

Oakham Town Council

Bank - Cash and Investment Reconciliation as at 1 November 2020

Confirmed Bank & Investment Balances

Bank Statement Balances

30/11/2020	Current Bank Account	40,341.59
30/11/2020	HSBC Deposit Account	330,000.00
30/11/2020	Cambridge Building Society	60,000.00
30/11/2020	Petty Cash	54.03

A
B
C
D

430,395.62

Other Cash & Bank Balances

0.00

430,395.62

All Cash & Bank Accounts

1	Current Bank Account - HSBC	40,341.59
2	Deposit Account - HSBC	330,000.00
3	Cambridge Building Society	60,000.00
4	Petty Cash	54.03
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	430,395.62

**Bank Reconciliation Statement as at 02/12/2020
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	30/11/2020		40,341.59
			<hr/> 40,341.59
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			40,341.59
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			40,341.59
		Balance per Cash Book is :-	40,341.59
		Difference is :-	0.00

Current Bank Account - HSBC

Payments made between 01/11/2020 and 30/11/2020

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/11/2020	Lend A Hand	BACS	20.25			4405	400	20.25	Cleaning
05/11/2020	Apogee	BACS	53.45			4050	100	53.45	Photocopier charges
05/11/2020	Rushton Tree Services	BACS	200.00			4315	300	200.00	Call out - overhanging Ash Tree
05/11/2020	G & R Gregg	BACS	30.00			4320	300	30.00	Fix signs
05/11/2020	Millennium Computer Services	BACS	86.40		14.40	4100	100	72.00	IT
05/11/2020	Asset Link	BACS	132.84		22.14	4050	100	110.70	Photocopier
05/11/2020	Reid Commercial Property	BACS	420.00		70.00	4105	100	350.00	Valuation
05/11/2020	Rutland Bin Cleaning	BACS	50.00			4320	300	50.00	Street Light Fixing - Cutts
05/11/2020	Rutland Bin Cleaning	BACS	50.00			4320	300	50.00	Graffiti Removal - Cutts
05/11/2020	Rutland Bin Cleaning	BACS	50.00			4320	300	50.00	Bunting removal
05/11/2020	Rutland Bin Cleaning	BACS	425.00			4320	300	425.00	Park deep cleans
05/11/2020	Rutland Bin Cleaning	BACS	425.00			4320	300	425.00	Deep clean parks OCT
05/11/2020	Rutland County Council	BACS	294.53			4045	100	294.53	NNDR
05/11/2020	AA Cleaning Services	BACS	1,250.00			4215	200	1,250.00	Toilet cleaning - OCTOBER
16/11/2020	Salaries	BACS	2,708.68			4000	100	2,708.68	Salaries
16/11/2020	Leicestershire County Council	BACS	1,094.08			4000	100	1,094.08	Pension
16/11/2020	HMRC	BACS	674.88			4000	100	674.88	Tax & NI
16/11/2020	Lend A Hand	BACS	20.25			4405	400	20.25	Office cleaning
16/11/2020	Co-op / Greaves	BACS	8.50		1.42	4405	400	7.08	Sundries
16/11/2020	Open Plan	BACS	1,620.00		270.00	4430	400	1,350.00	NP Modification
16/11/2020	Biffa	BACS	2,375.38		395.90	4200	200	1,979.48	Grounds Maintenance
16/11/2020	Paul Ford Tree Surgery Ltd	BACS	384.00		64.00	4305	300	320.00	Bunting removal
16/11/2020	K and K Window Cleaning	BACS	34.00			4405	400	34.00	Window Cleaning
16/11/2020	Viking / Greaves	BACS	197.27		32.88	4065	100	164.39	Stationery
17/11/2020	Playscape	BACS	720.00		120.00	4330	300	600.00	Remedial works - w/o 2020-468
17/11/2020	Playscape	BACS	570.00		95.00	4330	300	475.00	Remedial - 2020-470
17/11/2020	Playscape	BACS	360.00		60.00	4330	300	300.00	Remedial - 2020-469
17/11/2020	Oakham Home Improvements	BACS	768.00		128.00	4320	300	640.00	Fire Escape Door repair
17/11/2020	Oakham Home Improvements	BACS	147.60		24.60	4320	300	123.00	Faulty window locks
17/11/2020	G & R Gregg	BACS	97.03			4320	300	97.03	Repair fence
17/11/2020	G & R Gregg	BACS	30.00			4320	300	30.00	Remedial works
17/11/2020	G & R Gregg	BACS	30.00			4405	400	30.00	Erect banners
17/11/2020	G & R Gregg	BACS	40.80			4320	300	40.80	Fix signs
17/11/2020	G & R Gregg	BACS	43.00			4320	300	43.00	Replace missing slates to roof

Subtotal Carried Forward: 15,410.94 0.00 1,298.34 14,112.60

Date: 02/12/2020

Oakham Town Council

Time: 14:23

Cashbook 1

User: CLERK

Current Bank Account - HSBC

Payments made between 01/11/2020 and 30/11/2020

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>
17/11/2020	Phs Group	BACS	478.04		79.67	4215	200	398.37	Sanitary Disposal
20/11/2020	First Products Ltd	BACS	11,256.00		1,876.00	4225	200	9,380.00	Xmas decorations
20/11/2020	Rushton Tree	BACS	1,300.00			4315	300	1,300.00	2 x Oak Tree reduction
22/11/2020	HSBC	DEDUCT	6.50			1100	900	6.50	Bank charges
28/11/2020	Millennium Computer Services	DD	131.80		21.97	4070	100	109.83	Telephone & Internet
Total Payments:			28,583.28	0.00	3,275.98			25,307.30	

40-35-21 01300504

Business A/C · Oak Town Cou



GBP 40,341.59

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Balance details

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Statements

All transactions for the last

7 days	14 days	1 month	3 months	6 months	12 months	01 Nov 2020 to 30 Nov 2020
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Items posted may still be reversed, returned, or recalled.



Date	Type	Description	Paid out	Paid in	Balance
30 Nov 2020		Balance carried forward			40,341.59 ✓ AG
30 Nov 2020	DD	MILL TELE LTD	131.80		40,341.59
22 Nov 2020	CHG	TOTAL CHARGES TO 31OCT2020	6.50		40,473.39
20 Nov 2020	BP	2020-489-488 RUSHTON TREE BIB BACS PAYMENT	1,300.00		40,479.89
20 Nov 2020	BP	CHRISTMAS 2020 FIRST PRODUCT LTD BIB BACS PAYMENT	5,628.00		41,779.89
19 Nov 2020	BP	2020-500 G & R GREGG BIB BACS PAYMENT	30.00		47,407.89
19 Nov 2020	BP	2020-498 G & R GREGG BIB BACS PAYMENT	40.80		47,437.89

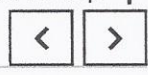
Date	Type	Description	Paid out	Paid in	Balance
19 Nov 2020	BP	2020-497 G & R GREGG BIB BACS PAYMENT	43.00		47,478.69
19 Nov 2020	BP	2020-493 G & R GREGG BIB BACS PAYMENT	30.00		47,521.69
19 Nov 2020	BP	2020-491 G & R GREGG BIB BACS PAYMENT	97.03		47,551.69
19 Nov 2020	BP	2020-482 OAK HOME IMPROVE BIB BACS PAYMENT	768.00		47,648.72
19 Nov 2020	BP	WILLOW CRESCENT Playscape Ltd BIB BACS PAYMENT	720.00		48,416.72
19 Nov 2020	BP	ROYCE PLAYING Playscape Ltd BIB BACS PAYMENT	570.00		49,136.72
19 Nov 2020	BP	INV 67906430 PHS GROUP BIB BACS PAYMENT	478.04		49,706.72
19 Nov 2020	BP	DANCE STUDIO OAK HOME IMPROVE BIB BACS PAYMENT	147.60		50,184.76
19 Nov 2020	BP	CUTTS CLOSE Playscape Ltd BIB BACS PAYMENT	360.00		50,332.36
19 Nov 2020	BP	CHRISTMAS 2020 FIRST PRODUCT LTD BIB BACS PAYMENT	5,628.00		50,692.36
18 Nov 2020	TFR	403521 11352636 INTERNET TRANSFER		20,000.00	56,320.36
16 Nov 2020	BP	WINDOW CLEANING K&K WINDOW CLEANER BIB BACS PAYMENT	34.00		36,320.36
16 Nov 2020	BP	VIKING A GREAVES BIB BACS PAYMENT	197.27		36,354.36

Date	Type	Description	Paid out	Paid in	Balance
16 Nov 2020	BP	SALARIES BIB MULTIPLE BENEF BIB BACS PAYMENT	4,477.64		36,551.63
16 Nov 2020	BP	OFFICE CLEANING LEND A HAND BIB BACS PAYMENT	20.25		41,029.27
16 Nov 2020	BP	NEIGHBOURHOOD PLAN OPEN PLAN BIB BACS PAYMENT	1,620.00		41,049.52
16 Nov 2020	BP	GROUNDMAINTENANCE BIFFA BIB BACS PAYMENT	2,375.38		42,669.52
16 Nov 2020	BP	CO-OP A GREAVES BIB BACS PAYMENT	8.50		45,044.90
16 Nov 2020	BP	BUNTING REMOVAL PAUL FORD TREE LTD BIB BACS PAYMENT	384.00		45,053.40
12 Nov 2020	TFR	403521 11352636 INTERNET TRANSFER		20,000.00	45,437.40
10 Nov 2020	BP	W/O 2020-486 G & R GREGG BIB BACS PAYMENT	30.00		25,437.40
10 Nov 2020	BP	VALUATION REID COMMERCIAL BIB BACS PAYMENT	420.00		25,467.40
10 Nov 2020	BP	TREE WORK RUSHTON TREE BIB BACS PAYMENT	200.00		25,887.40
10 Nov 2020	BP	TOILET CLEANING AA CLEANING BIB BACS PAYMENT	1,250.00		26,087.40
10 Nov 2020	BP	STREETLIGHT FIXING MR K P BLACK BIB BACS PAYMENT	50.00		27,337.40
10 Nov 2020	BP	PHOTOCOPIER APOGEE CORP LTD BIB BACS PAYMENT	53.45		27,387.40

Date	Type	Description	Paid out	Paid in	Balance
10 Nov 2020	BP	PARK DEEP CLEAN MR K P BLACK BIB BACS PAYMENT	425.00		27,440.85
10 Nov 2020	BP	NDR RUTLAND C/TAX BIB BACS PAYMENT	294.53		27,865.85
10 Nov 2020	BP	IT MILLENNIUM LTD BIB BACS PAYMENT	86.40		28,160.38
10 Nov 2020	BP	GRAFFITI REMOVAL MR K P BLACK BIB BACS PAYMENT	50.00		28,246.78
10 Nov 2020	BP	DEEP CLEAN OCT MR K P BLACK BIB BACS PAYMENT	425.00		28,296.78
10 Nov 2020	BP	CLEANING 28/10 LEND A HAND BIB BACS PAYMENT	20.25		28,721.78
10 Nov 2020	BP	BUNTING REMOVAL MR K P BLACK BIB BACS PAYMENT	50.00		28,742.03
02 Nov 2020	DD	ASSETLINKCAPITALN7	132.84		28,792.03
01 Nov 2020		Balance brought forward			28,924.87

Last updated 02 Dec 2020 13:02

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Date: 02/12/2020

Oakham Town Council

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Time: 14:24

**Bank Reconciliation Statement as at 30/11/2020
for Cashbook 2 - Deposit Account - HSEC**

User: CLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Deposit Account	30/11/2020		330,000.00
			<u>330,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			330,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			330,000.00
		Balance per Cash Book is :-	330,000.00
		Difference is :-	0.00

Date: 02/12/2020

Oakham Town Council

Page 1

Time: 14:23

Cashbook 2

User: CLERK

Deposit Account - HSBC

Payments made between 01/11/2020 and 30/11/2020

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>
01/11/2020	Current Bank Account - HSBC	Transfer	20,000.00			200		20,000.00	Transfer
18/11/2020	Current Bank Account - HSBC	Transfer	20,000.00			200		20,000.00	Transfer
Total Payments:			40,000.00	0.00	0.00			40,000.00	

40-35-21 11352636
Bmm Account · Oakham Town

GBP 330,009.36

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Statements

All transactions for the last

7 days	14 days	1 month	3 months	6 months	12 months	Choose custom date range
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Date	Type	Description	Paid out	Paid in	Balance
02 Dec 2020		Balance carried forward			330,009.36
01 Dec 2020	INT	GROSS INTEREST TO 30NOV2020		9.36	330,009.36
18 Nov 2020	TFR	403521 01300504 INTERNET TRANSFER	20,000.00		330,000.00
12 Nov 2020	TFR	403521 01300504 INTERNET TRANSFER	20,000.00		350,000.00
02 Nov 2020		Balance brought forward			370,000.00

Last updated 02 Dec 2020 12:58

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Bank Reconciliation Statement as at 30/11/2020
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	30/11/2020		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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Date: 02/12/2020

Oakham Town Council

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Time: 14:25

**Bank Reconciliation Statement as at 30/11/2020
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	30/11/2020		54.03
			<hr/> 54.03
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			54.03
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			54.03
		Balance per Cash Book is :-	54.03
		Difference is :-	0.00

Petty Cash

Payments made between 01/11/2020 and 30/11/2020

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>
02/11/2020	Post Office	PC	15.00			4405	400	15.00	Gift Card / good will / damage
02/11/2020	Viking	PC	37.19		6.20	4065	100	30.99	Stationery
02/11/2020	RBL	PC	25.00			4410	400	25.00	Poppy Wreath
11/11/2020	Post Office	PC	1.95			4065	100	1.95	Postage
Total Payments:			79.14	0.00	6.20			72.94	

14:28

Detailed Income & Expenditure by Budget Heading 01/11/2020

Month No: 8

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	4,478	31,278	55,000	23,722		23,722	56.9%
4040 Rent	0	5,968	8,000	2,032		2,032	74.6%
4045 NNDR Offices & Toilets	295	7,791	12,000	4,209		4,209	64.9%
4050 Office Furniture & Equipment	164	891	1,000	109		109	89.1%
4055 Utilities	0	2,389	4,400	2,011		2,011	54.3%
4060 Insurance	0	4,837	5,000	163		163	96.7%
4065 Postage & Stationery	197	638	1,500	862		862	42.5%
4070 Telephone & Internet	110	657	1,500	843		843	43.8%
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	1,172	3,000	1,828		1,828	39.1%
4095 Legal Expenses	0	0	3,000	3,000		3,000	0.0%
4100 IT	72	691	3,500	2,809		2,809	19.8%
4105 Other Professional Fees	350	2,160	3,600	1,440		1,440	60.0%
General Administration :- Indirect Expenditure	5,665	58,834	103,650	44,816	0	44,816	56.8%
Net Expenditure	(5,665)	(58,834)	(103,650)	(44,816)			
200 Contracts							
4200 Grounds Maintenance	1,979	13,856	27,500	13,644		13,644	50.4%
4205 Floral Displays	0	14,939	12,000	(2,939)		(2,939)	124.5%
4210 Commissioning	0	0	8,000	8,000		8,000	0.0%
4215 Toilet Maintenance	1,648	12,096	20,000	7,904		7,904	60.5%
4220 Play Area Inspections	0	225	1,000	775		775	22.5%
4225 Christmas Decorations	9,380	22,586	22,000	(586)		(586)	102.7%
Contracts :- Indirect Expenditure	13,008	63,702	90,500	26,798	0	26,798	70.4%
Net Expenditure	(13,008)	(63,702)	(90,500)	(26,798)			
300 Recreation Planning & General							
4300 Catmose Prize Giving	0	0	35	35		35	0.0%
4305 Promotion of Oakham	320	640	5,000	4,360		4,360	12.8%
4310 Advertising	0	200	3,000	2,800		2,800	6.7%
4315 Planting & Tree Surgery	1,500	3,780	6,000	2,220		2,220	63.0%
4320 Additional Maintenance	2,004	6,308	7,900	1,592		1,592	79.8%
4325 Street & Park Furniture	0	1,977	12,000	10,024		10,024	16.5%
4330 Play Equipment	1,375	2,747	12,000	9,253		9,253	22.9%
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	5,199	15,651	51,935	36,284	0	36,284	30.1%
Net Expenditure	(5,199)	(15,651)	(51,935)	(36,284)			

Detailed Income & Expenditure by Budget Heading 01/11/2020

Month No: 8

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	5,508	5,510	2		2	100.0%
4405 Other Expenses	127	1,737	1,200	(537)		(537)	144.8%
4410 Chairman's Allowance	25	117	3,000	2,883		2,883	3.9%
4420 Bank Charges	0	52	160	108		108	32.7%
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	1,350	1,465	500	(965)		(965)	293.0%
4435 Relocation	0	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	0	58	9,000	8,942		8,942	0.6%
Other Expenditure :- Indirect Expenditure	<u>1,502</u>	<u>39,867</u>	<u>161,370</u>	<u>121,503</u>	<u>0</u>	<u>121,503</u>	<u>24.7%</u>
Net Expenditure	<u>(1,502)</u>	<u>(39,867)</u>	<u>(161,370)</u>	<u>(121,503)</u>			
900 Income							
1076 Precept	0	285,069	0	(285,069)			0.0%
1090 Interest Received	0	131	0	(131)			0.0%
1100 Bowls Club Rent	(7)	564	0	(564)			0.0%
1110 Tennis Club Rent	0	714	0	(714)			0.0%
1120 Oakham Community Centre	0	375	0	(375)			0.0%
1130 Rutland House Community Trust	0	1,860	0	(1,860)			0.0%
1150 Allotment Rents	0	419	0	(419)			0.0%
1900 CIL Disbursement	0	750	0	(750)			0.0%
Income :- Income	<u>(7)</u>	<u>289,882</u>	<u>0</u>	<u>(289,882)</u>			
Net Income	<u>(7)</u>	<u>289,882</u>	<u>0</u>	<u>(289,882)</u>			
Grand Totals:- Income	<u>(7)</u>	<u>289,882</u>	<u>0</u>	<u>(289,882)</u>			<u>0.0%</u>
Expenditure	<u>25,374</u>	<u>178,055</u>	<u>407,455</u>	<u>229,400</u>	<u>0</u>	<u>229,400</u>	<u>43.7%</u>
Net Income over Expenditure	<u>(25,380)</u>	<u>111,827</u>	<u>(407,455)</u>	<u>(519,282)</u>			
Movement to/(from) Gen Reserve	<u>(25,380)</u>	<u>111,827</u>					