CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

| COMMITTEE: | Finance and Policy | | | | | | | | | | |
|--------------------|---|---------------------|---------------------|--|--|--|--|--|--|--|--|
| MEETING DATE | 23 rd March 2023 | LOCATION | Congleton Town Hall | | | | | | | | |
| AND TIME | 7.00pm | | | | | | | | | | |
| REPORT FROM | Serena Van Schepdael – Responsible Financial Officer | | | | | | | | | | |
| AGENDA ITEM | 16 | | | | | | | | | | |
| REPORT TITLE | Petty Cash Verification | | | | | | | | | | |
| Background | The Council have small Petty Cash float available for sundry purchases, the balance should be verified by a signatory twice a year. | | | | | | | | | | |
| Updates | The current balance of Petty Cash is £106.17, the receipts and balance was checked and verified on 2 nd March 2023. | | | | | | | | | | |
| Decision Requested | To note the verification | of the Petty Cash b | alance | | | | | | | | |

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| | aı | - | 23 |

| | | | | | | | | | | | 280 | 101 | 101 | 221 | 321 | 221 | 225 | | |
|--------------|--|--|--------------|--|---------|---|--------|----------|--|------------|-----------|------------|----------|------------------------|----------------|--------------|----------|-------------|---------------------------------|
| | | | | | | | | | | | | | Refreshm | Property | | | | | |
| | | Ref | Total out To | Total In | Balance | Vat Inc | Exempt | VAT | NET | | S/S misc. | Stationery | ents | maint | Events | Catering | CIC | Other | Details |
| | Supplier | THE RESERVE OF LAND | | | 43.00 | | | | | | | | | | OVER THE STATE | | | in the land | |
| alance b/fwd | | | | 157.00 | 200.00 | | | | | | | | | | | | | | wrapping paper - Ukraine xmas |
| 06/12/23 | The state of the s | PC2556 | 6.00 | | 194.00 | | | | 6.00 | | | 7.00 | | | | | | | Diary |
| | Poundland | PC2556 | 7.99 | | 186.01 | | 7.99 | | | | | 7.99 | | | | | | | Postage |
| | W H Smiths | PC2557 | 4.45 | | 181.56 | | 4.45 | | | | | | 1.10 | | | | | | Milk |
| | Post Office | PC2557 | 1.40 | | 180.16 | | 1.40 | | | | | | 1.40 | NAME OF TAXABLE PARTY. | | | | | key cutting |
| | Morrisons | PC2558 | 9.00 | | 171.16 | | 9.00 | | | | | | | 9.00 | | | | | Mild |
| | Congleton Shoe Repairs | PC2559 | 1.40 | | 169.76 | | 1.40 | | | | | | 1.40 | | | | | | coffee |
| 1.01.23 | Morrisons | PC2560 | 6.00 | | 163.76 | | 6.00 | | | | | | 6.00 | | | | | | milk |
| 6.01.23 | Morrisons | AND RESIDENCE AND ADDRESS OF THE PARTY OF TH | 1.59 | | 162.17 | | 1.59 | | | | | | 1.59 | | | | | 21.00 | Spray paint - Coronation |
| 2.02.23 | Spar | PC2561 | 21.90 | - | 140.27 | 21.90 | | 3.65 | 18.25 | | | | | | | | | 15.00 | Chocolates - Ukraine xmas party |
| 2.02.23 | Handy Cabin | PC2562 | 15.00 | | 125.27 | | 15.00 | | | | | | | | | 5-12:5(0.07) | | 15.00 | Milk |
| 2.02.23 | Morrisons | PC2563 | | | 123.87 | | 1.40 | | | | | | 1.40 | 37423022 | 10285569 | 150 C 2000 | | | |
| 23.02.23 | | PC2564 | 1.40 | | 122.57 | | 1.30 | | e de la composición dela composición de la composición dela composición de la composición de la composición dela composición dela composición de la composición de la composición dela composición de la composición dela composición dela composición | | | | 1.30 | | | | | | Milk |
| 01.03.23 | Asda | PC2565 | 1.30 | THE RESERVE OF THE PARTY OF THE | 121.17 | | 1.40 | V-5 3814 | | | | | 1.40 | | | | 27953000 | 15.00 | |
| 12.03.23 | | PC2566 | 1.40 | | 106.17 | | 15.00 | | | | | | | | 67 7E-68 | | | 15.00 | Christmas Window |
| * | Carry foward from DEC | | 15.00 | | 106.17 | | 20.00 | | MANUE OF | | | | | | | | | | |
| | | | | | 106.17 | | | | 20720 | | | | | | | | | | |
| | | | | | - | | | | 1-0-10-0 | Saffannia. | | | | | | | | | |
| | | | | | 106.17 | | | | | | | | | | | | | | |
| | | | | | 106.17 | AND DESCRIPTION OF THE PERSON | | | | | | | | | | | | | |
| | | | | | 106.17 | | | | | | | 1722 | | | | | | 100 | |
| | | | | | 106.17 | | 65.93 | 3.65 | 24.25 | 0.00 | 0.00 | 7.99 | 14.49 | 9.00 | 0.00 | 0.00 | 0.00 | 56.35 | 5 |
| | TOTAL | | 93.83 | 0.0 | 0 | 21.90 | 05.93 | 3.03 | 24.23 | 0.00 | | 1071/2014 | W 0525 | | | | 4.4138 | | |

TOTAL SPENT VAT + EXEMPT

87.83

93.83

| Total spent in month To be reimbursed | | | 93.83 |
|--|---------|--------|---------------------------------|
| Balance available | | | 106.17 |
| BALANCE CHECK | | | |
| DALD WITCH CO. | 20.00 | 60.00 | |
| | 10.00 | 30.00 | Tin check 29/11/22 2 13 12 2 |
| | 5.00 | | 213122 DV |
| | 2.00 | | |
| | 1.00 | | |
| | 0.50 | 1.50 | |
| | 0.20 | | |
| | 10 & 05 | 1.65 | |
| | 0.02 | 0.24 | |
| | 0.01 | 0.08 | |
| Various | | 12.70 | |
| New receipts | | 106.17 | 0.00 |

Tookplace after Rec replen: *Extra required for Christman undow Competition 5-213122

