

Salcombe Town Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 31/03/2024		
	Cash in Hand 01/04/2023		575,382.88
	ADD Receipts 01/04/2023 - 31/03/2024		124,763.06
	SUBTRACT Payments 01/04/2023 - 31/03/2024		700,145.94
			205,904.60
A	Cash in Hand 31/03/2024 (per Cash Book)		494,241.34
	Cash in hand per Bank Statements		
	Petty Cash	31/03/2024	0.00
	Lloyds 00754389	31/03/2024	501.00
	CCLA	31/03/2024	481,781.30
	Lloyds 07402208	31/03/2024	11,959.04
			494,241.34
	Less unrepresented payments		
			494,241.34
	Plus unrepresented receipts		
B	Adjusted Bank Balance		494,241.34
	A = B Checks out OK		

Date of invoices due to be paid/requiring approval	Invoice Number	Company/Recipient	Total Amount	Payment for	Date of Town Council Meeting expenditure approved by Town Council	Notes
4th April 2024	22294159	SHDC	201.55	Recharges in respect of unconested Town Council Election May 2023		add to Scribe
8th April 2024	17772	ICCM	95	Pete's annual membership	Annual Membership - to be discussed at April 2024 TC meeting	add to Scribe and record as a regular payment need to budget for annually 22/4 Pete to see if m'ship can be tfr over to someone else when he leaves
29th March 2024	68072	Play Inspection	108.3	Annual Inspection of Jubilee Playpark	Approved - annual contract	Check with Pete re Annual Inspection
11th April 2024	92345877 24/25	SHDC	3838.88	Council office rates		Suggest paying by DD - monthly
Various		Sara Jones	129.99	Expenses: Office supplies: 52.39 Stamps: 17.60 Carpark closure for D-Day: 60.00		
4th April 2024	5691	DALC	569	Annual Membership for Council	Annual Membership - to be discussed at April 2024 TC meeting	
Total payments due			4942.72			
		plus Wages/PAYE/Pension	TBA			Approved by HR Committee
		Plus VAT Submission 7/5/24	TBA			Pending SGW Payroll
Approved at Town Council Meeting: 24th April 2024				Prepared by: Sara Jones (Town Clerk/RFO)		
Auth signature:						
Mayor						

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
237	Salaries & Pension	07/03/2024		Lloyds	00754389	Pension	Nest	X	166.15		166.15
											166.15
277	Subscriptions	07/03/2024		Lloyds	00754389	Membership	SLCC	E	288.00		288.00
											288.00
275	Legal Fees	07/03/2024		Lloyds	00754389	Cliff House Lease	Coodes	X	2,600.00		2,600.00
											2,600.00
276	Repairs	07/03/2024		Lloyds	00754389	Repairs	Heritage Preservation	S	2,469.50	493.90	2,963.40
											2,963.40
274	Equipment	07/03/2024		Lloyds	00754389	Noticeboard for office	Boardsdirect	S	221.85	44.37	266.22
											266.22
280	Payroll	15/03/2024		Lloyds	00754389	Payroll	SGW Payroll	S	24.50	4.90	29.40
											29.40
278	Telephone	18/03/2024		Lloyds	00754389	Phone & Broadband	British Telecom	S	49.95	9.99	59.94
											59.94
279	Subscriptions	18/03/2024		Lloyds	00754389	IT Package	IT Workhouse	S	394.04	78.81	472.85
											472.85
238	Salaries & Pension	25/03/2024		Lloyds	00754389	Pension	Romi Pearce	X			
234	Salaries & Pension	28/03/2024		Lloyds	00754389	Salary	Romi Pearce	X			
235	Salaries & Pension	28/03/2024		Lloyds	00754389	Salary	Pete Robinson	X			
236	Salaries & Pension	28/03/2024		Lloyds	00754389	Salary	S D Jones	X			
233	PAYE	28/03/2024		Lloyds	00754389	PAYE	HMRC	X	957.17		957.17
233	PAYE	28/03/2024		Lloyds	00754389	PAYE	HMRC	X	1,270.40		1,270.40
											2,227.57
232	Stationery & Sundries	28/03/2024		Lloyds	00754389	Hi Vis Vest	Devon Tees	S	57.41	11.48	68.89
											68.89
239	Stationery & Sundries	28/03/2024		Lloyds	00754389	Expenses	Spar	Z	2.00		2.00
239	Stationery & Sundries	28/03/2024		Lloyds	00754389	Expenses	Spar	Z	2.00		2.00
239	Stationery & Sundries	28/03/2024		Lloyds	00754389	Expenses	Spar	Z	2.64		2.64
239	Stationery & Sundries	28/03/2024		Lloyds	00754389	Expenses	Spar	S	2.16	0.43	2.59
											9.23
240	Civic Functions	28/03/2024		Lloyds	00754389	Expenses	Tesco	Z	13.20		13.20
											13.20
241	Stationery & Sundries	28/03/2024		Lloyds	00754389	Expenses	Amazon EU S.a.r.l., UK Bra	S	4.07	0.81	4.88
241	Stationery & Sundries	28/03/2024		Lloyds	00754389	Expenses	Amazon EU S.a.r.l., UK Bra	S	18.99	3.80	22.79

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
											27.67
242	Stationery & Sundries	28/03/2024		Lloyds	00754389	Expenses	Amazon Services Europe S	S	14.98	3.00	17.98
											17.98
243	Stationery & Sundries	28/03/2024		Lloyds	00754389	Expenses	Triton Media Ltd	S	12.42	2.48	14.90
											14.90
240	Civic Functions	28/03/2024		Lloyds	00754389	Expenses	Tesco	Z	172.07		172.07
											172.07
245	Contingencies	28/03/2024		Lloyds	00754389	Hawk Deterrent	South Coast Avain Pest Co	X	1,881.60		1,881.60
											1,881.60
244	Equipment	28/03/2024		Lloyds	00754389	Expenses	Ashbys	S	49.99	10.00	59.99
244	Equipment	28/03/2024		Lloyds	00754389	Expenses	Ashbys	S	24.99	5.00	29.99
											89.98
Total									15,714.49	668.97	16,383.46

Salcombe Town Council

23 April 2024 (2023 - 2024)

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
44	Rents	01/03/2024		Lloyds	00754389	Maritime Museum - monthly re	Salcombe Museum	E	166.67		166.67
											166.67
43	Bank Interest	04/03/2024		CCLA		CCLA - Reinvestment	CCLA	X	2,083.03		2,083.03
											2,083.03
45	Bank Interest	11/03/2024		Lloyds	07402208	Interest	Lloyds Bank	X	15.14		15.14
											15.14
46	Sundries	28/03/2024		Lloyds	00754389	TBA	South Hams District Council	X	2,688.00		2,688.00
											2,688.00
								Total	4,952.84		4,952.84