

FAVERSHAM TOWN COUNCIL
BANK RECONCILIATION for the period ending 17 August 2015

Balance per Bank Statements as at 17 August 2015		£	£
NAT WEST Current Account (00541133)		100.00	
NAT WEST Business Reserve Account (32515901)		103,873.46	
NAT WEST Business Reserve Account (97798193)		95,642.91	
Less: unrepresented cheques at 17 August 2015			199,616.37
Cheque Nos:			
9057	Mitec Computers	54.00	
9059	J Miller	30.00	
9060	KALC	25.00	
9061	Mitec Pest Control	3,290.40	
9064	Alexander Centre	475.00	
9067	C Sherwood	46.00	
9068	P Kemp	2,558.80	
9069	Southern Water	43.40	
9070	Mayor of Faversham Charity Fund	25.00	
	Total	6547.60	
Net bank balances as at 17 August 2015			193,068.77

The net balances reconcile to the Cash Book as follows:

Cash Book		
Opening Balance as per Annual Return 2014/15	208,225.57 ¹	
	²	
Add: Receipts in the year to 17 August 2015	204,049.87	
		412,275.44
Less: Payments in the year to 17 August 2015	219,206.67 ³	
Closing Balance (cash book) as at 17 August 2015		193,068.77

Prepared by: (Clerk/RFO) J A Westlake:
Date: 18 August 2015

Approved by the Chairman, Mayor N A Kay
24 August 2015

¹ Deduct £2.28 petty cash

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

³ Cash book = £219, 207.17 as KT Fire Protection Ltd was written as £142.70, but cleared as £142.20

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Mayor

List of receipts and payments: 21 July – 17 August 2015

Creditor	Purpose	Amount	VAT not recoverable (sums over £500)	Date incurred	Merchant category
Amber Designs	Artwork – tourism	90.00	0	21 July	Art work
A Begent	Refreshments	10.80	0	21 July	Refreshments
Faversham Market Co-operative	Contribution to Market leaflet (tourism)	1,000.00	0	21 July	Leaflets
KT Fire Protection Ltd	Fire alarm servicing	142.70 ⁴	0	24 July	Equipment servicing
Alexander Centre	Rent/Service charges	2,537.37	0	24 July	Rent/service charges
Alexander Centre	Magna Carta Rediscovered products	125.00	0	24 July	Merchandising
Mitec Computers	Hosted mailboxes	54.00	0	24 July	IT equipment
Katy Cox	Newsletter	578.00	0	24 July	PR and marketing
J Miller	Window Cleaning (Guildhall)	30.00	0	4 August	Building maintenance
KALC	Training course	25.00	0	4 August	Training
Mitie Pest Control	Guildhall pigeon clearance	3,290.40	0	4 August	Pest control services
B Brockman	Deputy Town Sergeant	107.35	0	4 August	Town Sergeant duties
Personal Services Group	Grant	100.00	0	5 August	Grant
Alexander Centre	Grant	475.00	0	5 August	Grant
Salix	Photocopier	33.96	0	7 August	Office equipment
BT Payments Ltd	Alarm	29.99	0	10 August	Office equipment
L Muddiman	Cleaning products	68.72	0	10 August	Cleaning products
C Sherwood	Inscription	46.00	0	11 August	Sign painting
P Kemp	Guildhall Repairs	2,558.80	0	11 August	Repair work
Southern Water	Water services	43.40	0	11 August	Utilities
Mayor of Faversham Charity	Tickets	25.00	0	12 August	Entertainment
Salaries	Salaries	3967.34	0	14	Staff costs

⁴ Cleared as £142.20

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Mayor

				August	
HMRC	Tax/NI	737.79	0	14 August	Staff costs
KCC Pensions	Pensions	1118.94	0	14 August	Staff costs
			0	14 August	

Debtor	Purpose	Amount	VAT not recoverable: sums over £500	Date paid	Merchant category
Nat West	Bank Interest	3.64	0	30 June	Interest
HMRC	VAT recovery	14,988.93	0	22 July	VAT recovery
M Canty	Mooring fees	190.00	0	22 July	Moorings hire
Visitor mooring	Mooring fees	10.00	0	22 July	Moorings hire
A Bradley	Mooring fees	74.13	0	22 July	Moorings hire
M Lennon	Mooring fees	86.23	0	22 July	Moorings hire
J Fisher	Mooring fees	92.33	0	22 July	Moorings hire
M Bonney	FATA	115.00	0	22 July	Subscriptions
The Sun Inn	FATA	210.00	0	24 July	Subscriptions
SO Doughty	FATA	100.00	0	24 July	Subscriptions
Faversham Hop Festival	FATA	125.00	0	29 July	Subscriptions
Nat West	Bank Interest	3.53	0	31 July	Interest
Nat West	Bank Interest	4.96	0	31 July	Interest
The Ship Inn	FATA	100.00	0	5 August	Subscriptions
Mount Ephraim	FATA	150.00	0	5 August	Subscriptions
N Kay	Mayor Making	150.00	0	5 August	Floral decorations
Faversham Hop Festival	Guildhall hire	122.40	0	5 August	Room hire
J Cann	Mooring fees	89.13	0	6 August	Moorings hire
J Cann	Mooring fees	99.13	0	6 August	Moorings hire
D Hunt	Mooring fees	90.09	0	6 August	Moorings hire
D Hunt	Mooring fees	80.09	0	6 August	Moorings hire
Faversham Town Football Club	Bunting hire	5.00	0	7 August	Equipment hire
Faversham Market Co-operative	FATA	125.00	0	11 August	Subscriptions

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Mayor