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**Oakham Town Council**

**Bank - Cash and Investment Reconciliation as at 31 October 2020**

**Confirmed Bank & Investment Balances**

**Bank Statement Balances**

31/10/2020	Current Bank Account	28,924.87
31/10/2020	HSBC Deposit Account	370,000.00
31/10/2020	Cambridge Building Society	60,000.00
31/10/2020	Petty Cash	133.17

A  
B  
C  
D

**459,058.04**

**Other Cash & Bank Balances**

**0.00**

**459,058.04**

**All Cash & Bank Accounts**

1	Current Bank Account - HSBC	28,924.87
2	Deposit Account - HSBC	370,000.00
3	Cambridge Building Society	60,000.00
4	Petty Cash	133.17
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b><u>459,058.04</u></b>

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Date: 05/11/2020

Oakham Town Council

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**Bank Reconciliation Statement as at 31/10/2020  
for Cashbook 1 - Current Bank Account - HSBC**

User: CLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank Account	31/10/2020		28,924.87
			<u>28,924.87</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			28,924.87
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			28,924.87
		<b>Balance per Cash Book is :-</b>	<b>28,924.87</b>
		<b>Difference is :-</b>	<b>0.00</b>

Current Bank Account - HSBC

Payments made between 01/10/2020 and 31/10/2020


Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
08/10/2020	Playscape Ltd	BACS	270.00		45.00	4220	200	225.00	Play Equipment inspections
08/10/2020	Millennium Computer Services	BACS	84.72		14.12	4100	100	70.60	IT
08/10/2020	Millennium Computer Services	BACS	19.20		3.20	4100	100	16.00	IT
08/10/2020	Bulley Davey	BACS	216.00		36.00	4105	100	180.00	Payroll charges
08/10/2020	Baker Signs	BACS	154.80		25.80	4405	400	129.00	Signs
08/10/2020	G & R Gregg	BACS	385.00			4320	300	385.00	Painting Bandstand
08/10/2020	G & R Gregg	BACS	325.00			4330	300	325.00	Painting swings Cutts Close
08/10/2020	G & R Gregg	BACS	40.00			4320	300	40.00	Refitting litter bin
08/10/2020	G & R Gregg	BACS	20.00			4320	300	20.00	Clear ourt nest boxes
08/10/2020	G & R Gregg	BACS	82.50			4320	300	82.50	Painting exercise equipment
08/10/2020	First Product Ltd	BACS	5,856.00		976.00	4225	200	4,880.00	50% Christmas deposit
08/10/2020	Viking	BACS	91.09		15.18	4065	100	75.91	Stationery
08/10/2020	Furniture Work	BACS	405.60		67.60	4050	100	338.00	Furniture
08/10/2020	Lend A Hand	BACS	20.25			4405	400	20.25	Cleaning
08/10/2020	AA Cleaning Services	BACS	1,250.00			4215	200	1,250.00	Toilet Cleaning
09/10/2020	Kiwa Ltd	BACS	1,188.00		198.00	4320	300	990.00	Light colums insepctions
14/10/2020	Biffa	BACS	2,375.38		395.90	4200	200	1,979.48	Grounds Maintenance - September
14/10/2020	Window Flowers Ltd	BACS	240.00		40.00	4205	200	200.00	Winter Planting
14/10/2020	Lend A Hand	BACS	20.25			4405	400	20.25	Cleaning
15/10/2020	Salaries	BACS	3,234.20			4000	100	3,234.20	Salaries
15/10/2020	HMRC	BACS	931.40			4000	100	931.40	Tax & NI
15/10/2020	Leicestershire County Council	BACS	1,349.66			4000	100	1,349.66	Pension contribution
19/10/2020	Public Works Loan Board	DD	2,754.06			4400	400	2,754.06	Loan repayment
22/10/2020	HSBC	BACS	8.00			4420	400	8.00	Bank Charges
23/10/2020	Eon	DD	69.03		3.29	4055	100	65.74	Utilites - Street Lightng
26/10/2020	Total Gas & Power	DD	729.70		121.62	4055	100	608.08	Utilites - Church Street
28/10/2020	Millennium Computer Services	DD	107.52		17.92	4070	100	89.60	Telephone / Internet
<b>Total Payments:</b>			<b>22,227.36</b>	<b>0.00</b>	<b>1,959.63</b>			<b>20,267.73</b>	

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Business A/C · Oak Town Cou



GBP 28,792.03

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Statements

## All transactions for the last



7 days	14 days	1 month	3 months	6 months	12 months	01 Oct 2020 to 31 Oct 2020
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Date	Type		Description	Paid out	Paid in	Balance
31 Oct 2020			Balance carried forward			28,924.87 
28 Oct 2020	CR		E Platt EMILY PLATT RENT		450.00	28,924.87
28 Oct 2020	DD		MILL TELE LTD	107.52		28,474.87
27 Oct 2020	CR		RUTLAND C C		750.00	28,582.39
26 Oct 2020	DD		TOTAL GAS & POWER	729.70		27,832.39
23 Oct 2020	DD		E.ON	69.03		28,562.09
22 Oct 2020	CHG		TOTAL CHARGES TO 30SEP2020	8.00		28,631.12
19 Oct 2020	DD		PUBLIC WORKS LOANS	2,754.06		28,639.12
15 Oct 2020	BP		SALARIES BIB MULTIPLE BENEF BIB BACS PAYMENT	5,515.26		31,393.18



Date	Type	②	Description	Paid out	Paid in	Balance
14 Oct 2020	BP		GROUNDMAINTENANCE BIFFA BIB BACS PAYMENT	2,375.38		36,908.44
14 Oct 2020	BP		FLORAL DISPLAYS WINDOWFLOWERS LTD BIB BACS PAYMENT	240.00		39,283.82
14 Oct 2020	BP		CLEANING LEND A HAND BIB BACS PAYMENT	20.25		39,523.82
13 Oct 2020	CR		HMRC VAT REPAY		5,984.79	39,544.07
12 Oct 2020	TFR		403521 11352636 INTERNET TRANSFER		20,000.00	33,559.28
09 Oct 2020	BP		COLUMNS INSPECTION KIWA LTD BIB BACS PAYMENT	1,188.00		13,559.28
08 Oct 2020	BP		W/O 2020-483 G & R GREGG BIB BACS PAYMENT	40.00		14,747.28
08 Oct 2020	BP		W/O 2020-479 G & R GREGG BIB BACS PAYMENT	20.00		14,787.28
08 Oct 2020	BP		W/O 2020-477 SIGNS BARKER SIGNS BIB BACS PAYMENT	154.80		14,807.28
08 Oct 2020	BP		W/O 2020-473 G & R GREGG BIB BACS PAYMENT	82.50		14,962.08
08 Oct 2020	BP		W/O 2020-472 G & R GREGG BIB BACS PAYMENT	385.00		15,044.58
08 Oct 2020	BP		W/O 2020-471 G & R GREGG BIB BACS PAYMENT	325.00		15,429.58
08 Oct 2020	BP		W/O 2020-466 Playscape Ltd BIB BACS PAYMENT	270.00		15,754.58
08 Oct 2020	BP		VIKING A GREAVES BIB BACS PAYMENT	91.09		16,024.58

Date	Type	②	Description	Paid out	Paid in	Balance
08 Oct 2020	BP		TOILET CLEANING AA CLEANING BIB BACS PAYMENT	1,250.00		16,115.67
08 Oct 2020	BP		PAYROLL SERVICES BULLEY DAVEY BIB BACS PAYMENT	216.00		17,365.67
08 Oct 2020	BP		IT MILLENNIUM LTD BIB BACS PAYMENT	19.20		17,581.67
08 Oct 2020	BP		IT MILLENNIUM LTD BIB BACS PAYMENT	84.72		17,600.87
08 Oct 2020	BP		FURNITUREWORK A GREAVES BIB BACS PAYMENT	405.60		17,685.59
08 Oct 2020	BP		CLEANING LEND A HAND BIB BACS PAYMENT	20.25		18,091.19
08 Oct 2020	BP		CHRISTMASDECORATOR FIRST PRODUCT LTD BIB BACS PAYMENT	5,856.00		18,111.44
01 Oct 2020	CR		01300504 OAK BOWL CB		190.00	23,967.44
01 Oct 2020	CR		OAK LAWN		238.00	23,777.44
01 Oct 2020			Balance brought forward			23,539.44

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Date: 05/11/2020

Oakham Town Council

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Time: 12:44

**Bank Reconciliation Statement as at 31/10/2020  
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	31/10/2020		370,000.00
			<u>370,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			370,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			370,000.00
		<b>Balance per Cash Book is :-</b>	<b>370,000.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 05/11/2020

Oakham Town Council

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Time: 12:42

Cashbook 2

User: CLERK

Deposit Account - HSBC

Payments made between 01/10/2020 and 31/10/2020

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 Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
12/10/2020	Current Bank Account - HSBC	Transfer	20,000.00			200	20,000.00	Transfer
<b>Total Payments:</b>			20,000.00	0.00	0.00		20,000.00	





OAKHAM TOWN COUNCIL

40-35-21 11352636

Bmm Account · Oakham Town

GBP 370,000.00

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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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Items posted may still be reversed, returned, or recalled.



Date	Type	<input style="font-size: small;" type="button" value="?"/>	Description	Paid out	Paid in	Balance
05 Nov 2020			Balance carried forward			370,000.00 <span style="float: right;">d</span>
12 Oct 2020	TFR		403521 01300504 INTERNET TRANSFER	20,000.00		370,000.00
06 Oct 2020			Balance brought forward			390,000.00

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Date: 05/11/2020

Oakham Town Council

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Time: 12:45

**Bank Reconciliation Statement as at 31/10/2020  
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	31/10/2020		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
		<b>Balance per Cash Book is :-</b>	<b>60,000.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

Bank Reconciliation Statement as at 31/10/2020  
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	31/10/2020		133.17
			<u>133.17</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>133.17</u>
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	0.00
			<u>133.17</u>
		Balance per Cash Book is :-	133.17
		Difference is :-	0.00

Payments made between 01/10/2020 and 31/10/2020

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>
21/10/2020	Midland Flags	PC	14.97			4405	400	14.97	Flags
22/10/2020	Post Office	PC	4.51			4065	100	4.51	Postage
26/10/2020	Terralec	PC	14.90			4405	400	14.90	Cable Reel
28/10/2020	Post Office	PC	7.40			4065	100	7.40	Postage
29/10/2020	Briars / Post Office	PC	1.78		0.30	4065	100	1.48	Stationery
<b>Total Payments:</b>			<b>43.56</b>	<b>0.00</b>	<b>0.30</b>			<b>43.26</b>	

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## Detailed Income &amp; Expenditure by Budget Heading 31/10/2020

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>100 General Administration</b>							
4000 Salaries	5,515	26,800	55,000	28,200		28,200	48.7%
4040 Rent	0	5,968	8,000	2,032		2,032	74.6%
4045 NNDR Offices & Toilets	0	7,496	12,000	4,504		4,504	62.5%
4050 Office Furniture & Equipment	338	726	1,000	274		274	72.6%
4055 Utilities	674	2,389	4,400	2,011		2,011	54.3%
4060 Insurance	0	4,837	5,000	163		163	96.7%
4065 Postage & Stationery	89	441	1,500	1,059		1,059	29.4%
4070 Telephone & Internet	90	547	1,500	953		953	36.5%
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	87	619	3,500	2,881		2,881	17.7%
4105 Other Professional Fees	180	1,810	3,600	1,790		1,790	50.3%
General Administration :- Indirect Expenditure	<b>6,973</b>	<b>53,169</b>	<b>103,650</b>	<b>50,481</b>	<b>0</b>	<b>50,481</b>	<b>51.3%</b>
<b>Net Expenditure</b>	<b>(6,973)</b>	<b>(53,169)</b>	<b>(103,650)</b>	<b>(50,481)</b>			
<b>200 Contracts</b>							
4200 Grounds Maintenance	1,979	11,877	27,500	15,623		15,623	43.2%
4205 Floral Displays	200	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	1,250	10,447	20,000	9,553		9,553	52.2%
4220 Play Area Inspections	225	225	1,000	775		775	22.5%
4225 Christmas Decorations	4,880	13,206	22,000	8,794		8,794	60.0%
Contracts :- Indirect Expenditure	<b>8,534</b>	<b>50,694</b>	<b>90,500</b>	<b>39,806</b>	<b>0</b>	<b>39,806</b>	<b>56.0%</b>
<b>Net Expenditure</b>	<b>(8,534)</b>	<b>(50,694)</b>	<b>(90,500)</b>	<b>(39,806)</b>			
<b>300 Recreation Planning &amp; General</b>							
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	0	200	3,000	2,800		2,800	6.7%
4315 Planting & Tree Surgery	0	2,280	6,000	3,720		3,720	38.0%
4320 Additional Maintenance	1,518	4,304	7,900	3,596		3,596	54.5%
4325 Street & Park Furniture	0	1,977	12,000	10,024		10,024	16.5%
4330 Play Equipment	325	1,372	12,000	10,628		10,628	11.4%
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	<b>1,843</b>	<b>10,453</b>	<b>51,935</b>	<b>41,482</b>	<b>0</b>	<b>41,482</b>	<b>20.1%</b>
<b>Net Expenditure</b>	<b>(1,843)</b>	<b>(10,453)</b>	<b>(51,935)</b>	<b>(41,482)</b>			



## Detailed Income &amp; Expenditure by Budget Heading 31/10/2020

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>400 Other Expenditure</b>							
4400 Public Works Loan Repayment	2,754	5,508	5,510	2		2	100.0%
4405 Other Expenses	199	1,611	1,200	(411)		(411)	134.2%
4410 Chairman's Allowance	0	92	3,000	2,908		2,908	3.1%
4420 Bank Charges	8	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	0	115	500	385		385	23.0%
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>2,961</u>	<u>38,365</u>	<u>161,370</u>	<u>123,005</u>	<u>0</u>	<u>123,005</u>	<u>23.8%</u>
<b>Net Expenditure</b>	<u>(2,961)</u>	<u>(38,365)</u>	<u>(161,370)</u>	<u>(123,005)</u>			
<b>900 Income</b>							
1076 Precept	0	285,069	0	(285,069)			0.0%
1090 Interest Received	0	131	0	(131)			0.0%
1100 Bowls Club Rent	190	570	0	(570)			0.0%
1110 Tennis Club Rent	238	714	0	(714)			0.0%
1120 Oakham Community Centre	375	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	750	750	0	(750)			0.0%
Income :- Income	<u>1,553</u>	<u>289,888</u>	<u>0</u>	<u>(289,888)</u>			
<b>Net Income</b>	<u>1,553</u>	<u>289,888</u>	<u>0</u>	<u>(289,888)</u>			
<b>Grand Totals:- Income</b>	<u>1,553</u>	<u>289,888</u>	<u>0</u>	<u>(289,888)</u>			<u>0.0%</u>
<b>Expenditure</b>	<u>20,311</u>	<u>152,681</u>	<u>407,455</u>	<u>254,774</u>	<u>0</u>	<u>254,774</u>	<u>37.5%</u>
<b>Net Income over Expenditure</b>	<u>(18,758)</u>	<u>137,207</u>	<u>(407,455)</u>	<u>(544,662)</u>			
<b>Movement to/(from) Gen Reserve</b>	<u>(18,758)</u>	<u>137,207</u>					