

NEWTON ABBOT TOWN COUNCIL

INTERNAL AUDIT

31st January 2024

Opening Balance	£ 557,566.54
Misc. Income	£ 12,464.09
VAT refund 3 rd QTR	£ 21,645.31
Total Income	£ 591,672.94
LESS:	
Expenditure	£ 132,817.19
TOTAL EXPENDITURE	£ 132,817.19

BALANCE as of 31st January 2024 **£ 458,858.75**
Business Call & Current Account:

Balances as of 31st January 2024

Current Account	£ 101.00
Business Call Account	£ 458,757.75
Petty Cash Account	£ 200.00
Total Cash in hand at bank	£ 459,058.75

Total: **£459,058.75**

Balance of CCLA fund at 31st January 2024

£434,696.00

Bank Reconciliation Statement as at 31/01/2024
for Cashbook 1 - Current/Instant Access A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/c 00180697	31/01/2024	5	101.00
Business Instant Access 895602	31/01/2024	2	458,712.75
			<u>458,813.75</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			458,813.75
<u>Unpresented Receipts (Plus)</u>			
07/12/2023		45.00	
			<u>45.00</u>
			458,858.75
		Balance per Cash Book is :-	458,858.75
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Current/Instant Access A/c

Cash Received between 01/01/2024 and 31/01/2024

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
18/01/2024	A Bite to Eat mobile catering	FPI	Jan rent	54.55
03/01/2024	CCLA Investment	FPI	CCLA Investment	1,945.95
22/01/2024	Chq# 13940	500349	Remaining cash leftover	22.20
22/01/2024	Chq#13940	500349	Remaining cash leftover	18.41
22/01/2024	Coffee machine income	500349	Coffee machine income	14.00
04/01/2024	Coffee machine sales 11/12	500347	Coffee machine sales 11/12	7.00
10/01/2024	Devon County Council	BGC	Haytor workshop charge	140.00
19/01/2024	Devon County Council	BGC	BBPS workshop charge	100.00
24/01/2024	Donatin station income	FPI	Donatin station income	3.00
25/01/2024	Donation station income	FPI	Donation station income	3.00
26/01/2024	Donation station income	FPI	Donation station income	5.00
31/01/2024	Donation station income	FPI	Donation station income	3.00
11/01/2024	Gunters watch makers	500348	Xmas lights contribution	50.00
09/01/2024	HM Revenue & Customs	BGC	VAT income	21,645.31
09/01/2024	Lloyds TSB	-	Bank interest - Jan 2024	577.81
08/01/2024	Museum sale	CCCurrency	CORRECTION OF DUPLICATIONN	-14.74
08/01/2024	Museum shop sale	CCCurrency	Museum shop sale	14.74
08/01/2024	Museum shop sales	BGC	Museum shop sales	14.74
30/01/2024	Museum shop sales	BGC	Museum shop sales	6.39
31/01/2024	Museum shop sales	BGC	Museum shop sales	5.89
24/01/2024	NA CIC	FPI	Salaries	8,723.40
31/01/2024	Plymouth Cast	BGC	St Josephs workshop fee	140.00
04/01/2024	Public workshop income	500347	Public workshop income	125.00
04/01/2024	Sales Recpts Page 47		Sales Recpts Page 47	110.00
04/01/2024	Sales Recpts Page 48		Sales Recpts Page 48	80.00
05/01/2024	Sales Recpts Page 49		Sales Recpts Page 49	120.00
11/01/2024	Sales Recpts Page 50		Sales Recpts Page 50	25.00
17/01/2024	Sales Recpts Page 51		Sales Recpts Page 51	40.00
30/01/2024	Sales Recpts Page 52		Sales Recpts Page 52	33.75
04/01/2024	Teignbridge lottery income	FPI	Teigbridge lottery income	84.00
22/01/2024	Walling	500349	Museum friends sub	12.00
Total Receipts				34,109.40

Current/Instant Access A/c

Payments made between 01/01/2024 and 31/01/2024

<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
Aaron Printers Limited						
22/01/2024	BACS16777	x3 fleeces for Museum staff	112.62	0.00	112.62	VAT
29/01/2024	BACS16806	Printing of leaflets x2000	478.80	0.00	478.80	VAT
			591.42	0.00	591.42	
AIBMS						
16/01/2024	DD	Donation station charge	39.10	0.00	39.10	Z
Albany Florists						
02/01/2024	BACS	Flowers for M. Webber	38.33	7.67	46.00	S
Alchemy Systems (Western) Limi						
01/01/2024	DD4957	Managed services contract	1,681.01	0.00	1,681.01	VAT
Alex Ray Window Cleaning						
15/01/2024	BACS	Kiosk cleaning	40.00	8.00	48.00	S
15/01/2024	BACS	Kiosk cleaning 21/11&	40.00	8.00	48.00	S
			80.00	16.00	96.00	
Arval BNP Paribas Group						
16/01/2024	DD1142153	Van rental	671.15	0.00	671.15	VAT
Astra Fixing Supplies Ltd						
03/01/2024	BACS	Door knobs & multi blades	47.49	9.50	56.99	S
03/01/2024	BACS	Spray adhesive x2	13.00	2.60	15.60	S
03/01/2024	BACS	Flap disks x4	11.80	2.36	14.16	S
			72.29	14.46	86.75	
Bayside Graphics Ltd						
15/01/2024	BACS9598	Road signs for parade	60.00	0.00	60.00	VAT
Blachere Illuminations Ltd						
15/01/2024	BACS	Gobo & poppies slide	2,489.45	497.89	2,987.34	S
18/01/2024	BACS	Insert for Gobo	210.00	42.00	252.00	S
			2,699.45	539.89	3,239.34	
Booker Cash & Carry						
16/01/2024	13943	Sweets for Xmas events	34.20	0.00	34.20	VAT
British Telecom						
18/01/2024	DDM0437D	Phone services - Jan 2024	280.68	0.00	280.68	VAT
Carla Winsborrow						
02/01/2024	BACS	Work trousers	18.00	0.00	18.00	Z
Cash						
22/01/2024	13945	Full Council catering 24.01.24	80.00	0.00	80.00	Z
CASSPLUS						
15/01/2024	BACS	Grant	1,000.00	0.00	1,000.00	Z
Cher Ricard						
15/01/2024	BACS	Face painting deposit	110.00	0.00	110.00	Z
Cllr Mike Joyce						
09/01/2024	BACS	Car parking	8.10	0.00	8.10	Z
09/01/2024	BACS	Parking fees	2.90	0.00	2.90	Z
29/01/2024	BACS	Car parking	7.90	0.00	7.90	Z

Time : 14:14

Current/Instant Access A/c

Payments made between 01/01/2024 and 31/01/2024

<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
			18.90	0.00	18.90	
Clock Tower Coffee Shop						
09/01/2024	BACS	Shop front grant	420.00	0.00	420.00	Z
Corona Energy						
17/01/2024	DD2074098	Electricity - Dec	36.38	0.00	36.38	VAT
Dawlish Town Council						
29/01/2024	BACS	1st Aid course -	49.58	0.00	49.58	Z
DCK Payroll Solutions						
01/01/2024	BACS4798	Payroll processing fees	263.88	0.00	263.88	VAT
16/01/2024	BACS4854	January salaries	62,786.21	0.00	62,786.21	VAT
29/01/2024	BACS4901	Jan processing fees	263.88	0.00	263.88	VAT
			63,313.97	0.00	63,313.97	
Devon County Council						
16/01/2024	BACS25407	Legal costs for traffic regs	3,000.00	0.00	3,000.00	VAT
Dorset Lift (Services) Ltd						
11/01/2024	BACS10279	Callout to reset lift	216.32	0.00	216.32	VAT
Everflow Water Limited						
29/01/2024	DD	Water supply 19/02-18/03/24	44.00	0.00	44.00	Z
Fuel Genie Business						
16/01/2024	DD9833338	Fuel	185.32	0.00	185.32	VAT
Hayward & McGraw Gardening Ser						
03/01/2024	BACS15404	December gardening	250.00	0.00	250.00	VAT
Idverde Limited						
10/01/2024	BACS90046	Dec floral charges	2,330.38	0.00	2,330.38	VAT
Jewson Limited						
04/01/2024	BACS13345	Wood filler for bench	13.45	0.00	13.45	VAT
04/01/2024	BACS13343	Brushes & gloss	107.72	0.00	107.72	VAT
04/01/2024	BACS13359	Dark grey paint	21.14	0.00	21.14	VAT
04/01/2024	BACS13309	Cistern lever	50.46	0.00	50.46	VAT
04/01/2024	BACS13340	Cladding for St Leo's room	54.23	0.00	54.23	VAT
09/01/2024	BACS13374	Site toilet	138.00	0.00	138.00	VAT
			385.00	0.00	385.00	
John Walters						
22/01/2024	BACS	Friends talk 25.01.24	80.00	0.00	80.00	Z
Kate Green						
09/01/2024	BACS	December fees	2,200.00	0.00	2,200.00	Z
Kelly Burridge						
29/01/2024	BACS	New mouse for office PC	19.99	0.00	19.99	Z
Kernow Training Ltd						
17/01/2024	BACS	Woodchipper course - S.Ryan	640.00	0.00	640.00	Z
Kogitas (MCPC) Limited						
29/01/2024	BACS00398	Annual subscription	50.40	0.00	50.40	VAT
LibertyPay Limited						

Current/Instant Access A/c

Payments made between 01/01/2024 and 31/01/2024

	<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
Lloyds TSB	02/01/2024	DD	Monthly service fee	24.95	4.99	29.94	S
	03/01/2024	DD	Credit card expenses - Dec	1,748.03	83.57	1,831.60	S
	26/01/2024	PAYJAN24	Service charges	5.55	0.00	5.55	Z
				1,753.58	83.57	1,837.15	
Motormart	02/01/2024	BACS14058	Hydraulic oil	25.33	0.00	25.33	VAT
NA Community Shed	03/01/2024	BACS	Items for Bistro table	62.26	0.00	62.26	Z
NA Scouts & Guides	15/01/2024	BACS	Grant	1,000.00	0.00	1,000.00	Z
NA Security Trust	22/01/2024	BACS	Security cover	1,404.00	0.00	1,404.00	Z
O2	02/01/2024	DD2734206	Sally's mobile	36.00	0.00	36.00	VAT
	29/01/2024	DD2783175	Sally's mobile	67.82	0.00	67.82	VAT
				103.82	0.00	103.82	
Petty cash replenishment	02/01/2024	13942	Petty cash replenishment	143.59	27.94	171.53	S
Princes Grounds & Tree Care (S)	02/01/2024	BACS1781	Weekly emptying of dog bins	396.04	0.00	396.04	VAT
	29/01/2024	BACS1808	Weekly emptying of dog bins	396.04	0.00	396.04	VAT
				792.08	0.00	792.08	
Public Works Loan Board	09/01/2024	DD	Repayment	16,605.19	0.00	16,605.19	Z
	22/01/2024	DD	Repayment	10,721.54	0.00	10,721.54	Z
				27,326.73	0.00	27,326.73	
Quadiant UK Limited	09/01/2024	DD	Credit	150.00	0.00	150.00	Z
Quasar Microwave Technology Lt	02/01/2024	BACS1522	Rental, rates, utilities & tax	2,816.67	0.00	2,816.67	VAT
Queen Street Butchers	09/01/2024	BACS	Shop front grant	3,250.00	0.00	3,250.00	Z
Ricjard Toomer	02/01/2024	BACS	Rock Choir at Carol Service	125.00	0.00	125.00	Z
Rose Removals & Storage of De	04/01/2024	BACS75642	Storage charges - Jan 2024	65.66	0.00	65.66	VAT
	18/01/2024	BACS75862	Storage 29/01-25/02	65.66	0.00	65.66	VAT
				131.32	0.00	131.32	
RSL (Bristol) Ltd	16/01/2024	BACS2176	Maintenance on fire shutter	300.00	0.00	300.00	VAT
Screwfix Direct Ltd							

Time : 14:14

Current/Instant Access A/c

Payments made between 01/01/2024 and 31/01/2024

Date	Payment Reference	Payment Detail	Net Amount	VAT Amount	Total Amount	VAT Code
15/01/2024	BACS80255	Leak sealer	5.99	0.00	5.99	VAT
29/01/2024	BACS53430	x3 gloves	29.97	0.00	29.97	VAT
			35.96	0.00	35.96	
Secur-A-Door Lrd						
11/01/2024	BACS10221	Fit rain cover to door sensor	330.00	0.00	330.00	VAT
Society of Local Councils Cler						
09/01/2024	BACS14017	K. Green - webinar	78.00	0.00	78.00	VAT
09/01/2024	BACS14016	N. Hicks - webinar	78.00	0.00	78.00	VAT
09/01/2024	BACS14014	L. McGuirk - London Bridge	36.00	0.00	36.00	VAT
			192.00	0.00	192.00	
South West Communications Grou						
29/01/2024	DD7557855	Service charges	374.03	0.00	374.03	VAT
Specialist Hygiene Services Lt						
03/01/2024	BACS45676	December cleaning fee	820.80	0.00	820.80	VAT
SSE						
03/01/2024	BACS15339	Electricity - Nov 2023	134.00	0.00	134.00	VAT
03/01/2024	BACS16555	Electricity - 02/10-30/11/23	124.07	0.00	124.07	VAT
			258.07	0.00	258.07	
Strategy Public Relations Ltd						
02/01/2024	BACS	Consultancy services - Dec	1,250.00	0.00	1,250.00	Z
Teignbridge District Council						
15/01/2024	DD	Rates - Jan	21.00	0.00	21.00	Z
15/01/2024	DD	Rates	316.00	0.00	316.00	Z
			337.00	0.00	337.00	
The Coffee Company						
15/01/2024	BACS25618	Rental 17.12.23-16.01.24	196.80	0.00	196.80	VAT
18/01/2024	BACS25685	Rental 17/01 - 16/02	196.80	0.00	196.80	VAT
			393.60	0.00	393.60	
The Pizza Cafe						
16/01/2024	BACS	Shop front grant	2,147.60	0.00	2,147.60	Z
The Salvation Army						
17/01/2024	13944	Carols in December	200.00	0.00	200.00	Z
Thirsty Work						
18/01/2024	DD1199070	Water bottles and rental	42.00	0.00	42.00	VAT
Total Energies Gas & Power Lim						
25/01/2024	DD5302624	Electricity - Dec 2023	598.43	0.00	598.43	VAT
25/01/2024	DD3039302	Gas - Dec 2023	1,185.71	0.00	1,185.71	VAT
			1,784.14	0.00	1,784.14	
Triden Self Storage Ltd						
09/01/2024	BACS4413	Rental - Jan 2024	141.92	0.00	141.92	VAT
Tucker EMS Ltd						
11/01/2024	BACS13453	Repairs to flood lights at NP	60.24	0.00	60.24	VAT

Continued on Page 5

Time : 14:14

Current/Instant Access A/c

Payments made between 01/01/2024 and 31/01/2024

<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
Unique Fire & Security Ltd						
03/01/2024	BACS	Call out to fault on door	65.00	13.00	78.00	S
15/01/2024	BACS	Replace disabled button	195.52	39.10	234.62	S
29/01/2024	BACS	Maintenance of intruder alarm	695.00	139.00	834.00	S
			955.52	191.10	1,146.62	
Vanarama						
02/01/2024	DD	Monthly service plan	25.74	5.15	30.89	S
Vanessa Merwood						
29/01/2024	BACS	Town Criers outfit	600.00	0.00	600.00	Z
Virgin Media Business						
16/01/2024	BACS01012	Broadband 16/01-15/02	120.00	0.00	120.00	VAT
Vodafone						
25/01/2024	DD7627961	x3 NATC mobilephones	144.00	0.00	144.00	VAT
WBW Solicitors						
04/01/2024	BACS	Professional charges	1,608.60	0.00	1,608.60	Z
			131,926.42	890.77	132,817.19	

Credit card purchases DECEMBER - 2023 - PAID IN JAN 2024

Date	Description	Net	VAT	Gross	A/c code	Centre
NATC - PAR						
20.12.2023	Lloyds Bank - annual fee	£ 32.00	£ -	£ 32.00	4100	101
20.11.2023	SLCC Enterprises - Membership fee	£ 530.00	£ -	£ 530.00	4101	101
24.11.2023	Adobe Pro monthly subscription fee	£ 15.98	£ 3.99	£ 19.97	4101	101
04.12.2023	Amazon - A4 card	£ 24.96	£ 4.99	£ 29.95	4105	102
04.12.2023	Amazon - Ballpoint pens	£ 9.16	£ 1.83	£ 10.99	4105	102
NATC - SS						
22.11.2023	Amazon - Extension lead	£ 5.82	£ 1.17	£ 6.99	4115	101
23.11.2023	Adobe Systems software	£ 23.73	£ 4.75	£ 28.48	4101	101
27.11.2023	DCC - Garden waste tickets for FMOs	£ 504.29	£ -	£ 504.29	5555	290
29.11.2023	Elite Industrial - PPE for FMOs	£ 122.99	£ 24.60	£ 147.59	5555	290
01.12.2023	Amazon - A5 envelopes for Museum	£ 4.87	£ 0.98	£ 5.85	4105	201
04.12.2023	Amazon - x4 A5 2024 diaries	£ 19.70	£ 4.20	£ 23.90	4999	201
08.12.2023	Zoom - monthy fee	£ 25.98	£ 5.20	£ 31.18	4101	101
11.12.2023	Amazon - x2 rubber cable covers for Museum	£ 61.73	£ 12.34	£ 74.07	4999	201
11.12.2023	Amazon - x1 rubber cable cover for Museum	£ 30.87	£ 6.18	£ 37.05	4999	201
11.12.2023	Amazon - x2 rubber cable covers for Museum	£ 61.74	£ 12.34	£ 74.08	4999	201
13.12.2023	Amazon - Signing in & out book for Bills for Tower Key	£ 4.99	£ 1.00	£ 5.99	4105	102
NATC - CD						
28.11.2023	M&S - sandwiches for Museum	£ 110.00	£ -	£ 110.00	4301	201
06.12.2023	Asda - Catering for vollies Christmas party	£ 112.92	£ -	£ 112.92	4301	201
06.12.2023	The Works - various books	£ 21.00	£ -	£ 21.00	4999	201
07.12.2023	Asda - Catering for vollies Christmas party	£ 5.00	£ -	£ 5.00	4301	201
07.12.2023	The Works - gift tags	£ 2.00	£ -	£ 2.00	4999	201
08.12.2023	Asda - Catering for vollies Christmas party	£ 15.30	£ -	£ 15.30	4301	201
12.12.2023	The Works - gift bags	£ 3.00	£ -	£ 3.00	4999	201
		£ 1,748.03	£ 83.57	£ 1,831.60		

