**FAVERSHAM TOWN COUNCIL**

**BANK RECONCILIATION for the period ending 27 April 2015**

|  |  |  |
| --- | --- | --- |
| **Balance per Bank Statements as at 27 April 2015** | **£** | **£** |
|  |  |
| **NAT WEST Current Account (00541133)** | **100** |  |
| **NAT WEST Business Reserve Account (32515901)** | **187,201.32** |  |
| **NAT WEST Business Reserve Account (97798193)** | **103,859.57** |  |
|  |  | **291,160.89** |
| **Less: unpresented cheques at 27 April 2015** |  |  |
| **Cheque Nos:** |  |  |  |
| **8817** | **Town Mayor’s Account** | **70.00** |  |
| **8834** | **Town Mayor’s Account** | **12.50** |  |
| **8873** | **Alex Hare** | **500.00** |  |
| **8879** | **Ms G Elliott** | **1250.00** |  |
| **8902** | **Mr Miller** | **30.00** |  |
|  |  |  | **1862.50** |
| **Net bank balances as at 28 April 2015** |  | **289,298.39** |

The net balances reconcile to the Cash Book as follows:

|  |
| --- |
| **Cash Book** |
| Opening Balance as per Annual Return 2014/15 | **207,630.57[[1]](#footnote-1)** |  |
| Add: Receipts in the year to 27 April 2015 | **140,250.57** |  |
|  |  | **347,881.14** |
| Less: Payments in the year to 27 April 2015 | **(58582.75)**  |  |
|  |
| **Closing Balance (cash book) as at 28 April 2015** |  | **289,298.39** |

Prepared by: (Clerk/RFO) J A Westlake:

Date: 28 April 2015

Approved by (Chairman) Cllr N Kay:

Date: 5 May 2015

List of receipts and payments: 31 March – 1 April

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Creditor | Purpose | Amount | VAT not recoverable (sums over £500) | Date incurred | Merchant category |
| Alex Hare  | FATA Photographic | 500.00 | 0.00 | 31 March  | Photography course |
| Mrs J Westlake  | Expenses | 43.80 | 0.00 | 31 March | Magna Carta |

List of Receipts and Payments: 1 April 2015 – 27 April 2015

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Creditor | Purpose | Amount | VAT not recoverable (sums over £500) | Date incurred | Merchant category |
| Net April  | Salaries | 4979.24 | 0.00 | 14 April | Salaries |
| HM Revenue & Customs | Tax & NI for April salaries | 1668.14 | 0.00 | 14 April | Salaries |
| Kent County Council  | April superannuation payment | 1066.05 | 0.00 | 14 April | Salaries |
| Virgin Internet  | Broadband | 32.19 | 0.00 | 16 April | IT |
| Grenke Leasing –  | Office Photocopier | 196.81 | 0.00 | 7 April | Office equipment |
| Viking  | Office Stationery | 1118.39 | 0.00 | 1 April | Stationery |
| BT Payments  | Mayor’s Parlour Alarm  | 28.79 | 0.00 | 1April | Alarm equipment |
| Amber Designs  | Faversham Area Guide | 228.00 | 0.00 | 1 April | Communications |
| Elaine Johnson  | Magna Carta PR | 1500.00 | 0.00 | 1 April | PR |
| Miss G Elliott  | Magna Carta Trail Leaflet & Town Map | 1250.00 | 0.00 | 1 April | Communications |
| UK Point of Sale –  | Leaflet Dispensers | 57.60 | 0.00 | 1 April | Communications |
| J Hope Fitzgerald  | GDP Photography | 1000.00 | 0.00 | 1 April | Photography  |
| Zurich Municipal  | Insurance | 5527.31 | 0.00 | 1 April | Insurance |
| Swale Borough Council | Guildhall Rates | 2496.00 | 0.00 | 1 April | Rates |
| Swale Borough Council | Office Rates | 3936.00 | 0.00 | 1 April | Rates |
| Alexander Centre Trust | Room Hire | 387.50 | 0.00 | 1 April | Room hire |
| Salix  | Photocopier | 167.33 | 0.00 | 7 April | Office equipment |
| ETT Solutions | Magna Carta exhibition design | 32400.00 | 0.00 | 7 April | Exhibition design and artefacts |
| Fillers Ltd  | Mayor’s Allowance | 49.00 | 0.00 | 9 April | Refreshments |
| Mr Miller | Guildhall window cleaning | 30.00 | 0.00 |  | Window Cleaning |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Debtor | Purpose | Amount | VAT not recoverable: sums over £500 | Date paid | Merchant category |
| Faversham Arts Society  | Guildhall Hire | 31.20 | 0.00 | 1 April | Room hire |
| Doddington Village  | FATA contribution | 45.00 | 0.00 | 1 April | Subscriptions |
| Kent Sail Association  | FATA Contribution | 90.00 | 0.00 | 1 April | Subscriptions |
| Belmont  | FATA contribution | 20.00 | 0.00 | 10 April | Subscriptions |
| Mr L Burns  | Mooring fees | 109.25 | 0.00 | 1 April | Mooring hire |
| Swale Borough Council  | Members Fund contribution – Magna Carta  | 225.00 | 0.00 | 7 April | Magna Carta programme |
| Kent County Council  | Members Fund: War Memorial | 4000.00 | 0.00 | 9 April | War Memorial contribution |
| Shepherd Neame  | Magna Carta donation | 5000.00 | 0.00 | 21 April | Magna Carta exhibition |
| Swale Borough Council  | Precept | 129,172.50 | 0.00 | 24 April | Precept |
| HMRC  | VAT Refund | 1557.62 | 0.00 | 8 April | Refund |

1. Deduct £2.28 petty cash [↑](#footnote-ref-1)