

Oakham Town Council

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Bank - Cash and Investment Reconciliation as at 31 December 2019

Confirmed Bank & Investment Balances

Bank Statement Balances

31/12/2019	Current Bank Account	25,011.27	A	
31/12/2019	HSBC Deposit Account	280,000.00	B	
31/12/2019	Cambridge Building Society	60,000.00	C	
31/12/2019	Petty Cash	166.16	D	
				365,177.43

Other Cash & Bank Balances

0.00

365,177.43

Unpresented Payments

-0.01

365,177.44

All Cash & Bank Accounts

1	Current Bank Account - HSBC	25,011.28
2	Deposit Account - HSBC	280,000.00
3	Cambridge Building Society	60,000.00
4	Petty Cash	166.16
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	365,177.44

Bank Reconciliation Statement as at 31/12/2019
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>
Current Bank Account	31/12/2019		25,011.27
			<u>25,011.27</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			25,011.27
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			25,011.27
			<u>25,011.28</u>
			Balance per Cash Book is :-
			25,011.28
			Difference Excluding Adjustments is :-
			-0.01
<u>Adjustments to Reconciliation</u>			
29/07/2019 DD Telephone /Internet		0.01	
29/07/2019 DD Telephone/Internet		-0.02	
			<u>-0.01</u>
			<u>0.00</u>
			Unreconciled Difference is :-

Current Bank Account - HSBC

Payments made between 01/12/2019 and 31/12/2019

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
03/12/2019	Kompan	BACS	2,111.76		351.96	4330	300	1,759.80	Remedial work play equipment
04/12/2019	Rutland County Council	BACS	341.00			4305	300	341.00	Road Closure - Switch On
04/12/2019	Wicksteed Leisure	BACS	1,440.00		240.00	4330	300	1,200.00	Remedial - Play equipment
04/12/2019	Edge Dance	BACS	250.00			4305	300	250.00	Stilt Walkers / Switch On
04/12/2019	Quoin Print Ltd	BACS	130.00			4410	400	130.00	Civic - order of service
04/12/2019	Oakham School Enterprises	BACS	154.80		25.80	4410	400	129.00	Civic Event
12/12/2019	Petty Cash	cheq104276	250.00				250	250.00	Transfer
16/12/2019	Millennium Computer Services	BACS	19.20		3.20	4100	100	16.00	IT
16/12/2019	RCC	BACS	300.00			4300	300	300.00	Permit
16/12/2019	Digby Farm JB & HE Ellis	BACS	272.00		45.33	4305	300	226.67	Supply xmas trees
16/12/2019	ITS Gardening	BACS	60.00			4305	300	60.00	Install trees in Mill Street
16/12/2019	First Product	BACS	5,628.00		938.00	4300	300	4,690.00	Xmas decorations
16/12/2019	A Greaves	BACS	1,993.74			4000	100	1,993.74	salaries
16/12/2019	HMRC	BACS	810.05			4000	100	810.05	Tax & NI
16/12/2019	Leicestershire County Council	BACS	852.21			4000	100	852.21	Pension
17/12/2019	Biffa	BACS	2,375.38		395.90	4200	200	1,979.48	Grounds Maintenance NOVEMBER
17/12/2019	Iliffe Media	BACS	60.96		10.16	4310	300	50.80	Advert
17/12/2019	All Saints Church	BACS	100.00			4410	400	100.00	Church Hire
17/12/2019	AA Cleaning Services	BACS	1,500.00		250.00	4215	200	1,250.00	Toilet cleaning NOVEMBER
17/12/2019	First Product Ltd	BACS	5,628.00		938.00	4300	300	4,690.00	Christmas Decorations
23/12/2019	HSBC	DEDUCT	6.50			4420	400	6.50	Bank charges
24/12/2019	Lidbetter & Hicks Ltd	BACS	45.78		7.63	4320	300	38.15	Electrical testing - lamp post
24/12/2019	Lidbetter & Hicks Ltd	BACS	210.00		35.00	4320	300	175.00	Electrial - replace timer
24/12/2019	Wicksteed Leisure	BACS	216.00		36.00	4220	200	180.00	Play inspections
24/12/2019	Colemans	BACS	118.15		19.69	4065	100	98.46	Stationery
24/12/2019	Colemans	BACS	70.00			4065	100	70.00	Stationery
24/12/2019	Setfords Solicitors	BACS	1,350.00		225.00	4095	100	1,125.00	legal Fees
24/12/2019	Millennium Computer Services	DD	150.13		25.02	4070	100	125.11	Telephone and internet
Total Payments:			26,443.66	0.00	3,546.69			22,896.97	

Current Bank Account - HSBC

Receipts received between 01/12/2019 and 31/12/2019

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 12/12/2019	30,227.42						
Transfer	Deposit Account - HSBC	30,227.42			210		30,227.42	Transfer
	Banked: 28/12/2019	900.00						
	Emily Platt	900.00		150.00	1120	900	750.00	OCC Rent
Total Receipts:		31,127.42	0.00	150.00			30,977.42	

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Business A/C · Oak Town Cou

GBP 25,889.27

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Date ▲	Type ▼	Description	Paid out ▼	Paid in ▼	Balance
01 Dec 2019		Balance Brought Forward			20,394.53
04 Dec 2019	BP	CIVIC EVENT OAKHAM SCHOOL ENT BIB BACS PAYMENT	154.80		
04 Dec 2019	BP	CIVIC PRINTING THE QUOIN PRINT BIB BACS PAYMENT	130.00		
04 Dec 2019	BP	LIDL DAVID ROMNEY BIB BACS PAYMENT	37.02		
04 Dec 2019	BP	SWITCH ON Edge Dance BIB BACS PAYMENT	250.00		
04 Dec 2019	BP	229350 KOMPAN LTD BIB BACS PAYMENT	2,111.76		

Date ▲ ☉	Type ▼ ☉	Description	Paid out ▼	Paid in ▼	Balance
04 Dec 2019	BP	808559 WICKSTEED LEISURE BIB BACS PAYMENT	1,440.00		
04 Dec 2019	BP	9121302 RCC BIB BACS PAYMENT	341.00		15,929.95
12 Dec 2019	TFR	403521 11352636 INTERNET TRANSFER		30,227.42	
12 Dec 2019	CHQ	104276 CASH 403521	250.00		45,907.37
16 Dec 2019	BP	IT MILLENNIUM LTD BIB BACS PAYMENT	19.20		
End of sheet 469					
16 Dec 2019	BP	MILL ST TREES ITS Gardening BIB BACS PAYMENT	60.00		
16 Dec 2019	BP	PERMIT RCC BIB BACS PAYMENT	300.00		
16 Dec 2019	BP	SALARIES BIB MULTIPLE BENEF BIB BACS PAYMENT	3,656.00		
16 Dec 2019	BP	XMAS DECORATIONS FIRST PRODUCT LTD BIB BACS PAYMENT	5,628.00		
16 Dec 2019	BP	XMAS TREES JB & HE ELLIS BIB BACS PAYMENT	272.00		35,972.17
17 Dec 2019	BP	ADVERT LILFFE MEDIA BIB BACS PAYMENT	60.96		
17 Dec 2019	BP	CIVIC EVENT All Saints Church BIB BACS PAYMENT	100.00		
17 Dec 2019	BP	GROUNDMAINTENANCE BIFFA BIB BACS PAYMENT	2,375.38		

Date ▲ ◎	Type ▼ ◎	Description	Paid out ▼	Paid in ▼	Balance
17 Dec 2019	BP	TOILETS AA CLEANING BIB BACS PAYMENT	1,500.00		
17 Dec 2019	BP	XMAS DECORATIONS FIRST PRODUCT LTD BIB BACS PAYMENT	5,628.00		26,307.83
18 Dec 2019	CHQ	104275	30.00		26,277.83
22 Dec 2019	DR	TOTAL CHARGES TO 30NOV2019	6.50		26,271.33
24 Dec 2019	BP	COLEMANS A GREAVES BIB BACS PAYMENT	118.15		
24 Dec 2019	BP	COLEMANS A GREAVES BIB BACS PAYMENT	70.00		
24 Dec 2019	BP	PLAY INSPECTIONS WICKSTEED LEISURE BIB BACS PAYMENT	216.00		
End of sheet 470					
24 Dec 2019	BP	SETFORDS SOLICITOR A GREAVES BIB BACS PAYMENT	1,350.00		
24 Dec 2019	BP	W/O 2019-395 LIDBETTER HICKS BIB BACS PAYMENT	210.00		
24 Dec 2019	BP	W/O 2019-420 LIDBETTER HICKS BIB BACS PAYMENT	45.78		24,261.40
28 Dec 2019	CR	E Platt EMILY PLATT RENT		900.00	25,161.40
30 Dec 2019	DD	MILL TELE LTD	150.13		25,011.27
01 Jan 2020	CR	CAMBRIDGE BUILDING FPS2001019B6E951		450.00	25,461.27
End of sheet 471					
01 Jan 2020		Balance Carried Forward			25,461.27

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Bank Reconciliation Statement as at 31/12/2019
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	31/12/2019		280,000.00
			<u>280,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			280,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			280,000.00
		Balance per Cash Book is :-	280,000.00
		Difference is :-	0.00

Date: 02/01/2020

Oakham Town Council

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Cashbook 2

User: CLERK

Deposit Account - HSBC

Payments made between 01/12/2019 and 31/12/2019

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 Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
12/12/2019	Current Bank Account - HSBC	Transfer	30,227.42			200	30,227.42	Transfer
Total Payments:			30,227.42	0.00	0.00		30,227.42	

Deposit Account - HSBC

Receipts received between 01/12/2019 and 31/12/2019

Nominal Ledger Analysis

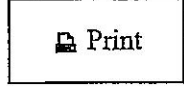
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 01/12/2019	227.42						
	HSBC	227.42			1090	900	227.42	Interest
	Total Receipts:	227.42	0.00	0.00			227.42	

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Bmm Account · Oakham Town



GBP 280,000.00



Balance details

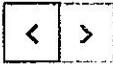
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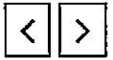


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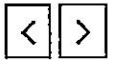
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Date ▲ ⓘ	Type ▼ ⓘ	Description	Paid out ▼	Paid in ▼	Balance
01 Dec 2019		Balance Brought Forward			310,227.42
12 Dec 2019	TFR	403521 01300504 INTERNET TRANSFER	30,227.42		280,000.00
		End of sheet 97			
01 Jan 2020		Balance Carried Forward			280,000.00

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Bank Reconciliation Statement as at 30/11/2019
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	31/12/2019		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
		Balance per Cash Book is :-	60,000.00
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/12/2019
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	31/12/2019		166.16
			<u>166.16</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			166.16
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			166.16
		Balance per Cash Book is :-	166.16
		Difference is :-	0.00

Date: 02/01/2020

Oakham Town Council

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Cashbook 4

User: CLERK

Petty Cash

Payments made between 01/12/2019 and 31/12/2019

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>
05/12/2019	Post Office	PC	19.23			4065	100	19.23	Agenda postage
05/12/2019	Tesco	PC	40.00		6.67	4305	300	33.33	lights
06/12/2019	Wilko	PC	6.00		1.00	4305	300	5.00	Decorations for switch on
11/12/2019	K and K Window Cleaning	PC	44.00			4405	400	44.00	Window Cleaning
Total Payments:			109.23	0.00	7.67			101.56	

Petty Cash

Receipts received between 01/12/2019 and 31/12/2019

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 12/12/2019	250.00						
cheq10427	Current Bank Account - HSBC	250.00				200	250.00	Transfer
	Total Receipts:	250.00	0.00	0.00			250.00	