

FAVERSHAM TOWN COUNCIL
BANK RECONCILIATION for the period ending 10 November 2015
Balance per Bank Statements at 10 November 2015

		£	£
NAT WEST Current Account (00541133)		100.00	
NAT WEST Business Reserve Account (32515901)		103,883.82	
NAT WEST Business Reserve Account (97798193)		205,316.06	
			309,299.88
Less: unrepresented cheques at 10 November 2015			
Cheque Nos:			
9098	Brogdale CIC	500.00	
9110	RBL Poppy Appeal	51.00	
9112	Mr J Garland	36.45	
9113	Mr J Garland	59.28	
9114	Mr J Miller	30.00	
9115	Mrs S Wheatley	465.00	
9116	Shepherd Neame	1770.00	
9117	KALC	72.00	
Total		2,983.73	
Net bank balances as at 10 November 2015			306,316.13

The net balances reconcile to the Cash Book as follows:

Cash Book		
Opening Balance as per Annual Return 2014/15	208,225.57	
	<small>¹ ²</small>	
Add: Receipts in the year to 10 November 2015		343,954.70
Less: Payments in the year to 10 November 2015	245,864.14	
Closing Balance (cash book) at 10 November 2015		306,316.13

Prepared by: Adrienne Begent (Deputy Town Clerk)
Date: 10 November 2015

Approved by the Chairman, Mayor N A Kay
16 November 2015

¹ Deduct £2.28 petty cash

² Added £595 re: two unrepresented cheques: 8873 – A Hare: £500; 8954 – J Westlake: £95

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Mayor

List of Receipts and Payments: 12 October – 10 November 2015

Payments	Purpose	Amount	VAT not recoverable (sums over £500)	Date incurred	Merchant category
Front Brents Berthholders Ass	Management fees	397.54	0	14 October	Management fees
Alexander Centre	Rent/services	2537.37	0	14 October	Rent/services
PFK Littlejohn	Audit	960.00	0	14 October	Audit fee
Viking	Stationery	229.20	0	14 October	Office equipment
Salaries	Salaries	4890.14	0	16 October	Staff costs
EDF	Electricity (Guildhall)	182.00	0	15 October	Utilities
EDF	Electricity (Front Brents)	10.00	0	15 October	Utilities
HMRC	Tax/NI	1193.83	0	16 October	Staff costs
KCC Pensions	Pension	1155.52	0	16 October	Staff costs
N Garland	Expenses	80.74	0	16 October	Civic expenses
RBL – Poppy appeal	Wreaths	51.00	0	23 October	Civic
Ms J A Westlake	Train fare to Sittingbourne	5.40	0	23 October	Staff costs
Mr J Garland	Expenses	36.45	0	23 October	Staff costs
M J Garland	Expenses	59.28	0	23 October	Staff costs
Mr J Miller	Window cleaning (Guildhall)	30.00	0	27 October	Property maintenance
Mrs S Wheatley	Catering	465.00	0	27 October	Civic (carnival)
Shepherd Neame	Group travel guide/stall at Excursions show	1770.00	0	28 October	Tourism
KALC	Training	72.00	0	28 October	Staff costs
New Star Networks	IT	70.37	0	28 October	Office equipment
South East Water	Front Brents water	35.59	0	28 October	Utilities
Total		14231.43			

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 Mayor

Receipts	Purpose	Amount	VAT not recoverable: sums over £500	Date paid	Merchant category
Cllr B Martin	Tickets	45.00	0	9 October	Carnival tickets
Natural England	Room hire	40.80	0	12 October	Guildhall hire
Cllr N Kay	Tickets	140.00	0	14 October	Carnival tickets
Mr J Coulter	Tickets	15.00	0	14 October	Carnival tickets
Cllr G Bobbin	Tickets	30.00	0	14 October	Carnival tickets
Deal Town Council	Tickets	40.00	0	19 October	Carnival tickets
Cllr Dewar-Whalley	Tickets	30.00	0	19 October	Carnival tickets
Swale Borough Council	Tickets	15.00	0	19 October	Carnival tickets
Courtyard Restaurant	FATA	100.00	0	19 October	Subscriptions
Ms H R Chaplin	Moorings	36.45	0	19 October	Mooring fees
Mr L Whitehouse	Moorings	95.33	0	19 October	Mooring fees
Mr A J Bradley	Moorings	74.13	0	20 October	Mooring fees
Mr R Edey	Moorings	101.43	0	20 October	Mooring fees
Mr L Burns	Moorings	116.54	0	20 October	Mooring fees
Mr M Lennon	Moorings	86.23	0	20 October	Mooring fees
BT Payments	Refund	7.75	0	20 October	Office equipment
Swale VCS	Room hire	40.80	0	27 October	Guildhall hire
Mr J Cann	Mooring	89.13	0	27 October	Mooring Fees
Nat West	Interest	8.59	0	30 October	Bank interest
Nat West	Interest	3.42	0	30 October	Bank interest
Tiddly Pomme	FATA	100.00	0	3 November	Subscriptions
Brogdale Collections	FATA	315.00	0	4 November	Subscriptions
Brogdale Collections	FATA	350.00	0	4 November	Subscriptions
HMRC	VAT	3264.02	0	6 November	VAT refund
Total		5144.62			

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Mayor