

Oakham Town Council

Bank - Cash and Investment Reconciliation as at 1 August 2020

Confirmed Bank & Investment Balances

Bank Statement Balances

31/08/2020	Current Bank Account	26,793.40
31/08/2020	HSBC Deposit Account	410,000.00
31/08/2020	Cambridge Building Society	60,000.00
31/08/2020	Petty Cash	176.73

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496,970.13

Other Cash & Bank Balances

0.00

496,970.13

All Cash & Bank Accounts

1	Current Bank Account - HSBC	26,793.40
2	Deposit Account - HSBC	410,000.00
3	Cambridge Building Society	60,000.00
4	Petty Cash	176.73

Other Cash & Bank Balances 0.00

Total Cash & Bank Balances 496,970.13

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Date: 03/09/2020

Oakham Town Council

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**Bank Reconciliation Statement as at 31/08/2020
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	31/08/2020		26,793.40
			<u>26,793.40</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			26,793.40
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			26,793.40
		Balance per Cash Book is :-	26,793.40
		Difference is :-	0.00

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Cashbook 1

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Current Bank Account - HSBC

For Month No: 5

Payments for Month 5

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/08/2020	GE Capital	DD	132.84		22.14	4050	100	110.70	Photocopier hire
05/08/2020	Millennium Computer Services	BACS	84.72		14.12	4100	100	70.60	IT
05/08/2020	Millennium Computer Services	BACS	19.20		3.20	4100	100	16.00	IT
05/08/2020	AA Cleaning Services	BACS	1,500.00		250.00	4215	200	1,250.00	Toilet Cleaning
05/08/2020	Iliffe Media	BACS	120.00		20.00	4310	300	100.00	Advert - co-option
05/08/2020	Viking / A Greaves	BACS	30.41		5.07	4065	100	25.34	Stationery
19/08/2020	Alpha Blinds	BACS	655.20		109.20	4435	400	546.00	Blinds
19/08/2020	Iliffe Media	BACS	120.00		20.00	4310	300	100.00	Advert
19/08/2020	Biffa	BACS	2,375.38		395.90	4200	200	1,979.48	Grounds Maintenance
19/08/2020	Salaries	BACS	2,275.70			4000	100	2,275.70	Salaries
19/08/2020	HMRC	BACS	514.08			4000	100	514.08	Tax and Ni
19/08/2020	Leicestershire County Council	BACS	754.61			4000	100	754.61	Salaries
19/08/2020	Viking / A Greaves	BACS	11.00			4435	400	11.00	Bin
19/08/2020	Quoin Print Ltd	BACS	34.80		5.80	4065	100	29.00	Labels
20/08/2020	PHS Group Plc	BACS	478.04		79.67	4215	200	398.37	Church St toilets
22/08/2020	HDBC	DEDUCT	6.50			4420	400	6.50	Fees
24/08/2020	W & S Doody	BACS	2,400.00		400.00	4040	100	2,000.00	Rent - Sept-Dec
24/08/2020	Lend A Hand	BACS	20.25			4405	400	20.25	Cleaning
24/08/2020	P T Potter	BACS	55.20		9.20	4435	400	46.00	Electrcial work
27/08/2020	Soho 66	BACS	43.06			4455	400	43.06	Oakham Neighbours Phone Line
27/08/2020	Soho 66	BACS	18.00		3.00	4455	400	15.00	Oakham Neighbours Phone
27/08/2020	G & R Gregg	BACS	20.00			4320	300	20.00	Fix Notice Board to Rol House
27/08/2020	G & R Gregg	BACS	213.57			4435	400	213.57	Make cupboard at Rol House
27/08/2020	G & R Gregg	BACS	20.00			4435	400	20.00	Fix signs
27/08/2020	G & R Gregg	BACS	117.49			4320	300	117.49	Make good door frame - toilets
28/08/2020	Millennium Computer Services	DD	140.99		23.50	4070	100	117.49	Phone and internet
28/08/2020	Rutland Bin Cleaning	BACS	125.00			4320	300	125.00	Maintenance deep clean, Willow
28/08/2020	Rutland Bin Cleaning	BACS	125.00			4320	300	125.00	Maintenance deep clean Royces
28/08/2020	Rutland Bin Cleaning	BACS	175.00			4320	300	175.00	Maintenance deep clean - Cutts
Total Payments for Month			12,586.04	0.00	1,360.80			11,225.24	
Balance Carried Fwd			26,793.40						
Cashbook Totals			39,379.44	0.00	1,360.80			38,018.64	

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Cashbook 1

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Current Bank Account - HSBC

For Month No: 5

Receipts for Month 5

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>
Balance Brought Fwd :		31,908.66					31,908.66	
Banked: 06/08/2020		7,143.78						
HMRC		7,143.78			105		7,143.78	Vat repayment
Banked: 26/08/2020		327.00						
Oakham Home Gardens		327.00			1150	900	327.00	Rent
Total Receipts for Month		7,470.78	0.00	0.00			7,470.78	
Cashbook Totals		39,379.44	0.00	0.00			39,379.44	

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40-35-21 01300504

Business A/C · Oak Town Cou



GBP 26,793.40

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Date ▲ ⓘ	Type ▼ ⓘ	Description	Paid out ▼	Paid in ▼	Balance
01 Aug 2020		Balance Brought Forward			31,908.66
03 Aug 2020	DD	GE CAPITAL EQP FIN	132.84		31,775.82
05 Aug 2020	BP	ADVERT ILIFFE MEDIA BIB BACS PAYMENT	120.00		
05 Aug 2020	BP	IT MILLENNIUM LTD BIB BACS PAYMENT	19.20		
05 Aug 2020	BP	IT MILLENNIUM LTD BIB BACS PAYMENT	84.72		
05 Aug 2020	BP	TOILET CLEANING AA CLEANING BIB BACS PAYMENT	1,500.00		

Date ▲ ⓘ	Type ▼ ⓘ	Description	Paid out ▼	Paid in ▼	Balance
05 Aug 2020	BP	VIKING A GREAVES BIB BACS PAYMENT	30.41		30,021.49
06 Aug 2020	CR	HMRC VAT REPAY		7,143.78	37,165.27
19 Aug 2020	BP	ADVERT ILIFFE MEDIA BIB BACS PAYMENT	120.00		
19 Aug 2020	BP	BLINDS Alpha Blinds BIB BACS PAYMENT	655.20		
19 Aug 2020	BP	GROUNDMAINTENANCE BIFFA BIB BACS PAYMENT	2,375.38		
End of sheet 495					
19 Aug 2020	BP	LABELS THE QUOIN PRINT CO BIB BACS PAYMENT	34.80		
19 Aug 2020	BP	SALARIES BIB MULTIPLE BENEF BIB BACS PAYMENT	3,544.39		
19 Aug 2020	BP	VIKING A GREAVES BIB BACS PAYMENT	11.00		30,424.50
20 Aug 2020	BP	TOILETS PHS GROUP BIB BACS PAYMENT	478.04		29,946.46
22 Aug 2020	DR	TOTAL CHARGES TO 31JUL2020	6.50		29,939.96
24 Aug 2020	BP	CLEANING LEND A HAND BIB BACS PAYMENT	20.25		
24 Aug 2020	BP	ELECTRICAL WORK P.T.POTTER BIB BACS PAYMENT	55.20		
24 Aug 2020	BP	RENT W & S DOODY BIB BACS PAYMENT	2,400.00		27,464.51

Date ▲ ⓘ	Type ▼ ⓘ	Description	Paid out ▼	Paid in ▼	Balance
26 Aug 2020	CR	Oakham Home Garden INVOICE 010		327.00	27,791.51
27 Aug 2020	BP	SOHO 66 P DENTON/DRCOLEMAN BIB BACS PAYMENT	43.06		
27 Aug 2020	BP	SOHO 66 P DENTON/DRCOLEMAN BIB BACS PAYMENT	18.00		
27 Aug 2020	BP	W/O 2020-460 G & R GREGG BIB BACS PAYMENT	213.57		
27 Aug 2020	BP	W/O 2020-461 G & R GREGG BIB BACS PAYMENT	20.00		
27 Aug 2020	BP	W/O 2020-462 G & R GREGG BIB BACS PAYMENT	117.49		
27 Aug 2020	BP	W/O 2020-463 G & R GREGG BIB BACS PAYMENT	20.00		27,359.39
End of sheet 496					
28 Aug 2020	BP	DEEP CLEAN MR K P BLACK BIB BACS PAYMENT	125.00		
28 Aug 2020	BP	DEEP CLEAN MR K P BLACK BIB BACS PAYMENT	175.00		
28 Aug 2020	BP	DEEP CLEAN MR K P BLACK BIB BACS PAYMENT	125.00		
28 Aug 2020	DD	MILL TELE LTD	140.99		26,793.40
End of sheet 497					
01 Sep 2020		Balance Carried Forward			26,793.40



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Oakham Town Council

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**Bank Reconciliation Statement as at 31/08/2020
for Cashbook 2 - Deposit Account - HSBC**

User: CLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Deposit Account	31/08/2020		410,000.00
			<u>410,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			410,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			410,000.00
		Balance per Cash Book is :-	410,000.00
		Difference is :-	0.00



OAKHAM TOWN COUNCIL

40-35-21 11352636

Bmm Account · Oakham Town



GBP 410,010.41

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Date ▲ ⓘ	Type ▼ ⓘ	Description	Paid out ▼	Paid in ▼	Balance
01 Aug 2020		Balance Brought Forward			410,000.00 ✓
01 Sep 2020	CR	GROSS INTEREST TO 31AUG2020		10.41	410,010.41
End of sheet 105					
01 Sep 2020		Balance Carried Forward			410,010.41



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Oakham Town Council

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**Bank Reconciliation Statement as at 31/05/2020
for Cashbook 3 - Cambridge Building Society**

User: CLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Cambridge Building Society	31/08/2020		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

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Oakham Town Council

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**Bank Reconciliation Statement as at 25/08/2020
for Cashbook 4 - Petty Cash**

User: CLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/08/2020		176.73
			<u>176.73</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			176.73
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			176.73
		Balance per Cash Book is :-	176.73
		Difference is :-	0.00

Detailed Income & Expenditure by Budget Heading 01/08/2020

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100 General Administration							
4000 Salaries	3,544	16,786	55,000	38,214		38,214	30.5%
4040 Rent	2,000	5,968	8,000	2,032		2,032	74.6%
4045 NNDR Offices & Toilets	0	4,710	12,000	7,290		7,290	39.3%
4050 Office Furniture & Equipment	111	388	1,000	612		612	38.8%
4055 Utilities	0	1,610	4,400	2,790		2,790	36.6%
4060 Insurance	0	4,837	5,000	163		163	96.7%
4065 Postage & Stationery	54	351	1,500	1,149		1,149	23.4%
4070 Telephone & Internet	117	371	1,500	1,129		1,129	24.7%
4075 Subscriptions	0	362	400	38		38	90.5%
4080 Expenses & Travel	0	0	250	250		250	0.0%
4085 Training	0	0	1,500	1,500		1,500	0.0%
4090 Accountancy & Audit	0	785	3,000	2,215		2,215	26.2%
4095 Legal Expenses	0	0	3,000	3,000		3,000	0.0%
4100 IT	87	426	3,500	3,074		3,074	12.2%
4105 Other Professional Fees	0	1,630	3,600	1,970		1,970	45.3%
General Administration :- Indirect Expenditure	5,914	38,226	103,650	65,424	0	65,424	36.9%
Net Expenditure	(5,914)	(38,226)	(103,650)	(65,424)			
200 Contracts							
4200 Grounds Maintenance	1,979	7,918	27,500	19,582		19,582	28.8%
4205 Floral Displays	0	14,739	12,000	(2,739)		(2,739)	122.8%
4210 Commissioning	0	0	8,000	8,000		8,000	0.0%
4215 Toilet Maintenance	1,648	7,857	20,000	12,143		12,143	39.3%
4220 Play Area Inspections	0	0	1,000	1,000		1,000	0.0%
4225 Christmas Decorations	0	1,982	22,000	20,018		20,018	9.0%
Contracts :- Indirect Expenditure	3,628	32,495	90,500	58,005	0	58,005	35.9%
Net Expenditure	(3,628)	(32,495)	(90,500)	(58,005)			
300 Recreation Planning & General							
4300 Catmose Prize Giving	0	0	35	35		35	0.0%
4305 Promotion of Oakham	0	320	5,000	4,680		4,680	6.4%
4310 Advertising	200	200	3,000	2,800		2,800	6.7%
4315 Planting & Tree Surgery	0	1,320	6,000	4,680		4,680	22.0%
4320 Additional Maintenance	562	2,733	7,900	5,167		5,167	34.6%
4325 Street & Park Furniture	0	0	12,000	12,000		12,000	0.0%
4330 Play Equipment	0	1,047	12,000	10,953		10,953	8.7%
4335 Grit Bins	0	0	2,000	2,000		2,000	0.0%
4340 Military Commemorations/events	0	0	4,000	4,000		4,000	0.0%
Recreation Planning & General :- Indirect Expenditure	762	5,620	51,935	46,315	0	46,315	10.8%
Net Expenditure	(762)	(5,620)	(51,935)	(46,315)			

Detailed Income & Expenditure by Budget Heading 01/08/2020

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
400 Other Expenditure							
4400 Public Works Loan Repayment	0	2,754	5,510	2,756		2,756	50.0%
4405 Other Expenses	20	1,283	1,200	(83)		(83)	106.9%
4410 Chairman's Allowance	0	92	3,000	2,908		2,908	3.1%
4420 Bank Charges	7	38	160	122		122	23.6%
4425 Elections	0	0	5,000	5,000		5,000	0.0%
4427 Community Street Lighting	0	12,819	14,000	1,181		1,181	91.6%
4430 Neighbourhood Plan	0	115	500	385		385	23.0%
4435 Relocation	837	18,110	28,000	9,890		9,890	64.7%
4440 Cutts Close Capital Project	0	0	25,000	25,000		25,000	0.0%
4445 Major Capital Project	0	0	40,000	40,000		40,000	0.0%
4450 Minor Capital Project	0	0	30,000	30,000		30,000	0.0%
4455 Public Emergency Provision	58	58	9,000	8,942		8,942	0.6%
Other Expenditure :- Indirect Expenditure	921	35,269	161,370	126,101	0	126,101	21.9%
Net Expenditure	(921)	(35,269)	(161,370)	(126,101)			
900 Income							
1076 Precept	0	285,069	0	(285,069)			0.0%
1090 Interest Received	0	121	0	(121)			0.0%
1100 Bowls Club Rent	0	380	0	(380)			0.0%
1110 Tennis Club Rent	0	476	0	(476)			0.0%
1130 Rutland House Community Trust	0	1,860	0	(1,860)			0.0%
1150 Allotment Rents	327	327	0	(327)			0.0%
Income :- Income	327	288,233	0	(288,233)			
Net Income	327	288,233	0	(288,233)			
Grand Totals:- Income	327	288,233	0	(288,233)			0.0%
Expenditure	11,225	111,610	407,455	295,845	0	295,845	27.4%
Net Income over Expenditure	(10,898)	176,623	(407,455)	(584,078)			
Movement to/(from) Gen Reserve	(10,898)	176,623					