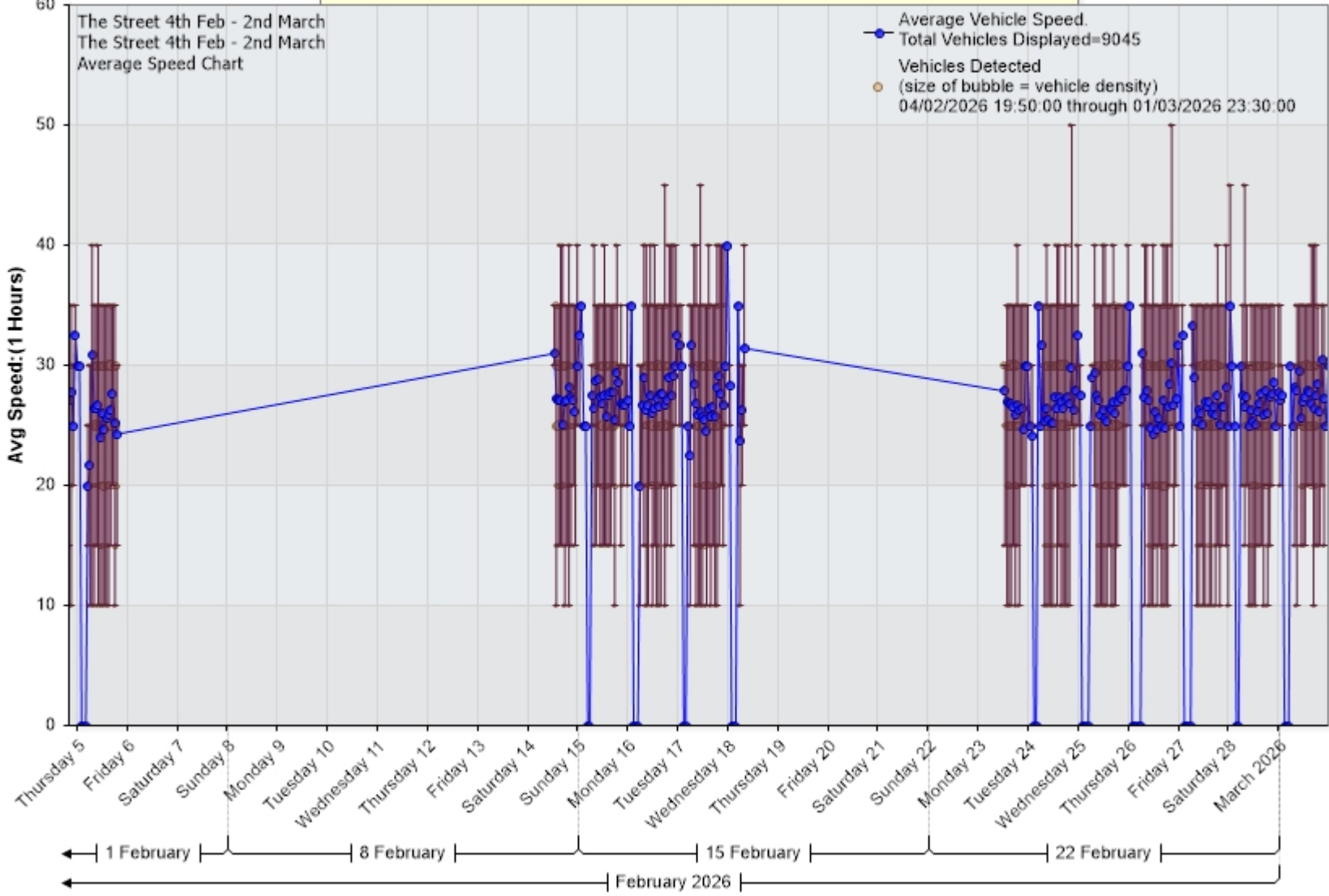


The Street 4th Feb - 2nd March
The Street 4th Feb - 2nd March
Daily Volumes



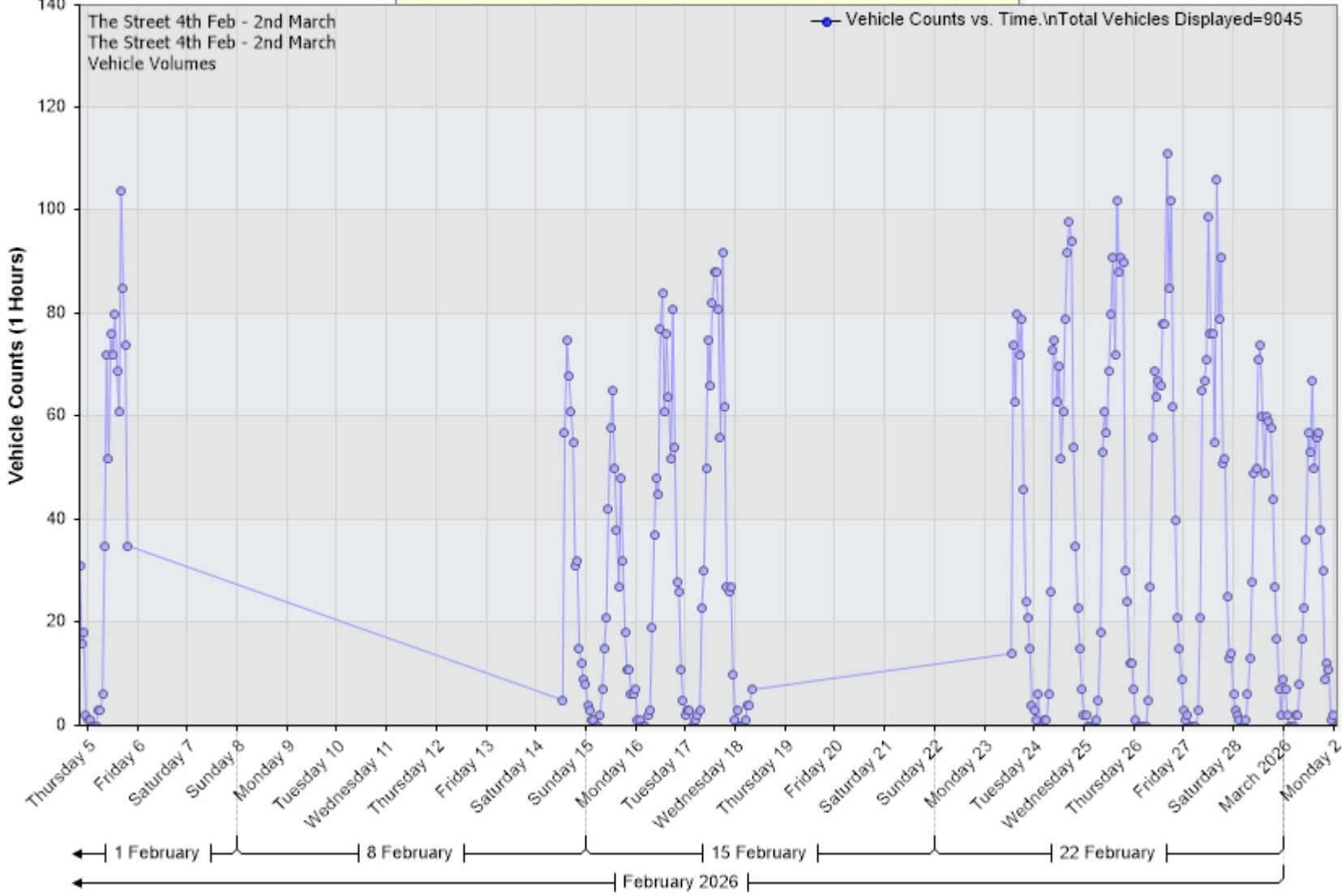
Zoom
help

Average Vehicle Speed (MPH) vs. Time [The Street 4th Feb - 2nd March:Incoming]



Zoom
help

Vehicle Counts vs. Time [The Street 4th Feb - 2nd March: Incoming]

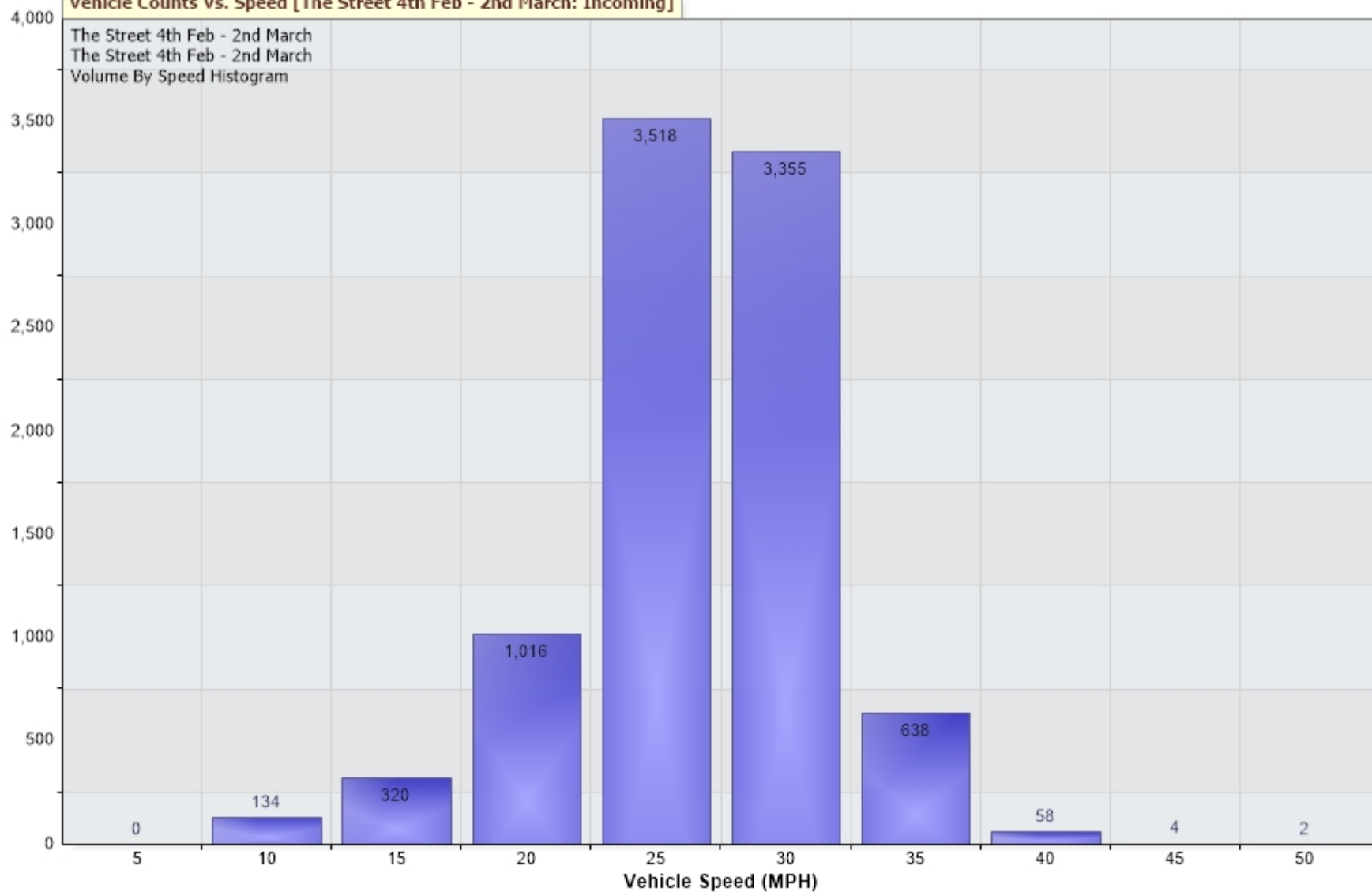


Vehicle Counts Vs. Speed [The Street 4th Feb - 2nd March: Incoming]

The Street 4th Feb - 2nd March
The Street 4th Feb - 2nd March
Volume By Speed Histogram

9,045 Counts

Vehicle Counts



Percentile Counts Vs. Speed for [The Street 4th Feb - 2nd March: Incoming]

The Street 4th Feb - 2nd March
The Street 4th Feb - 2nd March
85th Pct Speed=29.0 MPH
Vehicles in data=9045
04/02/2026 18:00:00 to 01/03/2026 23:59:59

Percentile Counts

