

Dursley 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 23/11/2020		
	Cash in Hand 01/04/2020		245,228.48
	ADD Receipts 01/04/2020 - 23/11/2020		538,071.42
			783,299.90
	SUBTRACT Payments 01/04/2020 - 23/11/2020		430,540.44
A	Cash in Hand 23/11/2020 (per Cash Book)		352,759.46
	Cash in hand per Bank Statements		
	Cash 22/11/2020	129.99	
	Lloyds Short Term Deposits 22/11/2020	0.00	
	Barclays Base Rate Reward 30/10/2020	105,110.71	
	Lloyds Bank plc Instant Access 22/11/2020	241,636.41	
	Lloyds Bank plc Business Account 23/11/2020	6,376.06	
			353,253.17
	Less unrepresented payments		493.71
			352,759.46
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		352,759.46
	A = B Checks out OK		

PAYMENTS LIST - 26th October to 23rd November 2020

Voucher	Code	Date	Payment	Description	Supplier	Net	VAT	Total
471	IT and support	10/10/2020	CARD	Subscription	Adobe Acrobat	15.17	0.00	15.17
451	Public Sector Deposit Fund (Transfer)	19/10/2020	BACS	Investment of Funds	Public Sector Deposit	100,000.00	0.00	100,000.00
449	Printing/Stationery	21/10/2020	BACS	Various Items	Proactive Business Supplies	34.13	6.83	40.96
450	Printing/Stationery	21/10/2020	BACS	A4 Punched Pockets	Proactive Business Supplies	1.99	0.40	2.39
446	IT and support	21/10/2020	BACS	Domain name	2Commu Ltd	150.00	30.00	180.00
452	Communications	23/10/2020	CASH	Postage	Post Office Limited	10.35	0.00	10.35
447	Communications	27/10/2020	DD	Broadband/Line Rental - Office	Onecom Ltd	126.02	25.20	151.22
448	Printing/Stationery	27/10/2020	DD	Photocopier meter reading	Aponee	207.61	41.52	249.13
457	Pavilion (security)	27/10/2020	BACS	Alarm servicing	Eke Security Ltd	283.00	56.60	339.60
458	Security/fire	27/10/2020	BACS	Alarm servicing	Eke Security Ltd	444.00	88.80	532.80
459	Interest/Charge	27/10/2020	DD	Bank charge	Lloyds Bank plc	6.50	0.00	6.50
460	Sundry (office)	27/10/2020	CARD	Various Items	Sainsburys	8.85	0.00	8.85
461	Communications	27/10/2020	CARD	Postage	Post Office Limited	21.68	0.00	21.68
464	Training	30/10/2020	CARD	Training	High Speed Training (online)	100.00	20.00	120.00
465	Health and safety	30/10/2020	BACS	ID Badges	Badmester Ltd	8.59	1.72	10.31
466	Telephones	30/10/2020	DD	Mobiles	EE	43.62	8.72	52.34
462	Sundry (office)	30/10/2020	CASH	Milk	Dursley Post Office	0.75	0.00	0.75
463	Communications	30/10/2020	CASH	Postage	Post Office Limited	6.70	0.00	6.70
475	PWLB	01/11/2020	DD	Loan repayment	Public Works Loan Board	15,738.73	0.00	15,738.73
453	Jacobs House - Rates	01/11/2020	DD	Rates - Jacobs House	Stroud District Council	474.00	0.00	474.00
477	Sundry (office)	03/11/2020	CASH	Milk	Sainsburys	0.80	0.00	0.80
496	Safety equipment	05/11/2020	CARD	Boots	Mole Country Stores	119.98	0.00	119.98
472	Small/Urgent Grants	06/11/2020	8787	Wreath for Remembrance Day	Royal British Legion (Carm & Dursley)	35.00	0.00	35.00
473	Cleaning - Office	06/11/2020	BACS	Cleaning - Office	The Core Facilities Group Ltd	155.33	31.07	186.40
474	Cleaning - Vibe	06/11/2020	BACS	Cleaning - Vibe	The Core Facilities Group Ltd	538.00	107.60	645.60
478	Consumables	06/11/2020	CASH	Fireworks	Indoor Outdoor	19.99	0.00	19.99
467	Printing/Stationery	06/11/2020	BACS	Various Items	Proactive Business Supplies	178.81	29.77	208.58
468	Land and buildings maintenance	06/11/2020	BACS	Various Items	P J Durcan and Sons	44.96	8.99	53.95
469	IT and support	06/11/2020	BACS	Website - Annual Fee	2Commu Ltd	400.00	80.00	480.00
470	Gas and electricity	06/11/2020	DD	Gas - pavilion	Crown Gas & Power	34.55	1.73	36.28
476	Communications	06/11/2020	CARD	Postage	Post Office Limited	28.38	0.00	28.38
479	Town Centre Car Park	06/11/2020	DD	Car Park - Electricity - CCTV	Southern electric	11.62	0.58	12.20
480	Town Centre Car Park	06/11/2020	DD	Car Park - Electricity - Lighting	Southern electric	16.45	0.82	17.27
481	Youth services	06/11/2020	BACS	Insurance - annual premium	WPS Insurance Brokers and Risk Serv	425.17	48.03	473.20
482	Fuel	09/11/2020	BACS	Fuel	John Stavre Services	91.16	18.24	109.40
483	Waste & Recycling	09/11/2020	BACS	Waste and recycling	Smiths (Gloucester) Limited	149.04	29.81	178.85
484	Training	09/11/2020	BACS	Training	GB Sport & Leisure	245.00	49.00	294.00
485	Staff	11/11/2020	BACS	Salary	Staff	1,318.37	0.00	1,318.37
486	Staff	11/11/2020	BACS	Salary	Staff	1,030.06	0.00	1,030.06
487	Staff	11/11/2020	BACS	Salary	Staff	2,399.94	0.00	2,399.94
488	Staff	11/11/2020	BACS	Salary	Staff	1,409.62	0.00	1,409.62
489	Staff	11/11/2020	BACS	Salary	Staff	1,677.16	0.00	1,677.16
490	Staff	11/11/2020	BACS	Salary	Staff	1,452.14	0.00	1,452.14
491	Staff	11/11/2020	BACS	Salary	Staff	1,381.70	0.00	1,381.70
494	Staff	11/11/2020	BACS	Pensions contributions	Gloucestershire County Council	2,325.70	0.00	2,325.70
495	Staff	11/11/2020	BACS	Pensions contributions	Gloucestershire County Council	1,535.95	0.00	1,535.95
497	Communications	12/11/2020	CARD	Postage	Post Office Limited	21.68	0.00	21.68
498	Audit and payroll	12/11/2020	BACS	Payroll services	Makinson and Co.	32.00	6.40	38.40
499	Training	12/11/2020	CARD	Training	High Speed Training (online)	120.00	24.00	144.00
504	IT and support	13/11/2020	DD	IT consultancy	Pure MSP Ltd	114.00	22.80	136.80
505	Utilities (gas, elec, water)	16/11/2020	DD	Gas - office	Crown Gas & Power	73.87	3.69	77.56
500	Waste & Recycling	19/11/2020	BACS	Skip hire	Valley Trading Limited	136.00	27.20	163.20
501	Staff	19/11/2020	BACS	Office furniture	Furniture@Work Ltd	95.00	19.00	114.00
502	Festive Dursley	19/11/2020	BACS	Christmas lights	The Festive Lighting Company Ltd	247.75	49.55	297.30
503	Communications	24/11/2020	BACS	Broadband/Line Rental - Office	Onecom Ltd	126.02	25.20	151.22
492	Staff	24/11/2020	DD	PAYE	HMRC	1,288.22	0.00	1,288.22
493	Staff	24/11/2020	DD	PAYE	HMRC	1,833.43	0.00	1,833.43
					Totals	138,794.54	863.27	139,657.81

**Dursley Town Council
RECEIPTS LIST**

Voucher	Code	Date	Receipt No.	Description	Customer	Net	VAT	Total
77	Allotments	26/10/2020	BACS	Allotment rent	Anna Prowse	6.00	0.00	6.00
78	Cemeteries	26/10/2020	BACS	Exclusive right of burial transfer	Mr Andrew Swann	54.00	0.00	54.00
79	WMRG	26/10/2020	BACS	Hire of WMRG	Stroud District Council, The Pulse	180.00	36.00	216.00
80	WMRG	26/10/2020	BACS	Hire of WMRG	Courtyard Clinic (Dursley) Ltd	34.00	6.80	40.80
83	VAT refund	30/10/2020	BACS	VAT refund	HMRC	0.00	2724.24	2724.24
81	Interest/Charge	30/10/2020	BACS	Bank interest	Barclays Bank PLC	0.86	0.00	0.86
87	Interest/Charge	03/11/2020	BACS	Bank interest	Public Sector Deposit	6.35	0.00	6.35
84	Cemeteries	06/11/2020	BACS	Interment of ashes	Michael Gamble Funeral Director	155.00	0.00	155.00
85	WMRG	06/11/2020	BACS	Use of Highfields Play Area for Fitness classes	Sara Silverthorn - Silverthorn Fit	16.00	3.20	19.20
86	WMRG	06/11/2020	BACS	Use of the WMRG	Dursley Town AFC	240.00	48.00	288.00
82	Interest/Charge	06/11/2020	BACS	Compensation (complaint)	Lloyds Bank plc	200.00	0.00	200.00
88	Cemeteries	09/11/2020	573	Memorial installation	F J Cambridge & Co Ltd	383.00	0.00	383.00
89	Cemeteries	09/11/2020	574	Additional Inscription	Ransome Memorials Ltd	64.00	0.00	64.00
94	Interest/Charge	10/11/2020	BACS	Bank interest	Lloyds Bank plc	2.27	0.00	2.27
92	Cemeteries	17/11/2020	Bank payment	Burial fees	L W Clutterbuck	254.00	0.00	254.00
93	Cemeteries	17/11/2020	Bank payment	Memorial installation	L W Clutterbuck	91.00	0.00	91.00
90	Cemeteries	17/11/2020	Bank payment	Additional Inscription	L W Clutterbuck	64.00	0.00	64.00
91	Cemeteries	17/11/2020	Bank payment	Memorial installation	L W Clutterbuck	153.00	0.00	153.00
						1,903.48	2,818.24	4,721.72

Policy & Finance		Receipts		Payments			Current Balance	
Code	Title	Budget	Actual	Budget	Expected	Actual	+/- Variance	Budget
100	Staff	0	163	128,936	85,957	84,553	-1,404	44,546
111	Rent	0	0	6,750	4,500	4,573	73	2,177
112	Utilities (gas, elec, water)	0	0	2,400	1,600	1,011	-589	1,389
114	Cleaning - Office	0	0	1,600	1,067	833	-234	767
115	Cleaning - Vibe	0	0	4,500	3,000	2,107	-893	2,393
120	Property maintenance (Jacob's House)	0	0	1,000	667	170	-497	830
121	Jacob's House - Rates (NEW)	0	0	0	0	2,370	2,370	-2,370
130	Printing/Stationery	0	0	4,500	3,000	2,329	-671	2,171
131	Communications	0	0	1,600	1,067	1,461	394	139
140	Insurance	0	426	4,000	4,101	4,101	0	325
150	Security/fire	0	0	1,000	667	504	-163	496
160	IT and support	0	0	3,050	2,033	2,448	414	602
199	Sundry (office)	0	15	300	200	149	-51	166
200	Hall hire	0	0	500	333	0	-333	500
210	Audit and payroll	0	0	2,000	1,333	2,031	697	-31
220	Health and safety	0	0	1,600	1,067	2,276	1,209	-676
230	Travel	0	0	300	200	29	-171	271
240	Training	0	0	4,000	2,667	977	-1,690	3,023
250	Subscriptions	0	0	2,150	1,433	2,387	953	-237
260	Annual Town Meeting	0	0	150	100	0	-100	150
270	Mayor's allowance	0	0	500	333	0	-333	500
600	Precept	494,650	494,650	0	0	0	0	0
610	Interest/Charge	0	457	200	133	117	-17	540
510	Neighbourhood warden	0	0	2,000	1,333	0	-1,333	2,000
530	Youth services	0	2,885	40,000	26,667	26,644	-22	16,240
550	Small/Urgent Grants	0	0	5,000	3,333	6,249	2,915	-1,249
551	Revenue Grants	0	0	30,000	20,000	22,500	2,500	7,500
560	Plan & Projects	0	0	2,000	1,333	12	-1,321	1,988
924	Community Infrastructure Levy	400	2,223	0	0	0	0	2,223
925	Community Speedwatch	0	0	250	167	0	-167	250
		495,050	500,819	250,286	168,292	169,830	1,539	86,624

Town Improvements		Receipts		Payments			Current Balance	
Code	Title	Budget	Actual	Budget	Expected	Actual	+/- Variance	Budget
410	Maintenance	0	0	1,000	667	119	-548	881
412	Plants and planters	0	0	1,500	1,000	0	-1,000	1,500
460	Festive Dursley	500	360	7,000	4,667	1,110	-3,557	6,250
475	War Memorial Gates	0	0	1,000	667	0	-667	1,000
480	Street furniture	0	0	2,000	1,333	1,351	18	649
491	Tourism	0	0	2,000	1,333	0	-1,333	2,000
500	CCTV	0	0	9,000	6,000	0	-6,000	9,000
922	Long Street Car Park	0	0	10,000	6,667	2,758	-3,909	7,242
923	PWLB	0	0	31,478	31,477	31,477	0	1
		500	360	64,978	53,810	36,815	-16,996	28,523

Green Spaces		Receipts		Payments			Current Balance	
Code	Title	Budget	Actual	Budget	Expected	Actual	+/- Variance	Budget
300	Staff	0	0	94,261	62,841	58,251	-4,590	36,010
310	Gas and electricity	0	0	2,000	1,333	679	-654	1,321
311	Pavilion (security)	0	0	500	333	283	-50	217
312	Pavilion (water)	0	0	300	200	224	24	76
320	Land and buildings maintenance	0	0	9,000	6,000	2,707	-3,293	6,293
321	Tree work	0	0	2,500	1,667	1,050	-617	1,450
322	Waste & Recycling	0	0	4,000	2,667	1,766	-901	2,234
330	Rates	0	10,000	2,100	1,400	12,434	11,034	-334
331	Cemetery (water)	0	0	300	200	222	22	78
350	Safety equipment	0	0	600	400	426	26	174
360	Telephones	0	0	550	367	348	-19	202
370	Transport/Machinery	0	0	1,300	867	2,890	2,023	-1,590
371	Fuel	0	0	1,750	1,167	740	-427	1,010
372	Grass Cutting	0	0	8,000	5,333	4,553	-780	3,447
380	Facilities improvements	0	0	5,000	3,333	0	-3,333	5,000
385	Play areas	0	0	1,000	667	732	65	268
386	Highfields Playground Upgrade	0	0	0	0	18,946	18,946	-18,946
395	Green Spaces - Projects	0	0	5,000	3,333	0	-3,333	5,000
399	Consumables	0	0	200	133	185	51	15
710	WMRG	4,500	852	0	0	0	0	852
720	Cemeteries	18,500	11,530	0	0	0	0	11,530
730	Allotments	400	29	0	0	0	0	29
927	Kingshill Play Equipment	0	0	10,000	10,000	10,725	725	-725
		23,400	22,411	148,361	102,241	117,160	14,919	53,612

Totals	518,950	523,589	463,625	324,343	323,805	-538	168,759
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VAT REFUND		Receipts
Code	Title	Actual
901	2019/20 - Q4 (Jan to Mar 20)	3,245
	2020/21 - Q1 (Apr to Jun 20)	8,342
	2020/21 - Q2 (Jul to Sep 20)	2,724
	2020/21 - Q3 (Oct to Dec 20)	
	Total	14,312

Dursley Town Council
Uncashed payments/transfers out (All banks)
(Upto 23/11/2020)

Voucher	Date	Cheque No.	Description	Total	Bank
372	19/08/2020	CARD	Thermometer	29.14	Lloyds Bank plc Business
460	27/10/2020	CARD	Various Items	8.85	Lloyds Bank plc Business
461	27/10/2020	CARD	Postage	21.68	Lloyds Bank plc Business
464	30/10/2020	CARD	Training	120.00	Lloyds Bank plc Business
496	05/11/2020	CARD	Boots	119.98	Lloyds Bank plc Business
476	06/11/2020	CARD	Postage	28.38	Lloyds Bank plc Business
497	12/11/2020	CARD	Postage	21.68	Lloyds Bank plc Business
499	12/11/2020	CARD	Training	144.00	Lloyds Bank plc Business
			Total _____	493.71	