

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Finance and Policy		
<b>MEETING DATE AND TIME</b>	23 <sup>rd</sup> November 2023 7.00pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Serena Van Schepdael – Responsible Financial Officer (RFO)		
<b>AGENDA ITEM REPORT TITLE</b>	<b>Item 16 Petty Cash Verification</b>		
<b>Background</b>	We are required to verify our Petty Cash balance at least twice per financial year.		
<b>Updates</b>	For financial Year 2023-2024 the first verification was completed in 9 <sup>th</sup> November 2023. See Appendix 17.1.		
<b>Decision Requested</b>	1. To note the Petty Cash Verification		

