

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Finance and Policy		
<b>MEETING DATE AND TIME</b>	23 <sup>rd</sup> March 2022 7.00pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Serena Van Schepdael – Responsible Financial Officer		
<b>AGENDA ITEM REPORT TITLE</b>	<b>18 Petty Cash Verification</b>		
<b>Background</b>	Within the first Interim Audit of 2021-22 it was highlighted that the annual verification of Petty Cash was due to take place.		
<b>Updates</b>	The Petty Cash account was verified on 9 <sup>th</sup> March 2022 by Cllr Robert Douglas, see Appendix 18.1.  Going forward, the verification of Petty Cash will take place twice each year, in September and March.		
<b>Decision Requested</b>	To note the verification of the Petty Cash as of 9 <sup>th</sup> March 2022.		

## Appendix 18.1

JAN22/Feb22

4162/280 4023/101 4020/101 4041/221 4022/10:3020/221 4162/34 4222/102

Date	Supplier	Ref	Total out	Total In	Balance	Vat Inc	Exempt	VAT	NET		S/S misc	stationer	refresh ments	property maint	postage	catering	YC	Other	Details
Balance b/fwd					28.50			105											
Replen					28.50			0.00	0.00										
04/01/22	Replenishment #008976			171.50	200.00			0.00	0.00										
12/01/22	Morrisons	1878	1.25	✓	198.75		1.25	0.00	0.00				1.25						Milk
25/01/22	Morrisons	1879	8.50	✓	190.25		8.50	0.00	0.00				8.50						Coffee & tea
25/01/22	Morrisons	1880	1.25	✓	189.00		1.25	0.00	0.00				1.25						Milk
01/02/22	Buttylicious	1881	37.50	✓	151.50		37.50	0.00	0.00							37.50			Refreshments
03/02/22	Morrisons	1882	1.25	✓	150.25		1.25	0.00	0.00				1.25						Milk
02/02/22	Amazon/Staff Expenses	1883	23.92	✓	126.33	23.92		3.99	19.93									19.93	Phone cover & protector (CD)
09/02/22	Morrisons	1884	1.25	✓	125.08		1.25	0.00	0.00				1.25						Milk
23/02/22	Morrisons	1885	2.99	✓	122.09		2.99	0.00	0.00							2.99			Juice for event
01/03/22	Morrisons	1886	2.50	✓	119.59		2.50	0.00	0.00							2.50			Milk for event
02/03/22	Amazon/Staff Expenses	1887	17.08	✓	102.51	17.08		2.85	14.23			14.23							Phone cover & protector (SVS)
06/03/22	B&Q	1888	36.00	✓	66.51		36.00	0.00	0.00									36.00	Wallpaper for 750 event
08/03/22	WH Smith	1889	3.25	✓	63.26		3.25	0.00	0.00			3.25							Card
					63.26			0.00	0.00										
					63.26			0.00	0.00										
					63.26			0.00	0.00										
					63.26			0.00	0.00										
					63.26			0.00	0.00										
					63.26			0.00	0.00										
					63.26			0.00	0.00										
					63.26			0.00	0.00										
					63.26			0.00	0.00										
					63.26			0.00	0.00										
					63.26			0.00	0.00										
					63.26			0.00	0.00										
					63.26			0.00	0.00										
					63.26			0.00	0.00										
					63.26			0.00	0.00										
					63.26			0.00	0.00										
	TOTAL		136.74	171.50		✓ 41.00	95.74	6.84	34.16	0.00	0.00	17.48	13.50	0.00	0.00	42.99	0.00	55.93	0.00

**TOTAL SPENT VAT + EXEMPT**

136.74

136.74

Total spent in month	136.74
To be reimbursed	136.74
Balance available	63.26

### BALANCE CHECK

20.00	40.00
10.00	
5.00	5.00
2.00	-
1.00	1.00
0.50	1.50
0.20	6.60
0.10	0.60
0.05	0.60
0.02	0.14
0.01	0.12

Tin check 4/1/22

Various

New receipts  
TIN BALANCE

63.26

Agreed  
in

Agreed  
m 9/3/22 # 008975 Replen Cheame  
8 Mar 22.

# 008975 Replen Cheame  
8 Mar 22.