

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES


COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	14 th March 2024 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	18 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 £165.16, the receipts and balance were checked and verified by the Internal Auditor on 31 st January 2024.		
Decision Requested	To note the verification of the Petty Cash balance		

Petty Cash :- Completion T.C. 31/1/24

£ 20	120
£ 10	20
£ 5	10
£ 2	4
£ 1	3
50p	6
20p	- 60
5p	1 - 10
2p	30
1p	16
	<hr/>
	£ 165 - 16
	22 - 14
	12 - 70
	<hr/>
	£ 200 - 00

Receipts
7 - 99
14 - 15
22 - 14

A Shepherd-Roberts
For Auditing Solutions Ltd

 31/1/24