

Parish Office
Duston Community Centre
Pendle Road
NORTHAMPTON
NN5 6DT

Tel: 01604 583626

Email: office@duston-pc.gov.uk
Web: www.duston-pc.gov.uk

Twitter: @Duston\_PC Facebook: @DustonPC

### FINANCE AND GENERAL PURPOSES COMMITTEE

Cllr Alan Bottwood, Cllr David Huffadine-Smith, Cllr John Caswell, Cllr Mike Ingram, Cllr Mike Pepper, Cllr Paul Anderson

21st June 2018

Dear Councillor,

You are hereby summoned to a meeting of Duston Parish Council in Duston Community Centre, Pendle Road, Duston, NN5 6DT on **Thursday 28**<sup>th</sup> **June 2018 7pm** when the following business will be transacted.

### **AGENDA**

- 1. Election of Chairman of Finance and General Purposes Committee for 2018/19
- 2. Election of Vice-Chairman of Finance and General Purposes Committee for 2018/19
- 3. To receive apologies for absence
- 4. To receive and approve the minutes of the meeting held on Thursday 10<sup>th</sup> May 2018 -(APPENDIX A)
- **5.** To receive declarations of interest under the Council's Code of Conduct related to business on the agenda (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business).

Please note, this is a public meeting and you may be filmed, recorded and published. Copies of all council papers are available to download at www.duston-pc.gov.uk

**6. Public participation session** (Persons wishing to address Council may register their intention to do so at the above address by telephone or email by 12 noon on the day of the meeting and may speak for a maximum of 3 minutes).

### 7. Bank Reconciliations

• To review bank reconciliations (APPENDIX B).

### 8. Invoices and cheques for signature

To review invoices & cheques for signature (APPENDIX C)

### 9. Grants

• Update on Royal British Legion Grant Application

### 10. Replacement Flooring for Green Room

 To approve funding for replacement of flooring in the Green Room at Duston Community Centre.

Justin Gleich Signed on original

Clerk to Duston Parish Council



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### FINANCE AND GENERAL PURPOSES COMMITTEE

### MINUTES 10th May 2018

CHAIRMAN OF COMMITTEE: Councillor Bottwood, in the Chair

PRESENT: Cllrs Anderson, Ingram, Caswell, Huffadine-Smith

IN ATTENDANCE:

Justin Gleich – Parish Clerk, Gary Youens – Deputy Parish Clerk

1. To receive apologies for absence

None

2. To receive and approve the minutes of the meeting held on 5<sup>th</sup> April 2018 -

It was RESOLVED that:

 The minutes of the previous meeting were approved and the Chairman authorised to sign the same (APPENDIX A).

Signature of Chairman

3.	To receive declarations of interest under the Council's Code of Conduct related to
	business on the agenda

None.

### 4. Public participation session

There were no public speakers

### 5. Bank reconciliations

It was RESOLVED that:

• Bank Reconciliations were approved (APPENDIX B).

### 6. To review invoices

It was RESOLVED that:

Invoices were approved (APPENDIX C).

### 7. Cheques for signature

There were no cheques for signature

### 8. Grants

It was RESOLVED that:

- The Clerk would make further enquiries regarding the Royal British Legion grant application.
- To note the Clerk's report on the further enquiries made into the Village Hall Grant application.
- To note that following the approval of previous Grant applications cheques for the appropriate amounts had been issued.



### 9. Asset Register

This item was deferred to a future meeting.

### 10. Staffing update

It was RESOLVED that:

• The Committee noted the appointment of Mr James Reed as caretaker.

Signature of Chairman

## **Duston Parish Council**

Bank reconciliation report for finance committee

2017/18

Current account

Month ended	Opening balance	Money received in	Transfer from savings account	Money paid out supplier etc	Salaries HMRC/Pension	Public works loan	Closing balance	Closing balance Comments
Apr-17	127,054.50	9,479.19	ı	6,546.95	24,000.54	100	105,986.20	Only 1 supplier cheques raised, DD only
May-17	105,986.20	10,162.87	745	55,714.25	19,009.79	8,737.50	32,687.53	
Jun-17	32,687.53	27,909.07	100,000.00	41,901.37	19,824.82	51,726.15	47,144.26	Alderman roofing £11,652.00
Jul-17	47,144.26	15,539.87	100,000.00	5,459.26	58,172.22		99,052.65	No suppliers cheques raised DD only/ salaries incl settlement
Aug-17	99,052.65	17,739.47		48,481.90	19,532.18		48,778,04	
Sep-17	48,778.04	25,890.57	50,000.00	57,322.02	16,414.02		50,932.57	50,932.57 Phoenix Surfacing = £29,883.77
Oct-17	50,932.57	14,214.56	50,000,00	37,899.59	27,748.27		49,499.27	Insurance payment = £12,908.50/Salaries incl settlement
Nov-17	49,499.27	34,798.39	100,000.00	22,166.58	18,570.18	8,673.75	134,887.15	
Dec-17	134,887.15	14,779.35		20,961.83	19,782.94	51,726.15	57,195.58	200
Jan-18	57,195.58	31,810.31	1	10,810.39	20,928.75	10 to	57,266.75	
Feb-18	57,266.75	30,282.07	×	28,473.03	22,878.34		36,197.45	
Mar-18	36,197.45	21,162.50	50,000.00	20,708.98	18,344.48	×	68,306.49	Pension was paid in April not March, bank error

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## **Duston Parish Council**

# Bank reconciliation report for finance committee

2017/18

## Savings account

Month ended	Opening balance	Precept	Interest	Transfer to current account		a e s	Closing balance	Closing balance Comments
Apr-17	465,643.50	225,859.50	(S) (S)	29			691,503.00	15.55
May-17	691,503.00	0.00					691,503.00	
Jun-17	691,503.00	8		100,000.00	int	2	591,503.00	
Jul-17	591,503.00	3		100,000.00			491,503.00	*
Aug-17	491,503.00				100		491,503.00	
Sep-17	491,503.00			50,000.00	16 12 7555		441,503.00	
Oct-17	441,503.00	225,859.50		50,000.00	5		617,362.50	33
Nov-17	617,362.50	7	a 2	100,000.00			517,362.50	
Dec-17	517,362.50		104.96				517,467.46	
Jan-18	517,467.46	20 A				8.	517,467.46	
Feb-18	517,467.46			9		×	517,467.46	
Mar-18	517,467.46		258.02	50,000.00	20		467,725.48	

28/04/2018 Date.

**Duston Parish Council** 

Page No: 1

Time: 12:45

User: NG

Bank Reconciliation Statement as at: 31/03/2018 for Cash Book 1 Current A/c 03573680

Bank Statement Accou	nt Name (s) State	ement Date Page No	Balances
Barclays Community A/c	3680	31/03/2018 3	72,637.05
			72,637.05
Unpresented Cheques	(Minus)	Amount	
05/02/2018 102889	Perkins Florists	38.00	
22/02/2018 102903	Natalie Green & Co	948.00	
08/03/2018 102914	G Old	35.00	
19/03/2018 102916	Complete Ground Mana	gement 240.00	
19/03/2018 102917	DA Heating Ltd	432.00	
19/03/2018 102924	K & J Hird Ltd	144.00	
19/03/2018 102925	Northampton Associatio	on of You 48.00	8
19/03/2018 102926	B & D Publications	420.00	
19/03/2018 102928	Society of Local Council	l Clerk 237.60	
19/03/2018 102929	SRCL Ltd	74.40	
19/03/2018 102931	TOP SECURITY RANG	ERS UK 72.00	
19/03/2018 102933	Sanders Print People Lt	rd 760.00	
19/03/2018 102936	Nordis Signs	16.52	
19/03/2018 102937	Justin Gleich	49.99	
19/03/2018 102934	Kelly Wayman	87.50	
26/03/2018 102938	Terry Manktelow	159.99	
29/03/2018 102939	Justin Gleich	599.00	
29/03/2018 102940	Pete Wisbey	49.99	
29/03/2018 102941	A Grantham	111.57	
			4,523.56
		g 2 a	68,113.49
Receipts not Banked/C	eared (Plus)		*
31/03/2018		193.00	
			193.00
			68,306.49
	Bal	lance per Cash Book is :-	68,306.49
		Difference is :	0.00

Date: 28/04/2018

**Duston Parish Council** 

Page No: 1

Time: 13:26

User: NG

Bank Reconciliation Statement as at: 31/03/2018 for Cash Book 2 Business Saver A/c 63253058

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Business Saver A/c 3058	31/03/2018	3	467,725.48
		,	467,725.48
Unpresented Cheques (Minus)	ii	Amount	
			0.00
			467,725.48
Receipts not Banked/Cleared (Plus)	8		
8			0.00
			467,725.48
	Balance per Cas	sh Book is :-	467,725.48
	Di	fference is :-	0.00

Date: 28/04/2018

**Duston Parish Council** 

Page No: 1

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Time: 13:09

Bank Reconciliation Statement as at: 31/03/2018 for Cash Book 5 Petty Cash

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Petty Cash	31/03/2018	3	122.06
			122.06
Unpresented Cheques (Minus)		Amount	
		8 8	0.00
			122.06
Receipts not Banked/Cleared (Plus)			
			0.00
			122.06
	Balance per Cas	sh Book is :-	122.06
	Di	fference is :-	0.00

Duston Parish Council	Petty cash count and reconciliat	ion			
		Float			
29.3.18		20	60.00	Si.	
		10	30.00		
		5	5.00		
		2	4.00	98	
		1	18.00		
		0.5	2.00		
		0.2	2.00		
		0.1	0.70		
		0.05	0.20		
		0.02	0.08		
		0.01	0.08		
		-		TIN 29.3.18	
				sh trf in October	
	27		то	TAL RECEIPTS & TIN as at	
			122.06 29		
			0.00		
				IMBURSEMENT CHEQUE	
	Omega			ATCH	
	отпеди		(VI)	1101	
(1				(347)	
Reconciliation to RBS					2 97
In tin b'wd 28.2.18			14.11		
Cash received (trf from ban	kings sheets)				
200 H &	9.3.18		200.00		
					26
		97 7000			
Cash paid out in month		W (02)	214.11		
Cash paid out in month		93 923			
		1 200	214.11 92.05		
		-	214.11		
= Cash in tin 31.3.18		-	214.11 92.05 122.06	onth 12 March	
Cash paid out in month  = Cash in tin 31.3.18  Balance per RBS 31.3.18			214.11 92.05 122.06	onth 12 March	
= Cash in tin 31.3.18		-	214.11 92.05 122.06	onth 12 March	
= Cash in tin 31.3.18 Balance per RBS 31.3.18			214.11 92.05 122.06	onth 12 March	
= Cash in tin 31.3.18			214.11 92.05 122.06	onth 12 March	
= Cash in tin 31.3.18  Balance per RBS 31.3.18  Petty cash expenses paid	Description		214.11 92.05 122.06 122.06 Mo	onth 12 March	
= Cash in tin 31.3.18  Balance per RBS 31.3.18  Petty cash expenses paid	Description		214.11 92.05 122.06	onth 12 March	
= Cash in tin 31.3.18  Balance per RBS 31.3.18  Petty cash expenses paid  Ref			214.11 92.05 122.06 122.06 Mo	onth 12 March	
= Cash in tin 31.3.18  Balance per RBS 31.3.18  Petty cash expenses paid  Ref  Mar 1	Alison milk/lemon		214.11 92.05 122.06 122.06 Mo	onth 12 March	
= Cash in tin 31.3.18  Balance per RBS 31.3.18  Petty cash expenses paid  Ref  Mar 1  Mar 2	Alison milk/lemon Alison milk/lemon		214.11 92.05 122.06 122.06 Mo	onth 12 March	
= Cash in tin 31.3.18  Balance per RBS 31.3.18  Petty cash expenses paid  Ref  Mar 1  Mar 2  Mar 3	Alison milk/lemon Alison milk/lemon Parking - Justin Clerk forum		214.11 92.05 122.06 122.06 Mo	onth 12 March	
= Cash in tin 31.3.18  Balance per RBS 31.3.18  Petty cash expenses paid  Ref  Mar 1  Mar 2  Mar 3  Mar 4	Alison milk/lemon Alison milk/lemon Parking - Justin Clerk forum Teabags		214.11 92.05 122.06 122.06 Mo 122.06 Mo 2.40 3.00	onth 12 March	
= Cash in tin 31.3.18  Balance per RBS 31.3.18  Petty cash expenses paid  Ref  Mar 1  Mar 2  Mar 3  Mar 4  Mar 5	Alison milk/lemon Alison milk/lemon Parking - Justin Clerk forum Teabags Stamps		214.11 92.05 122.06 122.06 Mo 122.06 Mo 2.40 3.00 27.30	onth 12 March	
= Cash in tin 31.3.18  Balance per RBS 31.3.18  Petty cash expenses paid  Ref  Mar 1  Mar 2  Mar 3  Mar 4  Mar 5  Mar 6	Alison milk/lemon Alison milk/lemon Parking - Justin Clerk forum Teabags Stamps Drycleaning		214.11 92.05 122.06 122.06 Mo 122.06 Mo 2.40 3.00 27.30 32.50	onth 12 March	
= Cash in tin 31.3.18  Balance per RBS 31.3.18  Petty cash expenses paid  Ref  Mar 1  Mar 2  Mar 3  Mar 4  Mar 5	Alison milk/lemon Alison milk/lemon Parking - Justin Clerk forum Teabags Stamps		214.11 92.05 122.06 122.06 Mo 122.06 Mo 2.40 3.00 27.30	onth 12 March	

92.05

Date: 24/05/2018

**Duston Parish Council** 

Page No: 1

User: NG

10:49 Time:

Bank Reconciliation Statement as at: 31/03/2018 for Cash Book 6 Youth Club Float

Bank Statement Account Name (s)	Statement Date Page No	Balances
	S S S S S S	
Youth Club Float	31/03/2018 3	50.00
		50.00
Unpresented Cheques (Minus)	Amount	
		0.00
		50.00
Receipts not Banked/Cleared (Plus)	2	
	· · · · · · · · · · · · · · · · · · ·	0.00
	N N	50.00
	Balance per Cash Book is :-	50.00
	Difference is :-	0.00

Date:

Time: 11:00

24/05/2018

Duston Parish Council

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User: NG

Bank Reconciliation Statement as at: 31/03/2018 for Cash Book 7 Hospitality Float

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Hospitality Float			
Hospitality Float	31/03/2018	-3	75.00
		-	75.00
Unpresented Cheques (Minus)	+	Amount	
	v		0.00
	-		75.00
Receipts not Banked/Cleared (Plus)			
<del>-</del>			0.00
		-	75.00
	Balance per Cas	sh Book is :-	75.00
	Dif	ference is :-	0.00

Date:

28/04/2018

**Duston Parish Council** 

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Time:

13:18

Bank Reconciliation Statement as at: 31/03/2018 for Cash Book 8 Facilities float

Bank Statement Account Name (s)	Statement Date	Page No	Balances
8	a e		-
Facilities float	31/03/2018	3	13.09
			13.09
Unpresented Cheques (Minus)		Amount	
			0.00
			13.09
Receipts not Banked/Cleared (Plus)			
			0.00
			13.09
	Balance per Cas	sh Book is :-	13.09
	Dif	fference is :-	0.00

Bank reconciliation report for finance committee.

2018/19

## Savings account

Month ended	Opening balance	Precept	Interest	Transfer to current account	) 2 2 (0)		Closing balance	Closing balance Comments
Apr-18	467,725.48	233,600.00		50,000.00			651,325.48	
May-18	651,325.48	x	Æ			2	651,325.48	<sup>22</sup> 05
Jun-18	651,325.48					* c	651,325.48	
Jul-18	651,325.48		c	# T		SR EA	651,325.48	
Aug-18	651,325.48		180	15			651,325.48	8 8
Sep-18	651,325.48						651,325.48	0
Oct-18	651,325.48	β 2	×			at e	651,325.48	2
Nov-18	651,325.48	51			p		651,325.48	5
Dec-18	651,325.48	×	2		8	8	651,325.48	
Jan-19	651,325.48		E				651,325.48	48
Feb-19	651,325.48	18	88 20	1			651,325.48	
Mar-19	651,325.48			20		w ==	651,325.48	

**Duston Parish Council** 

Bank reconciliation report for finance committee

2018/19

Current account						
Month ended	Opening balance	Money received in	Transfer from savings account	Money paid out supplier etc	Salaries HMRC/Pension	
Apr-18	68,306.49	32,645.38	50,000.00	25,812.36	27,605.43	
May-18	97,534.08					
Jun-18	97,534.08			,		
Jul-18	97,534.08		Ø €	2	- 1	
Aug-18	97,534.08			e e		Į
Sep-18	97,534.08			ā		
Oct-18	97,534.08					l
Nov-18	97,534.08			2.		
Dec-18	97,534.08		9		e e	
Jan-19	97,534.08					1
		100	2000			

	97,534.08	50		8			97,534.08	Mar-19
	97,534.08					20 20	97,534.08	Feb-19
	97,534.08			ш		8 11	97,534.08	Jan-19
	97,534.08		ě		G		97,534.08	Dec-18
	97,534.08						97,534.08	Nov-18
	97,534.08			**			97,534.08	Oct-18
21	97,534.08			20			97,534.08	Sep-18
	97,534.08	5		0			97,534.08	Aug-18
	97,534.08		1	Ē	J &		97,534.08	Jul-18
	97,534.08	3					97,534.08	Jun-18
	97,534.08	(4)					97,534.08	May-18
	97,534.08	[4]	27,605.43	25,812.36	50,000.00	32,645.38	68,306.49	Apr-18
Closing balance Comments	65	Public works loan	Salaries HMRC/Pension	Money paid out supplier etc	Transfer from	Money received in	Opening balance	Month ended

Ďate: 19/06/2018

**Duston Parish Council** 

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0.00

Difference is :-

17:34 Time:

Bank Reconciliation Statement as at: 30/04/2018 for Cash Book 1 Current A/c 03573680

Bank Statement Accou	nt Name (s)	Statement Date	Page No	Balances
Barclays Community A/c	3680	30/04/2018	4	113,284.04
100		8		
Unpresented Cheques	(Minue)	z z	Amount	113,284.04
	<u> </u>		27	8
04/04/2018 102942		ultural Associati	33.50	
18/04/2018 102951	J Shatford	0.101	50.00	
27/04/2018 102953	BACA Safety		83.40	
27/04/2018 102954	Barnett Lands	•	264.00	
27/04/2018 102955	Bee Tee Alarr		156.60	
27/04/2018 102956		und Management	1,391.00	
27/04/2018 102957	Edmundson E	electrical Ltd	98.22	
27/04/2018 102958	ESPO		522.87	2
27/04/2018 102959	Natalie Green		3,153.00	
27/04/2018 102960	ISE Fire Prod	ucts & Services L	831.92	
27/04/2018 102961	Johnson Unde	erwood Ltd	3,170.34	
27/04/2018 102963	Northants CA	LC	422.00	
27/04/2018 102964	RIALTAS BUS	SINESS SOLUTIOI	1,248.00	
27/04/2018 102965	SRCL Ltd		74.40	
27/04/2018 102966	Travis Perkins	Trading Co Ltd	52.10	
27/04/2018 102967	TOP SECURI	TY RANGERS UK	36.00	
27/04/2018 102968	Viking	94	122.35	
27/04/2018 102969	Evac+Chair Ir	iternational Ltd	108.00	
27/04/2018 102975	Favell Day Se	rvices	1,000.00	
27/04/2018 102976	Duston Village	e Hall	750.00	
27/04/2018 102977	DOPWA		1,000.00	
27/04/2018 102970	St John Ambu	lance	165.60	
27/04/2018 102971	Sara Spade M	lusic	310.00	
27/04/2018 102972		Borough Council	415.83	
27/04/2018 102973		Borough Council	180.00	o.
27/04/2018 102974	Terry Manktel	_	21.31	
05/02/2018 102889	Perkins Floris		38.00	
08/03/2018 102914	G Old	8	35.00	
19/03/2018 102936	Nordis Signs		16.52	
,0,00,00	Tronale engine			15,749.96
				9
	Th			97,534.08
Receipts not Banked/C	leared (Plus)			
			14	0.00
				97,534.08
		Balance per Cas	sh Book is :-	97,534.08

Date:

19/06/2018

**Duston Parish Council** 

Page No: 1

Time:

17:29

User: NG

Bank Reconciliation Statement as at: 30/04/2018 for Cash Book 2 Business Saver A/c 63253058

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Business Saver A/c 3058	30/04/2018	4	651,325.48
			651,325.48
Unpresented Cheques (Minus)	7	Amount	
3 8			0.00
			651,325.48
Receipts not Banked/Cleared (Plus)			
	i i		0.00
			651,325.48
	Balance per Ca	sh Book is :-	651,325.48
	Di Di	fference is :-	0.00

Duston	Parish	Council
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### Petty cash count and reconciliation

		Float			18	3.53
30.4.18		20	0.00			
		10	20.00			
		5	0.00			
		2	0.00			80 60
		1	3.00			
e = 2		0.5	0.00			
		0.2	2.80			
	~ · ·	0.1	1.10		=	
		0.05	0.00			
		0.02	0.00			
		0.01_	1.07	IN TIN 20 2 40		
				N TIN 28.2.18		
				Cash trf in October		
(6)		- T	78.00	TOTAL RECEIPTS & TIN as a	+	
			27.97		·	
		-		20.2.10		6
			0.00			
				0 pg	8 U	
	- E					
8 1		<del></del>			0	1
Reconciliation to RBS						
TOUGHT TO THE						
In tin b'wd 24.4.18			122.06			
In tin b'wd 24.4.18 Cash received (trf from	pankings sheets)		122.06			
In tin b'wd 24.4.18 Cash received (trf from	pankings sheets)		122.06			
	pankings sheets)		122.06			
	pankings sheets)		122.06			
	oankings sheets)		122.06			
	pankings sheets)					
Cash received (trf from	oankings sheets)	_	122.06			
	pankings sheets)					
Cash received (trf from	pankings sheets)		122.06 94.09			
Cash received (trf from	pankings sheets)		122.06			0.00
Cash received (trf from  Cash paid out in month  = Cash in tin 30.4.18			122.06 94.09 27.97			0.00
Cash received (trf from			122.06 94.09 27.97	Month 1 April		0.00
Cash received (trf from  Cash paid out in month  = Cash in tin 30.4.18			122.06 94.09 27.97	Month 1 April		0.00
Cash received (trf from  Cash paid out in month  = Cash in tin 30.4.18  Balance per RBS 30.4.18			122.06 94.09 27.97	Month 1 April		0.00
Cash received (trf from  Cash paid out in month  = Cash in tin 30.4.18			122.06 94.09 27.97	Month 1 April		0.00
Cash received (trf from  Cash paid out in month  = Cash in tin 30.4.18  Balance per RBS 30.4.18  Petty cash expenses pa	d		122.06 94.09 27.97	Month 1 April		0.00
Cash received (trf from  Cash paid out in month  = Cash in tin 30.4.18  Balance per RBS 30.4.18			122.06 94.09 27.97	Month 1 April		0.00
Cash received (trf from  Cash paid out in month  = Cash in tin 30.4.18  Balance per RBS 30.4.18  Petty cash expenses pa  Ref	d Description		122.06 94.09 27.97 27.97	Month 1 April		0.00
Cash received (trf from  Cash paid out in month  = Cash in tin 30.4.18  Balance per RBS 30.4.18  Petty cash expenses pa  Ref  Apr 1	d  Description  Alison bread for RBL		122.06 94.09 27.97 27.97	Month 1 April		0.00
Cash received (trf from  Cash paid out in month  Cash in tin 30.4.18  Balance per RBS 30.4.18  Petty cash expenses pa  Ref  Apr 1  Apr 2	d  Description  Alison bread for RBL  Top up facilities float		122.06 94.09 27.97 27.97 \$\pmathrm{\pmathr	Month 1 April		0.00
Cash received (trf from  Cash paid out in month  = Cash in tin 30.4.18  Balance per RBS 30.4.18  Petty cash expenses pa  Ref  Apr 1  Apr 2  Apr 3	d  Description  Alison bread for RBL  Top up facilities float  HDMI lead for monitor		122.06 94.09 27.97 27.97 \$\frac{1}{2}\$	Month 1 April		0.00
Cash received (trf from  Cash paid out in month  = Cash in tin 30.4.18  Balance per RBS 30.4.18  Petty cash expenses pa  Ref  Apr 1  Apr 2  Apr 3  Apr 4	d  Description  Alison bread for RBL  Top up facilities float  HDMI lead for monitor  Alison bookcase/tt food		122.06 94.09 27.97 27.97 \$\frac{1}{2}\$ 46.84 9.99 27.45	Month 1 April		0.00
Cash received (trf from  Cash paid out in month  = Cash in tin 30.4.18  Balance per RBS 30.4.18  Petty cash expenses pa  Ref  Apr 1  Apr 2  Apr 3  Apr 4  Apr 5	d  Description  Alison bread for RBL  Top up facilities float  HDMI lead for monitor  Alison bookcase/tt food  Alison lemons + milk		122.06 94.09 27.97 27.97 \$\pmathrm{\pmathr	Month 1 April		0.00
Cash received (trf from  Cash paid out in month  = Cash in tin 30.4.18  Balance per RBS 30.4.18  Petty cash expenses pa  Ref  Apr 1  Apr 2  Apr 3  Apr 4	d  Description  Alison bread for RBL  Top up facilities float  HDMI lead for monitor  Alison bookcase/tt food	ite	122.06 94.09 27.97 27.97 \$\frac{1}{2}\$ 46.84 9.99 27.45	Month 1 April		0.00

94.09

Date: 16/06/2018

**Duston Parish Council** 

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Time: 12:57

User: NG

Bank Reconciliation Statement as at: 30/04/2018 for Cash Book 5 Petty Cash

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Petty Cash	30/04/2018	4	27.97
, , , , , , , , , , , , , , , , , , ,			27.97
Unpresented Cheques (Minus)		Amount	
	-	_	0.00
			27.97
Receipts not Banked/Cleared (Plus)			
	2. I		0.00
		36	27.97
	Balance per Cas	sh Book is :-	27.97
e <sup>e</sup> B		fference is :-	0.00

Date: 16/06/2018

**Duston Parish Council** 

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Time: 13:11

User: NG

Bank Reconciliation Statement as at: 30/04/2018 for Cash Book 6 Youth Club Float

Bank Statement Account Name (s)	Statement Date	Page No	Balan	ces
0			0	(A)
Youth Club Float	30/04/2018	4	50	0.00
			50	0.00
Unpresented Cheques (Minus)	5 X	Amount		
		8		00.0
			50	0.00
Receipts not Banked/Cleared (Plus)				
		N 21	= (	0.00
		2 H	50	0.00
	Balance per Cas	sh Book is :-	50	0.00
	Dir	fference is :-	(	0.00

Date: 16/06/2018

**Duston Parish Council** 

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Time: 13.12

User: NG

Bank Reconciliation Statement as at: 30/04/2018 for Cash Book 7 Hospitality Float

Bank Statement Account Name (s)	_;	Statement Date	Page No	Balances
Hospitality Float		30/04/2018	4	75.00
				75.00
Unpresented Cheques (Minus)		Ş	Amount	
×			5	0.00
				75.00
Receipts not Banked/Cleared (Plus)				
				0.00
				75.00
	9	Balance per Cas	sh Book is :-	75.00
		Di	fference is :-	0.00

Date:

16/06/2018

**Duston Parish Council** 

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Time: 13:10

User: NG

Bank Reconciliation Statement as at: 30/04/2018 for Cash Book 8 Facilities float

Bank Statement Account Name (s)	8 9 8 3 <u>-</u>	Statement Date	Page No	Balance	25
Facilities floor		20/04/2014	4	4.0	20
Facilities float		30/04/2014	4	4.0	JU
				4.0	00
Unpresented Cheques (Minus)		·	Amount		
				0.0	00
				4.0	00
Receipts not Banked/Cleared (Plus)				,	
				0.0	)0
*				4.0	)0
		Balance per Ca	sh Book is :-	. 4.0	)0
		Di	fference is :-	0.0	)0

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Printed On: 22/06/2018

At: 09:35

**Duston Parish Council** 

PRELIMINARY PURCHASE DAY BOOK

4819/Complete Ground Managemen Print & Copy shop Duston Fun D Complete GM - Errington Park NCacl Data Protection course Complete Grd - clear footpath Analysis Description NCC - Safeguarding course 241650/Bee Tee Alarms Ltd Youth- recharge Pacesetter Ricoh rent 1.5.18-31.7.18 Youth service Apr-Jun 18 Johnson 21.5.18-25.5.18 Johnson 21.5.18-25.5.18 Travis Perkins toilet seaf Johnsin 14.5.18-18.5.18 INV-0037/K & J Hird Ltd Johnson 7.5.18-11.5.18 Johnsin 14.5.18-18.5.18 INV-0037/K & J Hird Ltd Jphnson 30.4.18-4.5.18 Jphnson 30.4.18-4.5.18 Johnson 7.5.18-11.5.18 Ricoh copying charges Top Security - officers ESPO cleaning mats ESPO cleaning mats 1229552/SRCL Ltd BACA batteries etc **ESPO Stationery** 1st Reaction Key SLCC Training 15.00 112.00 98.00 789.00 377.58 290.00 30.00 30.00 167.00 222.11 230.46 230.46 70.00 126.07 260.52 260.52 167.00 222.11 40.00 150.00 116.34 37.07 250.00 181.93 32.50 30.00 159.17 72.57 Amount 3,397.67 Nominal Ledger Analysis 9 Centre 201 10 102 02 102 02 201 9 201 201 5 102 101 9 102 101 5 101 102 5 5 4019 4019 4226 4019 4128 4106 4107 4160 4227 4226 4226 4115 4151 4151 4150 4150 4030 4030 4030 4030 4030 4030 4030 4030 4160 4057 4127 4227 AC 70.00 34.40 18.00 172.59 789.00 348.00 304.38 400.80 98.00 36.00 391,00 87.08 39.60 72.00 533.06 553.10 39.00 168.00 180.00 284.47 625.24 300.00 218.32 ,677.20 Invoice Total 28.76 3.00 92.18 58.00 22.40 0.00 100.73 104.20 66.80 88.84 VAT 1,279.53 28.00 231.83 30.00 23.26 47.40 6.50 14.51 50.00 36.39 Order by Supplier A/c Number 15.00 290.00 112.00 143.83 444.22 460.92 98.00 70.00 789.00 503.65 140.00 116.34 60.00 521.04 334.00 181.93 6,397.67 30.00 150.00 72.57 32.50 237.07 Net Value 250.00 1,159.17 Supplier A/c Code **TRAVISO** NCALC01 NCC002 RICOH01 SLCC01 ESP001 JOHN01 CFYP01 JOHN01 PRINT roP01 3ACA01 **CGM001** ESP001 JOHN01 JOHN01 BEET01 CGM001 **CGM001** ESP001 CFYP01 SRCL 1H001 ST001 COMPLETE GROUND MAN. COMPLETE GROUND MAN. COMPLETE GROUND MAN. JOHNSON UNDERWOOD JOHNSON UNDERWOOD JOHNSON UNDERWOOD JOHNSON UNDERWOOD PRINT & COPY SHOP BEE TEE ALARMS TRAVIS PERKINS Supplier A/c Name *TOP SECURITY* CLUBS FOR YP CLUBS FOR YP IST REACTION VCC (OTHER) SRCL LTD K&JHIRD NCALC RICOH SLCC ESPO ESPO ESPO BACA tems marked with a \* are disputed invoices. -edger No 1 for Month No 2 Order No £7713-20 69544 £ 2112°20 4853548 ESI1-15 E1739.00 421000082955 3102AP300 101114556 229552 838725 NV-0037 nvoice No 1853549 125556 04995 70287 241650 1824 69269 1819 69573 5650 32154 69521 7036 020 1841 11/05/2018 03/05/2018 28/05/2018 0/05/2018 04/05/2018 31/05/2018 28/05/2018 25/05/2018 22/05/2018 9/05/2018 06/05/2018 04/05/2018 18/05/2018 25/05/2018 5/05/2018 24/05/2018 09/05/2018 31/05/2018 30/05/2018 31/05/2018 31/05/2018 29/05/2018 24/05/2018 6/05/2018 nvoice Date

Printed On: 22/06/2018	22/06/2018			Dusto	<b>Duston Parish Council</b>	oil oil				Done : 355
At: C	At: 09:35			PRELIMINARY	PRELIMINARY PURCHASE DAY BOOK	AY BOOK				USER: NG
	Ledger No 1 Items marked	Ledger No 1 for Month No 2 Items marked with a * are disputed invoices.	invoices.	Order by	Order by Supplier A/c Number	ımber		Mominal Lodges Association	Since the second	8.
Invoice Date	Invoice No	Order No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	VAT Invoice Total A/C	A/C Centre	Analysis	Analysis Description
			35 JI	TOTAL INVOICES	12,608,91	2,330.33	14,939.24		12,608.91	90 -
			VAT ANALYSIS CODE	S @ 20.00 % Z @ 0.00 %	11,651.91 957.00	11,651.91 2,330.33 13,982.24 957.00 0.00 957.00	13,982.24	8		9 ¥ 3
				TOTALS	12,608.91	2,330.33	14,939.24			