

Bank Reconciliation Statement as at: 31/07/2018 for Cash Book 1 Current Bank Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
LLoyds Bank	31/07/2018	30	556,524.75
			<u>556,524.75</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
24/04/2018 001423	Adrian Barrett (Councillor)	5.50	
03/07/2018 001526	Townson & Son Ltd	40.75	
03/07/2018 001529	Society of Local Council Clerk	223.00	
03/07/2018 001531	Manor Street Allotment Society	132.00	
11/07/2018 001534	Alzhiemes Society	65.77	
12/07/2018 001551	Bown Enterprises Limited	306.72	
17/07/2018 001540	Bounceback Safety Surfaces Ltd	1,008.00	
17/07/2018 001541	Scott Dawson Advertising Ltd	5,000.00	
17/07/2018 001543	Shazia Bashir (Aroma Henna Des	100.00	
17/07/2018 001545	Copysmart	290.85	
25/07/2018 001547	S Lovell	150.00	
25/07/2018 001548	Option Hygiene Ltd	340.15	
25/07/2018 001549	Liberata UK Limited	109.47	
25/07/2018 1550	Vision ICT	900.00	
25/07/2018 001552	Galaxy Design & Print TA Starp	279.95	
25/07/2018 001553	North West Event Medical Solut	300.00	
26/07/2018 001554	██████████	1,272.62	
26/07/2018 001555	██████████	360.49	
26/07/2018 001557	██████████	559.41	
26/07/2018 001559	HM Revenue & Customs	529.25	
26/07/2018 001562	Option Hygiene Ltd	87.81	
27/07/2018 001561	Direct Storage Limited	336.00	
			<u>12,397.74</u>
			544,127.01
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			544,127.01
		Balance per Cash Book is :-	543,927.81
		Difference Excluding Adjustments is :-	199.20
<u>Adjustments to Reconciliation</u>			
17/03/2018 001395	Unpresent Cheque	199.20	
			<u>199.20</u>
		Unreconciled Difference is :-	<u>0.00</u>

Chq No	Payee	Description	Net	VAT	Total	Auth Ref	Budget	Ctte
DD	Borough of Pendle	Monthly removal of refuse at Unity	£92.31	£0.00	£92.31	-	Trade Waste Services	UWB
DD	E.on Energy	Games Area - Lomeshaye Road - Electricity charges 07/06-07/07	£109.94	£5.50	£115.44	FR 6.12	MUGAS	F&GP
DD	E.on Energy	Games Area - Kickabout Area, Netherfield RD - Electricity charges 07/06-07/07	£23.12	£1.16	£24.28	FR 6.12	MUGAS	F&GP
DD	Vodafone	Office mobile - July charges	£34.58	£6.91	£41.49	FR 6.12	Telephone & Mobile Broadband	F&GP
DD	Borough of Pendle	Monthly O2 broadband charges (x2)	£20.00	£4.00	£24.00	FR 6.12	Telephone & Mobile Broadband	F&GP
DD	British Gas	Unity Centre - electricity charges April-07 July 2018	£780.56	£156.11	£936.67	FR 6.12	Utilities	UWB
DD	NEST	Pension contributions	£229.10	£0.00	£229.10	-	Employer Pension	F&GP
1526	Townson & Son Ltd	Meat - week commencing 25/06	£40.75	£0.00	£40.75	FR 4.7	Catering Supplies & Equipment	UWB
1527	Borough of Pendle	Annual premises license (no alcohol) - Nelson Town Centre	£70.00	£0.00	£70.00	FR 4.7	Events General	EP&M
1528	M&H Academy	Hire of soccer stadium and astroturf - 14 July 2018	£1,500.00	£300.00	£1,800.00	2018/007.2 (EP&M)	Football Marathon	EP&M
1529	Society of Local Council Clerks	Annual membership fee - Town Clerk	£223.00	£0.00	£223.00	2018/019 (FGP)	Subscriptions	F&GP
1530	Rialtas Business Solutions Ltd	Omega accounts software, sales ledger, annual support, set-up and installation	£1,609.00	£321.80	£1,930.80	2018/007 (FGP)	Computer Equipment & Software	F&GP
1531	Manor Street Allotment Society	Reimbursement of skip hire	£132.00	£0.00	£132.00	FR 4.7	Allotment Maintenance	EI
1532	Borough of Pendle	CCTV monitoring charges - Aug'17-March'18	£12,207.55	£0.00	£12,207.55	1718/004 (TC)	CCTV	F&GP
1533	Building Bridges Pendle	Small grants award	£1,000.00	£0.00	£1,000.00	2018/012 (TC)	Small Grants	F&GP
1534	Alzheimer's Society	Funds raised from cake sale	£65.77	£0.00	£65.77	-	Charitable Funds	F&GP

Signed: Chair / Vice Chair

Chq No	Payee	Description	Net	VAT	Total	Auth Ref	Budget	Cttee
1535	Sunshine Events UK Ltd	Assault course and inflatable darts hire + generator hire	£730.00	£146.00	£876.00	2018/007 (EPM)	Football Marathon	EP&M
1536	Daisy Communications Ltd	Unity Centre -telephone and broadband charges	£76.69	£15.34	£92.03	FR 6.12	Utilities	UWB
1537	Cheque error	destroyed	£0.00	£0.00	£0.00	-	-	F&GP
1538	Cash	Petty cash reimbursement - see schedule breakdown (06/07/2018 to 12/07/2018)	£198.37	£0.00	£198.37	FR 6.13	Catering Supplies & Equipment	UWB
1539	Cheque error	destroyed	£0.00	£0.00	£0.00	-	-	F&GP
1540	Bounceback Safety Surfaces Ltd	Blue safety surfacing Clough Head; green safety surfacing Cats park playground, Netherfield Rd - repairs	£840.00	£168.00	£1,008.00	FR 4.7	MUGAS	F&GP
1541	Scott Dawson Advertising Ltd	Food Festival 2018 - sponsorship contribution	£5,000.00	£1,000.00	£6,000.00	2018/11.2 (EPM)	Food Festival	EP&M
1542	Homeclean of Pendle	Cleaning of x116 chairs	£184.00	£0.00	£184.00	2018/008 (UWB)	Repairs & Renewals	UWB
1543	Shazia Bashir	Henna artist	£100.00	£0.00	£100.00	FR 4.7	Football Marathon	EP&M
1544	Riatas Business Solutions Ltd	Omega Facilities Bookings software set-up and installation and support	£719.00	£143.80	£862.80	2018/007 (FGP)	Computer Equipment & Software	F&GP
1545	Copysmart	Photocopying charges	£242.38	£48.37	£290.75	FR 4.7	Stationary/Office Administration	F&GP
1546	Garry Pegg	Handyman fees w/c 25/06-16/07	£781.00	£0.00	£781.00	FR 6.12	Handyman Labour	F&GP
1546	Garry Pegg	Handyman materials	£115.00	£0.00	£115.00	FR 6.12	Handyman Materials	F&GP
1546	Garry Pegg	Caretaking services from 25/06-16/07	£517.00	£0.00	£517.00	FR 6.12	Caretaking / Management	UWB
1547	Sean Lovell	10 year anniversary video - summer shots	£150.00	£0.00	£150.00	2018/009 (EPM)	Publicity & Marketing	EP&M
1548	Option Hygiene Ltd	Cleaning order 29/03; 30/04; 12/07	£283.46	£56.69	£340.15	FR 4.7	Cleaning Supplies	UWB
1549	Liberata UK Limited	Assistance with HR matters and attendance at meeting	£91.23	£18.24	£109.47	-	HR & H&S Support Services	F&GP
1550	Vision ICT Ltd	Initial design for website design and development	£750.00	£150.00	£900.00	2018/018 (FGP)	Website	F&GP

Signed: Chair / Vice Chair

Chq No	Payee	Description	Net	VAT	Total	Auth Ref	Budget	Ctite
1551	Bown Enterprises Ltd	x1000 - promotional mixed colour pens	£255.60	£51.12	£306.72	2018/008 (EPM)	Publicity & Marketing	EP&M
1552	Galaxy Design & print Ltd T/A	x2000 flyers + 30 A3 posters	£140.00	£0.00	£140.00	FR 4.7	Football Marathon	EP&M
1552	Galaxy Design & print Ltd T/A	x10 A6 3 part personalised receipt books	£139.95	£0.00	£139.95	FR 4.7	Stationary/Office Administration	F&GP
1553	North West Event Medical	x2 First aiders and treatment centre	£250.00	£50.00	£300.00	FR 4.7	Football Marathon	EP&M
1554	REDACTED	Catering Co-ordinator salary - July 2018	£1,272.62	£0.00	£1,272.62	FR 7	Catering Co-ordinator Salary + NI	UWB
1555	REDACTED	Apprentice Salary - July 2018	£360.49	£0.00	£360.49	FR 7	Apprentice Salary + NI	F&GP
1556	REDACTED	Town Clerk/RFO salary - July 2018	£1,843.42	£0.00	£1,843.42	FR 7	Clerks Salary + NI	UWB
1557	REDACTED	Catering Assistant salary - July 2018	£559.41	£0.00	£559.41	FR 7	Catering Assistant Salary + NI	UWB
1558	REDACTED	Casual weekend caretaking - July 2018	£138.85	£0.00	£138.85	FR 7	Caretaker Salary + NI	UWB
1559	HM Revenue & Customs	Tax and NI payment - July 2018	£922.36	£0.00	£922.36	FR 7	NI Salaries (various)	F&GP
1560	Community Wellbeing	Small grants award	£990.00	£0.00	£990.00	2018/030 (FGP)	Small Grants	F&GP
1561	Direct Storage Limited	Extra level - yellow janitorial cupboard	£280.00	£56.00	£336.00	FR 4.7	Cleaning Supplies & Equipment	UWB
1562	Cash	Petty cash reimbursement - see schedule breakdown (13/07/2018 - 30/07/2018)	£198.37	£0.00	£198.37	FR 6.13	Catering Supplies & Equipment	UWB
		TOTALS	£36,266.88	£2,699.04	£38,965.92			

Signed: Chair / Vice Chair

Receipt Ref	Customer	Description	Net	VAT	Total	Budget	Ctte
Deposit	Allotments District Society	Allotment rents 2018/20	£10,929.67	£0.00	£10,929.67	Allotments Income	EI
500024	Nelson Town Council	Café takings wc 16/04 - 20/04	£346.37	£0.00	£346.37	Catering Income	UWB
500024	Nelson Town Council	Café takings wc 16/04 - 20/04 - expenditure + discrepancy + £9.00 free coupon	-£175.02	£0.00	-£175.02	Catering Supplies	UWB
500024	Nelson Town Council	Café takings wc 23/04 - 27/04	£357.05	£0.00	£357.05	Catering Income	UWB
500024	Nelson Town Council	Café takings wc 23/04 - 27/04 - expenditure + discrepancy	-£272.50	£0.00	-£272.50	Catering Supplies	UWB
500024	Nelson Town Council	Café takings wc 30/04 - 04/05	£386.56	£0.00	£386.56	Catering Income	UWB
500024	Nelson Town Council	Café takings wc 30/04 - 04/05 - expenditure + discrepancy	-£185.75	£0.00	-£185.75	Catering Supplies	UWB
500024	Nelson Town Council	Café takings wc 08/05 - 09/05	£294.25	£0.00	£294.25	Catering Income	UWB
500024	Nelson Town Council	Café takings wc 08/05 - 09/05 - expenditure + discrepancy	-£194.25	£0.00	-£194.25	Catering Supplies	UWB
500024	Nelson Town Council	Café takings wc 14/05 - 18/05	£322.45	£0.00	£322.45	Catering Income	UWB
500024	Nelson Town Council	Café takings wc 14/05 - 18/05 - expenditure + discrepancy	-£300.00	£0.00	-£300.00	Catering Supplies	UWB
500024	Nelson Town Council	Café takings wc 21/05 - 25/05	£271.00	£0.00	£271.00	Catering Income	UWB
500024	Nelson Town Council	Café takings wc 21/05 - 25/05 - expenditure + discrepancy	-£56.50	£0.00	-£56.50	Catering Supplies	UWB
500024	Nelson Town Council	Café takings wc 29/05 - 01/06	£192.20	£0.00	£192.20	Catering Income	UWB
500024	Nelson Town Council	Café takings wc 29/05 - 01/06 - expenditure + discrepancy	-£180.19	£0.00	-£180.19	Catering Supplies	UWB
500024	Nelson Town Council	Café takings wc 04/06 - 08/06	£465.06	£0.00	£465.06	Catering Income	UWB
500024	Nelson Town Council	Café takings wc 04/06 - 08/06 - expenditure + discrepancy	-£204.46	£0.00	-£204.46	Catering Supplies	UWB
500024	Nelson Town Council	Café takings wc 11/06 - 15/06	£327.05	£0.00	£327.05	Catering Income	UWB
500024	Nelson Town Council	Café takings wc 11/06 - 15/06 - expenditure + discrepancy	-£120.99	£0.00	-£120.99	Catering Supplies	UWB
500024	Nelson Town Council	Café takings wc 18/06 - 22/06	£365.45	£0.00	£365.45	Catering Income	UWB
500024	Nelson Town Council	Café takings wc 18/06 - 22/06 - expenditure + discrepancy	-£209.75	£0.00	-£209.75	Catering Supplies	UWB
500024	Nelson Town Council	Café takings wc 25/06 - 29/06	£384.40	£0.00	£384.40	Catering Income	UWB

500024	Nelson Town Council	Café takings wc 25/06 - 29/06 - expenditure + discrepancy	-£191.48	£0.00	-£191.48	Catering Supplies	UWB
500024	Nelson Town Council	Café takings wc 02/07 - 06/07	£319.45	£0.00	£319.45	Catering Income	UWB
		Café takings wc 02/07 - 06/07 - expenditure + discrepancy	-£126.38	£0.00	-£126.38	Catering Supplies	UWB
		TOTALS	£12,743.69	£0.00	£12,743.69		

Chq No	Expenditure Detail	Description	Net	VAT	Total	Budget	Ctte
1538	Sainsburys	Café supplies 06/07	£115.30	£0.00	£115.30	Catering Supplies	UWB
1538	British Heart Foundation	Espresso cups	£3.99	£0.00	£3.99	Catering Supplies	UWB
1538	Townson & Son Ltd	Meat 10/07	£39.45	£0.00	£39.45	Catering Supplies	UWB
1538	Pasture Farm Eggs	x30 eggs	£4.50	£0.00	£4.50	Catering Supplies	UWB
1538	Morrisons	Café supplies 10/07	£17.28	£0.00	£17.28	Catering Supplies	UWB
1538	Asda	Café supplies 11/07	£10.06	£0.00	£10.06	Catering Supplies	UWB
1538	Morrisons	Café supplies 11/07	£1.17	£0.00	£1.17	Catering Supplies	UWB
1538	Morrisons	Café supplies 12/07	£6.58	£0.00	£6.58	Catering Supplies	UWB
1538	Unknown	Shortage in petty cash	£0.04	£0.00	£0.04	Catering Supplies	UWB
		TOTALS	£198.37	£0.00	£198.37		

Petty Cash Breakdown

Café Supplies - 13/07/2018 to 30/07/2018							
Chq No	Expenditure Detail	Description	Net	VAT	Total	Budget	Ctte
1562	Morrisons	Café Supplies 12/07	£3.00	£0.00	£3.00	Catering Supplies	UWB
1562	Home Bargains	Cake decorations	£1.39	£0.00	£1.39	Catering Supplies	UWB
1562	Morrisons	Café supplies 14/07	£49.23	£0.00	£49.23	Catering Supplies	UWB
1562	Morrisons	Café supplies 16/07	£0.47	£0.00	£0.47	Catering Supplies	UWB
1562	Townson & Son Ltd	Meat 16/0739.65	£39.65	£0.00	£39.65	Catering Supplies	UWB
1562	Morrisons	Café supplies 17/07	£4.20	£0.00	£4.20	Catering Supplies	UWB
1562	Morrisons	Café supplies 18/07	£7.07	£0.00	£7.07	Catering Supplies	UWB
1562	Morrisons	Café supplies 18/07	£15.66	£0.00	£15.66	Catering Supplies	UWB
1562	Morrisons	Café supplies 19/07	£5.80	£0.00	£5.80	Catering Supplies	UWB
1562	Morrisons	Café supplies 20/07	£1.10	£0.00	£1.10	Catering Supplies	UWB
1562	Morrisons	Café supplies 23/07	£8.73	£0.00	£8.73	Catering Supplies	UWB
1562	Morrisons	Café supplies 27/07	£6.40	£0.00	£6.40	Catering Supplies	UWB
1562	Morrisons	Café supplies 26/07	£15.48	£0.00	£15.48	Catering Supplies	UWB
1562	Morrisons	Café supplies 26/07	£3.50	£0.00	£3.50	Catering Supplies	UWB
1562	Morrisons	Café supplies 27/07	£2.80	£0.00	£2.80	Catering Supplies	UWB
1562	Morrisons	Café supplies 30/07	£16.00	£0.00	£16.00	Catering Supplies	UWB
1562	Morrisons	Café supplies 30/07	£7.19	£0.00	£7.19	Catering Supplies	UWB
		TOTALS	£187.67	£0.00	£187.67		

Payments Over £500.00 - July 2018 - Publication for the Website

Chq No	Payee	Description	Net	VAT	Total	Auth Ref	Budget	Ctte
DD	British Gas	Unity Centre - electricity charges April-07 July 2018	£780.56	£156.11	£936.67	FR 6.12	Utilities	UWB
1528	M&H Academy	Hire of soccerstadium and astrotrurf - 14 July 2018	£1,500.00	£300.00	£1,800.00	2018/007.2 (EP&M)	Football Marathon	EP&M
1530	Rialtas Business Solutions Ltd	Omega accounts software, sales ledger, annual support, set-up and installation	£1,609.00	£321.80	£1,930.80	2018/007 (FGP)	Computer Equipment & Software	F&GP
1532	Borough of Pendle	CCTV monitoring charges - Aug'17-March'18	£12,207.55	£0.00	£12,207.55	1718/004 (TC)	CCTV	F&GP
1533	Building Bridges Pendle	Small grants award	£1,000.00	£0.00	£1,000.00	2018/012 (TC)	Small Grants	F&GP
1535	Sunshine Events UK Ltd	Assault course and inflatable darts hire + generator hire	£730.00	£146.00	£876.00	2018/007 (EPM)	Football Marathon	EP&M
1540	Bounceback Safety Surfaces Ltd	Blue safety surfacing Clough Head; green safety surfacing Cats park playground, Netherfield Rd - repairs	£840.00	£168.00	£1,008.00	FR 4.7	MUGAS	F&GP
1541	Scott Dawson Advertising Ltd	Food Festival 2018 - sponsorship contribution	£5,000.00	£1,000.00	£6,000.00	2018/11.2 (EPM)	Food Festival	EP&M
1544	Rialtas Business Solutions Ltd	Omega Facilities Bookings software set-up and installation and support	£719.00	£143.80	£862.80	2018/007 (FGP)	Computer Equipment & Software	F&GP
1546	Garry Pegg	Handyman fees w/c 25/06-16/07	£781.00	£0.00	£781.00	FR 6.12	Handyman Labour	F&GP
1550	Vision ICT Ltd	Initial design for website design and development	£750.00	£150.00	£900.00	2018/018 (FGP)	Website	F&GP
1560	Community Wellbeing	Small grants award	£990.00	£0.00	£990.00	2018/030 (FGP)	Small Grants	F&GP
		TOTALS	£26,907.11	£2,385.71	£29,292.82			

Personal Data relating to staff and salaries is withheld from the list of published payments over £500.00 due to confidentiality

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>FINANCE & GENERAL PURPOSE</u>						
<u>100 Income</u>						
1076	Precept	452,421	452,421	0		100.0 %
1080	Employer Apprenticeship Fund	500	0	500		0.0 %
	Income :- Income	<u>452,921</u>	<u>452,421</u>	<u>500</u>		<u>100.1 %</u>
	Net Expenditure over Income	<u>-452,921</u>	<u>-452,421</u>	<u>500</u>		
<u>110 Administration</u>						
4000	Clerk Salary + NI	6,181	25,000	18,819	18,819	24.7 %
4010	Employer Pension	1,271	1,740	469	469	73.1 %
4020	Apprentice Salary + NI	1,964	6,620	4,656	4,656	29.7 %
4110	Postage	1	100	99	99	0.7 %
4120	Stationery/Office Administrati	590	600	10	10	98.4 %
4121	Miscellaneous	42	0	-42	-42	0.0 %
4125	Website	750	0	-750	-750	0.0 %
4130	Room Hire	0	100	100	100	0.0 %
4140	Computer Equipment & Software	2,328	600	-1,728	-1,728	388.0 %
4150	Telephone & Mobile Broadband	159	500	341	341	31.8 %
4160	Clerk Expenses	0	100	100	100	0.0 %
4170	Election Costs	0	20,000	20,000	20,000	0.0 %
	Administration :- Expenditure	<u>13,286</u>	<u>55,360</u>	<u>42,074</u>	<u>0</u>	<u>42,074</u> <u>24.0 %</u>
	Net Expenditure over Income	<u>13,286</u>	<u>55,360</u>	<u>42,074</u>		
<u>130 Ward Initiative & Small Grants</u>						
4210	WIF Bradley	0	1,000	1,000	1,000	0.0 %
4215	WIF Clover Hill	0	1,000	1,000	1,000	0.0 %
4220	WIF Marsden	0	1,000	1,000	1,000	0.0 %
4225	WIF Southfield	0	1,000	1,000	1,000	0.0 %
4230	WIF Walverden	0	1,000	1,000	1,000	0.0 %
4235	WIF Whitefield	0	1,000	1,000	1,000	0.0 %
4240	Small Grants Paid	990	10,000	9,010	9,010	9.9 %
	Ward Initiative & Small Grants :- Expenditure	<u>990</u>	<u>16,000</u>	<u>15,010</u>	<u>0</u>	<u>15,010</u> <u>6.2 %</u>
	Net Expenditure over Income	<u>990</u>	<u>16,000</u>	<u>15,010</u>		
<u>150 Transferred Services</u>						
4380	MUGAs	310	30,000	29,690	29,690	1.0 %
4390	CCTV	12,208	25,000	12,792	12,792	48.8 %

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4400 Parks	0	65,327	65,327		65,327	0.0 %
Transferred Services :- Expenditure	12,517	120,327	107,810	0	107,810	10.4 %
Net Expenditure over Income	12,517	120,327	107,810			
170 Projects						
4500 Miscellaneous Projects/ Other	48	35,000	34,952		34,952	0.1 %
4510 Highways Projects	0	60,000	60,000		60,000	0.0 %
4520 Hanging Baskets	2,400	3,420	1,020		1,020	70.2 %
Projects :- Expenditure	2,448	98,420	95,972	0	95,972	2.5 %
Net Expenditure over Income	2,448	98,420	95,972			
180 Handyman Scheme						
4600 Handyman Labour	1,542	17,000	15,458		15,458	9.1 %
4610 Handyman Materials	180	2,000	1,820		1,820	9.0 %
4620 Handyman Equipment	0	2,000	2,000		2,000	0.0 %
Handyman Scheme :- Expenditure	1,723	21,000	19,277	0	19,277	8.2 %
Net Expenditure over Income	1,723	21,000	19,277			
190 Professional Fees						
4650 Insurance	0	2,400	2,400		2,400	0.0 %
4660 Audit	300	960	660		660	31.3 %
4665 Accountancy Fees	92	0	-92		-92	0.0 %
4670 Legal	0	1,200	1,200		1,200	0.0 %
4680 HR & H&S Support Services	91	3,000	2,909		2,909	3.0 %
4690 Subscriptions	223	0	-223		-223	0.0 %
Professional Fees :- Expenditure	706	7,560	6,854	0	6,854	9.3 %
Net Expenditure over Income	706	7,560	6,854			
210 Training						
4750 Councillor Training	0	75	75		75	0.0 %
4760 Clerk Training	0	75	75		75	0.0 %
Training :- Expenditure	0	150	150	0	150	0.0 %
Net Expenditure over Income	0	150	150			
FINANCE & GENERAL PURPOSE :- Expenditure	31,671	318,817	287,146	0	287,146	9.9 %
Income	452,921	452,421	500			100.1 %
Net Expenditure over Income	-421,250	-133,604	287,646			