

Appendix II - ITEM 10 – Finance – Monthly Payment Schedule, Bank Reconciliation

**Payment Schedule**

**12-Sep-17**

	Cost £	Cheque/D D Value £	Cheque No.	Comments
Copythorne Parish Council	18,600.00	18600.00	501103	T/F Funds from Co-op to Lloyds A/C
BT P&BB M.Weston	36.30	36.30	dd	Previous Clerk BT Agreement
BT - Parish Hall BB	31.36	31.36	dd	
TLC Online - Website Maint JAS	90.00	90.00	7	
Clerks Salary & Expenses - A/S	1,239.83	1239.83	8	Inc Printer Purchase/ 6 x L'Man Admin
Chair's Allow - 2nd NF Scout Grp	375.00	375.00	9	
BT P&BB M.Weston	34.68	34.68	dd	Previous Clerk BT Agreement
RSR Comms - Office Telephone	95.68	95.68	dd	Inc £55 Line Installation; Rental Aug/Sept
<b>Totals</b>	<b>1902.85</b>	<b>1902.85</b>		

Payment Schedule Agreed \_\_\_\_\_  
Chairman Parish Council

Date \_\_\_\_\_

Payment Schedule Agreed \_\_\_\_\_  
2nd Councillor Signatory

Date \_\_\_\_\_

Copythorne Parish Council Account Reconciliations 2017/18

April 2017 - July 2017

Cashbook Reconciliation as at 31 July 2017

Balance b/fwd 1st April 2017	20,687.30
Plus Receipts (01 April 2017 - 31 July 2017)	<u>9,324.84</u>
	30,012.14
Less Payments (01 April 2017 - 31 July 2017)	<u>(9,482.38)</u>
Total - 31 July 2017	<u><u>20,529.76</u></u>

Bank Reconciliation as at 1st August/ 31st July 2017 (Lloyds / Co-operative Banks)

Bank Account Totals as @ 31st July 2017

Lloyds Current Account			2,564.08
Co-op Savings Account			0.00
Co-op Current Account			<u>18,793.74</u>
Total			21,357.82
Less unpresented cheques:-	2	48.00	
	3	99.07	
	4	48.00	
	5	632.99	<u>(828.06)</u>
			<u><u>20,529.76</u></u>

Copythorne Parish Council Account Reconciliations 2017/18

April 2017 - August 2017

Cashbook Reconciliation as at 25 August 2017

Balance b/fwd 1st April 2017	20,687.30
Plus Receipts (01 April 2017 - 25 August 2017)	<u>13,740.44</u>
	34,427.74
Less Payments (01 April 2017 - 25 August 2017)	<u>(9,550.04)</u>
Total - 25 August 2017	<u><u>24,877.70</u></u>

Bank Reconciliation as at 25th August 2017 (Lloyds / Co-operative Banks)

Bank Account Totals as @ 25th August 2017

Lloyds Current Account	2,747.72
Lloyds Savings Account	17,600.00
Co-op Savings Account	0.00
Co-op Current Account	<u>4,577.98</u>
Total	24,925.70
Less unrepresented cheques:-	

2	48.00	<u>(48.00)</u>
		<u><u>24,877.70</u></u>