

# Bank Reconciliation

Month ending April 2017

Prepared by \_\_\_\_\_ Helen Richardson Clerk & RFO

Date \_\_\_\_\_

Checked by \_\_\_\_\_ Finance Committee

Date \_\_\_\_\_

Balance per bank statement as at 30 April 2017:

Current account

£ 4,813.01

Reserve account

£ 23,652.81

**£ 28,465.82**

Direct Debit Payments

E.On

£ 50.38

Standing Order

Clerk

£ 236.80

**£ 287.18**

Less: unrepresented cheques at 9 May 2017:

Cheque number

100834

£ 243.36

100835

£ 213.60

100836

£ 27.60

100837

£ 5.84

100838

£ 14.29

100839

£ 154.84

100840

£ 184.18

100841

£ 27.92

100842

£ 90.00

100843

£ 466.42

100844

£ 16.00

100845

£ 1,038.00

100846

£ 20.00

100847

£ 34.00

100848

£ 146.02

100849

£ 59.40

**£ 2,741.47**

Add: unbanked cash

None

Net balances as at 30 April 2017

**£ 25,724.35**

## CASH BOOK

Opening Balance 1 April 2017

£ 13,028.45

Add: Receipts in the month

£ 15,724.55

Less: Payments in the month

£ 3,028.65

Closing balance per cash book as at 9 May 2017

**£ 25,724.35**

# Bank Reconciliation

| Ref | Wereham Cash Flow          | Budget          | Apr             | YTD<br>May  | YTD<br>Jun  | YTD<br>Jul  | YTD<br>Aug  | YTD<br>Sep  | YTD<br>Oct  | YTD<br>Nov  | YTD<br>Dec  | YTD<br>Jan  | YTD<br>Feb  | YTD<br>Mar  | Totals          | IE %  | Notes       |
|-----|----------------------------|-----------------|-----------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-----------------|-------|-------------|
| 1   | <b>2017-18 INCOME</b>      |                 |                 |             |             |             |             |             |             |             |             |             |             |             |                 |       |             |
| 2   | Precept                    | 15000.00        | 15000.00        |             |             |             |             |             |             |             |             |             |             |             | 15000.00        | 100.0 |             |
| 3   | Burial                     | 0.00            | 350.00          |             |             |             |             |             |             |             |             |             |             |             | 350.00          |       |             |
| 4   | Grant Funding              | 0.00            |                 |             |             |             |             |             |             |             |             |             |             |             | 0.00            |       |             |
| 5   | Council Tax Support        | 360.00          | 360.00          |             |             |             |             |             |             |             |             |             |             |             | 360.00          | 100.0 |             |
| 6   | Bank Int/ Ins rebate       | 4.00            |                 |             |             |             |             |             |             |             |             |             |             |             | 0.00            | 0.0   |             |
| 7   | HMRC - re VAT              | 0.00            |                 |             |             |             |             |             |             |             |             |             |             |             | 0.00            |       |             |
| 8   | Other                      | 0.00            | 14.55           |             |             |             |             |             |             |             |             |             |             |             | 14.55           |       |             |
| 11  | <b>Income Totals (A)</b>   | <b>15364.00</b> | <b>15724.55</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>15724.55</b> |       |             |
| 12  | <b>EXPENDITURE</b>         |                 |                 |             |             |             |             |             |             |             |             |             |             |             |                 |       | <b>YTD%</b> |
| 13  | Clerk - salary/NIC         | 3938.40         | 223.80          |             |             |             |             |             |             |             |             |             |             |             | 223.80          | 5.7%  | 5.7         |
| 14  | Clerk - expenses           | 280.00          | 13.00           |             |             |             |             |             |             |             |             |             |             |             | 13.00           | 4.6%  | 4.6         |
| 13  | Admin - Subs               | 263.00          |                 |             |             |             |             |             |             |             |             |             |             |             | 0.00            | 0.0%  | 0.0         |
| 14  | Admin - insur              | 555.34          |                 |             |             |             |             |             |             |             |             |             |             |             | 0.00            | 0.0%  | 0.0         |
| 15  | Admin- Audit               | 120.00          |                 |             |             |             |             |             |             |             |             |             |             |             | 0.00            | 0.0%  | 0.0         |
| 16  | Admin - Clr Training       | 350.00          |                 |             |             |             |             |             |             |             |             |             |             |             | 0.00            | 0.0%  | 0.0         |
| 17  | Admin - Clerk Training     | 200.00          |                 |             |             |             |             |             |             |             |             |             |             |             | 0.00            | 0.0%  | 0.0         |
| 18  | Admin - Election           | 1500.00         |                 |             |             |             |             |             |             |             |             |             |             |             | 0.00            | 0.0%  | 0.0         |
| 19  | Admin - Office Supplies    | 50.00           |                 |             |             |             |             |             |             |             |             |             |             |             | 0.00            | 0.0%  | 0.0         |
| 20  | Admin - Website            | 150.00          |                 |             |             |             |             |             |             |             |             |             |             |             | 0.00            | 0.0%  | 0.0         |
| 21  | OpenSp - Church Clock      | 350.00          |                 |             |             |             |             |             |             |             |             |             |             |             | 0.00            | 0.0%  | 0.0         |
| 22  | Opensp - Pond Repair       | 3900.00         |                 |             |             |             |             |             |             |             |             |             |             |             | 0.00            | 0.0%  | 0.0         |
| 23  | Opensp - Playgrd Inspec    | 60.00           |                 |             |             |             |             |             |             |             |             |             |             |             | 0.00            | 0.0%  | 0.0         |
| 24  | Opensp - Grounds Maint     | 2020.93         |                 |             |             |             |             |             |             |             |             |             |             |             | 0.00            | 0.0%  | 0.0         |
| 25  | Opensp - Dog Bins          | 200.00          |                 |             |             |             |             |             |             |             |             |             |             |             | 0.00            | 0.0%  | 0.0         |
| 26  | Opensp - Tree Maint        | 1800.00         |                 |             |             |             |             |             |             |             |             |             |             |             | 0.00            | 0.0%  | 0.0         |
| 27  | Opensp - Playgrd Eq Maint  | 1500.00         |                 |             |             |             |             |             |             |             |             |             |             |             | 0.00            | 0.0%  | 0.0         |
| 28  | Opensp - Highways/SAM2     | 300.00          |                 |             |             |             |             |             |             |             |             |             |             |             | 0.00            | 0.0%  | 0.0         |
| 29  | Opensp - Signs             | 100.00          |                 |             |             |             |             |             |             |             |             |             |             |             | 0.00            | 0.0%  | 0.0         |
| 30  | Opensp - Moles             | 150.00          |                 |             |             |             |             |             |             |             |             |             |             |             | 0.00            | 0.0%  | 0.0         |
| 31  | Opensp - Cemetery          | 500.00          |                 |             |             |             |             |             |             |             |             |             |             |             | 0.00            | 0.0%  | 0.0         |
| 32  | Opensp - Streetlight Maint | 1066.00         |                 |             |             |             |             |             |             |             |             |             |             |             | 0.00            | 0.0%  | 0.0         |
| 33  | Opensp - Streetlight Elec  | 550.00          | 47.98           |             |             |             |             |             |             |             |             |             |             |             | 47.98           | 8.7%  | 8.7         |
| 34  | Opensp - Defibrillator     | 552.00          |                 |             |             |             |             |             |             |             |             |             |             |             | 0.00            | 0.0%  | 0.0         |
| 35  | Village Hall Hire          | 240.00          |                 |             |             |             |             |             |             |             |             |             |             |             | 0.00            | 0.0%  | 0.0         |
| 36  | VAT                        | 0.00            | 2.40            |             |             |             |             |             |             |             |             |             |             |             | 2.40            |       |             |
| 37  | £137 - Poppy Wreath        | 20.00           |                 |             |             |             |             |             |             |             |             |             |             |             |                 |       |             |
| 38  | <b>Expend. Totals (B)</b>  | <b>20715.67</b> | <b>287.18</b>   | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>236.80</b>   |       |             |
| 39  | balances (A-B)             | -5351.67        | 15437.37        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | <b>15487.75</b> |       | 1.39        |
| 40  | bal b/f and c/f (pm)       | 13028.45        | 13028.45        | 28465.82    | 28465.82    | 28465.82    | 28465.82    | 28465.82    | 28465.82    | 28465.82    | 28465.82    | 28465.82    | 28465.82    | 28465.82    |                 | exp   | 287.18      |
| 41  | Totals c/f (pm)            | 13028.45        | 28465.82        | 28465.82    | 28465.82    | 28465.82    | 28465.82    | 28465.82    | 28465.82    | 28465.82    | 28465.82    | 28465.82    | 28465.82    | 28465.82    |                 | mths  |             |

**Payments for approval at March 2017 meeting**

| ser | Cheque No | Payee  | Net            | VAT           | Gross          | Remarks                |
|-----|-----------|--|----------------|---------------|----------------|------------------------|
| 1   | DD        | E.On - April 2017  | 47.98          | 2.40          | 50.38          | paid by dd             |
| 2   | SO        | Clerk standing order - April and May 2017                | 236.80         | OS            | 236.80         | paid by standing order |
| 3   | 100834    | BCKLWN - Dog Bins  | 202.80         | 40.56         | 243.36         |                        |
| 4   | 100835    | Community Heartbeat Trust - Fobs and Magnets             | 178.00         | 35.60         | 213.60         |                        |
| 5   | 100836    | Community Heartbeat Trust - Signs                        | 23.00          | 4.6           | 27.60          |                        |
| 6   | 100837    | The Training Association West - Address Labels           | 4.87           | 0.97          | 5.84           |                        |
| 7   | n/a       | Crown Decorating Centre - free red paint                 | 0.00           | 0.00          | 0.00           |                        |
| 8   | 100838    | Amazon - Envelopes                                       | 11.91          | 2.38          | 14.29          |                        |
| 9   | n/a       | BCKLWN - Property Rates                                  | 0.00           | 0.00          | 0.00           |                        |
| 10  | 100839    | NALC Annual Membership                                   | 154.84         | 0.00          | 154.84         |                        |
| 11  | 100840    | CGM Grounds Maintenance - March 17 - Mowing              | 153.48         | 30.70         | 184.18         |                        |
| 12  | 100841    | CGM Grounds Maintenance - March 17 - Spraying            | 23.26          | 4.66          | 27.92          |                        |
| 13  | 100842    | CGM Grounds Maintenance - March 17 - Moles 2016          | 75.00          | 15.00         | 90.00          |                        |
| 14  | 100843    | Pearce and Kemp - Streetlight Mainenance Annual          | 388.68         | 77.74         | 466.42         |                        |
| 15  | 100844    | Wereham Village Hall - March Hire                        | 16.00          | 0.00          | 16.00          |                        |
| 16  | 100845    | Birketts - Playing Field Licence Heygates Solicitor Fees | 868.00         | 170.00        | 1,038.00       |                        |
| 17  | 100846    | Internal Audit Fee - John Cross                          | 20.00          | 0.00          | 20.00          |                        |
| 18  | 100847    | Stephen Ashdon - Mole Treatment                          | 34.00          | 0.00          | 34.00          |                        |
| 19  | 100848    | Helen Richardson (Clerk Salary and Expenses)             | 146.02         | 0.00          | 146.02         |                        |
| 20  | 100849    | HMRC Payroll for April 2017                              | 59.40          | 0.00          | 59.40          |                        |
|     |           | <b>Total</b>   | <b>2644.04</b> | <b>384.61</b> | <b>3028.65</b> |                        |

