**FAVERSHAM TOWN COUNCIL**

**BANK RECONCILIATION for the period ending 25 May 2015**

|  |  |  |
| --- | --- | --- |
| **Balance per Bank Statements as at 25 May 2015** | **£** | **£** |
|  |  |
| **NAT WEST Current Account (00541133)** | **379.00** |  |
| **NAT WEST Business Reserve Account (32515901)** | **103,862.99** |  |
| **NAT WEST Business Reserve Account (97798193)** | **157,916.86** |  |
|  |  | **262,158.85** |
| **Less: unpresented cheques at 25 May 2015** |  |  |
| **Cheque Nos:** |  |  |  |
| **8873** | **A Hare** | **500.00** |  |
| **8903** | **KALC** | **72.00** |  |
| **8934** | **Mrs Westlake** | **8.00** |  |
| **8936** | **Mr Miller** | **30.00** |  |
| **8938** | **Mrs Westlake** | **23.95** |  |
| **8943** | **Salaries** | **1,726.70** |  |
| **8947** | **Salaries** | **514.55** |  |
| **8950** | **Ms Johnson** | **790.00** |  |
| **8951** | **Visit Kent Ltd** | **1311.65** |  |
| **8952** | **Printshop** | **36.00** |  |
| **8953** | **JC Lock and Safe** | **696.00** |  |
| **8954** | **Mrs Westlake** | **95.00** |  |
| **8955** | **New Star Networks** | **432.53** |  |
| **8956** | **Faversham Christmas Lights Committee** | **2,000.00** |  |
| **8957** | **Mickle Print** | **714.00** |  |
| **8958** | **Zurich insurance** | **135.56** |  |
| **8959** | **BT Payments** | **188.41** |  |
| **8960** | **Mrs Westlake** | **29.90** |  |
| **8961** | **Post Office Counters** | **351.00** |  |
| **Total** |  | **9655.25** |
| **Net bank balances as at 25 May 2015** |  | **252,503.60** |

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 25 May 2015 | **146,995.79** |  |
|  |  | **354,626.36** |
| Less: Payments in the year to 25 May 2015 | **(102,122.76**  |  |
| **Closing Balance (cash book) as at 25 May 2015** |  | **252,503.60** |

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

Date: 26 May 2015

Approved by the Chairman, Mayor N A Kay

1 June 2015

List of receipts and payments: 7 – 16 April 2015

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Greneke leasing | Photocopier hire | 196.81 | 0.00 | 7 April | Office equipment |
| Virgin  | Broadband | 32.19 | 0.00 | 16 April | Office equipment |

List of receipts and payments: 28 April – 26 May 2015

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Creditor | Purpose | Amount | VAT not recoverable (sums over £500) | Date incurred | Merchant category |
| KALC | Course attendance | 72.00 | 0.00 | 28 April  | Course attendance |
| Alexander Centre Trust | Sponsorship | 1,000.00 | 0.00 | 28 April  | Magna Carta event (re: South East Water sponsorship) |
| Faversham Building Preservation Trust | Room hire | 34.00 | 0.00 | 28 April  | Room hire |
| KALC | Subscription | 1,368.00 | 0.00 | 29 April | Subscription |
| Ms Johnson | Marketing | 1,090.00 | 0.00 | 29 April | PR and marketing |
| Vision ICT | Website  | 390.00 | 0.00 | 29 April | Domain name purchase |
| ETT Solutions Ltd | Exhibition work | 4,580.00 | 0.00 | 29 April  | Exhibition installation |
| ETT Solutions Ltd | Design work | 1,900.00 | 0.00 | 29 April  | Design work for Magna Carta exhibition |
| Mr Brockman | Deputy Town Sergeant | 241.40 | 0.00 | 29 April  | Staff costs |
| FBBA | Management fee | 429.43 | 0.00 | 29 April  | Fees for Front Brents Jetty management |
| Petty Cash | Petty cash | 100.00 | 0.00 | 29 April | Office expenses |
| Alexander Centre Trust | Rent/service charges | 2537.37 | 0.00 | 29 April | Office expenses |
| Mr Pendleton | Film work | 750.00 | 0.00 | 5 May | Film for Magna Carta |
| Mr K Neame | Internal audit | 250.00 | 0.00 | 5 May  | Internal audit |
| CAB – Swale | Grant | 3,000.00 | 0.00 | 5 May  | Grant (s137) |
| Faversham Business Partnership | Grant  | 1,500.00 | 0.00 | 5 May | Grant (s137) |
| Age UK | Grant | 1112.00 | 0.00 | 5 May | Grant (s137) |
| FACE | Grant  | 1,000.00 | 0.00 | 5 May  | Grant (s137) |
| Faversham Hop Festival  | Grant  | 1,000.00 | 0.00 | 5 May | Grant (s137) |
| Faversham Society | Grant  | 1,500.00 | 0.00 | 5 May | Grant (s137) |
| Kentish Sail Association | Grant | 500.00 | 0.00 | 5 May | Grant (s137) |
| Hi Kent | Grant | 450.00 | 0.00 | 5 May | Grant (s137) |
| Amber Designs | Design work | 1620.00 | 0.00 | 5 May | Artwork for leaflets |
| The Alexander Centre Trust  | Room hire | 62.00 | 0.00 | 8 May | Room hire re: Magna Carta events |
| Cantuaria Stonemasons | Guildhall repairs | 2125.00 | 0.00 | 8 May | Repairs to the Guildhall pillars and plinths |
| BT Payment Ltd | Telephones | 28.79 | 0.00 | 8 May | Office equipment |
| Viking | Office expenses | 54.53 | 0.00 | 8 May | Stationery |
| Fillers | Civic | 70.00 | 0.00 | 8 May | Refreshments |
| Salix | Office expenses | 54.21 | 0.00 | 8 May | Office equipment |
| A – Z Warehouse Ltd | Office move | 1020.00 | 0.00 | 8 May | Furniture move |
| Mrs Westlake | Office expenses | 8.00 | 0.00 | 8 May | Keys cut |
| KT Fire Protection | Guildhall | 52.80 | 0.00 | 8 May | Alarm checks |
| Mr Miller | Guildhall | 30.00 | 0.00 | 11 May | Window cleaning |
| Mrs Westlake | Civic | 23.95 | 0.00 | 12 May  | Frames |
| FBP | Tourism | 50.00 | 0.00 | 13 May | Stall hire |
| Hythe Town Council | Civic | 36.00 | 0.00 | 13 May  | Refreshments |
| Salaries | Salaries | 4,143.65 | 0.00 | 15 May  | Salaries |
| HMRC | Tax/NI | 1102.26 | 0.00 | 15 May | Tax/NI |
| KCC Pensions | Pension contribution | 942.72 | 0.00 | 15 May | Pension contribution |
| Virgin Media | IT | 17.30 | 0.00 | 18 May | Broadband |
| Ms Johnson | Marketing | 790.00 | 0.00 | 20 May | PR and marketing re: Magna Carta |
| Visit Kent Ltd | Subscription | 1311.65 | 0.00 | 20 May | Subscription |
| Printshop | Civic | 36.00 | 0.00 | 20 May  | Certificates |
| JC Lock and Safe | Alarm | 696.00 | 0.00 | 20 May | Office equipment |
| Mrs Westlake | Magna Carta | 95.00 | 0.00 | 20 May | Office Equipment |
| New Star Networks | Telephones | 432.53 | 0.00 | 20 May | Office equipment |
| Mickle Print | Banners | 714.00 | 0.00 | 20 May | Advertising banners (re: Magna Carta) |
| Faversham Christmas Lights Committee | Grant | 2,000.00 | 0.00 | 20 May | Grant (s137) |
| Zurich insurance | Insurance | 135.56 | 0.00 | 22 May | Insurance cover re: Magna Carta |
| BT Payments | Phone/Alarm | 188.41 | 0.00 | 22 May | Office equipment |
| Mrs Westlake | Civic | 9.00 | 0.00 | 22 May | Refreshments |
| Post Office Counters | Stamps | 351.00 | 0.00 | 22 May | Stationery |

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| --- | --- | --- | --- | --- | --- |
| Debtor | Purpose | Amount | VAT not recoverable: sums over £500 | Date paid | Merchant category |
| Mr Tweedie | Moorings | 212.90 | 0.00 | 29 April | Mooring fees |
| Mr Sokolowski | Moorings | 74.13 | 0.00 | 29 April | Mooring fees |
| Mr Goodsell | FATA | 90.00 | 0.00 | 29 April |  |
| Mr Dawes | FATA | 40.00 | 0.00 | 29 April |  |
| Southeast Water | Magna Carta grant | 1,000.00 | 0.00 | 29 April | Sponsorship |
| Faversham Camera Club | Guildhall hire | 122.40 | 0.00 | 29 April | Hire of Guildhall |
| Nat West | Interest | 4.52 | 0.00 | 30 April | Bank interest |
| Nat West | Interest | 3.42 | 0.00 | 30 April  | Bank Interest |
| HMRC | VAT return | 1730.57 | 0.00 | 5 May | VAT return |
| Dover Council | Magna Carta grant | 2,000.00 | 0.00 | 8 May | Magna Carta contribution |
| Ms Reekie | Moorings | 762.60 | 0.00 | 12 May | Mooring fees |
| Mr Edey | Moorings | 212.86 | 0.00 | 12 May | Mooring fees |
| Mr Whitehouse | Moorings | 105.33 | 0.00 | 12 May | Mooring fees |
| Mrs Westlake | Magna Carta | 50.00 | 0.00 | 12 May | Magna Carta lecture fee |
| E Grant | Guildhall hire | 57.00 | 0.00 | 14 May | Hire of Guildhall |
| Mr Bradley | Moorings | 84.13 | 0.00 | 22 May | Mooring fees |
| Mr Daniell | Moorings | 99.13 | 0.00 | 22 May | Mooring fees |
| Mr Lennon | Moorings | 96.23 | 0.00 | 22 May | Mooring fees |

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