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Oakham Town Council

Bank - Cash and Investment Reconciliation as at 1 August 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

31/08/2021	Current Bank Account	25,698.77	A
31/08/2021	HSBC Deposit Account	410,000.00	B
31/08/2021	Cambridge Building Society	60,000.00	C
31/08/2021	Petty Cash	198.91	D
			495,897.68

Other Cash & Bank Balances

0.00

495,897.68

All Cash & Bank Accounts

1	Current Bank Account - HSBC	25,698.77
2	Deposit Account - HSBC	410,000.00
3	Cambridge Building Society	60,000.00
4	Petty Cash	198.91
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	495,897.68

**Bank Reconciliation Statement as at 31/08/2021
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	31/08/2021		25,698.77
			<u>25,698.77</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			25,698.77
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			25,698.77
		Balance per Cash Book is :-	25,698.77
		Difference is :-	0.00

Current Bank Account - HSBC

Payments made between 01/08/2021 and 31/08/2021

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
12/08/2021	Mayors Charities	BACS	40.00			4410	400	40.00	Chairmans Allowance/civic
12/08/2021	Rutland Choral Society	BACS	300.00			4305	300	300.00	Band concert
12/08/2021	Mr K Black	BACS	210.00			4320	300	210.00	Bin removal
12/08/2021	G & R Gregg	BACS	39.00			4320	300	39.00	Repair to rain water pipe OCC
12/08/2021	Millennium Computer Services	BACS	19.20		3.20	4100	100	16.00	IT
12/08/2021	Millennium Computer Services	BACS	55.20		9.20	4100	100	46.00	IT
12/08/2021	Rutland County Council	BACS	137.50			4060	100	137.50	Insurance recharge
12/08/2021	AA Cleaning Services	BACS	1,575.35			4215	200	1,575.35	Toilet Maintenance
12/08/2021	Biffa	BACS	2,406.49		401.08	4200	200	2,005.41	Grounds Maintenance
12/08/2021	Mr K Black	BACS	425.00			4320	300	425.00	Park cleaning x 3
12/08/2021	Millennium Computer Services	BACS	55.20		9.20	4100	100	46.00	IT
12/08/2021	G T Aumais	BACS	45.00			4320	300	45.00	Plumbing
12/08/2021	G & R Gregg	BACS	1,933.46			4320	300	1,933.46	Remedial work - benches
12/08/2021	G & R Gregg	BACS	184.25			4320	300	184.25	Remedial work - benches
12/08/2021	Lend A Hand	BACS	27.00			4405	400	27.00	Cleaning
13/08/2021	Salaries	BACS	2,868.51			4000	100	2,868.51	Salaries
13/08/2021	Leicestershire County Council	BACS	1,078.43			4000	100	1,078.43	Pension
13/08/2021	HMRC	BACS	522.44			4000	100	522.44	Tax & NI
13/08/2021	BNP Paribas	BACS	113.29		18.88	4050	100	94.41	Copier lease
13/08/2021	W&S Doody	BACS	397.07		66.18	4055	100	330.89	Utilites
16/08/2021	First Product Direct	BACS	8,628.00		1,438.00	4225	200	7,190.00	Xmas rental
16/08/2021	Uppingham Jazz	BACS	300.00			4305	300	300.00	Band concert
16/08/2021	McCombie Smith	BACS	425.00			4105	100	425.00	Architect plans for shelter
17/08/2021	First Product Ltd	BACS	8,628.00		1,438.00	4225	200	7,190.00	Xmas rental
17/08/2021	123-reg	BACS	-8,628.00		-1,438.00	4225	200	-7,190.00	Xmas decorations
17/08/2021	First Direct Ltd	BACS	8,328.00		1,388.00	4225	200	6,940.00	Xmas decorations
22/08/2021	HSBC	DEDUCT	7.40			4420	400	7.40	Fees
23/08/2021	SLCC	BACS	262.00			4075	100	262.00	Membership subscription
23/08/2021	Hathern Band	BACS	400.00			4305	300	400.00	Band concert
23/08/2021	PHSGroup Plc	BACS	478.04		79.67	4215	200	398.37	Sanitary disposal
23/08/2021	K&K Windows	BACS	34.00			4405	400	34.00	Window cleaning
31/08/2021	Iliffe Media	BACS	756.13		126.02	4310	300	630.11	Adverts
31/08/2021	K Black	BACS	95.00			4320	300	95.00	Removal of brench/branch
31/08/2021	Harborough Band	BACS	300.00			4305	300	300.00	Band concert
31/08/2021	Lend A Hand	BACS	27.00			4405	400	27.00	office cleaning
31/08/2021	W & S Doody	BACS	2,400.00		400.00	4040	100	2,000.00	Rent Sept-Dec 2021

Subtotal Carried Forward:

34,872.96

0.00

3,939.43

30,933.53

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Date: 02/09/2021

Oakham Town Council

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Time: 16:15

Cashbook 1

User: CLERK

Current Bank Account - HSBC

Payments made between 01/08/2021 and 31/08/2021

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>
31/08/2021	Millennium Computer Services	BACS	100.81		16.80	4070	100	84.01	Phone & internet
Total Payments:			34,973.77	0.00	3,956.23			31,017.54	

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Business A/C · Oak Town Cou



GBP 26,598.77

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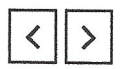
Date	Type	Description	Paid out	Paid in	Balance
01 Aug 2021		Balance Brought Forward			15,067.54
02 Aug 2021	CR	E Platt EMILY PLATT RENT		900.00	15,967.54
10 Aug 2021	TFR	403521 11352636 INTERNET TRANSFER		20,000.00	35,967.54
12 Aug 2021	BP	BAND CONCERT Rut Choral Society BIB BACS PAYMENT	300.00		
12 Aug 2021	BP	CHAIRMAN ALLOWANCE Mayors Charities BIB BACS PAYMENT	40.00		
12 Aug 2021	BP	CLEANING LEND A HAND BIB BACS PAYMENT	27.00		

Date ▲ ②	Type ▼ ②	Description	Paid out ▼	Paid in ▼	Balance
12 Aug 2021	BP	GROUNDMAINTENANCE BIFFA BIB BACS PAYMENT	2,406.49		
12 Aug 2021	BP	INSURANCE RECHARGE RUTLAND C/TAX BIB BACS PAYMENT	137.50		
12 Aug 2021	BP	IT MILLENNIUM LTD BIB BACS PAYMENT	19.20		
12 Aug 2021	BP	IT MILLENNIUM LTD BIB BACS PAYMENT	55.20		
End of sheet 533					
12 Aug 2021	BP	IT MILLENNIUM LTD BIB BACS PAYMENT	55.20		
12 Aug 2021	BP	PLUMBER G T AUMAIS BIB BACS PAYMENT	45.00		
12 Aug 2021	BP	TOILET MAINTENANCE AA CLEANING BIB BACS PAYMENT	1,575.35		
12 Aug 2021	BP	W/O 2021-013 G & R GREGG BIB BACS PAYMENT	184.25		
12 Aug 2021	BP	W/O 2021-021 G & R GREGG BIB BACS PAYMENT	39.00		
12 Aug 2021	BP	W/O 2021-030 MR K P BLACK BIB BACS PAYMENT	425.00		
12 Aug 2021	BP	W/O 2021-014 G & R GREGG BIB BACS PAYMENT	1,933.46		
12 Aug 2021	BP	W/O 2021-031 MR K P BLACK BIB BACS PAYMENT	210.00		

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Date ▲ ⓘ	Type ▼ ⓘ	Description	Paid out ▼	Paid in ▼	Balance
12 Aug 2021	TFR	403521 11352636 INTERNET TRANSFER		20,000.00	48,514.89
13 Aug 2021	BP	COPIER LEASE BNP Paribas BIB BACS PAYMENT	113.29		
13 Aug 2021	BP	SALARIES BIB MULTIPLE BENE BIB BACS PAYMENT	4,469.38		
13 Aug 2021	BP	UTILITES W & S DOODY BIB BACS PAYMENT	397.07		43,535.15
16 Aug 2021	BP	BAND CONCERT Uppingham Jazz BIB BACS PAYMENT	300.00		
16 Aug 2021	BP	CHRISTMASDECORATOR FIRST PRODUCT LTD BIB BACS PAYMENT	8,628.00		34,607.15
17 Aug 2021	BP	CHRISTMASDECORATOR FIRST PRODUCT LTD BIB BACS PAYMENT	8,328.00		26,279.15
End of sheet 534					
18 Aug 2021	CR	ZURICH INS PLC/REC		4,600.00	30,879.15
19 Aug 2021	CR	GREAVES A PETERBOROUGH CC		105.00	30,984.15
22 Aug 2021	DR	TOTAL CHARGES TO 31JUL2021	7.40		30,976.75
23 Aug 2021	BP	CUTTS CLOSE HATHERN BAND BIB BACS PAYMENT	400.00		
23 Aug 2021	BP	SLCC A GREAVES BIB BACS PAYMENT	262.00		
23 Aug 2021	BP	TOILET MAINTENANCE PHS GROUP BIB BACS PAYMENT	478.04		

Date ▲ ⓘ	Type ▼ ⓘ	Description	Paid out ▼	Paid in ▼	Balance
23 Aug 2021	BP	WINDOW CLEANING K&K WINDOW CLEANER BIB BACS PAYMENT	34.00		
23 Aug 2021	BP	900/21 McCombie Smith BIB BACS PAYMENT	425.00		29,377.71
31 Aug 2021	BP	OAKHAM TOWN COUNCI MR K P BLACK BIB BACS PAYMENT	95.00		
31 Aug 2021	BP	OAKHAM TOWN COUNCI The Harborough Ban BIB BACS PAYMENT	300.00		
31 Aug 2021	BP	OAKHAM TOWN COUNCI W & S DOODY BIB BACS PAYMENT	2,400.00		
31 Aug 2021	BP	OAKHAM TOWN COUNCI ILIFFE MEDIA BIB BACS PAYMENT	756.13		
31 Aug 2021	BP	OAKHAM TOWN COUNCI LEND A HAND BIB BACS PAYMENT	27.00		
31 Aug 2021	DD	MILL TELE LTD	100.81		25,698.77 ✓
End of sheet 535					
01 Sep 2021		Balance Carried Forward			25,698.77



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Date: 02/09/2021

Oakham Town Council

Time: 16:15

Cashbook 2

User: CLERK

Deposit Account - HSBC

Payments made between 01/08/2021 and 31/08/2021

										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>		
10/08/2021	Current Bank Account - HSBC	Transfer	20,000.00				200	20,000.00	Transfer		
12/08/2021	Current Bank Account - HSBC	Tranfer	20,000.00				200	20,000.00	Transfer		
Total Payments:			40,000.00	0.00	0.00			40,000.00			

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40-35-21 11352636
Bmm Account · Oakham Town

GBP 410,011.64

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Date ▲ ⓘ	Type ▼ ⓘ	Description	Paid out ▼	Paid in ▼	Balance
01 Aug 2021		Balance Brought Forward			450,000.00
10 Aug 2021	TFR	403521 01300504 INTERNET TRANSFER	20,000.00		430,000.00
12 Aug 2021	TFR	403521 01300504 INTERNET TRANSFER	20,000.00		410,000.00
01 Sep 2021	CR	GROSS INTEREST TO 31AUG2021		11.64	410,011.64
End of sheet 117					
01 Sep 2021		Balance Carried Forward			410,011.64

410,000.00 ✓

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**Bank Reconciliation Statement as at 31/08/2021
for Cashbook 3 - Cambridge Building Society**

1 OF 1 C

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Cambridge Building Society	31/08/2021		60,000.00
			<u>60,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			60,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			<u>0.00</u>
			60,000.00
		Balance per Cash Book is :-	60,000.00
		Difference is :-	0.00

Payments made between 01/08/2021 and 31/08/2021

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>
11/08/2021	Lidl	PC	1.99		0.33	4405	400	1.66	Water for meetings
12/08/2021	Post Office	PC	3.23			4065	100	3.23	Postage
31/08/2021	Lidl	PC	5.18		0.86	4405	400	4.32	Sundries
Total Payments:			10.40	0.00	1.19			9.21	

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Detailed Income & Expenditure by Budget Heading 01/09/2021

Month No: 6

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	0	22,425	78,000	55,575		55,575	28.7%
4040 Rent	0	4,000	8,000	4,000		4,000	50.0%
4045 NNDR Offices & Toilets	0	7,934	8,000	66		66	99.2%
4050 Office Furniture & Equipment	0	232	1,000	768		768	23.2%
4055 Utilities	0	1,756	5,000	3,244		3,244	35.1%
4060 Insurance	0	4,709	4,900	191		191	96.1%
4065 Postage & Stationery	0	214	1,500	1,286		1,286	14.2%
4070 Telephone & Internet	0	354	1,200	846		846	29.5%
4075 Subscriptions	0	262	400	138		138	65.5%
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	360	2,000	1,640		1,640	18.0%
4095 Legal Expenses	0	1,694	7,000	5,306		5,306	24.2%
4100 IT	0	1,000	3,500	2,500		2,500	28.6%
4105 Other Professional Fees	0	2,221	3,600	1,379		1,379	61.7%
General Administration :- Indirect Expenditure	0	47,160	125,850	78,690	0	78,690	37.5%
Net Expenditure	0	(47,160)	(125,850)	(78,690)			
200 Contracts							
4200 Grounds Maintenance	0	8,022	25,000	16,978		16,978	32.1%
4205 Floral Displays	0	13,689	15,500	1,811		1,811	88.3%
4210 Grants	0	5,000	10,000	5,000		5,000	50.0%
4215 Toilet Maintenance	0	8,809	18,000	9,191		9,191	48.9%
4220 Play Area Inspections	0	0	1,200	1,200		1,200	0.0%
4225 Christmas Decorations	0	14,130	30,000	15,870		15,870	47.1%
Contracts :- Indirect Expenditure	0	49,649	99,700	50,051	0	50,051	49.8%
Net Expenditure	0	(49,649)	(99,700)	(50,051)			
300 Recreation Planning & General							
4300 Catmose Prize Giving	0	0	35	35		35	0.0%
4305 Events / Promotion	0	4,841	10,000	5,159		5,159	48.4%
4310 Advertising	0	826	5,000	4,174		4,174	16.5%
4315 Planting & Tree Surgery	0	2,640	7,500	4,860		4,860	35.2%
4320 Additional Maintenance	0	6,943	8,500	1,557		1,557	81.7%
4325 Street & Park Furniture	0	2,876	5,000	2,124		2,124	57.5%
4330 Play Equipment	0	15,204	12,000	(3,204)		(3,204)	126.7%
4335 Grit Bins	0	0	1,500	1,500		1,500	0.0%
4340 Military Commemorations/events	0	0	2,000	2,000		2,000	0.0%
Recreation Planning & General :- Indirect Expenditure	0	33,330	51,535	18,205	0	18,205	64.7%
Net Expenditure	0	(33,330)	(51,535)	(18,205)			

Detailed Income & Expenditure by Budget Heading 01/09/2021

Month No: 6

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	5,508	2,754		2,754	50.0%
4405 Other Expenses	0	8,727	2,500	(6,227)		(6,227)	349.1%
4410 Chairman's Allowance	0	303	3,000	2,697		2,697	10.1%
4420 Bank Charges	0	40	150	110		110	26.7%
4425 Elections	0	0	5,000	5,000		5,000	0.0%
4427 Community Street Lighting	0	0	14,200	14,200		14,200	0.0%
4440 Cutts Close Capital Project	0	45	60,000	59,955		59,955	0.1%
4450 Minor Capital Project	0	0	30,000	30,000		30,000	0.0%
4455 Public Emergency Provision	0	0	5,000	5,000		5,000	0.0%
Other Expenditure :- Indirect Expenditure	0	11,868	125,358	113,490	0	113,490	9.5%
Net Expenditure	0	(11,868)	(125,358)	(113,490)			
900 Income							
1076 Precept	0	275,595	0	(275,595)			0.0%
1090 Interest Received	0	153	0	(153)			0.0%
1110 Tennis Club Rent	0	476	0	(476)			0.0%
1120 Oakham Community Centre	0	3,000	0	(3,000)			0.0%
1150 Allotment Rents	0	94	0	(94)			0.0%
1900 CIL Disbursement	0	1,983	0	(1,983)			0.0%
Income :- Income	0	281,301	0	(281,301)			
Net Income	0	281,301	0	(281,301)			
Grand Totals:- Income	0	281,301	0	(281,301)			0.0%
Expenditure	0	142,008	402,443	260,435	0	260,435	35.3%
Net Income over Expenditure	0	139,293	(402,443)	(541,736)			
Movement to/(from) Gen Reserve	0	139,293					