

## List of Payments made between 20/12/2016 and 20/12/2016

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
20/12/2016	LEFT BRIDGE	PV267 ✓	6,000.00 ✓		Guide 2017 Print/design/dist
20/12/2016	LEFT BRIDGE	PV268 ✓	3,920.00 ✓		2017 Totnes Info Website
20/12/2016	Colin Shearer	<del>★</del> PV268 ✓	<del>690.00</del>		GH Cottage Renovations
20/12/2016	Ken Veysey	PV270 ✓	480.00 ✓		GH Cottage Renovations labour
20/12/2016	LEFT BRIDGE	PV271 ✓	480.00 ✓		Guide/Web 17 Presentation/logo
20/12/2016	Dartington Parish Council	PV272 ✓	385.98 ✓		TRAYE budget transfer -phase 2
20/12/2016	RICOH UK LTD	PV273 ✓	379.87 ✓		Photocopier Rent quarterly
20/12/2016	DEVON COMMERCIAL CLEANING	PV274 ✓	120.96 ✓		GH Office cleaning Nov 16
20/12/2016	DEVON COUNTY COUNCIL	PV275 ✓	120.00 ✓		Job Ad Senior Administrator
20/12/2016	VIKING DIRECT	PV276 ✓	116.15 ✓		GH Office Cleaning Supplies
20/12/2016	VIKING DIRECT	PV277 ✓	100.59 ✓		GH Office Cleaning/Stamps
20/12/2016	DAY SIGNS	PV278 ✓	96.00 ✓		Xmas Banner CH Event
20/12/2016	PPL	PV279 ✓	81.60 ✓		CH Music Licence Annual
20/12/2016	Totnes & Rural Community Bus	PV280 ✓	75.00 ✓		TRAYE Bob the Bus 27.10.16
20/12/2016	HAVMAIN	PV281 ✓	74.90 ✓		CH Boiler Call Out and Works
20/12/2016	Totnes & Rural Community Bus	PV282 ✓	50.00 ✓		TRAYE Bob the Bus 18.11.16
20/12/2016	SHDC	PV283 ✓	17.10 ✓		Cemetery Waste Collection Nov
20/12/2016	SHDC	PV284 ✓	12.17 ✓		Cemetery Waste Collection Oct
20/12/2016	HARBERTON ARTS	PV285 ✓	7.70 ✓		Office Stationery Final Inv
20/12/2016	Colin Shearer	<del>★</del> PV269 ✓	<del>690.00</del>		GH Cottage Renovations
20/12/2016	Colin Shearer <i>correct</i>	<del>★</del> PV269 ✓	650.00 ✓		GH Cottage Renovations Labour
20/12/2016	Tiffany Strawson	PV286 ✓	570.00 ✓		Arts Officer Wages Dec 16
Total Payments			13,738.02		

Payments made 21-12-16 *l-o*

*Glenora Cohen*  
Glenora Cohen

21/12/16

*Lay Henriksen*

*L. H. O. O. O.* 21/12/16

*Catherine Moulton*

authorised.

21/12/2016

Date: 01/12/2016

## Totnes Town Council 2016/17

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## CURRENT/MONEYMASTER

## List of Payments made between 02/12/2016 and 02/12/2016

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/12/2016	TOTNES TV & ELECTRICAL	PV256 ✓	1,380.00 ✓		TOTNES TV & ELECTRICAL ✓
02/12/2016	Mary Coughlan-Clarke	PV257 ✓	943.75 ✓		NP Wages MCC Nov 16 ✓
02/12/2016	Samantha Branch	PV258 ✓	900.00 ✓		Dest Manager Wages Nov SB ✓
02/12/2016	GROUND'S MAINTENANCE SW	PV259 ✓	752.76 ✓		GROUND'S MAINTENANCE SW ✓
02/12/2016	Tiffany Strawson	PV260 ✓	750.00 ✓		Arts Officer Wages Nov 16 ✓
02/12/2016	CRIMEHALT	PV261 ✓	420.00 ✓		CH Fire Alarm repairs ✓
02/12/2016	Beco Energy	PV262 ✓	300.00 ✓		CH Inspection, testing, instal ✓
02/12/2016	Marldon Parish Council	PV263 ✓	217.00 ✓		TRAYE part refund contribution ✓
02/12/2016	Marldon Christmas Tree Farm	PV264 ✓	179.99 ✓		Christmas Tree Market Sq ✓
02/12/2016	DALC	PV265 ✓	60.00 ✓		New Cllrs Course MES / JS ✓
02/12/2016	DEVON COUNTY COUNCIL	PV266 ✓	29.37 ✓		E Drennan Pension Nov 16 ✓

Total Payments 5,932.87

Clerk's Signature

Finance Officer's Signature

Chairman's Signature

Vice Chairman's Signature

Date

02-12-16

Date: 21/11/2016

Totnes Town Council 2016/17

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CURRENT/MONEYMASTER

21.11.16. List of Payments made between 21/11/2016 and 21/11/2016

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
21/11/2016	SHDC	PV235	5,394.86 ✓		Elections 23.12.15 / 27.07.16
21/11/2016	Geo & Co Ltd	PV236	1,329.60 ✓		NP Work on Vision & Objectives
21/11/2016	AUDITING SOLUTIONS	PV237	504.00 ✓		Interim Audit 2016/17
21/11/2016	NALC	PV238	504.00 ✓		Conference 30.11 Cllrs EC / RH
21/11/2016	Sani-Tech	PV239	492.00 ✓		Flat 5a Works Sani-top unit
21/11/2016	AUDITING SOLUTIONS	PV240	264.00 ✓		Interim Audit November 1st.16
21/11/2016	NALC	PV241	252.00 ✓		NALC Conf 30.11.16 JH
21/11/2016	David Petts IT	PV242	220.00 ✓		IT services
21/11/2016	Alan Lewis	PV243	190.00 ✓		NP IT support website
21/11/2016	Cllr J Hodgson	PV244	129.52 ✓		Cllr/Mayoral expenses
21/11/2016	VIKING DIRECT	PV245	120.40 ✓		Office stationary and stamps
21/11/2016	C Marlton	PV246	118.81 ✓		Mayoral Christmas Drinks Food
21/11/2016	LEFT BRIDGE	PV247	108.00 ✓		C-mas Family Night Ad Design
21/11/2016	VEASEYS PRINTERS	PV249	85.52 ✓		NP flyers and laminating
21/11/2016	St John's Church	PV248	46.75 ✓		NP Hall hire
21/11/2016	TTT	PV250	45.00 ✓		NP Stall at Ecohomes Fair
21/11/2016	VIKING DIRECT	PV251	42.61 ✓		Office supplies cleaning
21/11/2016	HARBERTON ARTS	PV252	41.90 ✓		Office Stationary June-Sept
21/11/2016	HARRIS & SON	PV253	34.26 ✓		Clean GH Courtyard / War Mem
21/11/2016	Cllr Elliott Smith	PV254	25.20 ✓		Cllr MES Milage Course Exeter
21/11/2016	SSE SWALEC	PV255	17.10 ✓		CEM chapel electric Aug - Nov

Total Payments 9,965.53

Clerk's Signature

Finance Officer's Signature

Councillor's Signature

Councillor's Signature

Nominal Code

Date

22.11.2016

Date: 03/11/2016

## Totnes Town Council 2016/17

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## CURRENT/MONEYMASTER

## List of Payments made between 03/11/2016 and 03/11/2016

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/11/2016	LEFT BRIDGE	PV216	6,000.00 ✓		Tot Guide 17 Print/Design/Dist
03/11/2016	LEFT BRIDGE	PV217	3,920.00 ✓		Tot Info Website 2017
03/11/2016	TOTNES TV & ELECTRICAL	PV218	1,206.00 ✓		TOTNES TV & ELECTRICAL
03/11/2016	GRANT THORNTON UK LLP	PV219	1,200.00 ✓		Audit 2016 Annual Return
03/11/2016	Mary Coughlan-Clarke	PV220	990.63 ✓		NP Wages Oct 16 MCC
03/11/2016	GROUNDS MAINTENANCE SW	PV221	914.52 ✓		GROUNDS MAINTENANCE SW
03/11/2016	Samantha Branch	PV222	900.00 ✓		Dest Manager SB Oct 16
03/11/2016	Tiffany Strawson	PV223	780.00 ✓		Arts Officer Wages TS Oct 16
03/11/2016	Eleanor Cohen	PV224	184.70 ✓		Lrgr Councils Conf EC/RH
03/11/2016	DEVON COMMERCIAL CLEANING	PV225	151.20 ✓		GH Cleaning Oct 16
03/11/2016	South Hams Newspapers Limited	PV226	150.00 ✓		Advert Wedding Guide GH
03/11/2016	Jacqi Hodgson	PV227	98.55 ✓		TRAYE Annual Insurance
03/11/2016	Thea Platt	PV228	83.73 ✓		NP Wages TP Oct 16
03/11/2016	Andrew Marlton	PV229	90.00 ✓		GH Paranormal Staff 30.10.16
03/11/2016	Eleanor Cohen	PV230	42.00 ✓		Cllr E Cohen Mayoral Expenses
03/11/2016	Totnes Vire Twin Town Associat	PV231	40.00 ✓		Mayor x2 Dinner Vire Twin
03/11/2016	Jacqi Hodgson	PV232	36.80 ✓		Lrgr Council Conf JH Train
03/11/2016	DEVON COUNTY COUNCIL	PV233	29.37 ✓		E Drennan Pension
03/11/2016	VIKING DIRECT	PV234	10.78 ✓		GH Office Cleaning Goods

Total Payments 16,788.28

Clerk's Signature \_\_\_\_\_

Finance Officer's Signature \_\_\_\_\_

Councillor's Signature \_\_\_\_\_

Councillor's Signature \_\_\_\_\_

Nominal Code \_\_\_\_\_

Date 04-11-16

3.11.16

Date: 20/10/2016

## Totnes Town Council 2016/17

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## CURRENT/MONEYMASTER

## List of Payments made between 19/10/2016 and 19/10/2016

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
19/10/2016	Mary Coughlan-Clarke	PV200	3.99 ✓		NP Picture Hanging Strips
19/10/2016	Catherine Marlton	PV201	19.95 ✓		Land Registry-Asset Comm Value
19/10/2016	Mary Coughlan-Clarke	PV202	39.00 ✓		NP Printing
19/10/2016	TRAVIS PERKINS	PV203	52.20 ✓		CH Waterproof paint walkway
19/10/2016	SHDC	PV204	70.00 ✓		Premise licence / Town annual
19/10/2016	Mary Coughlan-Clarke	PV205	77.60 ✓		NP Printing flyers
19/10/2016	DEVON COMMERCIAL CLEANING	PV206	120.96 ✓		GH Office Cleaning Sep 16
19/10/2016	CRIMEHALT	PV207	120.00 ✓		CH Fire Alarm cover annual
<del>19/10/2016</del>	<del>Jacqi Hodgson</del>	<del>PV208</del>	<del>129.52</del>		<del>CLlr and Mayoral expenses</del>
19/10/2016	WordsmithOne	PV209	190.00 ✓		NP V&O Leaflet and posters
19/10/2016	Peter Bethel	PV210	300.55 ✓		Town Sergeant expenses Jul-Sep
19/10/2016	A J PAINE & SONS	PV211	420.00 ✓		St Mary's Remove Bay tree
19/10/2016	CRIMEHALT	PV212	552.00 ✓		GH Office/Eastgate Alarm annua
19/10/2016	Transition Town Totnes	PV213	986.27 ✓		TTT Feed in Tariff Solar panel
19/10/2016	Samantha Branch	PV214	1,080.00 ✓		Dest Manager SB Sep 16
19/10/2016	Catherine Marlton	PV215	1,889.35 ✓		Defibrillator and CD Player
<del>19/10/2016</del>	<del>Jacqi Hodgson</del>	<del>PV208</del>	<del>129.52</del>		<del>Mayoral/CLlr Expenses</del>
Total Payments			5,921.87		

\* Going to Ops as per policy.

JKA

Clerk's Signature \_\_\_\_\_

Finance Officer's Signature \_\_\_\_\_

Councillor's Signature \_\_\_\_\_

Councillor's Signature \_\_\_\_\_

Nominal Code \_\_\_\_\_

Date 20-10-16

Date: 04/10/2016

## Totnes Town Council 2016/17

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## CURRENT/MONEYMASTER

## List of Payments made between 01/10/2016 and 04/10/2016

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
04/10/2016	Kerry McCabe	PV182	✓1,275.51 /		TRAYE Travel/Expenses Sep 16
04/10/2016	TOTNES TV & ELECTRICAL	PV183	✓1,155.00 /		CH/CEM Caretaking Sep 16
04/10/2016	Tiffany Strawson	PV184	✓315.00 /		Arts Officer Wages Sep 16
04/10/2016	LEFT BRIDGE	PV185	✓178.80 /		Totnes Info Marketing-bookshop
04/10/2016	Exeter Philharmonic Choir	PV186	✓136.00 /		Mayor's Concert Exeter x 2
04/10/2016	Totnes Elizabethan Society	PV187	✓33.90 /		Mayor x2 TES Meal tickets
04/10/2016	VIKING DIRECT	PV188	✓184.30 /		CH Cleaning Supplies
04/10/2016	Mark Hall	PV189	✓29.20 /		NP Student Travel expenses
04/10/2016	Mary Coughlan-Clarke	PV190	✓1,000.00 /		NP Wages MCC Sep 16
04/10/2016	GROUNDNS MAINTENANCE SW	PV191	✓836.52 /		Maintenance Sept 16
04/10/2016	Thea Platt	PV192	✓350.00 /		NP Wages TP Sep 16
04/10/2016	DEVON COUNTY COUNCIL	PV193	✓29.37 /		E Drennan Pension Sep 16
04/10/2016	LADDERS FREE	PV194	✓76.38 /		CH Window Clean qtrly
04/10/2016	PULSE8INTERNET	PV195	✓96.00 /		TIC Website changes Sep 16
04/10/2016	Catherine Marlton	PV196	✓54.99 /		Office Microwave replacement
04/10/2016	SHDC	PV197	✓22.10 /		CEM Waste collection/Bin renta
04/10/2016	LEFT BRIDGE	PV198	✓8,000.00 /		Totnes Guide Print/Design/Dist
04/10/2016	LEFT BRIDGE	PV199	✓4,704.00 /		Totnes Info Website 2017

Total Payments 16,327.07

Payments made 04-10-16 es.

Signature \_\_\_\_\_  
 Officer's Signature \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Signature \_\_\_\_\_

Clerk's Signature h. MaithaFinance Officer's Signature L. SheeCouncillor's Signature P. VialCouncillor's Signature S. P.

Nominal Code \_\_\_\_\_

Date 4/10/2016

4.10.16

Date: 21/09/2016

## Totnes Town Council 2016/17

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## CURRENT/MONEYMASTER

## List of Payments made between 21/09/2016 and 21/09/2016

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
21/09/2016	Cllr Tony Whitty	PV170	22.05 ✓		Travel JLP Sport facility
21/09/2016	RICOH UK LTD	PV171	371.83 ✓		Rent qrt plus usage
21/09/2016	LEFT BRIDGE	PV172	64.00 ✓		TI A1 vinyl prints A board
21/09/2016	VIKING DIRECT	PV173	36.53 ✓		Office stationery
21/09/2016	South Hams Roofing Ltd	PV174	6,988.80 ✓		Museum Flat roof patio
21/09/2016	Patrick Collins	PV175	300.00 ✓		CH Tech Support PCollins
21/09/2016	The Duke & Duchess of Somerset	PV176	720.00 ✓		EGate Clock Annual Rent
21/09/2016	Laura Shearer	PV177	6.10 ✓		Travel Banking Paignton
21/09/2016	DEVON COMMERCIAL CLEANING	PV178	120.96 ✓		GH Office Cleaning August
21/09/2016	BRITISH GAS	PV179	10,589.11 ✓		New Boilers 50% Deposit
21/09/2016	Jettadrain	PV180	147.00 ✓		GH Office Toilet Repairs
21/09/2016	PULSE8INTERNET	PV181	133.20 ✓		TIC Annual Web Hosting

Total Payments 19,499.58

P. Adams.  
21. 9. 2016.

Clerk's Signature

Finance Officer's Signature

Councillor's Signature

Councillor's Signature

Nominal Code

Date 22-09-16

21/9/16

Date: 06/09/2016



## Totnes Town Council 2016/17

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## CURRENT/MONEYMASTER

## List of Payments made between 06/09/2016 and 06/09/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/09/2016	DEVON COUNTY COUNCIL	PV146	129.37 ✓		E Drennan Pension Recharge
06/09/2016	The Rubber Stamp Co	PV147	32.29 ✓		The Rubber Stamp Co
06/09/2016	AJ Paine & Sons	PV148	660.00 ✓		CEM Remove Tree on grave
06/09/2016	ER Response & Security	PV149	136.50 ✓		ER Response & Security
06/09/2016	CILCA	PV150	250.00 ✓		C Marlton CiLCA Registration
06/09/2016	Helen Nathanson	PV151	333.13 ✓		Tourism Display Stands
06/09/2016	Mary Coughlan-Clarke	PV152	800.00 ✓		NP Wages MCC August
06/09/2016	LEFT BRIDGE	PV153	3,920.00 ✓		2017 Totnes Information Websit
06/09/2016	TOTNES TV & ELECTRICAL	PV154	1,767.00 ✓		TOTNES TV & ELECTRICAL
06/09/2016	GROUNDNS MAINTENANCE SW	PV155	836.52 ✓		GROUNDNS MAINTENANCE SW
06/09/2016	DEVON COUNTY COUNCIL	PV156	168.00 ✓		Destination Manager Advert
06/09/2016	Thea Platt	PV157	250.00 ✓		NP Wages TP August
06/09/2016	SHDC	PV158	70.00		GH Premises License Annual 
06/09/2016	Kerry McCabe	PV159	749.53 ✓		TRAYE Travel/Expenses Aug 16
06/09/2016	Crimehalt	PV160	58.40 ✓		Fire Alarm Call Out/New Batt
06/09/2016	Destination Management & Marke	PV161	2,500.00 ✓		Market Square Strategy
06/09/2016	SHDC	PV162	165.83 ✓		TIC Biobags - Retail
06/09/2016	SSE SWALEC	PV163	19.08 ✓		CEM Chapel Electric
06/09/2016	Andrew Brooks	PV164	555.00 ✓		CH Sound Engineer S-Ch/Proud2b
06/09/2016	SHDC	PV165	345.00 ✓		CH and GH Green Sacks
06/09/2016	SHDC	PV166	22.17 ✓		CEM Waste collection
06/09/2016	Samantha Branch	PV167	225.00 ✓		Dest Manager SB August 2016
06/09/2016	HARRIS & SON	PV168	19.53 ✓		CH Keys & Garden Access
06/09/2016	TORBAY COUNCIL	PV169	48.00 ✓		Mayor Garden Party Tickets
06/09/2016	MG & I WILLIAMS	TIC30	18.00 ✓		TIC Info Boards
06/09/2016	TORMARK	TIC31	180.58 ✓		TIC Cards - Retail sales
06/09/2016	SHDC	PV158	70.00		GH Premises Licence - QUERY 
Total Payments			14,183.93		

Amended - see attached

Payments made 06-09-16



Authorized by 06/9/16



Date: 18/08/2016

Totnes Town Council 2016/17

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CURRENT/MONEYMASTER

List of Payments made between 18/08/2016 and 18/08/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/08/2016	TRAVIS PERKINS	PV138	20.44 /		Office Heavy Duty Dustbin
18/08/2016	VIKING DIRECT	PV139	170.70 /		CH Cleaning Supplies
18/08/2016	GROUND'S MAINTENANCE SW	PV140	836.52 /		Cem and Church grass cutting
18/08/2016	Mairead Phipps	PV141	12.24 /		MP Travel Retired Cllrs Gifts
18/08/2016	JTP Joinery Ltd	PV142	384.00 /		Museum Sash Window Repairs
18/08/2016	Dartington Parish Council	PV143	886.26 /		NP Grant for Energy in NP Work
18/08/2016	Totnes Trust	PV144	486.20 /		Town Mill Insurance Apr-Sep 16
18/08/2016	Totnes and Rural Comm Bus	PV145	17.00 /		TRAYE Travel Days out
Total Payments			2,813.36		

Payments made 18-08-16

E. J. Ho

Authorized by

Allyson

18/8/16

Date: 02/08/2016

## Totnes Town Council 2016/17

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## CURRENT/MONEYMASTER

## List of Payments made between 01/08/2016 and 02/08/2016

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/08/2016	TOTNES TV & ELECTRICAL	PV121	<del>1,507.56</del>		CH Caretaking
02/08/2016	Mark Rowse Carpentry	PV122	<del>283.99</del>		CH Store Window & Hall Glazing
02/08/2016	SHDC	PV123	<del>12.17</del>		CEM Waste Collection/Bin Rent
02/08/2016	Laura Shearer	PV124	<del>32.95</del>		Travel Exeter and Paignton
02/08/2016	Catherine Marlton	PV125	<del>36.32</del>		CH Facebook Promotions
02/08/2016	Kerry McCabe	PV126	<del>935.68</del>		TRAYE Expenses/Travel July 16
02/08/2016	HARRIS & SON	PV127	<del>7.16</del>		CH Bungee cords for sign
02/08/2016	LEFT BRIDGE	PV128	<del>185.00</del>		Guide Letters and Postage
02/08/2016	Thea Platt	PV129	<del>212.50</del>		NP Wages TP July 16
02/08/2016	Mary Coughlan-Clarke	PV130	<del>1,043.75</del>		NP Wages MCC July 16
02/08/2016	DEVON COUNTY COUNCIL	PV131	<del>29.37</del>		E Drennan Pension July 16
02/08/2016	DEVON & CORNWALL NEWS	PV132	<del>402.00</del>		Job advert / GH Wedding
02/08/2016	Mark Hall	PV133	<del>48.80</del>		NP Student Travel expenses
02/08/2016	CROYDECYCLE	TIC21	<del>25.00</del>		Totnes Cycle Map Retail Sales
02/08/2016	MG & I WILLIAMS	TIC22	<del>16.00</del>		TIC Info Board Cleaning Jul 16
02/08/2016	Friends of St Marys	TIC23	<del>90.00</del>		Veronika Shoot Concert Sales
02/08/2016	PRINCESS THEATRE	TIC24	<del>93.57</del>		Theatre ticket sales July16
02/08/2016	South Devon Arts Centre	TIC25	<del>214.20</del>		SDAC Hayseed Dixie ticket sale
02/08/2016	PRINCESS THEATRE	TIC26	<del>72.91</del>		Theatre Ticket Sales 33537
02/08/2016	Totnes & District Show	TIC27	<del>134.10</del>		Totnes Show Ticket sales 16
02/08/2016	NATIONAL EXPRESS	TIC28	<del>880.44</del>		Nat Express Ticket sales Jul16
02/08/2016	Amanda Richards	TIC29	<del>144.70</del>		AR Eye Test/Bill Opticians
02/08/2016	Anna Midgeley	PV134	<del>400.00</del>		GH Wedding Refund 2x Payments
02/08/2016	DEVON COMMERCIAL CLEANING	PV135	<del>120.96</del>		GH Office Cleaning July 16
02/08/2016	LEFT BRIDGE	PV136	<del>18.00</del>		Projector cable/adaptor
02/08/2016	Helen Nathanson	PV137	<del>184.33</del>		Surface Claim Excess and VAT
Total Payments			7,031.46		



E. COUGHLAN-CLARKE

3/8/16



ROSIE ADAMS 3.8.16

Payments made 03-08-16




3/8/16

Date: 19/07/2016

Totnes Town Council 2016/17

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CURRENT/MONEYMASTER

List of Payments made between 19/07/2016 and 19/07/2016

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
19/07/2016	Elizabeth Cheadle	PV109	1,115.00		GH Weir Panel Repair Part Pay
19/07/2016	VIKING DIRECT	PV110	34.69		Office Cleaning/stationery
19/07/2016	SHDC	PV111	81.00		TIC Biobags for Retail sales
19/07/2016	SHDC	PV112	84.00		GH Removal of Graffiti outside
19/07/2016	HAVMAIN	PV113	493.00		Boiler Service GH/CH/TIC/Flat
19/07/2016	DART FIRE	PV114	37.44		TIC Fire extinguisher service
19/07/2016	PRS For Music	PV115	979.56		CH Music Licence Annual
19/07/2016	DEVON COMMERCIAL CLEANING	PV116	66.00		Clearing Outhouse - Office
19/07/2016	HARRIS & SON	PV117	14.03		CH Caretaking Supplies
19/07/2016	SHDC	PV118	22.10		CEM Waste Coll/Bin rental
19/07/2016	Peter Bethel	PV119	438.02		Town Sergeant Expenses
19/07/2016	Ray Hendriksen	PV120	55.50		Cllr Expenses R Hendriksen

Total Payments 3,420.34

ccr: Amy Simons 19/08/2016

Payments Made 19-07-16

C. L. [Signature]

Authorized by

[Signature]

TOWN CLERK

19/7/16



Bank Reconciliation Statement as at 30/06/2016  
for Cashbook 1 - CURRENT/MONEYMASTER

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
DEPOSIT ACCOUNT	31/10/2014	477	0.00
CURRENT ACCOUNT	30/06/2016	20	339,218.39
			<u>339,218.39</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			339,218.39
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			339,218.39
		Balance per Cash Book is :-	339,218.39
		Difference is :-	0.00

Date: 06/07/2016

## Totnes Town Council 2016/17

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## Cashbook 1

User: HN

## CURRENT/MONEYMASTER

For Month No: 3

## Payments for Month 3

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
						1110	101	50.73	Office Electricity
						2114	201	43.19	TIC Electricity
'06/2016	XLN TELECOM	DD	151.88		25.32	3220	302	19.95	CH Broadband
						1110	101	106.61	GH Office Telephone
'06/2016	XLN TELECOM	DD	69.46		11.58	2115	201	57.88	TIC Telephone
Total Payments for Month			39,359.19	0.00	1,417.56			37,941.63	
Balance Carried Fwd			339,218.39						
Cashbook Totals			378,577.58	0.00	1,417.56			377,160.02	

Date: 06/07/2016

## Totnes Town Council 2016/17

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## Cashbook 1

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## CURRENT/MONEYMASTER

For Month No: 3

## Payments for Month 3

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/06/2016	David Petts Computer Services	PV80	100.50			1241	102	100.50	Remote hour & annual storage
02/06/2016	Charity of Paige Adams	TFR	288.00			1205	102	288.00	Mayor Tea Dance CH Hire
17/06/2016	Patrick Collins	PV81	668.68			3252	302	668.68	CH Light Tech and Materials
17/06/2016	DART FIRE	PV82	363.60		60.60	3252	302	123.00	CH Fire Safety Testing / Equip
						1160	101	90.00	Office Fire Safety Test/Equip
						3308	303	90.00	EGate Fire Safety Test/Equip
17/06/2016	Groundwork UK	PV83	550.00			7501	701	550.00	COMA Repayment of unused funds
17/06/2016	WPS INSURANCE LTD	PV84	6,000.20		48.96	1156	101	5,456.16	Commercial Insurance Renewal
						1156	101	495.08	Commercial Insurance IPT
17/06/2016	Transition Network Ltd	PV85	25.00			7502	701	25.00	NP Meeting room Hire x5
17/06/2016	RICOH UK LTD	PV86	428.98		71.49	1123	101	357.49	Photocopier Rent/Charges Qrt
17/06/2016	TRAVIS PERKINS	PV87	16.22		2.70	3312	303	8.24	Flat 5a Bath Panel
						1160	101	5.28	GH Office Door handles
17/06/2016	LADDERS FREE	PV88	76.38		12.73	3222	302	63.65	CH Window Cleaning May16
17/06/2016	HARRIS & SON	PV89	42.28		7.05	3220	302	35.23	CH Painting Materials and Keys
17/06/2016	RBS Rialtas	PV90	288.00		48.00	1241	102	240.00	Omega Software Maintenance
17/06/2016	John A Corah	PV91	67.00			1225	102	67.00	Mayoral Board Writing ECohen
17/06/2016	Charity of Paige Adams	TFR	240.75			1205	102	240.75	Mayor Choosing CH Hire
20/06/2016	June 16 Salaries	BP	14,496.38						
21/06/2016	HSBC	DR	10.80			6202	602	10.80	HSBC Bank Charges
27/06/2016	OPUS ENERGY	DD	48.50		2.31	3214	302	46.19	CH Gas Rates
27/06/2016	OPUS ENERGY	DD	232.87		11.10	3214	302	74.70	CHall Electricity
						3306	303	13.59	EGate Electricity
						3114	301	39.56	GH Electricity

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## Totnes Town Council 2016/17

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CURRENT/MONEYMASTER

For Month No: 3

ments for Month 3

## Nominal Ledger Analysis

<u>@</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
2016	SSE SWALEC	PV55	18.49		3.08	4112	401	15.41	CEM Chapel Electric
2016	Clr Eleanor Cohen	PV73	85.39		14.23	1205	102	71.16	Mayor Choosing expenses
2016	SWWA	DD	19.76			2113	201	19.76	TIC Water Rates
2016	SWWA	DD	18.81			3113	301	18.81	GHall Water Rates
2016	SWWA	DD	291.62			3213	302	291.62	CHall Water Rates
2016	SWWA	DD	17.82			4113	401	17.82	CEM Water Rates
2016	SWWA	DD	31.46			1110	101	31.46	Office Water Rates
2016	SWWA	DD	11.55			5103	501	11.55	C Meadow Water Rates
2016	SHDC	DD	532.00			3112	301	532.00	GH Business Rates Jun 16
2016	TOTNES TV & ELECTRICAL	PV54	1,860.60		310.10	4121	401	40.00	CEM Maintenance May 2016
						3222	302	50.50	CH Pat Testing and Bulbs
						3201	302	1,460.00	CH Caretaking May 2016
2016	VISION ICT LTD	PV56	390.00		65.00	1241	102	325.00	Final Payment website V6
2016	The Flag Loft	PV57	71.99			1225	102	71.99	CH Union Jack Flag
2016	Laura Shearer	PV58	13.98			1111	101	13.98	Surface durable case
2016	RBS Rialtas	PV59	660.24		110.04	1236	102	550.20	Year end closedown 2015/16
2016	DEVON COUNTY COUNCIL	PV60	29.37			1101	101	29.37	Pension E Drennan May 16
2016	Riverford Organic Farms	PV61	1,939.05			1205	102	1,939.05	Mayor choosing Catering
2016	Kerry McCabe	PV62	951.83		4.97	7501	701	946.86	TRAYE Yth Wrk May 16
2016	OVO Energy	PV63	25.54		1.22	3312	303	24.32	Flat 5a Utilities btwn tenants
2016	GROUNDNS MAINTENANCE SW	PV64	836.52		139.42	5102	501	139.60	St Marys Grass Cut x2 May 16
						4121	401	557.50	CEM Grass Cutting May 2016
2016	Andrew Brooks	PV65	300.00			3252	302	300.00	CH Engineer Party in Town
2016	Thea Platt	PV66	26.00		4.33	7502	701	21.67	NP Survey Monkey May-Jun16
2016	Thea Platt	PV67	12.75		1.18	7502	701	11.57	NP Printing and Stationery
2016	Thea Platt	PV68	1,375.00			7502	701	1,375.00	NP TP Wages May 2016
2016	DEVON COMMERCIAL CLEANING	PV69	180.00		30.00	3101	301	150.00	GH Office Cleaning May 16
2016	Transition Town Totnes	PV70	1,029.42			7502	701	1,029.42	NP D/A accelerator grant fund
2016	Catherine Marlton	PV71	88.45		3.00	1205	102	85.45	Mayor Choosing expenses CM
2016	Catherine Marlton	PV72	376.00			3252	302	376.00	CH Microphones wireless
2016	VIKING DIRECT	PV74	30.40		5.07	1111	101	25.33	GH Office Stationery
2016	VIKING DIRECT	PV75	106.98		17.83	1111	101	89.15	GH Office Stationery
2016	VIKING DIRECT	PV76	2.75		0.46	1111	101	2.29	GH Office Stationery
2016	SHDC	PV77	22.17			4122	401	22.17	CEM Waste Collection
2016	SHDC	PV78	115.00			3220	302	115.00	Green Sacks x 50
2016	South Devon Arts Centre	TIC09	413.10			2174	201	413.10	SDAC Ticket Sales May 2016
2016	MG & I WILLIAMS	TIC10	16.00			2123	201	16.00	TIC Info Board Cleaning
2016	CROYDECYCLE	TIC11	30.00			2100	201	30.00	Cycle Maps Retail
2016	PRINCESS THEATRE	TIC12	97.27			2175	201	97.27	Ticket Sales May 2016
2016	VIKING DIRECT	TIC13	34.74		5.79	2116	201	28.95	TIC Stationery
2016	NATIONAL EXPRESS	TIC14	731.66			2173	201	731.66	Ticket Sales May 2016
2016	Lacey Hickie Caley Ltd	PV79	2,400.00		400.00	7501	701	2,000.00	Market Sq Concept Design

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## Cashbook 1

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## CURRENT/MONEYMASTER

For Month No: 3

## Receipts for Month 3

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		366,532.58					366,532.58	
	Banked on : 01/06/2016	200.00						
CR	J Mortimore	200.00			3183	301	200.00	GH Hire Paranormal 4th June
	Banked on : 02/06/2016	695.00						
CR	Mitchell R Fawcett	695.00			3385	303	695.00	Flat 5a Rental income
	Banked on : 02/06/2016	850.00						
CR	Herttuainen-Pinchard	850.00			3382	303	850.00	GH Cottage Rental Income
	Banked on : 08/06/2016	10.00						
CR	Jolly Farm	10.00			5180	501	10.00	Castle Meadow Rent
	Banked on : 09/06/2016	285.00						
RS04	Guildhall Donations	285.00			3181	301	285.00	Guildhall Donations
	Banked on : 09/06/2016	605.00						
RS04	RECEIPTS	605.00			3278	302	30.00	CH Hire - transfer to PAdams
					3183	301	500.00	GH Weddings 19th & 26th Aug
					3183	301	75.00	GH Party in Town deposit
	Banked on : 14/06/2016	2,400.00						
CR	Totnes Trust	2,400.00			7580	701	2,400.00	Market Square Grant Funding
	Banked on : 21/06/2016	7,000.00						
TRANSFER	TOURIST INFOR CENTRE	7,000.00			200		7,000.00	Transfer of funds from TIC
Total Receipts for Month		12,045.00	0.00	0.00			12,045.00	
Cashbook Totals		378,577.58	0.00	0.00			378,577.58	

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Bank Reconciliation Statement as at 31/07/2016  
for Cashbook 1 - CURRENT/MONEYMASTER

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
DEPOSIT ACCOUNT	31/10/2014	477	0.00
CURRENT ACCOUNT	31/07/2016	23	321,357.30
			<u>321,357.30</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			321,357.30
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			321,357.30
		Balance per Cash Book is :-	321,357.30
		Difference is :-	0.00

date: 05/08/2016

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CURRENT/MONEYMASTER

For Month No: 4

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Total Payments for Month	32,345.69	0.00	924.74	31,420.95
Balance Carried Fwd	321,357.30			
Cashbook Totals	353,702.99	0.00	924.74	352,778.25

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Date: 05/08/2016

## Totnes Town Council 2016/17

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## Cashbook 1

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## CURRENT/MONEYMASTER

For Month No: 4

## Payments for Month 4

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
19/07/2016	SHDC	PV112	84.00		14.00	3103	301	70.00	GH Removal of Graffiti outsid
19/07/2016	HAVMAIN	PV113	493.00		82.17	3103	301	102.71	GH Boiler Service
						3222	302	102.71	CH Boiler Service
						3312	303	102.71	Flat 5a Boiler Service
						2114	201	102.70	TIC Boiler Service
19/07/2016	DART FIRE	PV114	37.44		6.24	2122	201	31.20	TIC Fire extinguisher service
19/07/2016	PRS For Music	PV115	979.56		163.26	3250	302	816.30	CH Music Licence Annual
19/07/2016	DEVON COMMERCIAL CLEANING	PV116	66.00		11.00	3101	301	55.00	Clearing Outhouse - Office
19/07/2016	HARRIS & SON	PV117	14.03		2.34	3220	302	11.69	CH Caretaking Supplies
19/07/2016	SHDC	PV118	22.10			4122	401	22.10	CEM Waste Coll/Bin rental
19/07/2016	Peter Bethel	PV119	438.02			1230	102	366.92	Town Sergeant Duties Apr- Jun
						1230	102	71.10	Town Sergeant Travel Apr- Jun
19/07/2016	Ray Hendriksen	PV120	55.50			1234	102	55.50	Clr Expenses R Hendrikser
20/07/2016	July 16 Salaries	BP	14,638.55						
21/07/2016	HSBC	DR	13.17						
26/07/2016	OPUS ENERGY	DD	1.49		0.07	3214	302	1.42	CH Gas
27/07/2016	OPUS ENERGY	DD	184.99		8.79	1110	101	26.48	Office Electricity
						3306	303	13.29	EGate Electricity
						3114	301	35.26	GH Electricity
						2114	201	42.29	TIC Electricity
						3214	302	58.88	CH Electricity
29/07/2016	XLN TELECOM	DD	147.40		24.57	3220	302	19.95	CH Broadband
						1110	101	102.88	Office Telephone
29/07/2016	XLN TELECOM	DD	71.95		11.99	2115	201	59.96	TIC Telephone

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## Totnes Town Council 2016/17

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## Cashbook 1

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## CURRENT/MONEYMASTER

For Month No: 4

## Payments for Month 4

## Nominal Ledger Analysis

e	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2016	SHDC	DD	192.24			4112	401	192.24	CEM Business Rates
2016	SHDC	DD	532.00			3112	301	532.00	GH Business Rates Jul 16
2016	DEVON COUNTY COUNCIL	PV92	29.37			1101	101	29.37	E Drennan Pension Jun 2016
2016	TOTNES TOWN MILL TRUST	PV93	735.05			2117	201	735.05	Town Mill Rent July-Sep 2016
2016	GROUNDNS MAINTENANCE SW	PV94	836.52		139.42	5102	501	139.60	St Marys yard June x2 cuts
						4121	401	557.50	CEM New x2 June OLD x1 May
2016	LEFT BRIDGE	PV95	90.00			1225	102	90.00	Creation of logo for engravers
2016	Totnes and Rural Community Bus	PV96	75.00			7501	701	75.00	TRAYE Travel ibounce 15.06.16
2016	VIKING DIRECT	PV97	187.79		31.30	1111	101	156.49	Office Stationery and supplies
2016	HARBERTON ARTS	PV98	31.98		5.33	1111	101	26.65	Office Stationery May 2016
2016	Thea Platt	PV99	1,250.00			7502	701	1,250.00	NP Wages TP June 2016
2016	DEVON COMMERCIAL CLEANING	PV100	120.96		20.16	3101	301	100.80	GH Office Cleaning June 2016
2016	LADDERS FREE	PV101	76.38		12.73	3222	302	63.65	CH Window Cleaning quarter
2016	TOTNES TV & ELECTRICAL	PV102	1,124.40		187.40	1111	101	49.50	GH Office Lightbulbs
						4121	401	40.00	CEM Caretaking June
						3201	302	847.50	CH Caretaking June 2016
2016	Laura Shearer	PV103	6.40			1103	101	5.40	Mileage for Banking Paignton
						1103	101	1.00	Parking for Banking Paignton
2016	Auditing Solutions Ltd	PV104	516.00		86.00	1236	102	430.00	Internal Audit for 2015-16
2016	Kerry McCabe	PV105	1,056.75			7501	701	918.00	TRAYE Yth Wrk Hours June 16
						7501	701	49.65	TRAYE Expenses June 16
						7501	701	89.10	TRAYE Travel June 16
2016	VIKING DIRECT	PV106	40.74		6.79	3220	302	33.95	CH Toilet Tissue
2016	Transition Town Totnes	PV107	914.19			3202	302	914.19	TTT Feed in Tariff rebate
2016	Rotary Club of Totnes	TIC15	136.80			2174	201	136.80	Sth Dvn Big Band Concert 18.06
2016	TORBAY SYMPHONY ORCHESTRA	TIC16	18.00			2174	201	18.00	TSO Ticket Sales June 16
2016	PRINCESS THEATRE	TIC17	151.94			2175	201	151.94	Theatre Ticket Sales June 2016
2016	CROYDECYCLE	TIC18	30.00			2100	201	30.00	Cycle Map Retail Sales
2016	MG & I WILLIAMS	TIC19	20.00			2123	201	20.00	TIC Info Board Cleaning June
2016	NATIONAL EXPRESS	TIC20	488.99			2173	201	488.99	Nat Exp Ticket Sales June 2016
2016	South Hams Roofing	PV108	632.40		105.40	3103	301	527.00	GH Roofing repairs
2016	Public Works Loan Board	DD	4,573.90			3311	303	4,573.90	Flat 5a Loan Repayment
2016	Elizabeth Cheadle	PV109	1,115.00			3103	301	1,115.00	GH Weir Panel Repair Part Pay
2016	VIKING DIRECT	PV110	34.69		5.78	1111	101	28.91	Office Cleaning/stationery
2016	SHDC	PV111	81.00			2100	201	81.00	TIC Biobags for Retail sales

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Date: 05/08/2016

## Totnes Town Council 2016/17

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## Cashbook 1

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## CURRENT/MONEYMASTER

For Month No: 4

## Receipts for Month 4

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		339,218.39					339,218.39	
	Banked: 01/07/2016	3,121.72						
CR	RECEIPTS	3,121.72		20.24	4182	401	251.00	CEM Memorial Henwood R22
					4182	401	251.00	CEM Memorial Pallant Q30
					3279	302	2,285.48	British Gas Feed in Tariff CH
					4181	401	314.00	CEM Inter RMA Somers M8
	Banked: 04/07/2016	695.00						
CR	Mitchell R Fawcett	695.00			3385	303	695.00	GH Flat 5a Rent
	Banked: 04/07/2016	850.00						
CR	Jaana Herttuainen-Pinchard	850.00			3382	303	850.00	GH Cottage Rent
	Banked: 12/07/2016	250.00						
CR	Berrow M & FR	250.00			3183	301	250.00	GH Wedding 03.09.16
	Banked: 13/07/2016	314.00						
CR	Allwood of Totnes	314.00			4181	401	314.00	CEM Inter Lovering E209
	Banked: 19/07/2016	169.00						
CR	Allwood of Totnes	169.00			4181	401	169.00	CEM Inter Harvey N23
	Banked: 19/07/2016	140.00						
CR	Sweetman M	140.00			3183	301	140.00	GH Deposit Haunted Apparations
	Banked: 22/07/2016	6,944.88						
CR	HMRC	6,944.88			115		6,944.88	HMRC VAT Repay 1st quarter
	Banked: 28/07/2016	2,000.00						
CR	Devon County Council	2,000.00			7580	701	2,000.00	Locality Budget Payment
Total Receipts for Month		14,484.60	0.00	20.24			14,464.36	
Cashbook Totals		353,702.99	0.00	20.24			353,682.75	

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Bank Reconciliation Statement as at 31/08/2016  
for Cashbook 1 - CURRENT/MONEYMASTER

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
DEPOSIT ACCOUNT	31/10/2014	477	0.00
CURRENT ACCOUNT	31/08/2016	26	303,304.87
			<u>303,304.87</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			303,304.87
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			303,304.87
		Balance per Cash Book is :-	303,304.87
		Difference is :-	0.00

NB: £70.10 (ref to 21/2/16)  
576 (21/5/16 ref)  
21.1.16  
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For Month No: 5

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Total Payments for Month	25,673.44	0.00	762.07	24,911.37
Balance Carried Fwd	303,374.87			
Cashbook Totals	329,048.31	0.00	762.07	328,286.24

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## Payments for Month 5

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
									HN/JH
18/08/2016	TRAVIS PERKINS	PV138	20.44		3.41	1111	101	17.03	Office Heavy Duty Dustbin
18/08/2016	VIKING DIRECT	PV139	170.70		28.45	3220	302	142.25	CH Cleaning Supplies
18/08/2016	GROUNDS MAINTENANCE SW	PV140	836.52		139.42	5102	501	139.60	St Marys 2x cuts July
						4121	401	557.50	CEM 2x New 1x Old cuts July
18/08/2016	Mairead Phipps	PV141	12.24			1103	101	12.24	MP Travel Retired Cllrs Gift
18/08/2016	JTP Joinery Ltd	PV142	384.00		64.00	3321	303	320.00	Museum Sash Window Repairs
18/08/2016	Dartington Parish Council	PV143	686.26			7502	701	686.26	NP Grant for Energy in NP Work
18/08/2016	Totnes Trust	PV144	486.20			2114	201	486.20	Town Mill Insurance Apr-Sep 16
18/08/2016	Totnes and Rural Comm Bus	PV145	217.00			7501	701	78.00	TRAYE Riviera Centre 28.07.16
						7501	701	75.00	TRAYE ibounce 11.08.16
						7501	701	64.00	TRAYE Woodlands 18.08.16
18/08/2016	Paige Adams Account	TFR	120.00			3278	302	120.00	CH Hire - Paid TTC in error
19/08/2016	Aug Salaries 2016	BP	14,577.35						
21/08/2016	HSBC	DR	8.00						
26/08/2016	OPUS ENERGY	DD	0.75		0.04	3214	302	0.71	CH Gas
30/08/2016	OPUS ENERGY	DD	159.64		7.61	1110	101	17.24	Office Electric
						3306	303	13.71	EGate Electric
						3114	301	35.59	GH Electric
						2114	201	42.14	TIC Electric
						3214	302	43.35	CHall Electric
30/08/2016	XLN TELECOM	DD	150.46		25.08	3220	302	19.95	CH Broadband
						1110	101	105.43	Office Telephone
30/08/2016	XLN TELECOM	DD	68.92		11.49	2115	201	57.43	TIC Telephone
06/09/2016	SHDC	PV158	-70.00 c			3114	301	-70.00	GH Premises Licence - QUERY

## Payments for Month 5

## Nominal Ledger Analysis

Year	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2016	SHDC	DD	194.00			4112	401	194.00	Cemetery Business Rates
2016	SHDC	DD	532.00			3112	301	532.00	Guildhall Business Rates
2016	TOTNES TV & ELECTRICAL	PV121	1,507.56		251.26	4121	401	40.00	CEM Caretaking July 2016
						3103	301	118.80	GH Pat Testing
						3252	302	50.00	CH Socket replacement
						3201	302	1,047.50	CH Caretaking 284-287 July 16
2016	Mark Rowse Carpentry	PV122	283.99			3222	302	283.99	CH Store Window & Hall Glazing
2016	SHDC	PV123	12.17			4122	401	12.17	CEM Waste Collection/Bin Rent
2016	Laura Shearer	PV124	32.95			1103	101	26.55	Mileage to Exeter Heritage
						1103	101	5.40	Mileage to Paignton Bank
						1103	101	1.00	Parking Paignton Bank
2016	Catherine Marlton	PV125	36.32			3251	302	36.32	CH Facebook Promotions
2016	Kerry McCabe	PV126	935.68		5.63	7501	701	762.00	TRAYE 63.5 Hours July 16
						7501	701	71.10	TRAYE Mileage July 16
						7501	701	96.95	TRAYE Expenses July 16
2016	HARRIS & SON	PV127	7.16		1.19	3220	302	5.97	CH Bungee cords for sign
2016	LEFT BRIDGE	PV128	185.00			2177	201	185.00	Guide Letters and Postage
2016	Thea Platt	PV129	212.50			7502	701	212.50	NP Wages TP July 16
2016	Mary Coughlan-Clarke	PV130	1,043.75			7502	701	1,043.75	NP Wages MCC July 16
2016	DEVON COUNTY COUNCIL	PV131	29.37			1101	101	29.37	E Drennan Pension July 16
2016	DEVON & CORNWALL NEWS	PV132	402.00		67.00	1106	101	300.00	Advert Dest Manager
						1167	101	35.00	GH Wedding Advert
2016	Mark Hall	PV133	48.80			7502	701	48.80	NP Student Travel expenses
2016	CROYDECYCLE	TIC21	25.00			2100	201	25.00	Totnes Cycle Map Retail Sales
2016	MG & I WILLIAMS	TIC22	16.00			2123	201	16.00	TIC Info Board Cleaning Jul 16
2016	Friends of St Marys	TIC23	90.00			2174	201	90.00	Veronika Shoot Concert Sales
2016	PRINCESS THEATRE	TIC24	93.57			2175	201	-92.80	Credit SCTOR32089
						2175	201	186.37	Invoice SITOR33525
2016	South Devon Arts Centre	TIC25	214.20			2174	201	214.20	SDAC Hayseed Dixie ticket sale
2016	PRINCESS THEATRE	TIC26	72.91			2175	201	72.91	Theatre Ticket Sales 33537
2016	Totnes & District Show	TIC27	134.10			2174	201	134.10	Totnes Show Ticket sales 16
2016	NATIONAL EXPRESS	TIC28	880.44			2173	201	880.44	Nat Express Ticket sales Jul16
2016	Amanda Richards	TIC29	44.70			1105	101	44.70	AR Eye Test/Bill Opticians
2016	Anna Midgeley	PV134	400.00			1167	101	400.00	GH Wedding Refund 2x Payments
2016	DEVON COMMERCIAL CLEANING	PV135	120.96		20.16	3101	301	100.80	GH Office Cleaning July 16
2016	LEFT BRIDGE	PV136	18.00		3.00	1160	101	15.00	Projector cable/adaptor
2016	Helen Nathanson	PV137	184.33		134.33	1160	101	50.00	Surface Claim Excess and VAT
2016	Paige Adams Account	TFR	87.50			1236	102	87.50	CH Hire Internal Meeting

Date: 08/09/2016

## Totnes Town Council 2016/17

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## Cashbook 1

User: HN

## CURRENT/MONEYMASTER

For Month No: 5

## Receipts for Month 5

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		321,357.30					321,357.30	
CR Banked: 01/08/2016		187.50						
CR Totnes Image Bank		187.50			2185	201	187.50	Town Mill Lease 2nd Quarter
CR Banked: 02/08/2016		695.00						
CR Mitchell R Fawcett		695.00			3385	303	695.00	Flat 5a Rent
CR Banked: 02/08/2016		400.00						
CR A Midgley		400.00			3183	301	400.00	Guildhall Wedding A Midgley
CR Banked: 02/08/2016		850.00						
CR Jaana Herttuainen		850.00			3382	303	850.00	GH Cottage Rent
RS06 Banked: 02/08/2016		771.00						
RS06 CHEQUES		771.00			3183	301	400.00	GH Wedding- duplicate payment
					4182	401	251.00	CEM Memorial M29 Vinten
					3278	302	120.00	CH Hire error - transfer to PA
CR Banked: 03/08/2016		110.00						
CR Sweetman M		110.00			3183	301	110.00	GH Hire Haunted Apparations
CR Banked: 08/08/2016		666.00						
CR SHDC		666.00			7580	701	666.00	SCLF Youth Project x2 cllrs
CR Banked: 08/08/2016		3,007.51						
CR SHDC		3,007.51			7581	701	1,000.00	NP Fronrunner April 2016
					7581	701	1,375.00	NP Fronrunner May 2016
					7581	701	382.51	NP Fronrunner Jun16 - FINAL
					3278	302	250.00	CH Hire JLP Consultation
CR Banked: 11/08/2016		270.00						
CR SHDC		270.00			3278	302	270.00	CH Hire - Transfer to PA
CR Banked: 15/08/2016		334.00						
CR SHDC		334.00			7580	701	334.00	SCLF Youth Project x1 Cllr
CR Banked: 24/08/2016		400.00						
CR A Moule		400.00			3183	301	400.00	GH Wedding 15 Oct
Total Receipts for Month		7,691.01	0.00	0.00			7,691.01	
Cashbook Totals		329,048.31	0.00	0.00			329,048.31	

Continued on Page 827



Bank Reconciliation Statement as at 30/09/2016  
for Cashbook 1 - CURRENT/MONEYMASTER

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
DEPOSIT ACCOUNT	31/10/2014	477	0.00
CURRENT ACCOUNT	30/09/2016	29	247,738.83
			<u>247,738.83</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			247,738.83
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			247,738.83
		Balance per Cash Book is :-	247,738.83
		Difference is :-	0.00

*[Signature]*  
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Date: 05/10/2016

Totnes Town Council 2016/17

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Cashbook 1

User: HN

CURRENT/MONEYMASTER

For Month No: 6

Payments for Month 6

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
09/2016	XLN TELECOM	DD	151.31		25.22	3220	302	19.95	CH Broadband
						1110	101	106.14	Office Telephone
09/2016	XLN TELECOM	DD	70.90		11.82	2115	201	59.08	TIC Telephone
Total Payments for Month			60,528.64	0.00	3,929.39			56,599.25	
Balance Carried Fwd			247,738.83						
Cashbook Totals			308,267.47	0.00	3,929.39			304,338.08	

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## Payments for Month 6

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
06/09/2016	SHDC	PV166	22.17			4122	401	22.17	CEM Waste collection
06/09/2016	Samantha Branch	PV167	225.00			2101	201	225.00	Dest Manager SB August 2016
06/09/2016	HARRIS & SON	PV168	19.53		3.26	3220	302	16.27	CH Keys & Garden Access
06/09/2016	TORBAY COUNCIL	PV169	45.00		7.50	1205	102	37.50	Mayor Garden Party Tickets
06/09/2016	MG & I WILLIAMS	TIC30	16.00			2123	201	16.00	TIC Info Boards
06/09/2016	TORMARK	TIC31	180.58			2100	201	180.58	TIC Cards - Retail sales
09/09/2016	Paige Adams Account	TFR	270.00			3251	302	270.00	CH Hire SHDC Paid TTC in error
09/09/2016	Paige Adams Account	TFR	250.00			3251	302	250.00	CH Hire SHDC Paid TTC in error
19/09/2016	Sep Salaries 2016	BP	9,533.02						
20/09/2016	Sep Salaries 2016	BP	15,091.60						
21/09/2016	Cllr Tony Whitty	PV170	22.05						
21/09/2016	RICOH UK LTD	PV171	371.83		61.97	1123	101	309.86	Rent qrt plus usage
21/09/2016	LEFT BRIDGE	PV172	64.00			2123	201	64.00	TI A1 vinyl prints A board
21/09/2016	VIKING DIRECT	PV173	36.53		6.09	1111	101	30.44	Office stationery
21/09/2016	South Hams Roofing Ltd	PV174	6,988.80		1,164.80	3321	303	5,824.00	Museum Flat roof patio
21/09/2016	Patrick Collins	PV175	300.00			3252	302	300.00	CH Tech Support PCollins
21/09/2016	The Duke & Duchess of Somerset	PV176	720.00		120.00	3305	303	600.00	EGate Clock Annual Rent
21/09/2016	Laura Shearer	PV177	6.10			1103	101	6.10	Travel Banking Paignton
21/09/2016	DEVON COMMERCIAL CLEANING	PV178	120.96		20.16	3101	301	100.80	GH Office Cleaning August
21/09/2016	BRITISH GAS	PV179	10,589.11		1,764.85	3103	301	8,824.26	New Boilers 50% Deposit
21/09/2016	Jettadrain	PV180	147.00		24.50	3103	301	122.50	GH Office Toilet Repairs
21/09/2016	PULSE8INTERNET	PV181	133.20		22.20	2122	201	111.00	TIC Annual Web Hosting
21/09/2016	HSBC	DR	7.60			6202	602	7.60	Bank Charges
26/09/2016	OPUS ENERGY	DD	6.01		0.29	3214	302	5.72	CH Gas
27/09/2016	OPUS ENERGY	DD	199.14		9.49	1110	101	18.91	Office Electric
						3306	303	13.60	EGate Electric
						3114	301	33.71	GH Electric
						2114	201	41.56	TIC Electric
						3214	302	81.87	CHall Electric

ments for Month 6

Nominal Ledger Analysis

te	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2016	South West Water	DD	34.63			3113	301	34.63	GHall Water
2016	SWWA	DD	374.09			3213	302	374.09	CHall Water
2016	SWWA	DD	20.29			4113	401	20.29	Cemetery Water
2016	SWWA	DD	27.25			1110	101	27.25	Office Water
2016	SWWA	DD	13.29			5103	501	13.29	Castle Meadow Water
2016	SHDC	DD	194.00			4112	401	194.00	Cemetery Business Rates
2016	SHDC	DD	532.00			3112	301	532.00	Guildhall Business Rates
2016	DEVON COUNTY COUNCIL	PV146	29.37			1101	101	29.37	E Drennan Pension Recharge
2016	The Rubber Stamp Co	PV147	32.29		5.38	1111	101	26.91	Stamp-Internal Auditor Suggest
2016	AJ Paine & Sons	PV148	660.00		110.00	4122	401	550.00	CEM Remove Tree on grave
2016	ER Response & Security	PV149	136.50		23.00	1238	102	80.00	Annual Subs Call Out Cover
						3307	303	35.00	EGate Clock Call Out 17.08.16
						1238	102	-1.50	Credit £1.50 Postage Charge
2016	CILCA	PV150	250.00			1103	101	250.00	C Marlton CilCA Registration
2016	Helen Nathanson	PV151	333.13		55.53	2122	201	277.60	Tourism Display Stands
2016	Mary Coughlan-Clarke	PV152	800.00			7502	701	800.00	NP Wages MCC August
2016	LEFT BRIDGE	PV153	3,920.00			1241	102	3,920.00	2017 Totnes Information Websit
2016	TOTNES TV & ELECTRICAL	PV154	1,767.00		294.50	4121	401	40.00	CEM Maintenance August 2016
						3303	303	35.00	GH Cottage Bath Light repair
						3222	302	100.00	CH Lights repairs and Curtains
						3201	302	1,297.50	CH Maintenance August 2016
2016	GROUNDS MAINTENANCE SW	PV155	836.52		139.42	5102	501	139.60	St Marys 2x Cuts August
						4121	401	557.50	CEM 2xNew 1xOld Section cuts
2016	DEVON COUNTY COUNCIL	PV156	168.00		28.00	1106	101	140.00	Destination Manager Advert
2016	Thea Platt	PV157	250.00			7502	701	250.00	NP Wages TP August
2016	SHDC	PV158	70.00			3114	301	70.00	GH Premises License Annual
2016	Kerry McCabe	PV159	749.53		1.83	7501	701	630.00	TRAYE Hours Aug 16
						7501	701	68.65	TRAYE Expenses Aug 16
						7501	701	49.05	TRAYE Travel Aug 16
2016	Crimehalt	PV160	158.40		26.40	1160	101	132.00	Fire Alarm Call Out/New Batt
2016	Destination Management & Marke	PV161	2,500.00			7501	701	2,500.00	Market Square Strategy
2016	SHDC	PV162	165.83			2100	201	165.83	TIC Biobags - Retail
2016	SSE SWALEC	PV163	19.08		3.18	4123	401	15.90	CEM Chapel Electric
2016	Andrew Brooks	PV164	555.00			3252	302	555.00	CH Sound Engineer S-Ch/Proud2b
2016	SHDC	PV165	345.00			1111	101	115.00	GH Green Waste Sacks
						3220	302	230.00	CH Green Waste Sacks

Date: 05/10/2016

## Totnes Town Council 2016/17

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## Cashbook 1

User: HN

## CURRENT/MONEYMASTER

For Month No: 6

## Receipts for Month 6

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		303,374.87					303,374.87	
CR Banked: 01/09/2016		695.00						
CR Emilie Fawcett		695.00			3385	303	695.00	Flat 5a Rent Sep 2016
CR Banked: 02/09/2016		850.00						
CR Jaana Pinchard Herttuainen		850.00			3382	303	850.00	GH Cottage Rent Sep 2016
CR Banked: 08/09/2016		56.40						
RS07 CASH		56.40			4184	401	50.00	CEM Transfer Fee A119 GOR
					1190	101	6.40	Refund Totnes Times (Roybern)
TFR Banked: 08/09/2016		2,783.20						
TFR Paige Adams Account		2,783.20			6282	602	2,783.20	CH Rates Refund paid from TTC
CR Banked: 08/09/2016		508.00						
RS07 CHEQUES		508.00			4182	401	138.00	CEM Mem Murch A119 GOR
					4184	401	370.00	CEM Deed ext. G415 Penhale
Total Receipts for Month		4,892.60	0.00	0.00			4,892.60	
Cashbook Totals		308,267.47	0.00	0.00			308,267.47	

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Date: 06/07/2016

## Totnes Town Council 2016/17

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Cashbook 3

User: HN

TOURIST INFOR CENTRE

For Month No: 3

## Payments for Month 3

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
21/06/2016	STREAMLINE	DD	25.31		8.59	2161	201	16.72	Streamline Charges
21/06/2016	HSBC	DR	15.57			2161	201	15.57	HSBC Bank Charges
21/06/2016	CURRENT/MONEYMASTER	TRANSFER	7,000.00				201	7,000.00	Transfer of funds from TIC
Total Payments for Month			7,040.88	0.00	8.59			7,032.29	
Balance Carried Fwd			6,349.23						
Cashbook Totals			13,390.11	0.00	8.59			13,381.52	

Receipts for Month 3

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		11,400.27					11,400.27	
Banked on : 01/06/2016		472.81						
RANSFER TIC CASH IN TRANSIT ACCOUNT		472.81			201		472.81	May16 clear on bank statement
Banked on : 01/06/2016		977.03						
RANSFER TIC CASH IN TRANSIT ACCOUNT		977.03			201		977.03	Jun16 clear on bank statement
Banked on : 23/06/2016		540.00						
R The Cott Inn		540.00		90.00	2182	201	450.00	Totnes Guide 2016 payment
Total Receipts for Month		1,989.84	0.00	90.00			1,899.84	
Cashbook Totals		13,390.11	0.00	90.00			13,300.11	

Date: 03/08/2016

Totnes Town Council 2016/17

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User: HN

Bank Reconciliation Statement as at 31/07/2016  
for Cashbook 3 - TOURIST INFOR CENTRE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CURRENT A/C	31/07/2016	466	8,545.85
			<u>8,545.85</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			8,545.85
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			8,545.85
		Balance per Cash Book is :-	8,545.85
		Difference is :-	0.00

Date: 03/08/2016

Totnes Town Council 2016/17

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Cashbook 3

User: HN

TOURIST INFOR CENTRE

For Month No: 4

Payments for Month 4

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
07/2016	STREAMLINE	DD	21.33		2.56	2161	201	18.77	Streamline Charges
07/2016	HSBC	DR	15.72			2161	201	15.72	HSBC Charges
Total Payments for Month			37.05	0.00	2.56			34.49	
Balance Carried Fwd			8,545.85						
Cashbook Totals			8,582.90	0.00	2.56			8,580.34	

Date: 03/08/2016

## Totnes Town Council 2016/17

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## Cashbook 3

User: HN

## TOURIST INFOR CENTRE

For Month No: 4

## Receipts for Month 4

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	6,349.23					6,349.23	
Banked on : 01/07/2016		577.43						
TRANSFER	TIC CASH IN TRANSIT ACCOUNT	577.43			201		577.43	Jun 16 clear on bank statement
Banked on : 01/07/2016		600.00						
CR	Dartington Hall Trust	600.00			2183	201	600.00	Advert Display at the TIC
Banked on : 01/07/2016		1,056.24						
TRANSFER	TIC CASH IN TRANSIT ACCOUNT	1,056.24			201		1,056.24	Jul 16 clear on bank statement
Total Receipts for Month		2,233.67	0.00	0.00			2,233.67	
Cashbook Totals		8,582.90	0.00	0.00			8,582.90	

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Bank Reconciliation Statement as at 30/06/2016  
for Cashbook 3 - TOURIST INFOR CENTRE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CURRENT A/C	30/06/2016	464	6,349.23
			<u>6,349.23</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			6,349.23
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			6,349.23
		Balance per Cash Book is :-	6,349.23
		Difference is :-	0.00

Date: 07/09/2016

Totnes Town Council 2016/17

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User: HN

Bank Reconciliation Statement as at 31/08/2016  
for Cashbook 3 - TOURIST INFOR CENTRE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CURRENT A/C	31/08/2016	468	10,092.84
			<u>10,092.84</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			10,092.84
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			10,092.84
		Balance per Cash Book is :-	10,092.84
		Difference is :-	0.00

Date: 07/09/2016

## Totnes Town Council 2016/17

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Cashbook 3

User: HN

TOURIST INFOR CENTRE

For Month No: 5

## Payments for Month 5

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
'08/2016	STREAMLINE	DD	27.12		3.05	2161	201	24.07	Streamline Charges
'08/2016	HSBC	DR	12.74			2161	201	12.74	HSBC Charges
Total Payments for Month			39.86	0.00	3.05			36.81	
Balance Carried Fwd			10,092.84						
Cashbook Totals			10,132.70	0.00	3.05			10,129.65	

Date: 07/09/2016

Totnes Town Council 2016/17

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Cashbook 3

User: HN

TOURIST INFOR CENTRE

For Month No: 5

## Receipts for Month 5


## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	8,545.85					8,545.85	
CR	Banked: 01/08/2016	65.00						
CR	Cash Unknown	65.00			2185	201	65.00	Cash paid in - unkown. Error?
BP	Banked: 04/08/2016	100.00						
BP	Social Fabric	100.00			2182	201	100.00	Guide Part Payment - Late
	Banked: 31/08/2016	1,052.28						
TRANSFER	TIC CASH IN TRANSIT ACCOUNT	1,052.28			201		1,052.28	July16 Clear on Bank Statement
	Banked: 31/08/2016	369.57						
TRANSFER	TIC CASH IN TRANSIT ACCOUNT	369.57			201		369.57	Aug16 Clear on Bank Statement
Total Receipts for Month		1,586.85	0.00	0.00			1,586.85	
Cashbook Totals		10,132.70	0.00	0.00			10,132.70	

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Bank Reconciliation Statement as at 30/09/2016  
for Cashbook 3 - TOURIST INFOR CENTRE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CURRENT A/C	30/09/2016	470	12,351.37
			<u>12,351.37</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			12,351.37
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			12,351.37
		Balance per Cash Book is :-	<u>12,351.37</u>
		Difference is :-	0.00

 31.10.16  
ASL

Date: 06/10/2016

## Totnes Town Council 2016/17

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Cashbook 3

User: HN

TOURIST INFOR CENTRE

For Month No: 6

## Payments for Month 6

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
21/09/2016	STREAMLINE	DR	6.25		0.53	2161	201	5.72	Streamline Charges
21/09/2016	HSBC	DR	18.73			2161	201	18.73	HSBC Charges

Total Payments for Month	24.98	0.00	0.53	24.45
--------------------------	-------	------	------	-------

Balance Carried Fwd	12,351.37
---------------------	-----------

Cashbook Totals	12,376.35	0.00	0.53	12,375.82
-----------------	-----------	------	------	-----------

8.10.16  
ACW

## Receipts for Month 6

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		10,092.84					10,092.84	
	Banked: 01/09/2016	506.51						
RANSFER	TIC CASH IN TRANSIT ACCOUNT	506.51			201		506.51	Aug Clear on Bank Statement
	CR Banked: 01/09/2016	9.99						
CREDIT	Streamline	9.99			2181	201	9.99	TIC Sales
	CR Banked: 01/09/2016	-9.99						
	CR STREAMLINE	-9.99			2181	201	-9.99	TIC Retail sales - error
	DR Banked: 07/09/2016	-65.00						
	DR HSBC	-65.00			2185	201	-65.00	HSBC Payment Error/ Correction
	CR Banked: 08/09/2016	150.00						
	CR CASH	150.00			231		150.00	TIC Cash Float - Close down
	CR Banked: 09/09/2016	216.00						
	CR Whimbrels B&B	216.00		36.00	2182	201	180.00	Totnes Guide 2017
	CR Banked: 18/09/2016	540.00						
	CR Old Forge	540.00		90.00	2182	201	450.00	Totnes Guide 2017
	CR Banked: 19/09/2016	360.00						
	CR The Sharpham Trust	360.00		60.00	2182	201	300.00	Totnes Guide 2017
	CR Banked: 23/09/2016	360.00						
	CR Pig & Whistle	360.00		60.00	2182	201	300.00	Totnes Guide 2017
	CR Banked: 29/09/2016	216.00						
	CR Mome Raths	216.00		36.00	2182	201	180.00	Totnes Guide 2017
Total Receipts for Month		2,283.51	0.00	282.00			2,001.51	
Cashbook Totals		12,376.35	0.00	282.00			12,094.35	

Bank Reconciliation Statement as at 30/09/2016  
for Cashbook 4 - TIC CASH IN TRANSIT ACCOUNT

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
TIC CASH IN TRANSIT ACCOUNT	30/09/2016	40	0.00
			<u>0.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Date: 06/10/2016

Totnes Town Council 2016/17

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Cashbook 4

User: HN

TIC CASH IN TRANSIT ACCOUNT

For Month No: 6

Payments for Month 6

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
09/2016	TOURIST INFOR CENTRE	TRANSFER	506.51			209		506.51	Aug Clear on Bank Statement
Total Payments for Month			506.51	0.00	0.00			506.51	
Balance Carried Fwd			0.00						
Cashbook Totals			506.51	0.00	0.00			0.00	

Date: 06/10/2016

## Totnes Town Council 2016/17

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## Cashbook 4

User: HN

## TIC CASH IN TRANSIT ACCOUNT

For Month No: 6

## Receipts for Month 6

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		506.51					506.51	
Banked:		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		506.51	0.00	0.00			506.51	

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Bank Reconciliation Statement as at 31/08/2016  
for Cashbook 4 - TIC CASH IN TRANSIT ACCOUNT

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
TIC CASH IN TRANSIT ACCOUNT	31/08/2016	40	506.51
			<hr/> 506.51
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			506.51
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			506.51
		Balance per Cash Book is :-	506.51
		Difference is :-	0.00

Date: 07/09/2016

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Cashbook 4

User: HN

TIC CASH IN TRANSIT ACCOUNT

For Month No: 5

## Payments for Month 5

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
31/08/2016	TOURIST INFOR CENTRE	TRANSFER	1,052.28			209		1,052.28	July16 Clear on Bank Statement
31/08/2016	TOURIST INFOR CENTRE	TRANSFER	369.57			209		369.57	Aug16 Clear on Bank Statement
Total Payments for Month			1,421.85	0.00	0.00			1,421.85	
Balance Carried Fwd			506.51						
Cashbook Totals			1,928.36	0.00	0.00			1,928.36	

## TIC CASH IN TRANSIT ACCOUNT

For Month No: 5

## Receipts for Month 5

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		1,052.28					1,052.28	
CREDIT	Banked: 31/08/2016	876.08						
CREDIT	Aug 16 TIC Sales	876.08		30.58	2181	201	472.20	Retail Sales Aug 16
					2185	201	31.30	Misc Retail Sales Aug 16
					2186	201	288.00	Car Park Permits Aug 16
					2187	201	54.00	Comm Group Tickets Aug 16
Total Receipts for Month		876.08	0.00	30.58			845.50	
Cashbook Totals		1,928.36	0.00	30.58			1,897.78	

Date: 03/08/2016

Totnes Town Council 2016/17

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Time: 14:00

User: HN

Bank Reconciliation Statement as at 31/07/2016  
for Cashbook 4 - TIC CASH IN TRANSIT ACCOUNT

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
TIC CASH IN TRANSIT ACCOUNT	31/07/2016	40	1,052.28
			<u>1,052.28</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,052.28
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,052.28
		Balance per Cash Book is :-	1,052.28
		Difference is :-	0.00

Date: 03/08/2016

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Cashbook 4

User: HN

TIC CASH IN TRANSIT ACCOUNT

For Month No: 4

Payments for Month 4

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
07/2016	TOURIST INFOR CENTRE	TRANSFER	577.43			209		577.43	Jun 16 clear on bank statement
07/2016	TOURIST INFOR CENTRE	TRANSFER	1,056.24			209		1,056.24	Jul 16 clear on bank statement
Total Payments for Month			1,633.67	0.00	0.00			1,633.67	
Balance Carried Fwd			1,052.28						
Cashbook Totals			2,685.95	0.00	0.00			2,685.95	

Date: 03/08/2016

## Totnes Town Council 2016/17

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## Cashbook 4

User: HN

## TIC CASH IN TRANSIT ACCOUNT

For Month No: 4

## Receipts for Month 4

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		577.43					577.43	
Banked on : 31/07/2016		2,108.52						
CREDIT	Jul 16 TIC Sales	2,108.52		27.70	2181	201	452.07	Retail Sales July 16
					2185	201	40.40	Misc Retail Sales Jul 16
					2186	201	128.00	Car Park Permits Jul 16
					2187	201	304.00	Comm Group Tickets Jul 16
					2193	201	174.75	Theatre Tickets Jul 16
					2194	201	981.60	Nat Express Tickets Jul 16
Total Receipts for Month		2,108.52	0.00	27.70			2,080.82	
Cashbook Totals		2,685.95	0.00	27.70			2,658.25	

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Date: 06/07/2016

Totnes Town Council 2016/17

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Bank Reconciliation Statement as at 30/06/2016  
for Cashbook 4 - TIC CASH IN TRANSIT ACCOUNT

User: HN

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
TIC CASH IN TRANSIT ACCOUNT	30/06/2016	39	577.43
			<u>577.43</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			577.43
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			577.43
		Balance per Cash Book is :-	577.43
		Difference is :-	0.00

Date: 06/07/2016

## Totnes Town Council 2016/17

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Time: 12:37

## Cashbook 4

User: HN

## TIC CASH IN TRANSIT ACCOUNT

For Month No: 3

## Payments for Month 3

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/06/2016	TOURIST INFOR CENTRE	TRANSFER	472.81			209		472.81	May16 clear on bank statement
01/06/2016	TOURIST INFOR CENTRE	TRANSFER	977.03			209		977.03	Jun16 clear on bank statement
Total Payments for Month			1,449.84	0.00	0.00			1,449.84	
Balance Carried Fwd			577.43						
Cashbook Totals			2,027.27	0.00	0.00			2,027.27	

## TIC CASH IN TRANSIT ACCOUNT

For Month No: 3

## Receipts for Month 3

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		472.81					472.81	
Banked on : 30/06/2016		1,554.46						
CREDIT	Jun 16 TIC Sales	1,554.46		23.51	2181	201	522.20	Retail Sales June 16
					2185	201	30.25	Misc Sales Jun 16
					2186	201	128.00	Car Park Permits Jun 16
					2187	201	144.00	Comm Group Tickets Jun 16
					2193	201	159.50	Princess Theatre sales Jun 16
					2194	201	547.00	Nat Express Sales Jun 16
Total Receipts for Month		1,554.46	0.00	23.51			1,530.95	
Cashbook Totals		2,027.27	0.00	23.51			2,003.76	

Date: 07/10/2016

Totnes Town Council 2016/17

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Bank Reconciliation Statement as at 30/09/2016  
for Cashbook 5 - PETTY CASH ACCOUNT

User: HN

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
PETTY CASH	30/09/2016		2,770.36
			<u>2,770.36</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,770.36
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,770.36
		Balance per Cash Book is :-	2,770.36
		Difference is :-	0.00

Date: 07/10/2016

## Totnes Town Council 2016/17

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## Cashbook 5

User: H

## PETTY CASH ACCOUNT

For Month No:

## Payments for Month 6

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
05/09/2016	RIVERFORD ORGANICS	PC98	1.06			1111	101	1.06	Office Milk
06/09/2016	The Potting Shed	PC96	3.49		0.58	3103	301	2.91	GH Hanging Baskets (08.06.16)
06/09/2016	Homebase	PC97	31.99			1111	101	31.99	GH Sign Perspex Sheet
06/09/2016	Budgens	PC99	3.10			3115	301	3.10	GH Volunteer Milk/Biscuit
06/09/2016	Totnes Dry Cleaners	PC100	10.00			1225	102	10.00	Mayoral Gloves Cleaned
07/09/2016	Post Office	PC101	3.95			2115	201	3.95	TIC Nat Ex Ticket Return
09/09/2016	Red Wizard	PC103	0.40			1111	101	0.40	Totnes Times
12/09/2016	RIVERFORD ORGANICS	PC104	1.06			1111	101	1.06	Office Milk
13/09/2016	Happy Apple	PC105	4.59			1111	101	4.59	Office Coffee
13/09/2016	The Potting Shed	PC106	12.00		2.00	3103	301	10.00	GH Hanging Baskets
13/09/2016	THE POTTING SHED	PC107	6.00		1.00	3103	301	5.00	GH Hanging Baskets
15/09/2016	HARRIS & SON	PC108	34.99		5.83	3303	303	29.16	GH Cottage Toilet Seat
15/09/2016	RIVERFORD ORGANICS	PC109	0.66			1111	101	0.66	Office Milk
16/09/2016	Happy Apple	PC110	2.00			1111	101	2.00	Chocolate for Mouse Trap
16/09/2016	HARRIS & SON	PC111	29.34		4.89	1111	101	24.45	Office Mouse Traps
19/09/2016	RIVERFORD ORGANICS	PC112	1.06			1111	101	1.06	Office Milk
20/09/2016	Lawsons	PC113	20.00		3.33	1111	101	16.67	Water Filters
20/09/2016	Budgens	PC114	7.40		0.84	3115	301	6.56	GH Volunteer Coffee/Biscuits
23/09/2016	Wild Fig Deli	PC115	24.40			1106	101	24.40	Cllr Refreshments - Interview
23/09/2016	BUDGENS	PC116	4.08			1111	101	4.08	Office Coffee/Milk
27/09/2016	Totnes Stores	PC117	3.00		0.33	3115	301	2.67	GH Volunteer Milk/Biscuit
28/09/2016	MORRISONS	PC118	52.85			1205	102	52.85	Retiring Cllrs - refreshme
28/09/2016	MORRISONS	PC119	0.40			1111	101	0.40	Totnes Times
29/09/2016	Loafers	PC121	86.25			1205	102	86.25	Retiring Cllrs Refreshmer
Total Payments for Month			344.07	0.00	18.80			325.27	
Balance Carried Fwd			2,770.36						
Cashbook Totals			3,114.43	0.00	18.80			3,095.63	

Date: 07/10/2016

## Totnes Town Council 2016/17

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Cashbook 5

User: HN

## PETTY CASH ACCOUNT

For Month No: 6

## Receipts for Month 6

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		2,018.43					2,018.43	
PC102	Banked: 07/09/2016	475.00						
PC102	Guildhall	475.00			3181	301	475.00	Guildhall Donations
PC120	Banked: 29/09/2016	621.00						
PC120	GUILD HALL RECEIPTS	621.00			3181	301	621.00	Guildhall Donations
Total Receipts for Month		1,096.00	0.00	0.00			1,096.00	
Cashbook Totals		3,114.43	0.00	0.00			3,114.43	

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Bank Reconciliation Statement as at 31/08/2016  
for Cashbook 5 - PETTY CASH ACCOUNT

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
PETTY CASH	31/08/2016		2,018.43
			<u>2,018.43</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,018.43
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,018.43
		Balance per Cash Book is :-	2,018.43
		Difference is :-	0.00

Date: 07/09/2016

## Totnes Town Council 2016/17

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Cashbook 5

User: HN

## PETTY CASH ACCOUNT

For Month No: 5

## Payments for Month 5

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/08/2016	RIVERFORD ORGANICS	PC72	1.06			1111	101	1.06	Office milk
01/08/2016	Lawsons	PC73	3.99		0.66	3312	303	3.33	Flat 5a Gas Lighter
02/08/2016	Greenlife	PC74	1.33			1111	101	1.33	Office milk
03/08/2016	Greenlife	PC75	1.19			1111	101	1.19	Office soya milk Cllrs
03/08/2016	Wild Fig Deli	PC76	21.08			1106	101	21.08	Cllrs lunch - job interviews
05/08/2016	Post Office	PC77	6.45			2115	201	6.45	TIC Token Return recorded
09/08/2016	RIVERFORD ORGANICS	PC78	1.06			1111	101	1.06	Office milk
12/08/2016	RIVERFORD ORGANICS	PC79	1.06			1111	101	1.06	Office milk
15/08/2016	RIVERFORD ORGANICS	PC80	1.06			1111	101	1.06	Office milk
15/08/2016	Happy Apple	PC81	13.91			3115	301	2.75	GH Volunteer biscuits
						1111	101	11.16	Office cleaning supplies
17/08/2016	RIVERFORD ORGANICS	PC84	1.06			1111	101	1.06	Office Milk
17/08/2016	Mairead Phipps	PC85	1.00			1111	101	1.00	Tesco pedal bin liners
18/08/2016	Lawsons	PC86	1.25		0.21	1111	101	1.04	Office cleaning supplies
19/08/2016	Greenlife	PC87	0.74			1111	101	0.74	Office Milk
22/08/2016	Greenlife	PC89	1.33			1111	101	1.33	Office Milk
22/08/2016	Budgens	PC90	2.00		0.17	3115	301	1.83	GH volunteer biscuits
23/08/2016	VEASEYS PRINTERS	PC91	9.00			2116	201	9.00	TIC 3 x Large Plans colour
23/08/2016	VEASEYS PRINTERS	PC92	3.00			2116	201	3.00	TIC 1 x Large Plan
25/08/2016	Greenlife	PC93	1.08			1111	101	1.08	Office Milk
31/08/2016	WH Smith	PC94	5.38			1111	101	5.38	Office Stationery
31/08/2016	Post Office	PC95	16.95			1111	101	16.95	Postage for Cllr agendas
Total Payments for Month			94.98	0.00	1.04			93.94	
Balance Carried Fwd			2,018.43						
Cashbook Totals			2,113.41	0.00	1.04			2,112.37	

Date: 07/09/2016

## Totnes Town Council 2016/17

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Cashbook 5

User: h

## PETTY CASH ACCOUNT

For Month No

## Receipts for Month 5

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		896.56					896.56	
PC71	Banked: 01/08/2016	535.00						
PC71	GUILD HALL RECEIPTS	535.00			3181	301	535.00	GH Donations
PC82	Banked: 15/08/2016	6.85						
PC82	GUILD HALL RECEIPTS	6.85			3182	301	6.85	GH Sales
PC83	Banked: 15/08/2016	105.00						
PC83	GUILD HALL RECEIPTS	105.00			3181	301	105.00	GH Donations
PC88	Banked: 19/08/2016	570.00						
PC88	GUILD HALL RECEIPTS	570.00			3181	301	570.00	GH Donations
Total Receipts for Month		1,216.85	0.00	0.00			1,216.85	
Cashbook Totals		2,113.41	0.00	0.00			2,113.41	

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Bank Reconciliation Statement as at 31/07/2016  
for Cashbook 5 - PETTY CASH ACCOUNT

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
PETTY CASH	31/07/2016		896.56
			<u>896.56</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			896.56
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			896.56
		Balance per Cash Book is :-	896.56
		Difference is :-	0.00

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## PETTY CASH ACCOUNT

For Month No

## Payments for Month 4

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/07/2016	All the Best	PC51	1.35			1225	102	1.35	Mayoral Medal Box
04/07/2016	RIVERFORD ORGANICS	PC52	1.06			1111	101	1.06	GH Office Milk
04/07/2016	Post Office Ltd	PC53	2.37			1111	101	2.37	Postage for the Annual Return
04/07/2016	Tesco	PC54	3.60			1111	101	3.60	Bin Liners
05/07/2016	Mairead Phipps	PC55	1.15			1111	101	1.15	GH Office Milk - no nam
07/07/2016	Emma Vowles Flowers	PC58	25.00			1111	101	25.00	Linda McDermott leaving
07/07/2016	All the Best	PC59	2.00			3251	302	2.00	L McDermott leaving car CH
11/07/2016	Totnes Stores	PC60	1.00			1111	101	1.00	GH Office Milk
14/07/2016	RIVERFORD ORGANICS	PC56	1.06			1111	101	1.06	GH Office Milk
18/07/2016	RIVERFORD ORGANICS	PC57	1.06			1111	101	1.06	GH Office Milk
18/07/2016	Catherine Marlon	PC61	54.20		9.03	1160	101	45.17	Projector repair Postage
18/07/2016	Ensign Engraving	PC62	45.00			1225	102	45.00	Cllr Leaving Engraving
19/07/2016	The Happy Apple	PC63	18.28			1167	101	18.28	CH Event Refreshments
19/07/2016	Catherine Marlon	PC64	80.00			1167	101	80.00	CH Event Catering Staff
20/07/2016	RIVERFORD ORGANICS	PC65	0.66			1111	101	0.66	GH Office Milk
21/07/2016	Doble Jewellers	PC66	30.50			1225	102	30.50	Cllrs Leaving Presents
22/07/2016	Andy Brooks	PC67	45.00			3222	302	45.00	CH Sound Testing x3hrs
25/07/2016	RIVERFORD ORGANICS	PC68	1.06			1111	101	1.06	GH Office Milk
27/07/2016	Greenlife Ltd	PC69	3.99			1111	101	3.99	GH Office Coffee
28/07/2016	RIVERFORD ORGANICS	PC70	1.06			1111	101	1.06	GH Office Milk
Total Payments for Month			319.40	0.00	9.03			310.37	
Balance Carried Fwd			896.56						
Cashbook Totals			1,215.96	0.00	9.03			1,206.93	

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## PETTY CASH ACCOUNT

For Month No: 4

## Receipts for Month 4

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		394.96					394.96	
Banked on : 01/07/2016		525.00						
DONATIONS	Guildhall	525.00			3181	301	525.00	Guildhall Donations
Banked on : 19/07/2016		110.00						
DONATIONS	Guildhall	110.00			3181	301	110.00	Guildhall Donations
Banked on : 29/07/2016		16.00						
SALES	Guildhall	16.00			3182	301	16.00	Guildhall Sales
Banked on : 29/07/2016		170.00						
DONATIONS	Guildhall	170.00			3181	301	170.00	Guildhall Donations
Total Receipts for Month		821.00	0.00	0.00			821.00	
Cashbook Totals		1,215.96	0.00	0.00			1,215.96	

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Bank Reconciliation Statement as at 30/06/2016  
for Cashbook 5 - PETTY CASH ACCOUNT

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
PETTY CASH	30/06/2016		394.96
			<u>394.96</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			394.96
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			394.96
		Balance per Cash Book is :-	394.96
		Difference is :-	0.00

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## PETTY CASH ACCOUNT

For Month No: 3

## Payments for Month 3

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/06/2016	Greenlife	PC31	1.08			1111	101	1.08	Office milk
04/06/2016	BILL Opticians	PC32	44.70			1105	101	44.70	Staff Eye Test L Shearer
07/06/2016	CO-OPERATIVE FOOD	PC33	5.00			3122	301	5.00	GH Hanging Basket Supplies
07/06/2016	CO-OPERATIVE FOOD	PC34	2.50			3122	301	2.50	GH Hanging Basket Supplies
07/06/2016	CO-OPERATIVE FOOD	PC35	6.50			3122	301	6.50	GH Hanging Basket Supplies
07/06/2016	The Potting Shed	PC36	22.95		3.83	3122	301	19.12	GH Hanging Basket Supplies
07/06/2016	MORRISONS	PC37	19.29			3122	301	19.29	GH Hanging Basket Supplies
08/06/2016	The Happy Apple	PC38	5.88			1111	101	5.88	Office milk and coffee
13/06/2016	RIVERFORD ORGANICS	PC39	2.04			1111	101	2.04	Office milk
14/06/2016	The Happy Apple	PC40	8.47			1111	101	4.78	Office cleaning supplies
						3115	301	3.69	GH Volunteer biscuits
20/06/2016	RIVERFORD ORGANICS	PC41	2.04			1111	101	2.04	Office milk
22/06/2016	Doble Jewellers	PC42	30.50			1225	102	30.50	Engraving of Mayoral Medal JH
23/06/2016	Lawsons	PC43	9.45		1.57	3103	301	7.88	GH Felt guards chamber chairs
24/06/2016	RIVERFORD ORGANICS	PC44	1.06			1111	101	1.06	Office milk
27/06/2016	RIVERFORD ORGANICS	PC45	2.04			1111	101	2.04	Office milk
28/06/2016	HARBERTON ARTS	PC46	1.40		0.23	1160	101	1.17	Projector packaging for repair
28/06/2016	HARBERTON ARTS	PC47	5.95		0.99	7502	701	4.96	NP Stationery
29/06/2016	Post Office	PC48	39.36			1111	101	39.36	First Class Large Stamps Stock
29/06/2016	The Happy Apple	PC49	8.87			1111	101	8.87	Office Tea and Coffee
30/06/2016	The Happy Apple	PC50	17.42			1111	101	1.78	Weed killer salt and vinegar
						1205	102	15.64	Cllr refreshments 2x meetings
Total Payments for Month			236.50	0.00	6.62			229.88	
Balance Carried Fwd			394.96						
Cashbook Totals			631.46	0.00	6.62			624.84	

Date: 05/07/2016

## Totnes Town Council 2016/17

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## PETTY CASH ACCOUNT

For Month No:

## Receipts for Month 3

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		403.71					403.71	
	Banked on : 15/06/2016	42.90						
RECEIPT	GUILD HALL RECEIPTS	42.90			3182	301	42.90	Guildhall Sales and Automata
	Banked on : 15/06/2016	90.00						
RECEIPT	GUILD HALL RECEIPTS	90.00			3181	301	90.00	Guildhall Donations
	Banked on : 28/06/2016	24.85						
Receipt	GUILD HALL RECEIPTS	24.85		4.14	3182	301	20.71	Guildhall Sales
	Banked on : 28/06/2016	70.00						
RECEIPT	GUILD HALL RECEIPTS	70.00			3181	301	70.00	Guildhall Donations
Total Receipts for Month		227.75	0.00	4.14			223.61	
Cashbook Totals		631.46	0.00	4.14			627.32	

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## Detailed Income &amp; Expenditure by Budget Heading 01/12/2016

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>ADMINISTRATION</u>							
Miscellaneous Income	250	0	0	0			0.0%
Events & Venues Income	4,475	6	1,000	994			0.6%
ADMINISTRATION :- Income	<u>4,725</u>	<u>6</u>	<u>1,000</u>	<u>994</u>			<u>0.6%</u>
Salaries and Pensions	14,618	21,806	25,092	3,286		3,286	86.9%
Staff Training and Travel	1,397	500	1,500	1,000		1,000	33.3%
Staff Eye Tests	0	174	200	26		26	87.0%
Staff Recruitment	261	585	400	(185)		(185)	146.4%
Utilities	2,333	1,266	2,575	1,309		1,309	49.2%
Office Supplies	2,144	1,416	2,000	584		584	70.8%
Photocopier	2,076	984	2,000	1,016		1,016	49.2%
Insurance	8,208	5,951	8,200	2,249		2,249	72.6%
Office Equipment	3,545	437	1,000	563		563	43.7%
Events & Venues Expenditure	6,882	603	1,000	397		397	60.3%
ADMINISTRATION :- Indirect Expenditure	<u>41,465</u>	<u>33,723</u>	<u>43,967</u>	<u>10,244</u>	<u>0</u>	<u>10,244</u>	<u>76.7%</u>
Movement to/(from) Gen Reserve	<u>(36,740)</u>	<u>(33,716)</u>					
<u>CIVIC AND DEMOCRATIC</u>							
Civic Events	892	332	0	(332)			0.0%
CIVIC AND DEMOCRATIC :- Income	<u>892</u>	<u>332</u>	<u>0</u>	<u>(332)</u>			
Salaries and Pensions	69,331	48,942	82,347	33,405		33,405	59.4%
Mayoral Allowance	3,191	103	0	(103)		(103)	0.0%
Civic Events	4,339	3,408	6,000	2,592		2,592	56.8%
Civic Regalia	404	399	200	(199)		(199)	199.6%
Town Sergeant	1,160	739	1,000	261		261	73.9%
Councillor Allowable Expenses	1,690	56	5,542	5,487		5,487	1.0%
Councillor Training and Travel	1,417	741	2,000	1,259		1,259	37.0%
Professional Fees	4,079	2,918	4,200	1,282		1,282	69.5%
Elections	1,505	6,900	4,536	(2,364)		(2,364)	152.1%
Subscriptions	1,867	1,866	1,900	34		34	98.2%
Community Outreach	500	890	2,000	1,110		1,110	44.5%
Website and IT	559	961	1,000	40		40	96.0%
CIVIC AND DEMOCRATIC :- Indirect Expenditure	<u>90,043</u>	<u>67,921</u>	<u>110,725</u>	<u>42,804</u>	<u>0</u>	<u>42,804</u>	<u>61.3%</u>
Movement to/(from) Gen Reserve	<u>(89,151)</u>	<u>(67,589)</u>					
<u>TOURISM</u>							
Retail Sales	7,307	2,266	8,600	6,334			26.4%
Totnes Guide and Website	22,873	14,575	29,000	14,425			50.3%



## Detailed Income &amp; Expenditure by Budget Heading 01/12/2016

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Advertising	3,027	600	4,000	3,400			15.0%
Accommodation Bookings	210	13	250	237			5.2%
Miscellaneous Retail Sales	1,712	519	1,000	481			51.9%
Car Park Permits	1,479	693	1,760	1,067			39.4%
Community Group Tickets	7,334	964	11,000	10,036			8.8%
Theatre Tokens	169	0	367	367			0.0%
Ferry Tickets	5,011	0	5,280	5,280			0.0%
South Devon Railway	0	0	800	800			0.0%
Princess Theatre Tickets	3,933	1,452	5,250	3,798			27.6%
National Express Tickets	15,159	2,991	17,000	14,009			17.6%
<b>TOURISM :- Income</b>	<b>68,213</b>	<b>24,074</b>	<b>84,307</b>	<b>60,233</b>			<b>28.6%</b>
Retail Sales	4,148	456	4,864	4,408		4,408	9.4%
Salaries and Pensions	47,751	36,605	45,235	8,630		8,630	80.9%
Pension	8,776	0	0	0		0	0.0%
Water	108	65	105	40		40	62.0%
Utilities	851	967	1,426	459		459	67.8%
Post and Telephone	1,280	472	1,305	833		833	36.2%
Stationery	852	135	1,000	865		865	13.5%
Mill Rent	3,786	1,470	4,988	3,518		3,518	29.5%
Office Equipment and Supplies	1,260	12,456	1,500	(10,956)		(10,956)	830.4%
Information Boards	581	297	150	(147)		(147)	198.0%
Bank Charges	844	263	1,020	757		757	25.8%
National Express Tickets	13,647	2,694	15,660	12,966		12,966	17.2%
Community Group Tickets	6,614	1,217	10,000	8,783		8,783	12.2%
Princess Theatre Tickets	3,635	1,491	5,000	3,509		3,509	29.8%
Totnes Guide and Website	11,575	19,505	10,815	(8,690)		(8,690)	180.4%
Car Park Permits	1,472	0	1,600	1,600		1,600	0.0%
Theatre Tokens	141	0	350	350		350	0.0%
Ferry Tickets	4,584	0	4,752	4,752		4,752	0.0%
<b>TOURISM :- Indirect Expenditure</b>	<b>111,906</b>	<b>78,094</b>	<b>109,770</b>	<b>31,676</b>	<b>0</b>	<b>31,676</b>	<b>71.1%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(43,693)</b>	<b>(54,019)</b>					
<b><u>GUILDHALL</u></b>							
Admissions	3,709	4,634	4,000	(634)			115.9%
Retail Sales	20	139	0	(139)			0.0%
Hire Charges	567	2,825	2,000	(825)			141.3%
<b>GUILDHALL :- Income</b>	<b>4,296</b>	<b>7,599</b>	<b>6,000</b>	<b>(1,599)</b>			<b>126.6%</b>
Cleaning	1,368	931	2,496	1,565		1,565	37.3%
Building Maintenance	6,743	10,906	21,550	10,644		10,644	50.6%



## Detailed Income &amp; Expenditure by Budget Heading 01/12/2016

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Business Rates	5,280	4,260	5,325	1,065		1,065	80.0%
Water	111	53	200	147		147	26.7%
Utilities	1,444	328	2,678	2,350		2,350	12.2%
Staff and Volunteer Costs	5,021	6,969	5,200	(1,769)		(1,769)	134.0%
Equipment Maintenance	682	322	12,416	12,094		12,094	2.6%
<b>GUILDHALL :- Indirect Expenditure</b>	<b>20,648</b>	<b>23,770</b>	<b>49,865</b>	<b>26,095</b>	<b>0</b>	<b>26,095</b>	<b>47.7%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(16,352)</b>	<b>(16,171)</b>					
<b>CIVIC HALL</b>							
Hire Charges	23	685	0	(685)			0.0%
Feed in Tariff	5,691	4,751	6,000	1,249			79.2%
<b>CIVIC HALL :- Income</b>	<b>5,713</b>	<b>5,436</b>	<b>6,000</b>	<b>564</b>			<b>90.6%</b>
Caretaking	14,563	8,680	16,000	7,320		7,320	54.3%
Feed in Tariff	2,276	1,900	4,000	2,100		2,100	47.5%
Salaries and Pensions	13,026	6,784	12,679	5,895		5,895	53.5%
Water	2,075	956	2,500	1,544		1,544	38.2%
Utilities	3,830	4,387	3,182	(1,205)		(1,205)	137.9%
Caretaking Supplies	1,486	1,006	2,000	994		994	50.3%
Building Maintenance	43,039	925	10,000	9,075		9,075	9.3%
Licences	1,717	884	2,500	1,616		1,616	35.4%
Miscellaneous Expenditure	23	558	0	(558)		(558)	0.0%
Equipment Maintenance	1,372	5,229	1,000	(4,229)		(4,229)	522.9%
<b>CIVIC HALL :- Indirect Expenditure</b>	<b>83,405</b>	<b>31,311</b>	<b>53,861</b>	<b>22,550</b>	<b>0</b>	<b>22,550</b>	<b>58.1%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(77,692)</b>	<b>(25,875)</b>					
<b>PROPERTY MAINTENANCE</b>							
Museum Rent	1	0	1	1			0.0%
Guildhall Cottage Income	9,545	6,800	9,540	2,740			71.3%
Garage Rental Income	234	0	468	468			0.0%
Eastgate Clock Rental Income	1	0	1	1			0.0%
Flat 5A Rental Income	6,685	4,685	8,200	3,515			57.1%
<b>PROPERTY MAINTENANCE :- Income</b>	<b>16,466</b>	<b>11,485</b>	<b>18,210</b>	<b>6,725</b>			<b>63.1%</b>
Guildhall Cottage Maintenance	290	1,194	10,000	8,806		8,806	11.9%
Eastgate Clock Rent	1,200	600	850	250		250	70.6%
Eastgate Clock Utilities	167	121	361	241		241	33.4%
Eastgate Clock Alarm	324	225	500	275		275	45.0%
Eastgate Clock Maintenance	355	130	5,000	4,870		4,870	2.6%
St John's Clock Maintenance	0	0	200	200		200	0.0%



## Detailed Income &amp; Expenditure by Budget Heading 01/12/2016

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
St Mary's Clock Maintenance	165	165	300	135		135	55.0%
Flat 5A Loan Repayment	9,148	4,574	9,148	4,574		4,574	50.0%
Flat 5A Maintenance	3,726	559	1,000	441		441	55.9%
Guildhall Office Maintenance	8,800	0	1,000	1,000		1,000	0.0%
Museum Maintenance	13,239	6,144	4,000	(2,144)		(2,144)	153.6%
PROPERTY MAINTENANCE :- Indirect Expenditure	<u>37,413</u>	<u>13,711</u>	<u>32,359</u>	<u>18,648</u>	<u>0</u>	<u>18,648</u>	<u>42.4%</u>
Movement to/(from) Gen Reserve	<u>(20,947)</u>	<u>(2,226)</u>					
<u>CEMETERY</u>							
Interment Fees	4,637	1,980	3,000	1,020			66.0%
Memorials	2,895	1,393	2,500	1,107			55.7%
Grant of Rights	2,868	1,169	2,000	831			58.5%
War Bonds	47	0	0	0			0.0%
CEMETERY :- Income	<u>10,447</u>	<u>4,542</u>	<u>7,500</u>	<u>2,958</u>			<u>60.6%</u>
Salaries and Pensions	6,062	0	9,248	9,248		9,248	0.0%
Business Rates	1,534	998	1,128	130		130	88.5%
Water	134	38	90	52		52	42.3%
Grounds Maintenance	5,661	4,535	7,220	2,685		2,685	62.8%
Works and Maintenance	174	718	1,000	282		282	71.8%
Chapel	95	16	0	(16)		(16)	0.0%
MISC EXPENDITURE	100	0	0	0		0	0.0%
CEMETERY :- Indirect Expenditure	<u>13,760</u>	<u>6,305</u>	<u>18,686</u>	<u>12,381</u>	<u>0</u>	<u>12,381</u>	<u>33.7%</u>
Movement to/(from) Gen Reserve	<u>(3,314)</u>	<u>(1,763)</u>					
<u>OPEN SPACES</u>							
Castle Meadow Rents	220	10	210	200			4.8%
OPEN SPACES :- Income	<u>220</u>	<u>10</u>	<u>210</u>	<u>200</u>			<u>4.8%</u>
Ramparts Walk	517	29	1,500	1,471		1,471	1.9%
St Mary's Churchyard	977	1,397	3,000	1,603		1,603	46.6%
Castle Meadow Water	56	25	0	(25)		(25)	0.0%
Castle Meadow Maintenance	892	635	1,000	365		365	63.5%
OPEN SPACES :- Indirect Expenditure	<u>2,442</u>	<u>2,086</u>	<u>5,500</u>	<u>3,414</u>	<u>0</u>	<u>3,414</u>	<u>37.9%</u>
Movement to/(from) Gen Reserve	<u>(2,222)</u>	<u>(2,076)</u>					
<u>PRECEPT AND INCOME</u>							
Precept	230,088	328,306	300,953	(27,353)			109.1%
Council Tax Grant	30,359	0	27,353	27,353			0.0%
Charity of Paige Adams	31,814	2,783	0	(2,783)			0.0%
PRECEPT AND INCOME :- Income	<u>292,261</u>	<u>331,089</u>	<u>328,306</u>	<u>(2,783)</u>			<u>100.8%</u>



## Detailed Income &amp; Expenditure by Budget Heading 01/12/2016

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Bank Charges	142	75	150	75		75	49.7%
PRECEPT AND INCOME :- Indirect Expenditure	142	75	150	75	0	75	49.7%
<b>Movement to/(from) Gen Reserve</b>	<b>292,119</b>	<b>331,015</b>					
<b>COMMUNITY DEVELOPMENT</b>							
Community Projects	45,118	(22,156)	0	22,156			0.0%
Neighbourhood Plan	25,818	6,273	0	(6,273)			0.0%
COMMUNITY DEVELOPMENT :- Income	70,935	(15,884)	0	15,884			
Arts and Culture	0	2,385	0	(2,385)		(2,385)	0.0%
COMMUNITY DEVELOPMENT :- Direct Expenditure	0	2,385	0	(2,385)	0	(2,385)	
Community Projects	46,164	18,916	6,650	(12,266)		(12,266)	284.4%
Neighbourhood Plan	26,488	13,134	20,000	6,866		6,866	65.7%
COMMUNITY DEVELOPMENT :- Indirect Expenditure	72,652	32,050	26,650	(5,400)	0	(5,400)	120.3%
<b>Movement to/(from) Gen Reserve</b>	<b>(1,717)</b>	<b>(50,319)</b>					
Grand Totals:- Income	474,168	368,690	451,533	82,843			81.7%
Expenditure	473,876	291,429	451,533	160,104	0	160,104	64.5%
<b>Net Income over Expenditure</b>	<b>292</b>	<b>77,261</b>	<b>0</b>	<b>(77,261)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>292</b>	<b>77,261</b>					

