



NOTICE

**THIS WILL BE A REMOTE MEETING WHICH MEMBERS OF THE PUBLIC MAY
ATTEND BY FOLLOWING THE LINK BELOW**

Meeting of Finance & General Purposes Committee

Tuesday 16th June 2020

Councillors: K Beer, D Haggerty, D Ledger, J Rowland, J Russell & A Singh

11th June 2020

Dear Councillor,

You are hereby summoned to attend the above meeting to be held on **Tuesday 16th June 2020 at 6.00pm**. In accordance with the provisions of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, this meeting will be held remotely and Members of the Town Council and members of the public can access the meeting by taking the following steps:

Log onto www.zoom.us

Click on: 'Join Meeting' and then enter meeting ID: 952 2147 3425

It is proposed that the matters set out on the agenda below will be considered at the meeting and resolution or resolutions passed as the Council considers appropriate.

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media, or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.

**Julia Mutlow
Town Clerk**

AGENDA

20/F&GP/01 Apologies for absence



20/F&GP/02

Declaration of interests

To receive any declarations of interest not included in the register of interest from Members in respect of items of business included on the agenda for this meeting

20/F&GP/03

Minutes of the previous meeting

To approve the minutes of the Finance & General Purposes Committee meeting held on Monday 16th March 2020

20/F&GP/04

Public Question Time

To allow questions or reports from members of the public

20/F&GP/05

Payments, Receipts and Unpaid Invoices

To consider and note the schedule of payments, monies received and unpaid invoices

It is **RECOMMENDED** that Members:

- ratify the schedule of payments, as already approved under the Council's Scheme of Delegation up to 31 May 2020
- note the receipts
- note outstanding unpaid invoices as at 31 May 2020

20/F&GP/06

Bank Reconciliation

To approve the reconciliation between the Council's accounts and statement balance as at 31 May 2020.

It is **RECOMMENDED** that Members approve the bank reconciliation to 31 May 2020.

20/F&GP/07

Petty Cash Reconciliation

It is **RECOMMENDED** that Members approve the petty cash reconciliation to 31 May 2020.

20/F&GP/08

Budget Review 2020/21

To review the Council's budget for 2020/21 including:

- consideration of existing projects/budget codes that, in light of the Covid-19 pandemic, will no longer be used as originally intended and may be reallocated, for example, to Community/Business Grants
- specific consideration of the updated costs associated with Phase 1 of the Seafront Enhancement Project, which potentially exceed the funds available



It is **RECOMMENDED** that Members review the budget to date and recommend to Council:

- such reallocation between budgets as they consider appropriate
- that the decision to implement Phase 1 of the Seafront Enhancement Scheme be revisited in light of the recently revised costs schedule and, if appropriate, further allocation of finances be identified to cover the cost of the project and make contingency provision for any unexpected costs



Minutes of the Finance & General Purposes Committee Meeting on Monday 16th March 2020

Present:

Chairman: Cllr. D. Ledger

Councillors: K Beer, J Russell, A Singh & D Haggerty

In attendance: Town Clerk

Note – due to an emergency informal meeting of members of the Town Council and members of the community to discuss the covid-19 situation, the start of the Finance & General Purposes Committee Meeting was delayed until 7.08pm.

87. Apologies for absence

Apologies for absence received from Cllr. Rowland

88. Declarations of Interest

Cllrs. Ledger declared a personal interest as a Councillor with East Devon District Council (EDDC)

89. Minutes of the previous meeting

The Committee **RESOLVED** to agree the minutes of the Finance and General Purposes meeting held on Monday 17 February 2020.
(moved Cllr Singh; seconded Cllr Russell)

90. Public Question Time

No questions were asked by members of the public.

91. Payments, Receipts & Unpaid Invoices

Payments

Members received a report of payments, income and unpaid invoices up to the end of December.

The Committee **RESOLVED** to:

- approve the schedule of Payments & Receipts; and
- noted there were no aged outstanding invoices
(moved Cllr Haggerty; seconded Cllr Russell)

92. Update on budget to date

Members **NOTED** the budget update



93. Bank Reconciliation

Members **RESOLVED** approve the bank reconciliation to 29 February 2020 (moved Cllr Haggerty; seconded Cllr Russell)

94. Petty Cash Reconciliation

Members **RESOLVED** to note the Clerk's report and approve the petty cash reconciliation from 1 April 2019 to 29 February 2020 (moved Cllr Beer; seconded Cllr Singh)

95. Internal Audit Update

Members **RESOLVED** to note the action already taken in response to the observations of the Internal Auditor from his mid-year report and agreed that the Clerk's findings should be collated into a report to be signed by Cllr Beer so as to provide an explanation to the Auditors in respect of the handling of cash relating to the Cyclefest and GBSS events in 2019. (moved Cllr Ledger; seconded Cllr Beer)

96. Annual Accounts – Seaton Gateway

Members **NOTED** the annual accounts of Seaton Gateway

97. Committee Structure

Members discussed the Council's existing Committee structure and, at Cllr Beer's suggestion, would give thought going forward to whether this should be changed.

Meeting closed at 7.28pm

Chairman: _____

Date: _____

Time: 09:23

Bank Reconciliation up to 31/05/2020 for Cashbook No 1 - Treasurer's Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
13/10/2019	9363	80.00			80.00	<input type="checkbox"/>	The Flexible Connection
29/02/2020	9394	40.00			40.00	<input type="checkbox"/>	
02/03/2020	9410	178.00			178.00	<input type="checkbox"/>	Harcombe Engineering
16/03/2020	9426	510.00			510.00	<input type="checkbox"/>	Seaton Print and Design
06/04/2020	40052333	411.73		411.73		R <input checked="" type="checkbox"/>	East Devon District Council
06/04/2020	40052874	1,200.00		1,200.00		R <input checked="" type="checkbox"/>	East Devon District Council
01/05/2020	DD77842	212.78		212.78		R <input checked="" type="checkbox"/>	British Gas Lite
01/05/2020	30347805	338.00		338.00		R <input checked="" type="checkbox"/>	East Devon District Council
01/05/2020	30347814	70.00		70.00		R <input checked="" type="checkbox"/>	East Devon District Council
01/05/2020	30347823	155.00		155.00		R <input checked="" type="checkbox"/>	East Devon District Council
01/05/2020	BACS	30.00		30.00		R <input checked="" type="checkbox"/>	Seaton Tramway
01/05/2020	BACS	-30.00		-30.00		R <input checked="" type="checkbox"/>	Seaton Tramway
01/05/2020	VE Day		30.00	30.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/05/2020	Allot Fee		57.60	57.60		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/05/2020	Allot Fee		37.20	37.20		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/05/2020	Allot Fee		22.65	22.65		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/05/2020	Allot Fee		35.40	35.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/05/2020	Allot Fee		21.00	21.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/05/2020	Allot Fee		29.40	29.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/05/2020	Allot Fee		14.40	14.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/05/2020	Allot Fee		17.10	17.10		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/05/2020	Allot Fee		80.40	80.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/05/2020	Allot Fee		28.20	28.20		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/05/2020	Allot Fee		43.50	43.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/05/2020	Allot Fee		74.70	74.70		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/05/2020	Allot Fee		25.50	25.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/05/2020	Allot Fee		25.20	25.20		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/05/2020	Allot Fee		16.80	16.80		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/05/2020	Donation		250.00	250.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/05/2020	Allot Fee		25.20	25.20		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/05/2020	Allot Fee		21.30	21.30		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/05/2020	Allot Fee		24.00	24.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/05/2020	Allot Fee		42.90	42.90		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/05/2020	Allot Fee		39.00	39.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/05/2020	Allot Fee		26.10	26.10		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/05/2020	CASH	0.98		0.98		R <input checked="" type="checkbox"/>	Post Office
05/05/2020	CASH	-0.98		-0.98		R <input checked="" type="checkbox"/>	Post Office
06/05/2020	DD-839	150.00		150.00		R <input checked="" type="checkbox"/>	R & H Signs
06/05/2020	May-10499	49.20		49.20		R <input checked="" type="checkbox"/>	Grenke Leasing Ltd
06/05/2020	May 2020	130.00		130.00		R <input checked="" type="checkbox"/>	Harcombe Engineering
06/05/2020	April 2020	334.80		334.80		R <input checked="" type="checkbox"/>	Core Office IT
07/05/2020	Online	132.96		132.96		R <input checked="" type="checkbox"/>	Bradfords Building Supplies
07/05/2020	DC	12.28		12.28		R <input checked="" type="checkbox"/>	Abbots
07/05/2020	Allot Fee		52.50	52.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
07/05/2020	Allot Fee		61.50	61.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked

Time: 09:23

Bank Reconciliation up to 31/05/2020 for Cashbook No 1 - Treasurer's Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
07/05/2020	Allot Fee		21.00	21.00		R <input type="checkbox"/>	Receipt(s) Banked
07/05/2020	Allot Fee		29.40	29.40		R <input type="checkbox"/>	Receipt(s) Banked
07/05/2020	Allot Fee		28.50	28.50		R <input type="checkbox"/>	Receipt(s) Banked
11/05/2020	2154	1,011.59		1,011.59		R <input type="checkbox"/>	Devon Association of Local Cou
11/05/2020	Allot Fee		39.00	39.00		R <input type="checkbox"/>	Receipt(s) Banked
12/05/2020	Allot Fee		21.60	21.60		R <input type="checkbox"/>	Receipt(s) Banked
12/05/2020	Allot Fee		28.80	28.80		R <input type="checkbox"/>	Receipt(s) Banked
13/05/2020	239223960	256.79		256.79		R <input type="checkbox"/>	Hampshire Flag Company
13/05/2020	Allot Fee		30.90	30.90		R <input type="checkbox"/>	Receipt(s) Banked
13/05/2020	Allot Fee		20.70	20.70		R <input type="checkbox"/>	Receipt(s) Banked
13/05/2020	Allot Fee		22.80	22.80		R <input type="checkbox"/>	Receipt(s) Banked
13/05/2020	Allot Fee		41.40	41.40		R <input type="checkbox"/>	Receipt(s) Banked
13/05/2020	VAT Refund		3,286.38	3,286.38		R <input type="checkbox"/>	Receipt(s) Banked
13/05/2020			33.60	33.60		R <input type="checkbox"/>	Receipt(s) Banked
13/05/2020	Allot Fee		27.00	27.00		R <input type="checkbox"/>	Receipt(s) Banked
14/05/2020	DC210348/1	274.48		274.48		R <input type="checkbox"/>	Specialised Canvas Services Lt
14/05/2020	BACS27944	672.00		672.00		R <input type="checkbox"/>	RBS Rialtas Business Solutions
14/05/2020	C-19 Grant		500.00	500.00		R <input type="checkbox"/>	Receipt(s) Banked
16/05/2020	Scout Hut		441.44	441.44		R <input type="checkbox"/>	Receipt(s) Banked
17/05/2020	Allot Fee		25.20	25.20		R <input type="checkbox"/>	Receipt(s) Banked
17/05/2020	Allot Fee		103.20	103.20		R <input type="checkbox"/>	Receipt(s) Banked
17/05/2020	Allot Fee		17.10	17.10		R <input type="checkbox"/>	Receipt(s) Banked
18/05/2020	Allot Fee		26.95	26.95		R <input type="checkbox"/>	Receipt(s) Banked
18/05/2020	Allot Fee		21.90	21.90		R <input type="checkbox"/>	Receipt(s) Banked
18/05/2020	Allot Fee		16.80	16.80		R <input type="checkbox"/>	Receipt(s) Banked
18/05/2020	VE Day		10.00	10.00		R <input type="checkbox"/>	Receipt(s) Banked
19/05/2020	1000/1001	58.84		58.84		R <input type="checkbox"/>	Bradforfs Building Supplies
19/05/2020	APRIL2020	1,259.17		1,259.17		R <input type="checkbox"/>	Scalwell Lane Nursery
19/05/2020	DC	143.88		143.88		R <input type="checkbox"/>	Zoom Inc.
19/05/2020	Allot Fee		21.30	21.30		R <input type="checkbox"/>	Receipt(s) Banked
19/05/2020	Allot Fee		69.00	69.00		R <input type="checkbox"/>	Receipt(s) Banked
20/05/2020	BACS	111.19		111.19		R <input type="checkbox"/>	South West Water Business
20/05/2020	Allot Fee		21.60	21.60		R <input type="checkbox"/>	Receipt(s) Banked
20/05/2020	SC Rent		24.65	24.65		R <input type="checkbox"/>	Receipt(s) Banked
21/05/2020	BACS	3,465.00		3,465.00		R <input type="checkbox"/>	Devon County Council
21/05/2020	BACS	-3,465.00		-3,465.00		R <input type="checkbox"/>	Devon County Council
21/05/2020	C-19 Grant		3,465.00	3,465.00		R <input type="checkbox"/>	Receipt(s) Banked
21/05/2020	Allot Fee		30.00	30.00		R <input type="checkbox"/>	Receipt(s) Banked
22/05/2020	Allot Fee		33.60	33.60		R <input type="checkbox"/>	Receipt(s) Banked
22/05/2020	Allot Fee		34.20	34.20		R <input type="checkbox"/>	Receipt(s) Banked
25/05/2020	BACS	2,215.56		2,215.56		R <input type="checkbox"/>	Devon Pension Fund
25/05/2020	BACS	6,041.44		6,041.44		R <input type="checkbox"/>	STC Employees
25/05/2020	BACS	2,339.21		2,339.21		R <input type="checkbox"/>	HMRC
26/05/2020	MAY 2020	287.92		287.92		R <input type="checkbox"/>	Gazprom Energy
26/05/2020	7726/7728	144.00		144.00		R <input type="checkbox"/>	Harcombe Engineering

Time: 09:23

Bank Reconciliation up to 31/05/2020 for Cashbook No 1 - Treasurer's Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
26/05/2020	XMAS 2019	173.64		173.64		R <input checked="" type="checkbox"/>	EDF Energy
26/05/2020	BACS	177.97		177.97		R <input checked="" type="checkbox"/>	Viking Stationery
26/05/2020	Allot Fee		42.00	42.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/05/2020	DD-May2020	38.42		38.42		R <input checked="" type="checkbox"/>	Talk Talk
28/05/2020	Goat Isld		1,610.00	1,610.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
29/05/2020	63883	20.83		20.83		R <input checked="" type="checkbox"/>	Copycare Ltd
29/05/2020	MAY 2020	248.40		248.40		R <input checked="" type="checkbox"/>	Thomas Westcott Chartered Acco
		<u>19,480.08</u>	<u>11,246.57</u>				

SALES LEDGER 1 UNPAID INVOICES BY DATE

<u>Invoice Date</u>	<u>Invoice No</u>	<u>A/c Code</u>	<u>A/c Name</u>	<u>Net Value</u>	<u>VAT</u>	<u>Invoice Total</u>	<u>Balance</u>
18/03/2020	532	SWW001	SOUTH WEST WATER	800.00	0.00	800.00	800.00
22/04/2020	549	SPI001	SPIERS	21.60	0.00	21.60	21.60
22/04/2020	603	HARD01	JOHN HARDING	23.40	0.00	23.40	23.40
22/04/2020	604	ANG001	V ANGELL	20.40	0.00	20.40	20.40
22/04/2020	621	WAL003	MATT WALDRON	30.90	0.00	30.90	30.90
01/06/2020	642	STRAP001	STRAPP	23.25	0.00	23.25	23.25
			TOTAL INVOICES	919.55	0.00	919.55	919.55

**Bank Reconciliation Statement as at 31/05/2020
for Cashbook 1 - Treasurer's Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Treasurer's Account	30/04/2020	0	390,572.27
			<hr/> 390,572.27
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
13/10/2019 9363 The Flexible Connection		80.00	
29/02/2020 9394		40.00	
02/03/2020 9410 Harcombe Engineering		178.00	
16/03/2020 9426 Seaton Print and Design		510.00	
			<hr/> 808.00
			389,764.27
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			389,764.27
		Balance per Cash Book is :-	389,764.27
		Difference is :-	0.00

Seaton Town Council
MARSHLANDS CENTRE
HARBOUR ROAD
SEATON
DEVON
EX12 2LT

Your Account

Sort Code 30-90-37
Account Number 00881651

TREASURERS ACCOUNT

01 May 2020 to 31 May 2020

Money In	£11,575.77	Balance on 01 May 2020	£397,927.78
Money Out	£19,001.28	Balance on 31 May 2020	£390,572.27

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
01 May 20	EAST DEVON DC 30347814	DD		70.00	397,927.78
01 May 20	EAST DEVON DC 30347823	DD		155.00	397,772.78
01 May 20	BRITISH GAS TRADIN BGL0020276-0017695	DD		212.78	397,560.00
01 May 20	EAST DEVON DC 30347805	DD		338.00	397,222.00
01 May 20	MODERN ELECTRIC TR SEATON TRAMWAY	FPI	30.00		397,252.00
04 May 20	JONES WILFRED INVOICE 602 FP20122047921443 070116	FPI	24.00		397,276.00
04 May 20	D HAMLETT 31HAMLETT/PROBERT	FPI	42.90		397,318.90
04 May 20	500488	DEP	0.18		397,319.08
04 May 20	500488	DEP	656.47		397,975.55
04 May 20	M HOOKHAM-BIRCH 596 600000000595479455 775015	FPI	39.00		398,014.55
04 May 20	SPARROW F P SPARROW INVOICE563	FPI	26.10		398,040.65
06 May 20	GRENKELEASING LIMI 1130010499	DD		49.20	397,991.45
06 May 20	EAST DEVON DISTRIC 400000000601089426 40052874	FPO		1,200.00	396,791.45
06 May 20	CORE OFFICE IT LTD 600000000596198752 8953	FPO		154.80	396,636.65
06 May 20	HARCOMBE ENGINEERI 600000000596200111 INVOICE	FPO		130.00	396,506.65
06 May 20	CORE OFFICE IT LTD 100000000594908180 8952	FPO		180.00	396,326.65

(Continued on next page)

TREASURERS ACCOUNT

Sort Code 30-90-37
Account Number 00881651

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
06 May 20	R & H SIGNS 400000000601145913 000839	FPO		150.00	396,176.65
06 May 20	EAST DEVON DISTRIC 100000000594971776 40052333	FPO		411.73	395,764.92
07 May 20	BRADFORDS BUILDING 300000000600214424	FPO		132.96	395,631.96
11 May 20	HILL C S 555 9A MS C HILL 813639432100805001 401328	FPI	28.50		395,660.46
11 May 20	ABBOTTS DIY CD 6813 08MAY20	DEB		12.28	395,648.18
11 May 20	DALC 100000000596547357 2154 308467 10 11MAY20	FPO		1,011.59	394,636.59
12 May 20	B KUJAWSKA PLOT 38A 300000000601831146 309717	FPI	28.80		394,665.39
12 May 20	500489	DEP	329.20		394,994.59
12 May 20	CORRECTION 500489	COR		329.20	394,665.39
12 May 20	CORRECTION 500489	DEP	319.20		394,984.59
12 May 20	LYNDA CHAPPLE CHA001 INV 633 65JM4VJEX7R5Y23K9D	FPI	41.40		395,025.99
12 May 20	KEITH GOODWIN INV NO 619 00156377632BBCXMNZ 090128	FPI	30.90		395,056.89
13 May 20	HMRC VAT 737205736	BGC	3,286.38		398,343.27
13 May 20	MR PD HEDGES INVOICE NO 626 03090057922022000N	FPI	22.80		398,366.07
13 May 20	MR N HAYWARD INVOICE NO 590 58090126667026000N	FPI	20.70		398,386.77
14 May 20	GROUNDWORK UK - TE GWUK	BGC	500.00		398,886.77
14 May 20	RIALTAS BUSINESS S 100000000597653125 27944	FPO		672.00	398,214.77
14 May 20	HAMPSHIREFL CD 6813	DEB		256.79	397,957.98
15 May 20	R TAYLOR INVOICE 586 300000000603164291 309037	FPI	25.20		397,983.18
15 May 20	BANNER BOX CD 6813	DEB		274.48	397,708.70
18 May 20	1ST SEATON SCOUT G INVOICE 511	FPI	441.44		398,150.14
18 May 20	THOMAS BALTRUSCHAT INVOICE 622	FPI	17.10		398,167.24

(Continued on next page)

TREASURERS ACCOUNT

Sort Code 30-90-37
Account Number 00881651

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
18 May 20	CARRAHLIDDELL A & INVOICE 640 22120051284374000N	FPI	26.95		398,194.19
18 May 20	BRIGGS K ALLOT21B INV608 815923853491715001 404404	FPI	21.90		398,216.09
18 May 20	500490	DEP	26.80		398,242.89
18 May 20	500490	DEP	163.80		398,406.69
19 May 20	MR J& MRS L WIDGER 100000000599350389 APRIL	FPO		1,259.17	397,147.52
19 May 20	BRADFORDS BUILDING 400000000605552028	FPO		58.84	397,088.68
20 May 20	D'ARCY-EVANS J OFFICE 3 9890258064329102SO 400841	FPI	24.65		397,113.33
20 May 20	ZOOM.GBP CD 6813	DEB		143.88	396,969.45
21 May 20	DEVONCC 4353832 DEVONCC 4353832	BGC	3,465.00		400,434.45
21 May 20	T MARSHALL 637ALLOT5B 100000000600046320 110956	FPI	30.00		400,464.45
22 May 20	WAGES TELEPAY	DD		6,041.44	394,423.01
22 May 20	M SINNOTT INVOICE 567 500000000602196505 309808	FPI	34.20		394,457.21
22 May 20	500491	DEP	33.60		394,490.81
22 May 20	500491	DEP	186.60		394,677.41
26 May 20	C CHADWICK INV 595 200000000600777084 771011	FPI	42.00		394,719.41
26 May 20	GAZPROM ENERGY 10114606	DD		287.92	394,431.49
26 May 20	DCC PENSION FUND 200000000601469676	FPO		2,215.56	392,215.93
26 May 20	HMRC - ACCOUNTS OF 200000000601470398	FPO		2,339.21	389,876.72
26 May 20	HARCOMBE ENGINEERI 200000000601470842 INVOICE	FPO		48.00	389,828.72
26 May 20	HARCOMBE ENGINEERI 500000000603498341 INVOICE	FPO		96.00	389,732.72
26 May 20	EDF ENERGY CUSTOME 400000000608100191	FPO		173.64	389,559.08
26 May 20	VIKING 400000000608102498 CUST NO. 5508540 406384 10	FPO		177.97	389,381.11

(Continued on next page)

TREASURERS ACCOUNT

Sort Code 30-90-37
Account Number 00881651

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
26 May 20	SOUTH WEST WATER B 400000000608104100 CUST.	FPO		111.19	389,269.92
27 May 20	TALKTALK BUSINESS 01404315/882	DD		38.42	389,231.50
28 May 20	EAST DEVON DC	BGC	1,610.00		390,841.50
29 May 20	GOCARDLESS COPYCAREOFFI-GFYQP	DD		20.83	390,820.67
29 May 20	THOMAS WESTCOTT TW961973PY	DD		248.40	390,572.27

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

Time: 09:22

Bank Reconciliation up to 31/05/2020 for Cashbook No 2 - Petty Cash

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/05/2020	CASH	39.80		39.80		R <input type="checkbox"/>	Tesco
05/05/2020	CASH	0.98		0.98		R <input type="checkbox"/>	Post Office
06/05/2020	CASH	13.98		13.98		R <input type="checkbox"/>	Julia Mutlow
11/05/2020	CASH	1.69		1.69		R <input type="checkbox"/>	Post Office
13/05/2020	CASH	1.89		1.89		R <input type="checkbox"/>	Post Office
14/05/2020	CASH	1.40		1.40		R <input type="checkbox"/>	Post Office
18/05/2020	CASH	3.97		3.97		R <input type="checkbox"/>	WHSmith
18/05/2020	CASH	20.00		20.00		R <input type="checkbox"/>	Andrew Gwyn Davies
18/05/2020	VE Day		10.00	10.00		R <input type="checkbox"/>	Receipt(s) Banked
18/05/2020	VE Day		-10.00	-10.00		R <input type="checkbox"/>	Receipt(s) Banked
20/05/2020	CASH	0.98		0.98		R <input type="checkbox"/>	WHSmith
20/05/2020	CASH	6.99		6.99		R <input type="checkbox"/>	Julia Mutlow
27/05/2020	CASH	0.98		0.98		R <input type="checkbox"/>	WHSmith
28/05/2020	CASH	7.15		7.15		R <input type="checkbox"/>	Co-op
		<u>99.81</u>	<u>0.00</u>				

**Bank Reconciliation Statement as at 31/05/2020
for Cashbook 2 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	30/04/2020		52.89
			<hr/> 52.89
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			52.89
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			52.89
		Balance per Cash Book is :-	52.89
		Difference is :-	0.00