**FAVERSHAM TOWN COUNCIL**

**BANK RECONCILIATION for the period ending 22 June 2015**

|  |  |  |
| --- | --- | --- |
| **Balance per Bank Statements as at 22 June 2015** | **£** | **£** |
|  |  |
| **NAT WEST Current Account (00541133)** | **105.00** |  |
| **NAT WEST Business Reserve Account (32515901)** | **103,866.29** |  |
| **NAT WEST Business Reserve Account (97798193)** | **87,664.34** |  |
|  |  | **191,635.63** |
| **Less: unpresented cheques at 22 June 2015** |  |  |
| **Cheque Nos:** |  |  |  |
| **8873** | **A Hare** | **500.00** |  |
| **8903** | **KALC** | **72.00** |  |
| **8954** | **Mrs Westlake** | **95.00** |  |
| **8986** | **Salix** | **51.88** |  |
| **8991** | **Mr Miller** | **30.00** |  |
| **9002** | **KCC Pensions** | **942.72** |  |
| **9003** | **New Star Networks** | **219.41** |  |
| **9004** | **Tenterden Town Council** | **24.00** |  |
| **9005** | **No Place Like Home** | **254.00** |  |
| **9006** | **Mr D Pendleton** | **100.00** |  |
| **9007** | **Mrs J Westlake** | **72.74** |  |
| **9008** | **Davington School PTS** | **1000.00** |  |
| **9009** | **Alexander Centre** | **228.15** |  |
| **9010** | **JC Lock and Safe** | **85.00** |  |
| **9011** | **Elaine Johnson** | **120.00** |  |
| **9012** | **Information Commissioner** | **35.00** |  |
| **9013** | **John Sell** | **2275.00** |  |
|  | **Total** | **6,104.90** |  |
|  |  |  |
| **Net bank balances as at 22 June 2015** |  | **185,530.73** |

The net balances reconcile to the Cash Book as follows:

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| --- |
| **Cash Book** |
| Opening Balance as per Annual Return 2014/15 |  **207,630.57[[1]](#footnote-1)** |  |
| Add: Receipts in the year to 22 June 2015 | **148,286.19** |  |
|  |  | **355,916.76** |
| Less: Payments in the year to 22 June 2015 | **170,386.03** |  |
| **Closing Balance (cash book) as at 22 June 2015** |  | **185,530.73** |

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

Date: 23 June 2015

Approved by the Chairman, Mayor N A Kay

29 June 2015

List of receipts and payments: 26 May – 22 June 2015

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Creditor** | **Purpose** | **Amount** | **VAT not recoverable (sums over £500)** | **Date incurred** | **Merchant category** |
| I Tarrant | Removals | 204.00 | 0 | 26 May  | Removals |
| BT Payment Services | Telephone, internet | 86.36 | 0 | 26 May  | Office equipment |
| Cinque Ports Confederation | Membership | 225.00 | 0 | 28 May  | Subscriptions |
| BT Payment Services | Telephone (Guildhall) | 92.43 | 0 | 28 May | Office equipment |
| EDF Energy | Electricity (Front Brents Jetty) | 34.00 | 0 | 28 May  | Utilities |
| Jakaranda Tree | Curatorial work + expenses | 7,234.43 | 0 | 28 May  | Curatorial + design work (+ expenses) |
| Medway Galvanising Co | Metalwork (Front Brents Jetty) | 140.59 | 0 | 28 May  | Equipment |
| James Swinyard | Website | 40.00 | 0 | 28 May | Office equipment |
| ETT Solutions Ltd | Production of exhibition (Magna Carta Rediscovered) | 27,240.00 | 0 | 28 May | Exhibition design and products |
| ETT Solutions Ltd | Production of exhibition (Faversham Charters Collection) | 11,400 | 0 | 28 May | Exhibition design and products |
| Faversham Music Club | Tickets | 150.00 | 0 | 29 May  | Tickets for Gala Concert |
| Alex Hare | Photographic workshops | 500.00 | 0 | 3 June  | Workshops presentation |
| Print Shop | Order of Civic Service | 258.00 | 0 | 3 June | Publication |
| RBL Poppy Appeal | Tickets | 100.00 | 0 | 3 June | Tickets |
| BT Payment Services | Alarm | 28.79 | 0 | 3 June | Alarm |
| Mrs J Westlake | Expenses | 654.96 | 0 | 3 June | Leaflets, badges, stewards’ uniform (Magna Carta) |
| Mrs S Wheatley | Catering | 840.00 | 0 | 3 June | Catering (Mayor Making) |
| Fillers | Catering  | 280.00 | 0 | 3 June | Catering (Magna Carta launch) |
| Fillers | Catering  | 100.00 | 0 | 8 June | Catering (Civic Service) |
| Mrs S Wookey | Expenses (Magna Carta) | 431.19 | 0 | 8 June | Products relating to Magna Carta charters |
| Faversham Business Partnership | Rewards Card Scheme | 3,000.00 | 0 | 8 June | Contribution to Reward Card |
| Mr B Brockman | Staff costs | 40.50 | 0 | 8 June | Deputy Town Sergeant costs |
| MITEC | Phones installation | 589.80 | 0 | 8 June | Office equipment |
| Front Brents Berthholders Association | Maintenance on Front Brents Jetty | 1365.03 | 0 | 8 June  | Maintenance of Jetty |
| Salix | Photocopier | 51.88 | 0 | 8 June | Office equipment |
| Ms A Begent | Refreshments | 49.40 | 0 | 8 June | Refreshments |
| Lotty’s Flowers | Floral Decorations | 294.00 | 0 | 8 June | Floral Decorations (Mayor Making) |
| EDF Energy | Electricity (Guildhall) | 475.03 | 0 | 8 June | Utilities |
| Mayor of Faversham Charity Fund | Tickets | 30.00 | 0 | 8 June  | Tickets |
| Mr J Miller | Window-cleaning (Guildhall) | 30.00 | 0 | 10 June | Window-cleaning |
| TCD Design and Print | Town Trail leaflet | 478.00 | 0 | 10 June  | Publications |
| PCC Brents and Davington | Grant | 150.00 | 0 | 10 June | Grant  |
| Faversham Umbrella | Grant  | 250.00 | 0 | 10 June | Grant  |
| Salaries | Salaries | 4903.10 | 0 | 12 June | Salaries |
| HMRC | Tax/NI | 1143.46 | 0 | 12 June | Tax/NI |
| KCC Pension | Pension | 942.72 | 0 | 12 June | Pension  |
| New Star Networks | Phones | 219.41 | 0 | 16 June | Office equipment |
| Tenterden Town Council | Tickets | 24.00 | 0 | 16 June  | Tickets |
| No Place Like Home | Grant (Re: DAAF) | 254.00 | 0 | 16 June | Grant |
| Virgin Media | Office equipment | 17.30 | 0 | 16 June  | Office equipment |
| Mr D Pendleton | School video (Magna Carta) | 100.00 | 0 | 17 June | Video production |
| Mrs J Westlake | Expenses | 72.74 | 0 | 17 June | Expenses relating to Magna Carta |
| Davington School PTS | Grant  | 1000.00 | 0 | 18 June | Grant  |
| Alexander Centre | Refreshments | 228.15 | 0 | 18 June | Refreshments  |
| JC Lock and Safe | Office equipment | 85.00 | 0 | 22 June | Office equipment |
| Elaine Johnson | PR/Marketing | 120.00 | 0 | 22 June | PR/Marketing |
| Information Commissioner | Membership | 35.00 | 0 | 22 June | Subscription |
| John Sell | Consultancy (Guildhall lift) | 2275.00 | 0 | 22 June | Consultancy fee |

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| **Debtor** | **Purpose** | **Amount** | **VAT not recoverable: sums over £500** | **Date paid** | **Merchant category** |
| Nat West | Bank Interest | 6.86 | 0 | 29 May  | Bank interest |
| Nat West | Bank Interest | 3.30 | 0 | 29 May | Bank interest |
| Mr B Caffarey | Guildhall hire | 31.12 | 0 | 4 June  | Room hire |
| Farm Renewables | Guildhall hire | 71.92 | 0 | 4 June | Room hire |
| Mr K Pugh | Moorings fee | 417.70 | 0 | 4 June  | Moorings hire |
| Brogdale CIC | Visit Faversham Guide | 60.00 | 0 | 4 June  | Visit Faversham Guide |
| Mr Frake | Moorings fee | 454.50 | 0 | 18 June  | Moorings hire |
| Ms Rix | Bunting hire | 5.00 | 0 | 19 June  | Equipment hire |

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