

PETERSFIELD TOWN COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at the Council Chamber, Town Hall, Petersfield, on Monday 17 February 2014 at 6.30 pm

PRESENT: Cllr A Tarver (Chairman), Cllr Mrs L Farrow, Cllr C Mills, Cllr W Organ

ALSO IN ATTENDANCE: Mr N Hitch (Town Clerk), Mrs A Church (Committee Administrator).
No members of the public or press were present

F 0658 **CHAIRMAN'S COMMENTS**

The Chairman had no comments.

F 0659 **APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllr Mrs S Harwood

F 0660 **GRANTING OF DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT**

No requests for dispensation had been received.

F 0661 **DECLARATIONS OF INTEREST**

There were no declarations of interest made.

F 0662 **PUBLIC REPRESENTATION**

No representation to speak had been received.

F 0663 **APPROVAL OF MINUTES**

RESOLVED that the Minutes of the Meeting held on 20 January 2014 be approved and signed by the Chairman.

F 0664 **FINANCIAL RECOMMENDATIONS FROM COMMITTEES**

a. Public Halls meeting held on 10 February 2014

PH 0632 **WATER INGRESS THROUGH THE CEILING OF THE FESTIVAL HALL**

The Committee considered the details in Minute PH0632 concerning the steel water tank that had a small hole from which water was leaking through the ceiling of the Festival Hall. The insurers would be contacted with regard to the internal damage caused by the water. However, it was agreed that it was

essential for the work to be carried out as a matter of urgency. If necessary, funding would be available with the current year's budget from virement.

RESOLVED that, as a matter of urgency, the quotation of £790.00 be approved to replace the damaged steel water tank on the Festival Hall with a plastic water tank; that the insurers be contacted with regard to the internal damage caused by the water ingress from the water tank; that, if necessary funding would be available from virement in the current year's budget.

PH 0633 THE LOVE LANE PAVILION

The Town Clerk explained the problems with the Love Lane pavilion roof which had resulted in the recommendation by the Public Halls Committee. The pavilion was approximately 25 years old and it should be in service for several more years.

It was noted that it already been resolved that the Town Clerk would contact the insurers to explore the potential for an insurance claim. In the event of the claim being unsuccessful, the Committee agreed that two further opinions and quotations for the roof should be sought.

RESOLVED that, owing to the poor condition of the existing roof on The Love Pavilion, the replacement of one half of the pitched roof at a total cost of no more than £7,500.00 be approved, either through an insurance claim or by obtaining two further quotations for the work.

b. Grounds

There were no financial recommendations from the Grounds Committee meeting held on 13 February 2014.

(Owing to a prior engagement, Cllr G Watkinson joined the meeting at 6.45 pm)

F 0665

TOWN CLERK'S FINANCIAL REPORT

Members received and noted the Financial Report dated 7 February 2014 from the Town Clerk, a copy of which is attached to these Minutes at Appendix A.

The Town Clerk explained the base line used by Auditel at the start of the utilities contract and, after some discussion, this was accepted by the Committee.

F 0666 BANK RECONCILIATION

Members received and noted the latest bank reconciliation, together with balance sheet details, a copy of which is attached to these Minutes at Appendix B.

The Chairman commented that the closing balance was showing a healthy balance at this time of the financial year.

F 0667 INTERNAL AUDIT FOR THE YEAR ENDING 31 MARCH 2014

The Committee received and considered the ongoing Internal Audit report dated 3 February 2014. The Town Clerk clarified the minor comments and these were noted.

The Committee wished to record that, in spite of the reduced staffing level in the current financial year, the experience and professionalism of the current staff had shone through and their work had been outstanding. It was acknowledged that the work load of the Town Clerk had been increased considerably by taking on the contract monitoring.

The Town Clerk acknowledged that the Omega chart of accounts, which had been developed to be pertinent to Town Councils, allowed very little room for narrative description for transactions.

It was noted that a meeting of the Working Party looking at grounds maintenance contracts would be held at 2 pm on Thursday 20 February 2014.

The Town Clerk advised that Mr Alan Harland, the current Internal Auditor, would shortly be retiring and the Council would be undertaking a procurement process to find a suitable replacement in the near future.

CONFIDENTIAL

F 0668 There were no confidential financial or other recommendations from Committees to be considered.

F 0669 NON-PAYMENT OF OUTSTANDING INVOICES

The Committee considered the action to be taken in respect of outstanding invoices.

RESOLVED that letters should be sent, where appropriate, to those organisations with outstanding invoices.

There being no further business, the meeting closed at 7.55 pm



FINANCE REPORT

As with the Clerk's Report to Council, this report is not an item of debate, but seeks to inform councillors of all matters financial, including income and expenditure against budget, the level of balances held, proposed movements of deposits, future plans as well as seasonal issues, such as the Audit and Budget setting processes. If councillors consider a matter included in the report is in need of debate, the subject can be added to a future meeting's agenda for this purpose. I will always endeavour to answer any questions raised from the content of the report, but please bear in mind that if further investigation is necessary, answers will need to be given outside the meeting.

Bank Accounts

	<u>£</u>	<u>Rate</u>
Lloyds TSB Current Account	250.00	
Lloyds TSB 30 Day Account	100,590.41	0.05%
Clydesdale Term Deposit	207,457.90	1.45%
Cambridge & Counties Bank 30 Day A/c	441,000.00	1.75%
Public Sector Deposit Fund	50,071.79	varies
Total	<u>799,370.10</u>	
Town Mayor's Charity Account	3,375.78	

Clydesdale's and Scottish Widows rating on Bank Deposits with Moody's remains at Baa2 with ratings stable. Lloyds TSB is A2 but with a negative outlook. Notice has been given to withdraw a further £50,000 from the Cambridge & Counties account which is due to be received next week.

Finance & General Purposes Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	14,566	13,400	108.70
Expenditure	72,969	70,700	103.21

Interest income remains low although income has been bolstered by the receipt of grant monies towards the Neighbourhood Plan work. Expenditure exceeds budget simply because a significant amount of the grant money received towards the Neighbourhood Plan has already been spent which makes the overall situation look artificial.

Grounds & Open Spaces Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	63,133	64,525	97.84
Expenditure	179,128	253,371	70.70

Income is well on track at the moment against budget and includes the invoicing of the final quarterly rents. Expenditure overall is comfortably within budget. With the shortage of physical resources this year to complete a number of the projects included within the overall Grounds budget there will be a need to earmark funds for these projects at the end of the financial year which I would expect to total around £20,000. The budget for play area equipment maintenance at Borough Road has exceeded budget and Woods Meadow is under pressure and looks likely to exceed budget this year but to date, this is more than compensated for by the budgets held for other play sites across the town.

Public Halls Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	166,560	176,742	94.24
Expenditure	320,756	454,599	70.56

Expenditure levels overall remain on track. The Professional Fees budget has exceeded budget for the year as a result of the External Investigation costs as well as the decision to appoint Health & Safety advisors and the legal work in connection with the Petersfield Town Football Club and Nursery at Love Lane Pavilion. Income levels are holding up well. The Avenue is now at 82.7% of target and the Festival Hall at 85.0%. Income from the solar panels has already exceeded its annual budget.

Overall

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	244,259	254,667	95.91
Expenditure	572,853	778,670	73.57

The year to date figures, if everything was on track would show an 83.33% spend. Last year at this stage income was at 101.27% and expenditure 76.67%. There should be no reason why overall spending doesn't remain within budget at the end of the financial year. The Balance Sheet requested last month as part of this report is included within the committee pack paperwork.

Neil Hitch
Town Clerk & Responsible Finance Officer
7th February 2014

Petersfield Town Council

Bank - Cash and Investment Reconciliation as at : 7 February 2014

		<u>Account Description</u>	<u>Balance</u>
<u>Receipts not on Bank Statement</u>			
0	07/02/2014	All Receipts Cleared	0.00
			<u>0.00</u>
Closing Balance			776,791.74
<u>All Cash & Bank Accounts</u>			
		BANK CURRENT ACCOUNT	-43,197.85
		BANK 14 DAY ACCOUNT	122,177.55
		CAMBRIDGE AND COUNTIES	441,000.00
			0.00
		CLYDESDALE TERM	207,457.90
		THE PUBLIC SECTOR FUND	50,071.79
			0.00
			0.00
			0.00
		PETTY CASH	315.00
		Other Bank & Cash Balances	0.00
Total Bank & Cash Balances			<u>777,824.39</u>

Date :- 11/02/2013

Petersfield Town Council

Page No: 1

Time :- 12:08

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 10 31 January 2013

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
101	TRADE DEBTORS	24,718	
105	VAT ACCOUNT	851	
111	PREPAYMENTS	5,815	
201	BANK CURRENT ACCOUNT	-18,654	
202	BANK 14 DAY ACCOUNT	91,963	
203	LLOYDS Corporate Market	200,000	
204	CLYDESDALE BANK	4,057	
205	CLYDESDALE TERM	152,550	
208	SCOTTISH WIDOWS TERM	221,976	
210	PETTY CASH	315	
	Total Current Assets		683,592
	<u>Current Liabilities</u>		
500	TRADE CREDITORS	39,088	
510	ACCRUALS SPECIFIC	4,072	
511	ACCRUALS GENERAL	5,367	
515	PAYE & NI CONTROL A/C	4,542	
517	SUPERANNUATION CTL A/C	-6	
520	DEPOSITS HELD	3,550	
521	DEPOSITS HELD ALLOTMENTS	3,490	
560	RECEIPTS IN ADVANCE	3,333	
564	CHARITY EVENTS	1,625	
	Total Current Liabilities		65,062
	Net Current Assets		618,531
	Total Assets less Current Liabilities		618,531
	<u>Represented By :-</u>		
300	CURRENT YEAR FUND	184,173	
310	GENERAL RESERVES	224,976	
321	REVENUE E/RESERVE	62,903	
322	CAPITAL E/RESERVE	38,717	
323	CONTINGENCIES RESERVE	19,000	
330	CAPITAL RESERVE	88,762	
	Total Equity		618,531

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 10

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
<i>Current Assets</i>			
101	TRADE DEBTORS	22,992	
105	VAT ACCOUNT	940	
111	PREPAYMENTS	6,104	
201	BANK CURRENT ACCOUNT	-43,198	
202	BANK 14 DAY ACCOUNT	122,178	
203	CAMBRIDGE AND COUNTIES	441,000	
205	CLYDESDALE TERM	207,458	
206	THE PUBLIC SECTOR FUND	50,072	
210	PETTY CASH	315	
Total Current Assets			807,859
<i>Current Liabilities</i>			
500	TRADE CREDITORS	40,053	
510	ACCRUALS SPECIFIC	4,072	
511	ACCRUALS GENERAL	5,617	
515	PAYE & NI CONTROL A/C	2,814	
520	DEPOSITS HELD	3,550	
521	DEPOSITS HELD ALLOTMENTS	3,730	
560	RECEIPTS IN ADVANCE	3,333	
Total Current Liabilities			63,169
Net Current Assets			744,690
Total Assets less Current Liabilities			744,690
<i>Represented By :-</i>			
300	CURRENT YEAR FUND	214,145	
310	GENERAL RESERVES	176,818	
321	REVENUE E/RESERVE	79,250	
322	CAPITAL E/RESERVE	115,082	
323	CONTINGENCIES RESERVE	19,000	
324	PUBLIC EVENTS E/RESERVE	1,633	
330	CAPITAL RESERVE	138,762	
Total Equity			744,690

LLOYDS BANK



Your account statement
Statement sheet number: **33**
Issue date: **31 January 2014**
Page: 1 of 1

PETERSFIELD TOWN COUNCIL
TOWN HALL
PETERSFIELD
HAMPSHIRE
UNITED KINGDOM
GU31 4EA

Write to us at:
PO Box 1000
Andover
BX1 1LT

Call us on: **0845 072 5555** (from UK)
+44 1733 347338 (from Overseas)

Visit us online: www.lloydsbank.com



C360344AB37694 3790
1788/1/026385

Your branch: **PETERSFIELD**
Sort code: **30-96-61**
Account number: **00239842**
BIC: **LOYDGB21276**
IBAN: **GB98 LOYD 3096 6100 2398 42**

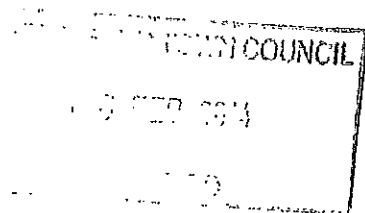
BUSINESS ACCOUNT
PETERSFIELD TOWN COUNCIL

Account Summary

Balance On 24 January 2014	£250.00
Total Paid In	£1,873.51
Total Paid Out	£1,872.51
Balance On 31 January 2014	£251.00

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
24 Jan 14		BALANCE BROUGHT FORWARD			250.00
27 Jan 14	Cheque	014724	25.00		225.00
27 Jan 14	Transfer	FROM30966107033557		25.00	250.00
28 Jan 14	Cheque	014722	282.00		32.00 OD
28 Jan 14	Direct Debit	VEOLIA ES UK LTD 08482301	303.20		335.20 OD
28 Jan 14	Direct Debit	BRITISH GAS A4176490 BGT B2B	118.31		453.51 OD
28 Jan 14	Transfer	FROM30966107033557		703.51	250.00
29 Jan 14	Cheque	014726	5.99		244.01
29 Jan 14	Cheque	014700	250.00		5.99 OD
29 Jan 14	Transfer	FROM30966107033557		255.99	250.00
31 Jan 14	Bank Giro Credit	CARDNET 504784455 504784455 28/01		889.01	1,139.01
31 Jan 14	Transfer	TO 30966107033557	888.01		251.00
31 Jan 14		BALANCE CARRIED FORWARD			251.00



Messages

Please note that only compensation related queries should be referred to the FSCS on the reverse of this statement.
For our data privacy notice, please see: www.lloydsbank.com/legal/mypersonaldata.asp

Bank Reconciliation Statement as at: 31/01/2014 for Cash Book 1 BANK CURRENT ACCOUNT

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds TSB 0239842	31/01/2014	33	251.00
			<u>251.00</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
19/08/2013 808003 WPS Insurance Brokers & Risk	39.80
25/11/2013 014632 Hampshire Assoc. of Local Cour	36.00
09/12/2013 014658 P/F Orchestra	250.00
16/01/2014 014721 Hampshire Pension Fund	3,117.60
20/01/2014 014727 Laura Cosier	150.00
27/01/2014 808346 SOUTH EAST WATER LTD	910.40
27/01/2014 014729 CPC	123.20
27/01/2014 014730 TDG Marketing Ltd	360.00
27/01/2014 014731 The Landscape Group Ltd	1,184.98
27/01/2014 014732 G Burley and Sons Ltd	14,533.38
27/01/2014 014733 Greenspan Landscape Manager	12,825.77
27/01/2014 014734 Johnston Publishing Ltd	79.16
27/01/2014 014735 Bibby Factors Leicester Limite	140.40
27/01/2014 014736 Moviola Ltd	186.45
27/01/2014 014737 Trade UK	165.83
27/01/2014 014738 VoxIT Limited	3,000.00
27/01/2014 014739 Southern Pro Musica	250.00
27/01/2014 014740 Winton Players	250.00
27/01/2014 014741 UKLRS Ltd	1,440.00
03/02/2014 014748 Winton Players	150.00
03/02/2014 014749 Clements Fairs	250.00
03/02/2014 014750 Community First HEH	170.00
03/02/2014 014752 Childrens Concerts	600.00
03/02/2014 808354 SOUTH EAST WATER LTD	349.65
03/02/2014 808365 Orange	104.16
03/02/2014 014743 Filmbank Distributors Ltd	141.05
03/02/2014 014744 Fine Furniture Restoration	111.88
03/02/2014 014745 Messagemaker Displays Ltd	264.00
03/02/2014 014746 PHS GROUP PLC	389.50
03/02/2014 014747 Performing Rights Society Ltd	94.25
03/02/2014 014742 HMRC Only	2,814.04
	<u>44,481.50</u>
	-44,230.50

Receipts not Banked/Cleared (Plus)

Bank Reconciliation Statement as at: 31/01/2014 for Cash Book 1 BANK CURRENT ACCOUNT

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
			0.00
			<u>-44,230.50</u>
		Balance per Cash Book is :-	-39,961.97
		Difference Excluding Adjustments is :-	-4,268.53
<u>Adjustments to Reconciliation</u>			
		0.00	
			<u>0.00</u>
		Unreconciled Difference is :-	<u> </u>

Bank Reconciliation Statement as at: 10/02/2014 for Cash Book: 1 BANK CURRENT ACCOUNT

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds TSB 0239842	31/01/2014	33	251.00
			<u>251.00</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
19/08/2013 808003 WPS Insurance Brokers & Risk	39.80
25/11/2013 014632 Hampshire Assoc. of Local Cour	36.00
09/12/2013 014658 P/F Orchestra	250.00
16/01/2014 014721 Hampshire Pension Fund	3,117.60
20/01/2014 014727 Laura Cosier	150.00
27/01/2014 808346 SOUTH EAST WATER LTD	910.40
27/01/2014 014729 CPC	123.20
27/01/2014 014730 TDG Marketing Ltd	360.00
27/01/2014 014731 The Landscape Group Ltd	1,184.98
27/01/2014 014732 G Burley and Sons Ltd	14,533.38
27/01/2014 014733 Greenspan Landscape Manager	12,825.77
27/01/2014 014734 Johnston Publishing Ltd	79.16
27/01/2014 014735 Bibby Factors Leicester Limite	140.40
27/01/2014 014736 Moviola Ltd	186.45
27/01/2014 014737 Trade UK	165.83
27/01/2014 014738 VoxIT Limited	3,000.00
27/01/2014 014739 Southern Pro Musica	250.00
27/01/2014 014740 Winton Players	250.00
27/01/2014 014741 UKLRS Ltd	1,440.00
03/02/2014 014748 Winton Players	150.00
03/02/2014 014749 Clements Fairs	250.00
03/02/2014 014750 Community First HEH	170.00
03/02/2014 014752 Childrens Concerts	600.00
03/02/2014 808354 SOUTH EAST WATER LTD	349.65
03/02/2014 808365 Orange	104.16
03/02/2014 014743 Filmbank Distributors Ltd	141.05
03/02/2014 014744 Fine Furniture Restoration	111.88
03/02/2014 014745 Messagemaker Displays Ltd	264.00
03/02/2014 014746 PHS GROUP PLC	389.50
03/02/2014 014747 Performing Rights Society Ltd	94.25
03/02/2014 014742 HMRC Only	2,814.04
	<u>44,481.50</u>
	-44,230.50

Receipts not Banked/Cleared (Plus)

Bank Reconciliation Statement as at: 10/02/2014 for Cash Book 1 BANK CURRENT ACCOUNT

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
			0.00
			-44,230.50
		Balance per Cash Book is :-	-44,230.50
		Difference is :-	0.00



Your account statement
 Statement sheet number: 97
 Issue date: 31 January 2014
 Page: 1 of 1

PETERSFIELD TOWN COUNCIL
 TOWN HALL
 PETERSFIELD
 HAMPSHIRE
 UNITED KINGDOM
 GU31 4EA

Write to us at:
PO Box 1000
Andover
BX1 1LT

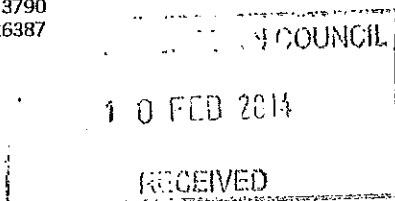
Call us on: **0845 072 5555** (from UK)
+44 1733 347338 (from Overseas)

Visit us online: www.lloydsbank.com

Your branch: **PETERSFIELD**
 Sort code: **30-96-61**
 Account number: **07033557**
 BIC: **LOYDGB21276**
 IBAN: **GB91 LOYD 3096 6107 0335 57**



C360344AB37694 3790
 1790/1/026387



BUS 30 DAY NOTICE
 PETERSFIELD TOWN COUNCIL

Account Summary

Balance On 24 January 2014	£115,349.09
Total Paid In	£7,812.96
Total Paid Out	£984.50
Balance On 31 January 2014	£122,177.55

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
24 Jan 14		BALANCE BROUGHT FORWARD			115,349.09
27 Jan 14	Faster Payment	SUTTON WINSN GEN NO REF RP4673363333848100		1,217.70	116,566.79
27 Jan 14	Transfer	D GARRICK S13535		7.29	116,574.08
27 Jan 14	Transfer	TO 30966100239842	25.00		116,549.08
28 Jan 14	Bank Giro Credit	NCT SPECIALIST WK 9A/32546		130.98	116,680.06
28 Jan 14	Faster Payment	PS FINANCIAL ADV PS FINANCIAL ADV RP4652384068333100		1,050.00	117,730.06
28 Jan 14	Faster Payment	THE PLUMP DUCK LIM THE PLUMP DUCK 46023542802810000N		275.00	118,005.06
28 Jan 14	Transfer	TO 30966100239842	703.51		117,301.55
29 Jan 14	Bank Giro Credit	BOULTER MOSSMAN LI BOULTER MOSSMAN		1,400.00	118,701.55
29 Jan 14	Transfer	TO 30966100239842	255.99		118,445.56
30 Jan 14	Deposit	500343		2,843.98	121,289.54
31 Jan 14	Transfer	FROM30966100239842		888.01	122,177.55
31 Jan 14		BALANCE CARRIED FORWARD			122,177.55

Messages

Please note that only compensation related queries should be referred to the FSCS on the reverse of this statement.
 For our data privacy notice, please see: www.lloydsbank.com/legal/mypersonaldata.asp

Bank Reconciliation Statement as at: 31/01/2014 for Cash Book 2 30 DAY NOTICE ACCOUNT

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds TSB	31/01/2014	97	122,177.55
			<u>122,177.55</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			122,177.55
<u>Receipts not Banked/Cleared (Plus)</u>			<u>0.00</u>
			122,177.55
		Balance per Cash Book is :-	122,177.55
		Difference is :-	0.00

Bank Reconciliation Statement as at: 31/01/2014 for Cash Book 3 Cambridge and Counties

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Cambridge and Counties	31/01/2014	0	441,000.00
			<u>441,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>441,000.00</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>441,000.00</u>
		Balance per Cash Book is :-	441,000.00
		Difference is :-	0.00

Bank Reconciliation Statement as at: 31/01/2014 for Cash Book 6 Clydesdale Term Deposit

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Clydesdale Term Deposit	31/01/2014	0	207,457.90
			<u>207,457.90</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>207,457.90</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>207,457.90</u>
		Balance per Cash Book is :-	207,457.90
		Difference is :-	0.00

Bank Reconciliation Statement as at: 31/01/2014 for Cash Book 7 The Public Sector Fund

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
The Public Sector Fund	31/01/2014	0	50,071.79
			<u>50,071.79</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			50,071.79
<u>Receipts not Banked/Cleared (Plus)</u>			<u>0.00</u>
			50,071.79
		Balance per Cash Book is :-	50,071.79
		Difference is :-	0.00

Bank Reconciliation Statement as at: 31/01/2014 for Cash Book 5 PETTY CASH

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/01/2014		315.00
			<u>315.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			315.00
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			315.00
		Balance per Cash Book is :-	315.00
		Difference is :-	0.00