

Salcombe Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/08/2024		
	Cash in Hand 01/04/2024		494,241.34
	ADD Receipts 01/04/2024 - 31/08/2024		136,664.75
			630,906.09
	SUBTRACT Payments 01/04/2024 - 31/08/2024		112,557.26
A	Cash in Hand 31/08/2024 (per Cash Book)		518,348.83
	Cash in hand per Bank Statements		
	Petty Cash	31/08/2024	0.00
	Lloyds 00754389	31/08/2024	501.00
	CCLA	31/08/2024	505,907.93
	Lloyds 07402208	31/08/2024	18,648.51
			525,057.44
	Less unrepresented payments		6,708.61
			518,348.83
	Plus unrepresented receipts		
B	Adjusted Bank Balance		518,348.83
	A = B Checks out OK		

Sept payments awaiting authorisation

Code	Date	Minute	Bank	Description	Supplier	Net	VAT	Total
IT & IT Support	15/09/2024	Regular payment	Lloyds 00754389	IT Package	IT Workhouse	394.64	78.93	473.57
Telephone & Broadband	18/09/2024	Regular payment	Lloyds 00754389	Telephone & Broadband	British Telecom	54.85	10.97	65.82
Stationery & Sundries (office supplies)	19/09/2024	Sept 2024 - Finance	Lloyds 00754389	Office Supplies	The Salcombe Deli Ltd	1.85	0.00	1.85
Insurance	23/09/2024	Sept 2024 - Finance	Lloyds 00754389	Insurance - 24/25 renewal (additional cost due to increase in income & staff costs)	James Hallam Council Guard	118.47	0.00	118.47
Stationery & Sundries (office supplies)	30/09/2024	Sept 2024 - Finance	Lloyds 00754389	Office Supplies	The Pantry Salcombe Ltd	0.99	0.00	0.99
Stationery & Sundries (office supplies)	30/09/2024	Sept 2024 - Finance	Lloyds 00754389	Office Supplies	Amazon EU S.a.r.l., UK Branch	21.64	4.34	25.98
Stationery & Sundries (office supplies)	30/09/2024	Sept 2024 - Finance	Lloyds 00754389	Office Supplies	Amazon EU S.a.r.l., UK Branch	4.16	0.83	4.99
Photocopier	30/09/2024	Sept 2024 - Finance	Lloyds 00754389	Office Supplies	Amazon EU S.a.r.l., UK Branch	19.99	4.00	23.99
HR - expenses	30/09/2024	Sept 2024 - Finance	Lloyds 00754389	HR - staff eye test	Keith Holland	60.00	0.00	60.00
H&S - Fire Extinguishers	30/09/2024	Sept 2024 - Finance	Lloyds 00754389	H&S - Fire Extinguishers	Ace Fire Equipment (UK) Ltd	30.00	6.00	36.00
Council Offices - rates	30/09/2024	Regular payment	Lloyds 00754389	Rates - Council Offices	South Hams District Council	349.00	0.00	349.00
Remembrance Day	30/09/2024	Sept 2024 - Finance	Lloyds 00754389	SHDC - carpark closure for Remembrance Day	SHDC	50.00	10.00	60.00
Park & Ride-administrative costs	30/09/2024	Sept 2024 - Finance	Lloyds 00754389	2024 Season Park and Ride	Tally Ho	28,604.20	0.00	28,604.20
Total						29,709.79	115.07	29,824.86
Includes Town Clerk's expenses								177.80
Payroll - HR Committee to approve								TBA
Invoices checked and verified:	Sara Jones	RFO	Signed:	Date: 24/09/2024				
Invoices checked and verified:		Councillor	Signed:	Date:				
Invoices checked and verified:		Councillor	Signed:	Date:				

Income received August 2024

Code	Date	Bank	Receipt No	Description	Supplier	Net	VAT	Total
Rent - Maritime Museum	01/08/2024	Lloyds Treasurers	Ref: 23- MM 23/24	Maritime Museum - monthly rental 23/24	Salcombe Museum	166.67	0.00	166.67
VAT	02/08/2024	Lloyds Treasurers	VAT Q2 24/25 (Apr-June 2024)	HMRC VAT	HMRC	0.00	2,820.68	2,820.68
CCLA - reinvestment	02/08/2024	CCLA		CCLA - Reinvestment	CCLA	2,286.29	0.00	2,286.29
Insurance Claim	05/08/2024	Lloyds Treasurers	Council Hall Railings	Insurance Claim	Aviva	5,620.00	0.00	5,620.00
Bank Interest	09/08/2024	Lloyds Bus Instant		Interest	Lloyds Bank	11.89	0.00	11.89
Grant - P3 (Public Rights of Way)	19/08/2024	Lloyds Treasurers		DCC - P3 Grant	Devon County Council	700.00	0.00	700.00
Park & Ride - parking income via DCC	29/08/2024	Lloyds Treasurers	Q1 24/25: Parking income April - June 2024	Parking fees	Devon County Council	7,372.33	1,474.47	8,846.80

Payments made in August 2024

Code	Date	Minute	Bank	Description	Supplier	Net	VAT	Total
Payroll - NEST	05/08/2024	HR Committee approved via e	Lloyds Treasurers	Pension	Nest	219.48	0.00	219.48
Payroll admin	13/08/2024	Regular payment	Lloyds Treasurers	Payroll	SGW Payroll	28.00	5.60	33.60
IT & IT Support	15/08/2024	Regular payment	Lloyds Treasurers	IT Package	IT Workhouse	400.52	80.11	480.63
Council Offices - rates	16/08/2024	Regular payment	Lloyds Treasurers	Rates	South Hams District Council	349.00	0.00	349.00
Telephone & Broadband	19/08/2024	Regular payment	Lloyds Treasurers	Telephone & Broadband	British Telecom	54.85	10.97	65.82
HM Land Registry fees	20/08/2024	Unregistered Land Working G	Lloyds Treasurers	HM Land Registry	HM Land Registry	6.00	0.00	6.00
Stationery & Sundries (office supplies)	27/08/2024	August 2024 - Finance	Lloyds Treasurers	Office Supplies	The Pantry Salcombe Ltd	2.20	0.00	2.20
Stationery & Sundries (office supplies)	28/08/2024	August 2024 - Finance	Lloyds Treasurers	Office Supplies	The Salcombe Deli Ltd	1.76	0.00	1.76
Stationery & Sundries (office supplies)	28/08/2024	August 2024 - Finance	Lloyds Treasurers	Office Supplies	The Pantry Salcombe Ltd	1.98	0.00	1.98
Stationery & Sundries (office supplies)	28/08/2024	August 2024 - Finance	Lloyds Treasurers	Office Supplies	Bolting Darts Ltd	18.72	3.74	22.46
Stationery & Sundries (office supplies)	28/08/2024	August 2024 - Finance	Lloyds Treasurers	Office Supplies	Pepper Enterprise Ltd	5.62	1.12	6.74
Stationery & Sundries (office supplies)	28/08/2024	August 2024 - Finance	Lloyds Treasurers	Office Supplies	Amazon EU S.a.r.l., UK Branch	9.98	2.00	11.98
Stationery & Sundries (office supplies)	28/08/2024	August 2024 - Finance	Lloyds Treasurers	Office Supplies	Clear Mind Concepts Ltd	7.90	1.58	9.48
Stationery & Sundries (office supplies)	28/08/2024	August 2024 - Finance	Lloyds Treasurers	Office Supplies	Amazon Services Europe S.a.r.L.	3.55	0.71	4.26
Stationery & Sundries (office supplies)	28/08/2024	August 2024 - Finance	Lloyds Treasurers	Office Supplies	Azure Prism Ltd	7.87	1.58	9.45
Stationery & Sundries (office supplies)	28/08/2024	August 2024 - Finance	Lloyds Treasurers	Office Supplies	Booghe Toys Ltd	3.87	0.77	4.64
Stationery & Sundries (office supplies)	28/08/2024	August 2024 - Finance	Lloyds Treasurers	Office Supplies	Amazon Services Europe S.a.r.L.	19.16	3.83	22.99
Stationery & Sundries (office supplies)	28/08/2024	August 2024 - Finance	Lloyds Treasurers	Office Supplies	Little9fly Ltd	13.32	2.67	15.99
Stationery & Sundries (office supplies)	28/08/2024	August 2024 - Finance	Lloyds Treasurers	Office Supplies	Amazon EU S.a.r.l., UK Branch	8.95	1.79	10.74
Civic Infrastructure-ongoing maintenance	28/08/2024	Non-emergency £0-£1K - Auth	Lloyds Treasurers	Office - fire safety equipment	Fire & Safety Centre	220.90	44.18	265.08
Payroll - PAYE	29/08/2024	HR Committee approved via e	Lloyds 00754389	PAYE	HMRC	1,225.76	0.00	1,225.76
Payroll - PAYE	29/08/2024	HR Committee approved via e	Lloyds 00754389	PAYE	HMRC	1,016.39	0.00	1,016.39
Payroll - wages	29/08/2024	HR Committee approved via e	Lloyds 00754389	Salaries	Staff	4,402.93	0.00	4,402.93
Annual Audit Costs	29/08/2024	Ongoing contract	Lloyds 00754389	Internal Audit	IAC Audit and Consultancy Ltd	395.00	79.00	474.00
Council Offices - rent	29/08/2024	Quarterly pmt	Lloyds 00754389	Rent - Cliff House	Cliff House Trust Ltd	3,746.25	749.25	4,495.50
Council Offices - service charge	29/08/2024	Quarterly pmt	Lloyds 00754389	Annual Service Charge - Cliff House Office	Cliff House Trust Ltd	1,080.25	216.05	1,296.30
Burial Grounds - maintenance	29/08/2024	August 2024 - Finance	Lloyds 00754389	Cemetery Bin	SHDC	569.45	0.00	569.45
Civic Assets - maintenance	29/08/2024	August 2024 - Finance	Lloyds 00754389	Electrician - defibs	AMMP Electrical Solutions	195.84	0.00	195.84
Playground Inspection	29/08/2024	August 2024 - Finance	Lloyds 00754389	Jubilee Park Inspection	The Play Inspection Company Ltd	78.25	15.65	93.90
Council Offices - rates	29/08/2024	Regular payment	Lloyds 00754389	Rates	South Hams District Council	349.00	0.00	349.00