

Glynde & Beddingham Parish Council Bank Reconciliation

Date of Reconciliation: 30th September 2022

<u>Working Cash Book</u>	Opening Bank Balance on 01/04/22	£	14,628.79	
	+ Working Cash Book Receipts	£	12,438.47	-
	- Working Cash Book Payments	£	6,244.49	=>
	Working Cash Book Total	£	20,822.77	
<u>Bank Balances*</u>	Current Account	£	16,740.07	
	Deposit Account	£	4,082.70	
		£	20,822.77	
	- unpresented cheques	£	-	
	Bank Balance Total:	£	20,822.77	

COUNCILLOR SIGNATURES

By signing below, you are confirming that you have verified the above balances in the Parish Council Working Cashbook and Bank Statements. Please also sign the Working Cashbook and Bank Statements which confirm these balances for audit purposes.

Signatory 1

Print Name: PAOLO DE PAOLIS

Sign: [REDACTED]

Date: 23/11/22

Signatory 2

Print Name: J. PRATLEY

Sign: [REDACTED]

Date: 20/11/22

*See page 2 for a list of all bank statements and balances

Glynde & Beddingham Parish Council Bank Reconciliation

Bank Statements Detail as of 30th September 2022						
Current Account						
Statement Number	Statement Date	Opening Balance	Closing Balance	STATEMENTS Total IN	STATEMENTS Total OUT	
2022_04	30/04/2021	£ 10,546.54	£ 16,407.70	£ 6,486.02	£ 624.86	
2022_05	31/05/2022	£ 16,407.70	£ 14,769.45	£ -	£ 1,638.25	
2022_06	30/06/2022	£ 14,769.45	£ 14,373.16	£ -	£ 396.29	
2022_07	31/07/2022	£ 14,373.16	£ 13,588.89		£ 784.27	
2022_08	30/08/2022	£ 13,588.89	£ 17,593.49	£ 5,927.00	£ 1,922.40	
2022_09	30/09/2022	£ 17,593.49	£ 16,740.07	£ 25.00	£ 878.42	
Total to date:				£ 12,438.02	£ 6,244.49	
Deposit Account						
Statement Number	Statement Date	Opening Balance*	Closing Balance	STATEMENTS Total IN	STATEMENTS Total OUT	
2022_Q1	30/06/2022	£ 4,082.25	£ 4,082.35	£ 0.10	£ -	
	July - No Statements - Screen Shot Used		£ 4,082.39	£ 0.04		
	Aug - As Above		£ 4,082.53	£ 0.14		
	Sept - As Above		£ 4,082.70	£ 0.17		
Total to date:				£ 0.45	£ -	
Total IN/OUT of all Bank Accounts:				£ 12,438.47	£ 6,244.49	
Working Cashbook Total IN/OUT:				£ 12,438.47	£ 6,244.49	
Variance:				£ -	£ -	
Explanation of variances:				No variances	No variances	


29/11/22

Search results

All: Transactions returned: 3

DATES: From 01/07/2022 To 01/10/2022

Refine

Haven't found what you are looking for? Try searching earlier or later transactions.

[← Search earlier transactions](#)
[Search later transactions →](#)

DATE ▲	DESCRIPTION	TYPE ?	IN (£)	OUT (£)	BALANCE (£)
09 Sep 22	INTEREST (GROSS)		0.17		4082.70
09 Aug 22	INTEREST (GROSS)		0.14		4082.53
11 Jul 22	INTEREST (GROSS)		0.04		4082.39

- More +
- OUR PRODUCTS AND SERVICES
- LOANS +
- CHARGE & CREDIT CARDS +
- OVERDRAFT +
- INVOICE FINANCE +
- ASSET FINANCE +
- BUSINESS ACCOUNTS +
- INTERNATIONAL SERVICES +
- PAYMENT SOLUTIONS +
- SAVINGS +
- INSURANCE +
- ADDITIONAL SUPPORT +

10:44 10/10/2022

[REDACTED]
20/11/22



Glynde & Beddingham Parish Council
 10 BROMLEY ROAD
 SEAFORD
 EAST SUSSEX
 BN25 3ES

Your Account

Sort Code 30-95-01
 Account Number 00437203

TREASURERS ACCOUNT

01 September 2022 to 30 September 2022

Money In	£25.00	Balance on 01 September 2022	£17,593.49
Money Out	£878.42	Balance on 30 September 2022	£16,740.07

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
09 Sep 22	JOHN O'CONNOR GM 600000000995690058 INVOICE	FPO		360.00	17,233.49
09 Sep 22	LEWES DISTRICT COU 100000000992689008 6245012	FPO		18.60	17,214.89
09 Sep 22	STEVEN CARTER 200000000992015962 GBPC -	FPO		59.99	17,154.90
09 Sep 22	STEVEN CARTER 200000000992016257 GBPC	FPO		250.03	16,904.87
09 Sep 22	STEVEN CARTER 300000000999293293 GBPC	FPO		21.60	16,883.27
15 Sep 22	EDFENERGY CUST PLC 7483200000	DD		168.20	16,715.07
30 Sep 22	SOUTH HEIGHTON PAR 2022- 001 - SHPC	FPI	25.00		16,740.07

Handwritten: K [Redacted] 10/10/22

Handwritten: [Redacted] 20/11/22

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			



Glynde & Beddingham Parish Council
 10 BROMLEY ROAD
 SEAFORD
 EAST SUSSEX
 BN25 3ES

Your Account

Sort Code 30-95-01
 Account Number 00437203

TREASURERS ACCOUNT

01 August 2022 to 31 August 2022

Money In	£5,927.00	Balance on 01 August 2022	£13,588.89
Money Out	£1,922.40	Balance on 31 August 2022	£17,593.49

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
04 Aug 22	GLYNDE ENDOWMENT 50000000977957073 55283	FPO		18.37	13,570.52
04 Aug 22	JOHN O'CONNER GM 400000000982718462	FPO		720.00	12,850.52
04 Aug 22	LEWES DISTRICT COU 200000000974010816 6243424-	FPO		55.80	12,794.72
04 Aug 22	STEVEN CARTER 300000000981289655 GBPC	FPO		250.03	12,544.69
15 Aug 22	EDFENERGY CUST PLC 7483200000	DD		168.20	12,376.49
18 Aug 22	FRIENDS OF FIRLE S 300000000987670857 COUNCIL	FPO		350.00	12,026.49
18 Aug 22	JOHN O'CONNER GM 100000000981069099 INVOICE	FPO		360.00	11,666.49
26 Aug 22	LEWES DISTRICT COU 100196	BGC	5,927.00		17,593.49

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 10/10/22

20/11/22

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			



Glynde & Beddingham Parish Council
 10 BROMLEY ROAD
 SEAFORD
 EAST SUSSEX
 BN25 3ES

Your Account

Sort Code 30-95-01
 Account Number 00437203

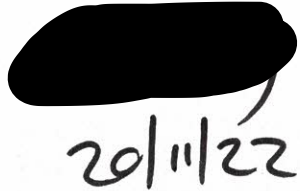
TREASURERS ACCOUNT

01 July 2022 to 31 July 2022

Money In	£0.00	Balance on 01 July 2022	£14,373.16
Money Out	£784.27	Balance on 31 July 2022	£13,588.89

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
11 Jul 22	ZURICH TOWN & PARI 400000000968853444 3701535-	FPO		625.85	13,747.31
15 Jul 22	EDFENERGY CUST PLC 7483200000	DD		158.42	13,588.89



Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

Glynde and Beedingham Parish Council Working Cashbook 2022-2023

Bank Account	Payment/Receipt	Item on bank statement?	Invoice Date	Meeting Date	Cashbook ref	Payment Method	Bank Statement number/date	Invoice Number	Payee	VAT Ref	Details	Receipt Value	Gross Value (Payment)	VAT Value	Net Value
Current	Receipt	YES	01/04/2022	11/05/2022	CB2223-001	Online Banking	2022_04	N/A	Lewes District Council		Precept payment 1 of 2	£ 5,937.00	£	£	£
Deposit	Receipt	YES	11/04/2022	11/05/2022	CB2223-002	Online Banking	2022_01	N/A	Lloyds Bank		Deposit Account Interest for April 2022	£ 0.04	£	£	£
Current	Payment	YES	25/04/2022	11/05/2022	CB2223-003	Standing Order	2022_04	N/A	L Harrington		Clerk Salary for April	£ 312.43	£	£	£ 312.43
Current	Receipt	YES	26/04/2022	11/05/2022	CB2223-004	Online Banking	2022_04	N/A	South Downs National Park		CIL Payment	£ 559.02	£	£	£
Current	Payment	YES	03/05/2022	11/05/2022	CB2223-005	Direct Debit	2022_05	12077244	EDF Energy	523041202	Energy bill for March 2022 (paid by DD on 03/05/22)	£	£ 176.32	£ 8.40	£ 167.92
Current	Receipt	YES	09/05/2022	11/05/2022	CB2223-006	Online Banking	2022_01	N/A	Lloyds Bank		Deposit Account Interest for May 2022	£ 0.03	£	£	£
Current	Payment	YES	11/05/2022	11/05/2022	CB2223-007	Online Banking	2022_04 and 2022_05	N/A	S Mills		Acting Clerk 2 months payment for May/June 2022	£	£ 624.86	£	£ 624.86
Current	Payment	YES	06/04/2022	11/05/2022	CB2223-008	Online Banking	2022_05	1119	ESALC Ltd		2022/3 subscriptions: ESALC (E97.13), NALC (E25.17)	£	£ 122.30	£	£ 122.30
Current	Payment	YES	29/04/2022	11/05/2022	CB2223-009	Online Banking	2022_05	87945	John O'Conner (Grounds Maintenance) Ltd	600555968	First cut of Recreation ground on 29 April 2022	£	£ 180.00	£ 30.00	£ 150.00
Current	Payment	YES	01/05/2022	11/05/2022	CB2223-010	Online Banking	2022_05	6242942	Lewes District Council	GB 191 5946 32	Play inspection for May 2022	£	£ 18.60	£ 3.10	£ 15.50
Current	Payment	YES	21/04/2022	11/05/2022	CB2223-011	Online Banking	2022_05	19206	Mulberry & Co		Professional services rendered in connection with the provision of an internal audit for the 2021-22 council year.	£	£ 234.00	£ 39.00	£ 195.00
Current	Payment	YES	03/05/2022	11/05/2022	CB2223-012	Online Banking	2022_05	12882	Streetlights		Payment 1 (of 2) 2022/23 Street Lighting Maintenance Contract	£	£ 144.60	£ 24.10	£ 120.50
Current	Payment	YES	11/05/2022	11/05/2022	CB2223-013	Online Banking	2022_05	N/A	Glynde, Beedingham & Fire Memorial Parade		Support for Queens Jubilee celebrations planned for Thursday 2nd - Sunday 5th June 2022	£	£ 450.00	£	£ 450.00
Deposit	Receipt	YES	09/06/2022	27/07/2022	CB2223-014	Online Banking	2022_01	N/A	Lloyds Bank		Deposit Account Interest for June 2022	£ 0.03	£	£	£
Current	Payment	YES	24/06/2022	27/07/2022	CB2223-015	Direct Debit	2022_06	12491798	EDF Energy	523041202	Energy bill for April 2022 (paid by DD on 24/06/22)	£	£ 194.89	£ 9.28	£ 185.61
Current	Payment	YES	24/06/2022	27/07/2022	CB2223-016	Direct Debit	2022_06	12493773	EDF Energy	523041202	Energy bill for May 2022 (paid by DD on 24/06/22)	£	£ 201.40	£ 9.59	£ 191.81
Deposit	Receipt	YES	11/07/2022	27/07/2022	CB2223-017	Online Banking	2022_02	N/A	Lloyds Bank		Deposit Account Interest for July 2022	£ 0.04	£	£	£
Current	Payment	YES	11/07/2022	27/07/2022	CB2223-018	Online Banking	2022_07	515366701	Zurich Insurance		Parish Council Insurance for 2022-2023	£	£ 625.85	£ 67.06	£ 558.79
Current	Payment	YES	15/07/2022	27/07/2022	CB2223-019	Direct Debit	2022_07	12618687	EDF Energy	523041202	Energy bill for June 2022 (paid by DD on 15/07/22)	£	£ 158.42	£ 7.55	£ 150.87
Current	Payment	YES	30/03/2022	27/07/2022	CB2223-020	Online Banking	2022_08	55283	Glynde Estates		£16.55 Glynde Recreation Ground: Half yearly water supply 01/10/2021 - 31/03/2022 + £1.82 water supply.	£	£ 18.37	£	£ 18.37
Current	Payment	YES	15/06/2022	27/07/2022	CB2223-021	Online Banking	2022_08	88973	John O'Conner (Grounds Maintenance) Ltd	600555968	Recreation ground cut for May 2022.	£	£ 360.00	£ 60.00	£ 300.00
Current	Payment	YES	15/06/2022	27/07/2022	CB2223-022	Online Banking	2022_08	88977	John O'Conner (Grounds Maintenance) Ltd	600555968	Recreation ground cut for June 2022.	£	£ 360.00	£ 60.00	£ 300.00
Current	Payment	YES	01/06/2022	27/07/2022	CB2223-023	Online Banking	2022_08	6243424	Lewes District Council	GB 191 5946 32	Play inspection for June 2022	£	£ 18.60	£ 3.10	£ 15.50
Current	Payment	YES	01/07/2022	27/07/2022	CB2223-024	Online Banking	2022_08	6244364	Lewes District Council	GB 191 5946 32	Play inspection for July 2022	£	£ 18.60	£ 3.10	£ 15.50
Current	Payment	YES	01/08/2022	27/07/2022	CB2223-025	Online Banking	2022_08	6244745	Lewes District Council	GB 191 5946 32	Play inspection for August 2022	£	£ 18.60	£ 3.10	£ 15.50
Current	Payment	YES	28/07/2022	27/07/2022	CB2223-026	Online Banking	2022_08	N/A	S Carter		Clerk Salary for July	£	£ 250.03	£	£ 250.03
Current	Payment	NO		27/07/2022	CB2223-027	Online Banking	TBC	N/A	HMRC		Tax associated with Clerk Salary - July	£	£ 62.40	£	£ 62.40
Current	Payment	YES	18/08/2022	07/09/2022	CB2223-028	Online Banking	2022_08	N/A	Friends of Fire School		Grant to Fire School as agreed in May 22 Meeting - Minute Ref: GB2223-009-9. PAID - Shown for information only	£	£ 350.00	£	£ 350.00
Current	Payment	YES	18/08/2022	07/09/2022	CB2223-029	Online Banking	2022_08	89574	John O'Conner (Grounds Maintenance) Ltd	600555968	Grass cut of Recreation ground for July 2022 - PAID - Shown for Information Only	£	£ 360.00	£ 60.00	£ 300.00
Current	Payment	YES	31/08/2022	07/09/2022	CB2223-030	Online Banking	2022_09	CS309370608	S Carter		Re-imbursment for payment using personal credit card - McAfee Subscription for 5 devices - 15 Sept 22 - 15 Sept 23	£	£ 59.99	£ 10.00	£ 49.99
Current	Payment	YES	15/08/2022	07/09/2022	CB2223-031	Direct Debit	2022_08	12854826	EDF Energy	523041202	Energy bill for July 2022 (paid by DD on 15/08/22)	£	£ 168.20	£ 8.01	£ 160.19
Current	Payment	YES	28/08/2022	07/09/2022	CB2223-032	Online Banking	2022_09	N/A	S Carter		Clerk Salary for August	£	£ 250.03	£	£ 250.03
Current	Payment	NO		07/09/2022	CB2223-033	Online Banking	TBC	N/A	HMRC		Tax associated with Clerk Salary - Aug	£	£ 62.40	£	£ 62.40
Current	Payment	YES	01/09/2022	07/09/2022	CB2223-034	Online Banking	2022_09	6245012	Lewes District Council	GB 191 5946 32	Period 01/09/2022 to 30/09/2022 Monthly Play Area Inspections Recharge	£	£ 18.60	£ 3.10	£ 15.50
Current	Payment	YES	10/08/2022	07/09/2022	CB2223-035	Online Banking	2022_09		John O'Conner (Grounds Maintenance) Ltd	600555968	Grass cut of Recreation ground for August 2022	£	£ 360.00	£ 60.00	£ 300.00

Bank Account	Payment/ Receipt	Item on bank statement?	Invoice Date	Meeting Date	Meeting Date	Cashbook ref	Payment Method	Bank Statement number/date	Invoice Number	Payee	VAT Ref	Details	Receipt Value	Gross Value (Payee)	VAT Value	Net Value	
Current	Receipt	YES	26/08/2022	07/09/2022	2022-08	CB2223-036	Online Banking			Levee District Council		Precept Payment 2 of 2	£ 5,927.00				
Current	Payment	YES	07/09/2022	07/09/2022	2022-09	CB2223-037	Online Banking			S Carter	N/A	Mileage Payment	£ 21.60	£ 21.60	£	£ 21.60	
Current	Payment	NO	07/09/2022	07/09/2022	TBC	CB2223-038	Online Banking			S Carter	N/A	Clerk Salary for September	£ 249.83	£ 249.83	£	£ 249.83	
Current	Payment	NO	26/09/2022	07/09/2022	TBC	CB2223-039	Online Banking			HMRC	N/A	Tax associated with Clerk Salary - September	£ 62.60	£ 62.60	£	£ 62.60	
Current	Payment	NO	26/10/2022	07/09/2022	TBC	CB2223-040	Online Banking			S Carter	N/A	Clerk Salary for October	£ 250.03	£ 250.03	£	£ 250.03	
Current	Payment	NO	07/09/2022	07/09/2022	TBC	CB2223-041	Online Banking			HMRC	N/A	Tax associated with Clerk Salary - October	£ 62.40	£ 62.40	£	£ 62.40	
Current	Receipt	YES	30/09/2022	23/11/2022	2022-09	CB2223-042	Online Banking			South Houghton Parish Council	N/A	Payment for 50% share of McAfee Licence	£ 25.00				
Current	Payment	YES	01/09/2022	23/11/2022	2022-09	CB2223-043	Online Banking		13117575	EDF Energy	528041202	Energy bill for Aug 2022 (paid by DD on 15/9/22)	£ 165.20	£ 165.20	£ 8.01	£ 160.19	
Deposit	Receipt	YES	09/09/2022	23/11/2022	2022-02	CB2223-044	Online Banking		N/A	Lloyds Bank		Deposit Account Interest for Aug 2022	£ 0.14				
Deposit	Receipt	YES	09/09/2022	23/11/2022	2022-02	CB2223-045	Online Banking		N/A	Lloyds Bank		Deposit Account Interest for Sept 2022	£ 0.17				
													TOTAL	£ 12,438.47	£ 6,994.15	£ 476.50	£ 6,517.65

Note
 1 - HMRCs shown as PAYMENT
 "Not on bank statement" - have added the September & cut off
 Have entered after the statement & cut off
 paid on bank / bank Sept
 the cut off / bank Sept
 as

Glynde & Beddingham Parish Council - Q2 2022/2023 Banking Reconciliation

Glynde & Beddingham Parish Council Financial Regulations (section 2.2) state that:

On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.

This pack is created to enable the formal review and contains the following documents:

- Bank Reconciliation Document
- Live copy of Working Cash Book up to end September
- Bank Statements for Period for Current Account
- Account Summary Screen Shot to show other accounts
- Detailed Receipts and Payments Account

Therefore the purpose of this review process is to confirm that our internal accounting documents are aligned to the bank details by signing the "Banking Reconciliation" document, Working Cashbook, Detailed Receipts and Payments Account and Bank Statements to confirm that you have carried out this verification. If any discrepancies are found please email me.

Narrative - To assist in this review the following description may be useful

We finished the 2021-2022 financial year cleanly with no unpaid cheques/transactions outstanding. This means that there is no requirement to normalise any figures and so the "Opening Balances" are straight from the Bank Statements.

The "Banking Reconciliation" document then shows a consolidated view of the starting point, payments and receipts, for Q2 2022/23 and shows how the Council maintained documentation is reflected by the Bank Account.

The "Working Cash Book" shows all transactions line by line with full invoice details.

Bank Statements are provided for verification and cross checking.

I have not been able to pull off interim statements for the deposit account but the values are shown on the "Transaction Screen Shot" document relating to the end of Q2 - taken 10/10/22 etc. This shows that these accounts have only had the interest shown on the relevant dates applied during the period.

For further information the "Detailed Receipts and Payments" sheet shows how the transactions are broken down to our various allocations for tracking - this document is maintained for visibility of expenditure against our budget lines.

At this quarter end we have 6 amounts that are included in the cash book, because they have been approved in a meeting and are committed, but have not left the bank account at the end of Q2 and so are not seen on the statement (shown as TBC in the Statement/Date Column). These relate to Clerk Pay and Clerk Tax. The items are Tax Associated with Clerk Salary for July/Aug/Sept/Oct and Clerk Pay for Sept and Oct - Total = £749.66. If you take this figure away from the total in the cashbook payment column (£6994.15) the actual payments total £6,244.49 Which is the figure shown on the front page "Working Cash Book Payments" - This is because we show actual receipts and payments in our reports and not things that are committed.