

Quarter 3 Bank Reconciliation

Q3 Actual	APC	NDP	PAV	RDC	TRE	Total	
Income	£10,616.31	£0.00	£8,182.35	£4,008.05	£600.00	£23,406.71	TRUE
Expenditure	£13,428.62	£0.00	£6,201.76	£2,287.05	£240.00	£22,157.43	TRUE
Surplus / (Deficit)	-£2,812.31	£0.00	£1,980.59	£1,721.00	£360.00	£1,249.28	
Plus unpresented cheques	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Minus income not yet banked	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Funds B/fwd	£12,163.76	£0.00	£16,246.72	£2,479.64	£600.00	£31,490.12	
Closing Funds	£9,351.45	£0.00	£18,227.31	£4,200.64	£960.00	£32,739.40	TRUE
Cashbook balance						£32,739.40	
Bank Statements							
							31/12/2022
Treasurer's Account Balance as per bank statement						£19,801.78	
Instant Access Balance as per bank statement						£12,937.62	
Total						£32,739.40	
Difference						£0.00	TRUE
£137 Allowance						£4,604.04	
£137 Expenses Incurred						£0.00	
Expected Income	£10,169.13	£0.00	£0.00	£0.00	£0.00		
Actual Income - Expected Income (+ve = more income than expected)	-£447.18	£0.00	-£8,182.35	-£4,008.05	-£600.00		
Expected Expenditure	£6,165.38	£0.00	£0.00	£0.00	£0.00		
Actual Expenditure - Expected Income (+ve = more spend than expected)	-£7,263.24	£0.00	-£6,201.76	-£2,287.05	-£240.00		

Unpresented cheques

3-Exp-1			
3-Exp-2			
3-Exp-3			
3-Exp-4			
3-Exp-5			
3-Exp-6			
3-Exp-7			
3-Exp-8			
3-Exp-9			
3-Exp-10			

Unbanked Income

3-Inc-1			
3-Inc-2			
3-Inc-3			
3-Inc-4			
3-Inc-5			
3-Inc-6			
3-Inc-7			
3-Inc-8			
3-Inc-9			
3-Inc-10			

Quarterly Internal Checklist

All payments are authorised by two Members
 Cheque signatories have initiated the original invoice
 The cheque counterfoil initialled by the auditing
 Bank accounts reconciled every quarter
 Payroll actioned accurately every month
 All payments entered into accounting
 Payment schedule presented to full council every
 The are separate s137 and VAT columns on the
 The VAT is claimed at least annually
 Receipts are correctly recorded on accounts
 Receipts are reconcilled against original bank
 For funds being transferred between accounts, a
 A reconciliation of accounts is presented to Council
 The internal checks occur every financial quarter

Yes/No Comment

Any other comments

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Auditing Member (print name):

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(signature):

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Date:

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