

Oakham Town Council

D(i)

Bank - Cash and Investment Reconciliation as at 1 October 2017

Confirmed Bank & Investment Balances

Bank Statement Balances

31/10/2017	HSBC Current Account	32,033.16
31/10/2017	HSBC Deposit Account	215,292.73
31/10/2017	Cambridge Building Society	60,000.00
31/10/2017	Petty Cash	110.10

**307,435.99**

Other Cash & Bank Balances

**0.00**

**307,435.99**

Unpresented Payments

**2,621.24**

**304,814.75**

All Cash & Bank Accounts

Current Bank Account - HSBC	29,411.92
Deposit Account - HSBC	215,292.73
Cambridge Building Society	60,000.00
Petty Cash	110.10
Other Cash & Bank Balances	0.00
<b>Total Cash &amp; Bank Balances</b>	<b>304,814.75</b>



## Recent Transactions

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### Transaction list

**From account:** OAK TOWN COU      **Sort code:** 403521  
**Account type:** BUSINESS A/C      **Account number:** 01300504

Using this enquiry you can view all transactions applied to your account since your last statement was issued. To view further transactions, enter the date range below or select **'View Previous Statements'**.

**Please note:** Items posted may still be reversed, returned or recalled. With effect from 9th June 2010, credits which contain both cash and cheques will show as two entries. For more information, please select the **'Help'** button above.

As at 01 Nov 2017 13:13:41

Date ▼	Type ▶	Description ▶	Paid out (£) ▶	Paid in (£) ▶	Balance (£)
31 Oct 2017		balance carried forward			32033.16
30 Oct 2017	DD	E.ON	18.63		32033.16
30 Oct 2017	DD	MILL TELE LTD	90.67		32051.79
23 Oct 2017	DD	E.ON	49.19		32142.46
22 Oct 2017	DR	TOTAL CHARGES TO 30SEP2017	11.30		32191.65
20 Oct 2017	TFR	403521 11352636 INTERNET TRANSFER		20000.00	32202.95
20 Oct 2017	CHQ	104205	110.00		12202.95
19 Oct 2017	DD	PUBLIC WORKS LOANS	2754.06		12312.95
19 Oct 2017	BP	736408 WICKSTEED LEISURE BIB BACS PAYMENT	2622.91		15067.01
18 Oct 2017	CHQ	104210	280.70		17689.92
17 Oct 2017	CHQ	104209	144.00		17970.62
17 Oct 2017	CHQ	104208	720.00		18114.62
16 Oct 2017	BP	736336 WICKSTEED LEISURE BIB BACS PAYMENT	1759.20		18834.62
16 Oct 2017	BP	3303 VICTORIA HALL BIB BACS PAYMENT	3519.00		20593.82
16 Oct 2017	BP	Travis Perkins ADAM LOWE BIB BACS PAYMENT	10.85		24112.82
16 Oct 2017	BP	Smart Accessories ADAM LOWE BIB BACS PAYMENT	42.18		24123.67
16 Oct 2017	BP	Salaries BIB MULTIPLE BENEF BIB BACS PAYMENT	2981.61		24165.85
16 Oct 2017	BP	Gear4studio ADAM LOWE BIB BACS PAYMENT	3.79		27147.46
16 Oct 2017	BP	Blaby Par.Council ADAM LOWE BIB BACS PAYMENT	25.00		27151.25
13 Oct 2017	BP	736330 WICKSTEED LEISURE BIB BACS PAYMENT	162.00		27176.25
13 Oct 2017	BP	62932544 OPUS ENERGY LTD BIB BACS PAYMENT	19.03		27338.25
13 Oct 2017	BP	10 AA CLEANING BIB BACS PAYMENT	1500.00		27357.28
13 Oct 2017	BP	0632 G & R GREGG BIB BACS PAYMENT	71.50		28857.28
13 Oct 2017	BP	0631 G & R GREGG BIB BACS PAYMENT	20.00		28928.78
13 Oct 2017	BP	0628 G & R GREGG BIB BACS PAYMENT	1320.00		28948.78
13 Oct 2017	BP	0627 G & R GREGG BIB BACS PAYMENT	780.00		30268.78
13 Oct 2017	BP	0618 G & R GREGG	40.00		31048.78

Date	Type	Description	Paid out (£)	Paid in (£)	Balance (£)
		BIB BACS PAYMENT			
13 Oct 2017	BP	0617 G & R GREGG BIB BACS PAYMENT	30.00		31088.78
13 Oct 2017	BP	0616 G & R GREGG BIB BACS PAYMENT	107.50		31118.78
13 Oct 2017	BP	Q254 PAUL FORD TREE LTD BIB BACS PAYMENT	1710.00		31226.28
13 Oct 2017	BP	RUT211 BIFFA BIB BACS PAYMENT	2312.93		32936.28
13 Oct 2017	BP	Poppy Appeal ADAM LOWE BIB BACS PAYMENT	45.00		35249.21
13 Oct 2017	BP	NBI ADAM LOWE BIB BACS PAYMENT	48.42		35294.21
13 Oct 2017	BP	INV-1381 MILLENNIUM LTD BIB BACS PAYMENT	33.60		35342.63
13 Oct 2017	BP	INV-1312 MILLENNIUM LTD BIB BACS PAYMENT	1452.96		35376.23
10 Oct 2017	CR	CASH IN AT 403615		690.00	36829.19
04 Oct 2017	CHQ	104206	310.00		36139.19
02 Oct 2017	CR	01300504 OAK BOWL CB		177.50	36449.19
02 Oct 2017	CR	OAK LAWN		205.00	36271.69
01 Oct 2017		balance brought forward			36066.69

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## Current Bank Account - HSBC

## Payments made between 01/10/2017 and 31/10/2017

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
04/10/2017	Grant Thornton	104208	720.00		120.00	4090	100	600.00	Grant Thornton
04/10/2017	BulleyDavey	104209	144.00		24.00	4000	100	120.00	BulleyDavey
04/10/2017	Millennium Computer Services	BACS	33.60		5.60	4050	100	28.00	Millennium Computer Services
04/10/2017	Millennium Computer Services	BACS	1,452.96		242.16	4070	100	1,210.80	Millennium Computer Services
04/10/2017	G & R Gregg	BACS	780.00			4320	300	780.00	G & R Gregg
04/10/2017	G & R Gregg	BACS	1,320.00			4320	300	1,320.00	G & R Gregg
04/10/2017	G & R Gregg	BACS	30.00			4320	300	30.00	G & R Gregg
04/10/2017	G & R Gregg	BACS	40.00			4320	300	40.00	G & R Gregg
04/10/2017	G & R Gregg	BACS	107.50			4320	300	107.50	G & R Gregg
04/10/2017	Name Badges International	BACS	48.42		8.07	4405	400	40.35	Name Badges International
04/10/2017	Paul Ford Tree Surgery Ltd	BACS	1,710.00		285.00	4315	300	1,425.00	Paul Ford Tree Surgery Ltd
04/10/2017	Opus Energy Ltd	BACS	19.03		0.91	4055	100	18.12	Opus Energy Ltd
04/10/2017	The Royal British Legion	BACS	45.00			4305	300	45.00	The Royal British Legion
10/10/2017	Printed Cup Company	104210	280.70		46.78	4305	300	233.92	Printed Cup Company
10/10/2017	Wicksteed Leisure	BACS	162.00		27.00	4220	200	135.00	Wicksteed Leisure
10/10/2017	AA Cleaning Services	BACS	1,500.00		250.00	4215	200	1,250.00	AA Cleaning Services
10/10/2017	G & R Gregg	BACS	20.00			4320	300	20.00	G & R Gregg
10/10/2017	G & R Gregg	BACS	71.50			4320	300	71.50	G & R Gregg
10/10/2017	HSBC	DEDUCT	5.50			4420	400	5.50	HSBC
10/10/2017	HSBC	DEDUCT	11.30			4420	400	11.30	HSBC
11/10/2017	Biffa Environmental	BACS	2,312.93		385.49	4200	200	1,927.44	Biffa Environmental
11/10/2017	Victoria Hall	BACS	3,519.00		586.50	4040	100	2,932.50	Victoria Hall
11/10/2017	Wicksteed Leisure	BACS	1,759.20		293.20	4330	300	1,466.00	Wicksteed Leisure
11/10/2017	Eon	DD	49.19		2.34	4055	100	46.85	Eon
12/10/2017	The Poppy Appeal	104211	25.00			4410	400	25.00	The Poppy Appeal
12/10/2017	Blaby Parish Council	BACS	25.00			4050	100	25.00	Blaby Parish Council
12/10/2017	Smart Accessories	BACS	42.18			4050	100	42.18	Smart Accessories
12/10/2017	Gear 4 Studio	BACS	3.79			4050	100	3.79	Gear 4 Studio
12/10/2017	Travis Perkins	BACS	10.85		1.81	4050	100	9.04	Travis Perkins
16/10/2017	Salaries	BACS	2,379.92			4000	100	2,379.92	Salaries
16/10/2017	HMRC	BACS	601.69			4000	100	601.69	Tax&NI
16/10/2017	Wicksteed Leisure	BACS	2,622.91		437.15	4330	300	2,185.76	Wicksteed Leisure
17/10/2017	Millennium Computer Services	DD	90.67		15.11	4070	100	75.56	Millennium Computer Services
19/10/2017	Event Flooring Solutions Ltd	104212	840.00		140.00	4320	300	700.00	Event Flooring Solutions Ltd
19/10/2017	Event Flooring Solutions Ltd	104212	-840.00		-140.00	4320	300	-700.00	Event Flooring
<b>Subtotal Carried Forward:</b>			21,943.84	0.00	2,731.12			19,912.72	

## Current Bank Account - HSBC

Payments made between 01/10/2017 and 31/10/2017

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
19/10/2017	Event Flooring Solutions Ltd	104212	840.00		140.00	4405	400	700.00	Solutions Ltd Event Flooring Solutions Ltd
19/10/2017	Public Works Loan Board	DD	2,754.06			4400	400	2,754.06	Public Works Loan Board
31/10/2017	LRALC	104213	70.00			4085	100	70.00	LRALC
31/10/2017	Office Furniture Online	104214	1,140.00		190.00	4050	100	950.00	Office Furniture Online
31/10/2017	Opus Energy Ltd	BACS	20.74		0.99	4055	100	19.75	Opus Energy Ltd
31/10/2017	G & R Gregg	BACS	20.00			4320	300	20.00	G & R Gregg
31/10/2017	Eon	DD	18.63		0.89	4055	100	17.74	Eon
<b>Total Payments:</b>			<b>26,807.27</b>	<b>0.00</b>	<b>3,063.00</b>			<b>23,744.27</b>	

## Current Bank Account - HSBC

Receipts received between 01/10/2017 and 31/10/2017

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 02/10/2017	177.50						
	Bowls Club	177.50			1100	900	177.50	Rent
	Banked: 02/10/2017	205.00						
	Tennis Club	205.00			1110	900	205.00	Rent
	Banked: 11/10/2017	690.00						
	Circus Vladimir	690.00			1140	900	690.00	Circus Vladimir
	Banked: 20/10/2017	20,000.00						
Transfer	Deposit Account - HSBC	20,000.00			200		20,000.00	
	<b>Total Receipts:</b>	21,072.50	0.00	0.00			21,072.50	

**Bank Reconciliation Statement as at 31/10/2017  
for Cashbook 1 - Current Bank Account - HSBC**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current Account	31/10/2017	2	32,033.16
			<u>32,033.16</u>
<b><u>Unpresented Cheques (Minus)</u></b>			<b><u>Amount</u></b>
29/06/2017	104188	Rutland & Distirct Schools Fed	500.00
10/10/2017	DEDUCT	HSBC	5.50
12/10/2017	104211	The Poppy Appeal	25.00
19/10/2017	104212	Event Flooring Solutions Ltd	840.00
19/10/2017	104212	Event Flooring Solutions Ltd	-840.00
19/10/2017	104212	Event Flooring Solutions Ltd	840.00
31/10/2017	BACS	Opus Energy Ltd	20.74
31/10/2017	BACS	G & R Gregg	20.00
31/10/2017	104213	LRALC	70.00
31/10/2017	104214	Office Furniture Online	1,140.00
			<u>2,621.24</u>
			29,411.92
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
			0.00
			<u>0.00</u>
			29,411.92
		<b>Balance per Cash Book is :-</b>	<b>29,411.92</b>
		<b>Difference is :-</b>	<b>0.00</b>



## Recent Transactions

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### Transaction list

**From account:** OAKHAM TOWN      **Sort code:** 403521  
**Account type:** DEPOSIT A/C      **Account number:** 11352636

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As at **01 Nov 2017 13:12:37**

Date ▾	Type ▶	Description ▶	Paid out (£) ▶	Paid in (£) ▶	Balance (£)
31 Oct 2017		balance carried forward			215292.73
20 Oct 2017	TFR	403521 01300504 INTERNET TRANSFER	20000.00		215292.73
01 Oct 2017		balance brought forward			235292.73
Date	Type	Description	Paid out (£)	Paid in (£)	Balance (£)

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**Bank Reconciliation Statement as at 31/10/2017  
for Cashbook 2 - Deposit Account - HSBC**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Deposit Account	31/10/2017		215,292.73
			<u>215,292.73</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			215,292.73
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			215,292.73
		<b>Balance per Cash Book is :-</b>	<b>215,292.73</b>
		<b>Difference is :-</b>	<b>0.00</b>

## Deposit Account - HSBC

Payments made between 01/10/2017 and 31/10/2017

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
20/10/2017	Current Bank Account - HSBC	Transfer	20,000.00				210	20,000.00	
<b>Total Payments:</b>			20,000.00	0.00	0.00			20,000.00	

Bank Reconciliation Statement as at 31/10/2017  
for Cashbook 4 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/10/2017		110.10
			<u>110.10</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			110.10
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			110.10
		<b>Balance per Cash Book is :-</b>	<b>110.10</b>
		<b>Difference is :-</b>	<b>0.00</b>

## Petty Cash

Payments made between 01/10/2017 and 31/10/2017

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
11/10/2017	Post Office	PC	18.05			4065	100	18.05	Post Office
11/10/2017	Post Office	PC	5.88			4065	100	5.88	Post Office
12/10/2017	Post Office	PC	2.94			4065	100	2.94	Post Office
17/10/2017	Tesco	PC	0.45		0.08	4405	400	0.37	Tesco
17/10/2017	McColl's	PC	1.49		0.25	4405	400	1.24	McColl's
17/10/2017	Wilko	PC	1.00		0.17	4405	400	0.83	Wilko
19/10/2017	K and K Window Cleaning	PC	44.00			4405	400	44.00	K and K Window Cleaning
31/10/2017	Post Office	PC	2.72			4065	100	2.72	Post Office
31/10/2017	Post Office	PC	3.58			4065	100	3.58	Postage
<b>Total Payments:</b>			80.11	0.00	0.50			79.61	

**Bank Reconciliation Statement as at 31/10/2017  
for Cashbook 3 - Cambridge Building Society**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Cambridge Building Society	31/10/2017		60,000.00
			<u>60,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			60,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			60,000.00
		<b>Balance per Cash Book is :-</b>	<b>60,000.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

D(ii)

Approved budget 2017/18			
EXPENDITURE	Budget	Actual to Date	Balance
<b>General Administration</b>			
Salaries, etc	50000	20,410	29,590
Rent	12000	8,798	3,202
NNDR Offices and toilets	8500	7,516	984
Office Furniture and Equipment	3850	1,949	1,901
Utilities	2500	1,815	685
Insurance	6000	5,284	716
Postage and Stationery	2000	878	1,122
Telephone and internet	750	2,037	-1,287
Subscriptions	1050	38	1,012
Expenses and Travel	800	891	-91
Training	2000	240	1,760
Accountancy and Audit	3000	1,188	1,812
Legal Expenses	1500	3,030	-1530
HR Support	1500		
I.T.	1750	30	1,720
	<b>97200</b>	<b>54,104</b>	<b>41,596</b>
<b>Contracts and Grants</b>			
Grounds Maintenance Contract	27000	11,522	15,478
Floral Displays	14000	8,182	5,818
Grant (Citizens Advice)	2000		
Toilet Maintenance	20000	10,067	9,933
Play Areas Inspections	540	270	270
	<b>63540</b>	<b>30,041</b>	<b>31,499</b>
<b>Other</b>			
Christmas Decorations	17000	0	
Promotion of Oakham Working Group	10500	3,939	6,561
Advertising	1600	2,798	-1,198
Planting and Tree Surgery	13500	3,000	10,500
Additional Maintenance	7000	4,158	2,842
Street and Park Furniture	7000	365	6,635
Play Equipment	4000	5,180	-1,180
Late night shopping	1000		
Catmose Prize Giving	100		
Cutts Close footpath resurfacing	25,000		
	<b>86700</b>	<b>19440</b>	<b>24160</b>
<b>Total Recurrent Expenditure</b>	<b>247440</b>	<b>103,585</b>	<b>97,255</b>
<b>Other Expenditure</b>			
Agreed Capital Projects	0		
Public Works Loan Board Repayment	5510	5,508	2
Other Expenses	2000	981	1,019
Chairman's Allowance	1000	25	975
Elections	2000		
Bank Charges	300	122	178
Asset Maintenance	1000		
Neighbourhood Plan	14000	3,244	10,756
Community Lighting	11000		
	<b>36810</b>	<b>9880</b>	<b>12930</b>
<b>TOTAL EXPENDITURE</b>	<b>284250</b>	<b>113,465</b>	<b>110,185</b>