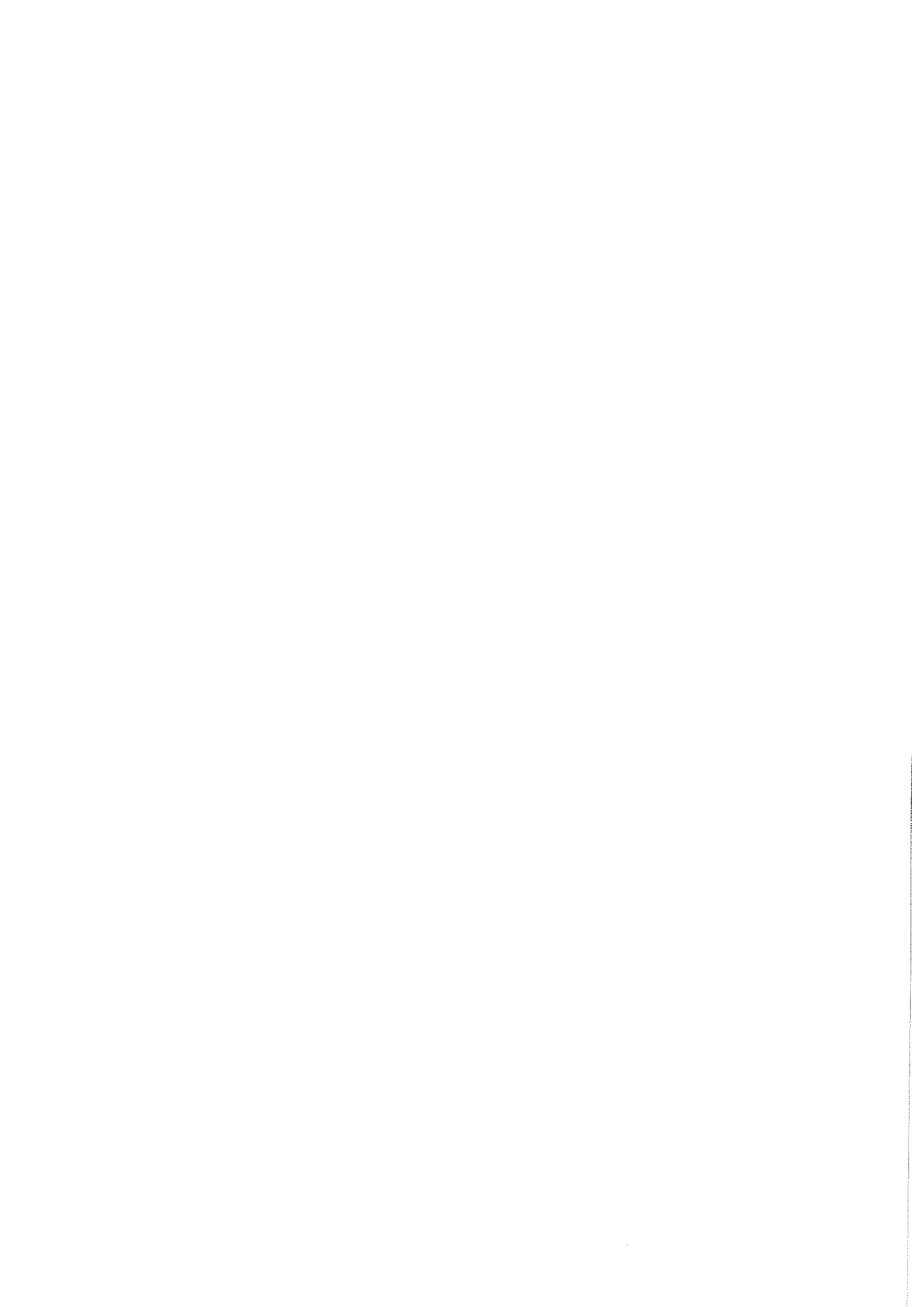


Supporting Documentation
General Purpose & Finance
Committee Meeting

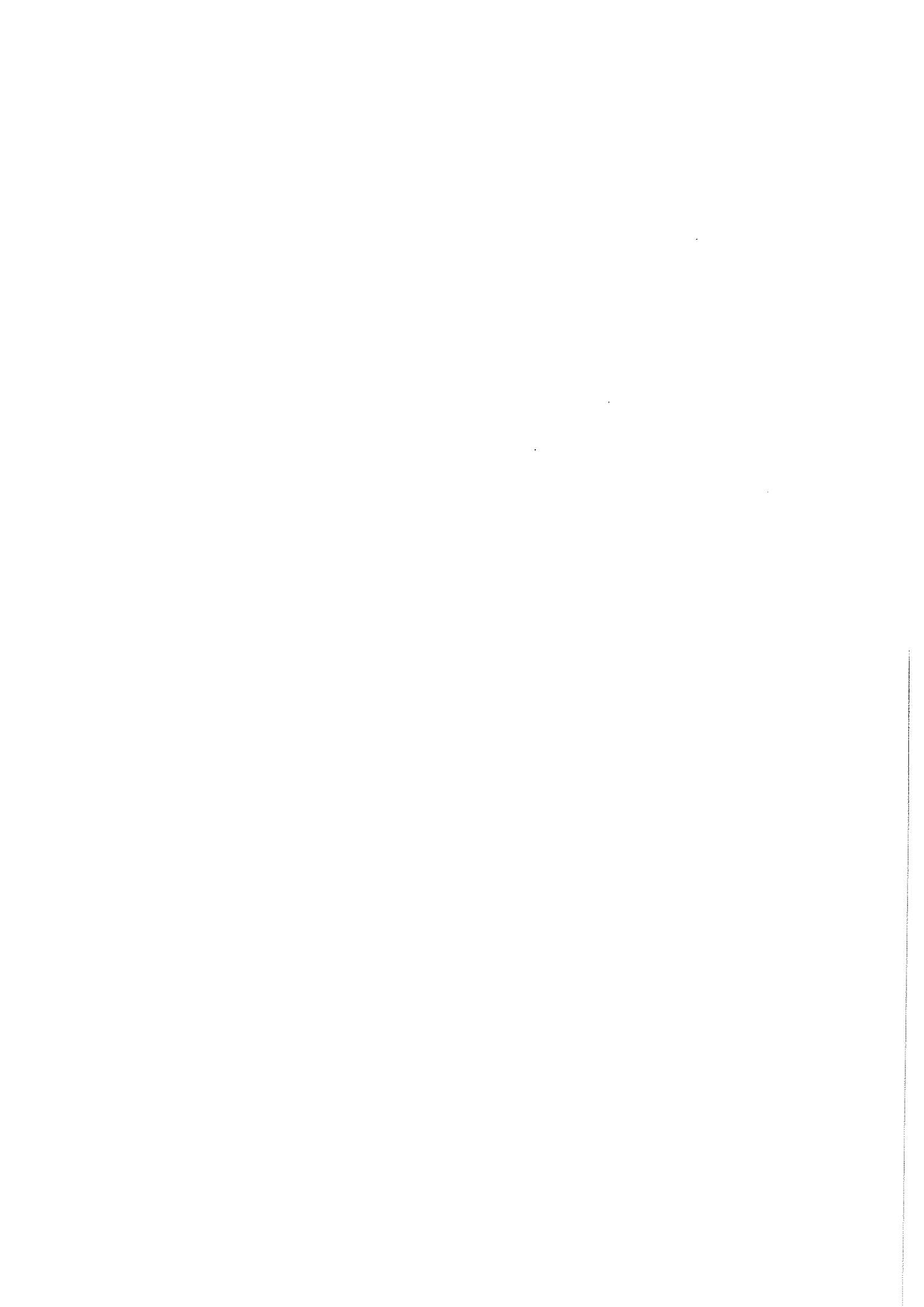
Tuesday 26 July 2022





Bank Reconciliation Statement as at 30/06/2022
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Bank A/C 61580271	30/06/2022	512	35,053.99
			<u>35,053.99</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
30/06/2022 DDR PO - Special Delivery - Maps		7.65	
			<u>7.65</u>
			35,046.34
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			35,046.34
			Balance per Cash Book is :-
			35,046.34
			Difference is :-
			0.00



Time: 12:35

Bank Reconciliation up to 30/06/2022 for Cashbook No 1 - Current Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleare	Pavee Name or Description
01/06/2022	001	64.44		64.44		R	AMS Tracking
01/06/2022	002	132.48		132.48		R	ALLSTAR BUSINESS SOLUTIONS
01/06/2022	Market		132.00	132.00		R	Receipt(s) Banked
06/06/2022	005	20.44		20.44		R	BRITISH GAS
06/06/2022	006	39.88		39.88		R	BRITISH GAS
06/06/2022	003	7.99		7.99		R	AMAZON
06/06/2022	004	200.00		200.00		R	Petty Cash
06/06/2022	Pubic Sect		36.20	36.20		R	Receipt(s) Banked
07/06/2022	007	10.05		10.05		R	Toolstation Limited
07/06/2022	008	14.16		14.16		R	Toolstation Limited
07/06/2022	009	400.00		400.00		R	Jazz Collective Band
07/06/2022	Mayors Raf		28.00	28.00		R	Receipt(s) Banked
08/06/2022	010	102.82		102.82		R	ALLSTAR BUSINESS SOLUTIONS
08/06/2022	011	295.00		295.00		R	Chris Pavlick Caricaturist
08/06/2022	012	324.00		324.00		R	Paragon Print Limited
08/06/2022	013	780.00		780.00		R	Fallowsfields Falconry Ltd (Mi
08/06/2022			30.00	30.00		R	Receipt(s) Banked
08/06/2022			252.00	252.00		R	Receipt(s) Banked
08/06/2022			90.00	90.00		R	Receipt(s) Banked
10/06/2022	014	5.94		5.94		R	Retail Merchant Limited
10/06/2022	015	5.94		5.94		R	Retail Merchant Limited
13/06/2022	016	14.90		14.90		R	O2
13/06/2022	Allotment		30.00	30.00		R	Receipt(s) Banked
13/06/2022			252.00	252.00		R	Receipt(s) Banked
13/06/2022			280.00	280.00		R	Receipt(s) Banked
13/06/2022	Market		24.00	24.00		R	Receipt(s) Banked
14/06/2022	017	6.95		6.95		R	AMAZON
14/06/2022	018	1.32		1.32		R	BIFFA
14/06/2022	019	20.70		20.70		R	Walpins Garden and Leisure
14/06/2022	020	96.00		96.00		R	CLOUDYIT LTD
14/06/2022	021	137.05		137.05		R	BWT UK LTD
14/06/2022	022	253.20		253.20		R	IMPERIAL TYRES LTD
14/06/2022	023	499.00		499.00		R	High Street Safari
14/06/2022	024	556.20		556.20		R	Select IT Ltd
14/06/2022	025	645.84		645.84		R	HARMAN ELECTRICAL LTD
14/06/2022	026	680.00		680.00		R	Farmer Gow's Education Ltd
14/06/2022	027	1,080.00		1,080.00		R	GEORGE BROWNS LTD
14/06/2022	028	1,260.00		1,260.00		R	GEORGE BROWNS LTD
14/06/2022	DDR	6,474.24		6,474.24		R	JUNE_2022_WILTSHIRE PENSION
15/06/2022	030	180.48		180.48		R	ALLSTAR BUSINESS SOLUTIONS
15/06/2022	031	271.96		271.96		R	O2
15/06/2022			28.00	28.00		R	Receipt(s) Banked
16/06/2022	Market		12.00	12.00		R	Receipt(s) Banked
16/06/2022	Market		122.00	122.00		R	Receipt(s) Banked
17/06/2022	032	67.63		67.63		R	AMAZON
17/06/2022	033	114.87		114.87		R	BRITISH GAS
17/06/2022	034	196.36		196.36		R	BRITISH GAS
17/06/2022	DDR	19,786.99		19,786.99		R	June_2022_Salaries
17/06/2022	DR		25,000.00	25,000.00		R	Receipt(s) Banked

Time: 12:35

Bank Reconciliation up to 30/06/2022 for Cashbook No 1 - Current Bank A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Clear</u>	<u>Payee Name or Description</u>
17/06/2022	Mayor		469.40	469.40		R ■	Receipt(s) Banked
20/06/2022	DDR	7,126.23		7,126.23		R ■	June_2022_HMRC
20/06/2022	035	2.68		2.68		R ■	Global Payments (GPUK LLP)
20/06/2022	Market		14.00	14.00		R ■	Receipt(s) Banked
21/06/2022			37.50	37.50		R ■	Receipt(s) Banked
21/06/2022			45.00	45.00		R ■	Receipt(s) Banked
21/06/2022			15.00	15.00		R ■	Receipt(s) Banked
22/06/2022	036	20.00		20.00		R ■	
22/06/2022	037	20.00		20.00		R ■	EE
22/06/2022	038	39.27		39.27		R ■	West Mercia Energy
22/06/2022	039	96.68		96.68		R ■	ALLSTAR BUSINESS SOLUTIONS
22/06/2022	040	16.80		16.80		R ■	O2
22/06/2022	Market		122.00	122.00		R ■	Receipt(s) Banked
22/06/2022			4,650.00	4,650.00		R ■	Receipt(s) Banked
23/06/2022	041	10.00		10.00		R ■	Webbs Building, Timber & Fenci
23/06/2022	042	20.00		20.00		R ■	GJL Window Cleaning
23/06/2022	043	75.56		75.56		R ■	Consortium
23/06/2022	044	86.35		86.35		R ■	Consortium
23/06/2022	045	93.60		93.60		R ■	EDGE IT Systems Ltd
23/06/2022	046	183.30		183.30		R ■	Swindon Borough Council
23/06/2022	047	600.00		600.00		R ■	GREENMAN SERVICES
23/06/2022	048	977.00		977.00		R ■	Mr J E Buse T/A Corinium
23/06/2022	049	1,000.00		1,000.00		R ■	Mrs Gloria Kirkby
23/06/2022	050	2,100.00		2,100.00		R ■	BEST - Be A Better You
23/06/2022	051	484.52		484.52		R ■	RICOH UK LTD
23/06/2022	MARKET		12.00	12.00		R ■	Receipt(s) Banked
24/06/2022	052	255.00		255.00		R ■	Prebeat Ltd
24/06/2022	053	103.26		103.26		R ■	BRITISH GAS
24/06/2022	054	143.15		143.15		R ■	SPITFIRE NETWORK SERVICES LIM
28/06/2022	REFUND	-7.99		-7.99		R ■	AMAZON
28/06/2022	DD	5.00		5.00		R ■	CASTLE WATER
28/06/2022	MARKET		132.00	132.00		R ■	Receipt(s) Banked
28/06/2022	TOILET		135.00	135.00		R ■	Receipt(s) Banked
29/06/2022	DDR	22.80		22.80		R ■	Post Office - Stamps
29/06/2022	056	331.55		331.55		R ■	ALLSTAR BUSINESS SOLUTIONS
30/06/2022	DDR	7.65			7.65	<input type="checkbox"/>	PO - Special Delivery - Maps
30/06/2022	058	50.00		50.00		R ■	Association of Local Council C
30/06/2022	059	166.73		166.73		R ■	National Assn Of Local Council
30/06/2022	060	102.00		102.00		R ■	SLCC ENTERPRISES LTD
30/06/2022	061	102.00		102.00		R ■	SLCC ENTERPRISES LTD
30/06/2022	062	600.00		600.00		R ■	GREENMAN SERVICES
30/06/2022	063	3,112.60		3,112.60		R ■	Training Express Group
30/06/2022	064	9,000.00		9,000.00		R ■	Highworth Town Junior Football
30/06/2022	ALLOTMENT		30.00	30.00		R ■	Receipt(s) Banked
30/06/2022	MARKET		12.00	12.00		R ■	Receipt(s) Banked
30/06/2022	25000		25,000.00	25,000.00		R ■	Receipt(s) Banked
		<u>61,692.57</u>	<u>56,990.10</u>				

Bank Reconciliation Statement as at 06/07/2022
for Cashbook 4 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	30/06/2022	1	131.42
			<u>131.42</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			131.42
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	<u>0.00</u>
			131.42
		Balance per Cash Book is :-	131.42
		Difference is :-	0.00

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110 INCOME - CSC</u>								
1076 Precept	0	312,738	614,723	301,986			50.9%	
1077 Council Tax Grant	0	0	10,752	10,752			0.0%	
1090 Bank Interest	36	82	50	(32)			163.4%	
1100 CIL Income	0	13,552	0	(13,552)			0.0%	13,552
INCOME - CSC :- Income	36	326,371	625,525	299,154			52.2%	13,552
Net Income	36	326,371	625,525	299,154				
6001 less Transfer to EMR	0	13,552						
Movement to/(from) Gen Reserve	36	312,819						
<u>120 INCOME - ENVIRONMENT/LEISURE</u>								
1305 Fireworks Income	0	0	7,000	7,000			0.0%	
1310 Misc Income: Licenses/Advert	400	479	5,820	5,341			8.2%	
1315 Football Pitch Income	6,600	6,600	6,700	100			98.5%	
1320 Tennis Income	1,300	1,300	1,350	50			96.3%	
INCOME - ENVIRONMENT/LEISURE :- Income	8,300	8,379	20,870	12,491			40.1%	0
Net Income	8,300	8,379	20,870	12,491				
<u>210 STAFF - CSC</u>								
4000 Salary	14,180	39,353	148,500	109,147		109,147	26.5%	
4010 Employers Pension	2,646	7,212	29,757	22,545		22,545	24.2%	
4020 Employers NI	1,351	3,455	15,369	11,914		11,914	22.5%	
4060 Staff Mileage and Bens	0	0	200	200		200	0.0%	
4070 Training	200	695	3,000	2,305		2,305	23.2%	
STAFF - CSC :- Indirect Expenditure	18,376	50,715	196,826	146,111	0	146,111	25.8%	0
Net Expenditure	(18,376)	(50,715)	(196,826)	(146,111)				
<u>220 GENERAL ADMIN - CSC</u>								
1230 Council Offices Room Hire	366	1,612	6,000	4,389			26.9%	
GENERAL ADMIN - CSC :- Income	366	1,612	6,000	4,389			26.9%	0
4100 Telephone and Broadband	224	778	2,500	1,722		1,722	31.1%	
4110 Office Expenses	575	1,029	2,500	1,471		1,471	41.2%	
4120 IT Support	544	1,631	6,000	4,370		4,370	27.2%	
4125 RBS Finance Package Sub	0	816	1,600	784		784	51.0%	
4130 Professional Fees inc HR Suppo	0	167	5,400	5,233		5,233	3.1%	
4150 Stationery and Office Supplies	77	488	1,700	1,212		1,212	28.7%	

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4160 Postage	39	45	1,000	955		955	4.5%	
4170 Office Equipment Repair and Re	538	580	2,000	1,420		1,420	29.0%	
4180 Cleaning	103	176	1,500	1,324		1,324	11.7%	
4190 Fire Inspection	0	0	900	900		900	0.0%	
4200 Audit Fees	0	460	2,550	2,090		2,090	18.0%	
4210 Insurance	9,353	11,634	9,500	(2,134)		(2,134)	122.5%	
4220 Bank & Other Charges	(0)	60	100	40		40	60.2%	
4230 Affiliation	100	3,243	3,200	(43)		(43)	101.3%	
GENERAL ADMIN - CSC :- Indirect Expenditure	11,553	21,106	40,450	19,344	0	19,344	52.2%	0
Net Income over Expenditure	(11,187)	(19,494)	(34,450)	(14,956)				
230 COUNCIL OFFICES								
4250 Rates	0	10,604	10,650	46		46	99.6%	
4260 Water	0	206	500	294		294	41.2%	
4270 Heating and Electricity	162	793	4,500	3,707		3,707	17.6%	
4280 Refurbishment	56	81	2,000	1,919		1,919	4.1%	
COUNCIL OFFICES :- Indirect Expenditure	219	11,685	17,650	5,965	0	5,965	66.2%	0
Net Expenditure	(219)	(11,685)	(17,650)	(5,965)				
240 COMM ENHANCEMENT/ENGAGEMENT								
4300 Christmas Lights	0	0	10,000	10,000		10,000	0.0%	
4310 Flowers and Hanging Baskets	0	12	8,500	8,488		8,488	0.1%	
4320 Website and Social Media	0	0	1,000	1,000		1,000	0.0%	
4330 Neighbourhood Plan	0	0	5,000	5,000		5,000	0.0%	
4350 Library	0	0	26,500	26,500		26,500	0.0%	
4370 Visit Wiltshire Sub	0	0	1,000	1,000		1,000	0.0%	
4405 CIL Spend in year	9,977	12,505	0	(12,505)		(12,505)	0.0%	12,505
4410 Visitor Centre (Provision)	0	0	12,000	12,000		12,000	0.0%	
4415 Sustainable Highworth Working	0	75	1,000	925		925	7.5%	
4420 Provision for Youth	2,100	2,100	12,000	9,900		9,900	17.5%	
4430 Fireworks	0	5,850	5,500	(350)		(350)	106.4%	
4435 Parking	0	0	1,000	1,000		1,000	0.0%	
4436 Remembrance	0	0	25	25		25	0.0%	
4440 Jubilee Celebrations	1,829	5,459	5,000	(459)		(459)	109.2%	
COMM ENHANCEMENT/ENGAGEMENT :- Indirect Expenditure	13,906	26,001	88,525	62,524	0	62,524	29.4%	12,505
Net Expenditure	(13,906)	(26,001)	(88,525)	(62,524)				
6000 plus Transfer from EMR	9,977	12,505						
Movement to/(from) Gen Reserve	(3,929)	(13,496)						

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
250 CIVIC								
4450 Mayoral Allowance	0	64	2,000	1,936		1,936	3.2%	
4460 Councillor Training	139	204	1,000	796		796	20.4%	
4470 Elections	0	0	2,000	2,000		2,000	0.0%	
CIVIC :- Indirect Expenditure	<u>139</u>	<u>268</u>	<u>5,000</u>	<u>4,732</u>	<u>0</u>	<u>4,732</u>	<u>5.4%</u>	<u>0</u>
Net Expenditure	<u>(139)</u>	<u>(268)</u>	<u>(5,000)</u>	<u>(4,732)</u>				
260 PROJECTS AND GRANTS								
1311 Neighbourhood Plan Income	0	10,000	0	(10,000)			0.0%	
PROJECTS AND GRANTS :- Income	<u>0</u>	<u>10,000</u>	<u>0</u>	<u>(10,000)</u>				<u>0</u>
Net Income	<u>0</u>	<u>10,000</u>	<u>0</u>	<u>(10,000)</u>				
310 STAFF - ENVIRONMENT/LEISURE								
4000 Salary	11,837	32,204	138,842	106,638		106,638	23.2%	
4010 Employers Pension	2,213	6,139	27,352	21,213		21,213	22.4%	
4020 Employers NI	1,211	3,027	14,725	11,698		11,698	20.6%	
4070 Training	3,113	3,148	4,000	852		852	78.7%	
STAFF - ENVIRONMENT/LEISURE :- Indirect Expenditure	<u>18,374</u>	<u>44,518</u>	<u>184,919</u>	<u>140,401</u>	<u>0</u>	<u>140,401</u>	<u>24.1%</u>	<u>0</u>
Net Expenditure	<u>(18,374)</u>	<u>(44,518)</u>	<u>(184,919)</u>	<u>(140,401)</u>				
320 GENERAL ADMIN - ENVIRON/LEISURE								
4540 Repairs and Maintenance	239	459	12,000	11,541		11,541	3.8%	
4550 Uniforms inc PPE	0	0	2,500	2,500		2,500	0.0%	
4560 Waste Removal	0	1,698	3,000	1,302		1,302	56.6%	
4565 Health and Safety	0	0	1,500	1,500		1,500	0.0%	
4580 Vehicle Maintenance	211	211	3,000	2,789		2,789	7.0%	
4590 Vehicle RFL	0	470	645	175		175	72.9%	
4600 Vehicle Trackers	54	161	640	479		479	25.2%	
4610 Street Cleaning	1	1,443	3,500	2,057		2,057	41.2%	
4620 Mower Lease - 1	1,950	5,967	24,300	18,333		18,333	24.6%	
4640 Spraying	0	0	700	700		700	0.0%	
4650 Garage Rent	0	1,088	1,050	(38)		(38)	103.6%	
4660 Fuel	(954)	2,753	7,500	4,747		4,747	36.7%	
4670 Mobile Phone	0	111	0	(111)		(111)	0.0%	
4680 Tools	0	0	500	500		500	0.0%	
4690 Machinery	0	0	4,000	4,000		4,000	0.0%	
4700 Dog Bins Services - Consumable	0	138	3,000	2,863		2,863	4.6%	

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4705 Tree Maintenance	0	0	1,300	1,300		1,300	0.0%	
4710 Renewals - Provision	37	37	1,000	963		963	3.7%	
GENERAL ADMIN -ENVIRON/LEISURE :- Indirect Expenditure	1,538	14,536	70,135	55,599	0	55,599	20.7%	0
Net Expenditure	(1,538)	(14,536)	(70,135)	(55,599)				
330 GROUNDS BUILDINGS AND LAND								
4250 Rates	0	2,520	1,900	(620)		(620)	132.6%	
4270 Heating and Electricity	118	498	1,500	1,002		1,002	33.2%	
4540 Repairs and Maintenance	0	5,419	4,200	(1,219)		(1,219)	129.0%	799
4570 Football Club Cleaning	0	240	1,440	1,200		1,200	16.7%	
GROUNDS BUILDINGS AND LAND :- Indirect Expenditure	118	8,677	9,040	363	0	363	96.0%	799
Net Expenditure	(118)	(8,677)	(9,040)	(363)				
6000 plus Transfer from EMR	0	799						
Movement to/(from) Gen Reserve	(118)	(7,878)						
340 CEMETERY								
1210 Cemetery Income	(1,000)	480	23,000	22,520			2.1%	
1220 Memorials Income	210	1,310	4,500	3,190			29.1%	
CEMETERY :- Income	(790)	1,790	27,500	25,710			6.5%	0
4180 Cleaning	0	80	0	(80)		(80)	0.0%	
4250 Rates	0	2,395	2,250	(145)		(145)	106.5%	
4260 Water	0	0	200	200		200	0.0%	
4270 Heating and Electricity	27	160	1,500	1,340		1,340	10.7%	
4706 Cemetery Tree Works	0	1,580	5,000	3,420		3,420	31.6%	
4750 Cemetery General Administr.	78	158	1,000	842		842	15.8%	
CEMETERY :- Indirect Expenditure	105	4,373	9,950	5,577	0	5,577	43.9%	0
Net Income over Expenditure	(895)	(2,583)	17,550	20,133				
350 ALLOTMENTS								
1240 Allotments Income	60	6,000	5,000	(1,000)			120.0%	
ALLOTMENTS :- Income	60	6,000	5,000	(1,000)			120.0%	0
4260 Water	0	0	500	500		500	0.0%	
4730 Rents	153	153	1,100	947		947	13.9%	
ALLOTMENTS :- Indirect Expenditure	153	153	1,600	1,447	0	1,447	9.5%	0
Net Income over Expenditure	(93)	5,848	3,400	(2,448)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
360 BREWERY STREET WC								
1250 WC Receipts	135	407	1,100	693			37.0%	
BREWERY STREET WC :- Income	135	407	1,100	693			37.0%	0
4180 Cleaning	1,200	2,121	8,000	5,880		5,880	26.5%	
4260 Water	0	0	1,200	1,200		1,200	0.0%	
4270 Heating and Electricity	39	106	1,500	1,394		1,394	7.1%	
4540 Repairs and Maintenance	0	63	1,000	937		937	6.3%	
BREWERY STREET WC :- Indirect Expenditure	1,239	2,290	11,700	9,410	0	9,410	19.6%	0
Net Income over Expenditure	(1,104)	(1,882)	(10,600)	(8,718)				
370 PLAY AREAS								
4770 New Play Equipment	0	83	48,000	47,917		47,917	0.2%	
4775 Playpark Inspections	0	0	700	700		700	0.0%	
PLAY AREAS :- Indirect Expenditure	0	83	48,700	48,617	0	48,617	0.2%	0
Net Expenditure	0	(83)	(48,700)	(48,617)				
Grand Totals:- Income	8,107	354,559	685,995	331,436			51.7%	
Expenditure	65,719	184,404	684,495	500,091	0	500,091	26.9%	
Net Income over Expenditure	(57,612)	170,155	1,500	(168,655)				
plus Transfer from EMR	9,977	13,304						
less Transfer to EMR	0	13,552						
Movement to/(from) Gen Reserve	(47,635)	169,907						

