

NEWTON ABBOT TOWN COUNCIL

INTERNAL AUDIT

31st August 2023

Opening Balance	£ 374,825.96
Misc. Income	£ 12,981.62
Total Income	£ 387,807.58
LESS:	
Expenditure	£ 123,085.55
TOTAL EXPENDITURE	£ 123,085.55
BALANCE as of 31st August 2023 Business Call & Current Account:	£ 264,722.03

Balances as of 31st August 2023

Current Account	£ 100.00
Business Call Account	£ 264,622.03
Petty Cash Account	£ 200.00
Total Cash in hand at bank	£ 264,822.03

Total: £264,822.03

Balance of CCLA fund at 31st August 2023

£434,696.00



Bank Reconciliation Statement as at 31/08/2023
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	31/08/2023	8	100.00
Business Instant Access 895602	31/08/2023	3	264,622.03
			<u>264,722.03</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			264,722.03
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			264,722.03
		Balance per Cash Book is :-	264,722.03
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Payments made between 01/08/2023 and 31/08/2023

<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>
1sSt Office Equipment Ltd						
07/08/2023	DD198178	IMC5500 photocopies	525.32	0.00	525.32	VAT
07/08/2023	DD198198	IMC2500 photocopies	99.72	0.00	99.72	VAT
			625.04	0.00	625.04	
Aaron Printers Limited						
09/08/2023	BACS15801	Posters for x3 carpark	87.00	0.00	87.00	VAT
AIMBS						
15/08/2023	DD	Donation station fees	37.11	0.00	37.11	Z
ALB Repairs Ltd						
21/08/2023	BACS5952	Repairs to SIDs	190.00	0.00	190.00	VAT
Alchemy Systems (Western) Limi						
01/08/2023	DD4601	Laptop, set-up & anti-virus	802.20	0.00	802.20	VAT
01/08/2023	DD4577	Managed services contract -	1,555.49	0.00	1,555.49	VAT
15/08/2023	DD4639	Replacement hard drives	462.00	0.00	462.00	VAT
			2,819.69	0.00	2,819.69	
Alex Ray Window Cleaning						
29/08/2023	BACS	Kiosk cleaning 08/08 & 24/08	40.00	8.00	48.00	S
Arval BNP Paribas Group						
15/08/2023	DD1081780	Van rental - 28/8-27/9	671.15	0.00	671.15	VAT
Bayside Graphics Ltd						
03/08/2023	BACS8359	A0 sleeve	235.20	0.00	235.20	VAT
15/08/2023	BACS8896	Exhibition banners	60.00	0.00	60.00	VAT
22/08/2023	BACS8903	Summer Fayre items	300.00	0.00	300.00	VAT
			595.20	0.00	595.20	
Brandon Hire Ltd						
01/08/2023	BACS82805	Toilet hire - July	193.54	0.00	193.54	VAT
01/08/2023	BACS82805	Toilet hire - Coach Road	133.06	0.00	133.06	VAT
01/08/2023	BACS82805	Toilet hire - Bradley Field	133.06	0.00	133.06	VAT
			459.66	0.00	459.66	
British Telecom						
18/08/2023	DDM038MS	Phone services - August	280.68	0.00	280.68	VAT
Charlotte Edwards						
03/08/2023	BACS	Fidgt keyrings for shop	37.91	0.00	37.91	Z
Cher Richards						
21/08/2023	BACS	Face painting deposit	100.00	0.00	100.00	Z
City Electrical						
29/08/2023	BACS	Items for Buckland Centre	39.43	7.89	47.32	S
Corona Energy						
17/08/2023	DD1865531	Electricity - July	20.25	0.00	20.25	VAT
17/08/2023	DD1861985	Electricity suppy - July	43.24	0.00	43.24	VAT
			63.49	0.00	63.49	
Cruse & Bridgeman Ltd						

Current/Instant Access A/c

Payments made between 01/08/2023 and 31/08/2023

Date	Payment Reference	Payment Detail	Net Amount	VAT Amount	Total Amount	VAT Code
10/08/2023	BACS30030	Repositioning boundary	806.40	0.00	806.40	VAT
DCK Payroll Solutions						
08/08/2023	BACS4392	August salaries	58,464.58	0.00	58,464.58	VAT
15/08/2023	BACS4397	Payroll fees	255.12	0.00	255.12	VAT
			58,719.70	0.00	58,719.70	
Elfic the Juggler						
29/08/2023	BACS	Circus show at summer fayre	250.00	0.00	250.00	Z
Empyrean Digital Limited						
04/08/2023	BACS806	Monthly hosting & support	570.00	0.00	570.00	VAT
Everflow Water Limited						
29/08/2023	DD	Water supply 19/09-18/10	45.51	0.00	45.51	Z
Fuel Genie Business						
16/08/2023	DD9211367	Fuel	150.80	0.00	150.80	VAT
Idverde Limited						
10/08/2023	BACS88508	June floral mainteance	2,234.62	0.00	2,234.62	VAT
22/08/2023	BACS88773	Floral maintenance - July	2,234.62	0.00	2,234.62	VAT
31/08/2023	BACS89104	August floral maintenance	2,234.62	0.00	2,234.62	VAT
			6,703.86	0.00	6,703.86	
Jane Camp						
22/08/2023	BACS	Summer Fayre items	304.59	0.00	304.59	Z
Jewson Limited						
04/08/2023	BACS12690	Extension ladder	55.38	0.00	55.38	VAT
29/08/2023	BACS12756	Bracket & bags	58.31	0.00	58.31	VAT
29/08/2023	BACS12778	Wood for Clock Tower	23.33	0.00	23.33	VAT
			137.02	0.00	137.02	
Kane Mailing Systems Ltd						
07/08/2023	BACS13247	Software/data downloads	130.80	0.00	130.80	VAT
Kate Green						
02/08/2023	BACS	Community engagement fees	2,640.00	0.00	2,640.00	Z
LibertyPay Limited						
02/08/2023	DD	Service fee - July	24.95	4.99	29.94	S
Lloyds TSB						
03/08/2023	DD	Credit card purchases - July	1,398.59	213.98	1,612.57	S
29/08/2023	PAYAUG23	Bank charges	2.96	0.00	2.96	Z
			1,401.55	213.98	1,615.53	
Modes Users Association						
11/08/2023	BACS18493	Support & membership fee	288.00	0.00	288.00	VAT
Mole Valley Farmers Ltd						
07/08/2023	BACS91404	Fork prong	81.98	0.00	81.98	VAT
Motormart						
22/08/2023	BACS13183	2x rear number plates	21.60	0.00	21.60	VAT
Mr Brian Thomas						
03/08/2023	BACS	x10 books for Museum shop	45.00	0.00	45.00	Z

<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>
NA Twinning Association						
03/08/2023	BACS	Tom attendance at	400.00	0.00	400.00	Z
Newton Abbot Security Trust						
09/08/2023	BACS	Annual support grant	17,000.00	0.00	17,000.00	Z
O2						
30/08/2023	DD	Sally's mobile	60.53	12.11	72.64	S
Parish Online by GeoXphere						
07/08/2023	BACS35000	Subscription - Aug 23-Aug 24	600.00	0.00	600.00	VAT
Petty cash replenishment						
29/08/2023	13930	Petty cash replenishment	189.20	0.00	189.20	Z
PPL UK						
29/08/2023	BACS46067	Music licence	172.48	0.00	172.48	VAT
Quadient UK Limited						
14/08/2023	DD	Royal Mail surcharge	0.58	0.00	0.58	Z
22/08/2023	DD	Credit for franking machine	200.00	0.00	200.00	Z
			200.58	0.00	200.58	
Quasar Microwave Technology Lt						
01/08/2023	BACS1503	Rates, rent & utilities	2,816.67	0.00	2,816.67	VAT
Rose Removals & Storage of De						
03/08/2023	BACS74367	Storage & insurance 14/8-	65.66	0.00	65.66	VAT
31/08/2023	BACS74620	Storage charges & insurance	65.66	0.00	65.66	VAT
			131.32	0.00	131.32	
Screwfix Direct Ltd						
07/08/2023	BACS26967	Socket tester	20.23	0.00	20.23	VAT
07/08/2023	BACS98412	Methylated spirit	4.49	0.00	4.49	VAT
			24.72	0.00	24.72	
Scribble & Ink Office Supplies						
29/08/2023	BACS51510	Stationery supplies	106.49	0.00	106.49	VAT
South West Communications Grou						
29/08/2023	DD7543958	Phone service charges	373.32	0.00	373.32	VAT
South West Grounds Maintenance						
31/08/2023	BACS027	DCC Verge cutting (3rd)	5,000.40	0.00	5,000.40	VAT
SSE						
15/08/2023	BACS84000	Electricity - July	139.92	0.00	139.92	VAT
Strategy Public Relations Ltd						
01/08/2023	BACS	Consultancy services - Aug	1,250.00	0.00	1,250.00	Z
Taiko South West						
29/08/2023	BACS	Drummers at Summer Fayre	100.00	0.00	100.00	Z
TDC						
07/08/2023	BACS19478	Election charges - May	11,667.03	0.00	11,667.03	VAT
Teignbridge District Council						
15/08/2023	DD	Rates - August	21.00	0.00	21.00	Z
15/08/2023	DD	Rates - August	316.00	0.00	316.00	Z

Current/Instant Access A/c

Payments made between 01/08/2023 and 31/08/2023

<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>
			337.00	0.00	337.00	
The Coffee Company						
21/08/2023	BACS25204	Rental - 17/08-16/09	196.80	0.00	196.80	VAT
The Creative Core Group Ltd						
21/08/2023	BACS2175	Signage in Museum	175.20	0.00	175.20	VAT
The Festive Lighting Company L						
29/08/2023	BACS20804	Refurbishments to 'Merry	626.40	0.00	626.40	VAT
Thirsty Work						
18/08/2023	DD1127225	Water bottles & rental	93.00	0.00	93.00	VAT
Thomas Fattorini Ltd						
21/08/2023	BACS27912	Deputy Mayor pendant	713.07	0.00	713.07	VAT
29/08/2023	BACS27954	Name badges for Councillors	136.14	0.00	136.14	VAT
			849.21	0.00	849.21	
Torquay Pottery Collectors Soc						
03/08/2023	BACS	Pottery books for exhibition	103.00	0.00	103.00	Z
Total Energies Gas & Power Lim						
21/08/2023	DD6743069	Gas supply - July	23.73	0.00	23.73	VAT
23/08/2023	DD527458	Electricity - July	926.73	0.00	926.73	VAT
			950.46	0.00	950.46	
Triden Self Storage Ltd						
31/08/2023	BACS4096	September rental	141.92	0.00	141.92	VAT
Tucker EMS Ltd						
04/08/2023	BACS13186	Upgrade lighting in toilet	238.92	0.00	238.92	VAT
Unity Pat Testing Ltd						
21/08/2023	BACS	Pat testing at Newton's Place	223.00	44.60	267.60	S
Vanarama						
01/08/2023	DD	Service plan - August	25.74	5.15	30.89	S
Virgin Media Business						
29/08/2023	BACS01082	Broadband 16/08 - 15/09	60.00	0.00	60.00	VAT
Vodafone						
25/08/2023	DD5563582	Mobile phones x3	144.00	0.00	144.00	VAT
Westair Reproductions Ltd						
21/08/2023	BACS20357	Items to sell in shop	83.40	0.00	83.40	VAT
			122,848.83	296.72	123,145.55	

Current/Instant Access A/c

Cash Received between 01/08/2023 and 31/08/2023

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
16/08/2023	A Bite to Eat	FPI	Kiosk rent - August	54.17
24/08/2023	Automaton donations	500324	Automaton donations	70.00
02/08/2023	Clients deposit Lottery	FPI	Clients deposit Lottery	109.00
24/08/2023	Coffee machine income	500324	Coffee machine income	38.00
24/08/2023	Coffee machine income	500325	Coffee machine income	8.00
24/08/2023	Coffee machine income	500324	Coffee machine income	10.00
11/08/2023	Devon County Council	BGC	Footpath grant	2,000.00
03/08/2023	Donation station income	income	Donation station income	11.00
07/08/2023	Donation station income	Income	Donation station income	16.00
10/08/2023	Donation station income	Income	Donation station income	8.00
11/08/2023	Donation station income	Income	Donation station income	15.00
14/08/2023	Donation station income	Income	Donation station income	6.00
16/08/2023	Donation station income	Income	Donation station income	3.00
17/08/2023	Donation station income	Income	Donation station income	5.00
23/08/2023	Donation station income	Income	Donation station income	3.00
24/08/2023	Donation station income	Income	Donation station income	13.00
25/08/2023	Donation station income	Income	Donation station income	9.00
29/08/2023	Donation station income	Income	Donation station income	17.00
30/08/2023	Donation station income	Income	Donation station income	6.00
09/08/2023	Donation Station income	Inome	Donation Station income	3.00
21/08/2023	Donation Station income	Income	Donation Station income	11.00
04/08/2023	Donation sttion income	Income	Donation sttion income	3.00
22/08/2023	Jane Camp	FPI	Rotary event reimbursement	75.26
09/08/2023	Lloyds TSB	-	Interest	290.14
24/08/2023	Museum donations	500324	Museum donations	20.00
11/08/2023	Museum shop sales	Income	Museum shop sales	13.26
14/08/2023	Museum shop sales	Income	Museum shop sales	33.40
15/08/2023	Museum shop sales	Income	Museum shop sales	33.89
18/08/2023	Museum shop sales	Income	Museum shop sales	11.30
21/08/2023	Museum shop sales	Income	Museum shop sales	5.89
21/08/2023	Museum shop sales	Income	Museum shop sales	6.62
24/08/2023	Museum shop sales	500324	Museum shop sales	110.00
24/08/2023	Museum shop sales	500325	Museum shop sales	80.00
29/08/2023	Museum shop sales	Income	Museum shop sales	14.73

Current/Instant Access A/c

Cash Received between 01/08/2023 and 31/08/2023

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
16/08/2023	Museum Shop sales	Income	Museum Shop sales	8.84
24/08/2023	Museum donations	500325	Museum donations	50.00
09/08/2023	NA Carnival	DEP	Donation to Rotary event	500.00
23/08/2023	NA CIC	FPI	Salaries	7,242.52
02/08/2023	Public Sector Deposit Fund	BGC`	Public Sector Deposit Fund	1,800.36
02/08/2023	Pulse Healthcare		Room hire payment	112.50
09/08/2023	Sales Recpts Page 24		Sales Recpts Page 24	15.00
22/08/2023	Sales Recpts Page 27		Sales Recpts Page 27	37.50
24/08/2023	Tower donations	500325	Tower donations	102.24
Total Receipts				<u>12,981.62</u>

Appendix I 5

Credit card purchases - July 2023 - PAID IN AUGUST

Date	Description	Net	VAT	Gross	A/c code	Centre
NATC - PAR						
24.06.2023	Adobe Pro subscription	£ 16.64	£ 3.33	£ 19.97	4101	101
14.07.2023	eBay - items for Xmas	£ 16.77	£ -	£ 16.77	4346	210
14.07.2023	NALC - membership	£ 32.68	£ 6.54	£ 39.22	4101	101
17.07.2023	Companies House - Community Trust submission fee	£ 13.00	£ -	£ 13.00	4999	130
18.07.2023	TDC - Planning fee for signage at Newton's Place	£ 231.00	£ -	£ 231.00	4122	101
20.07.2023	Adobe PDF pack subscription	£ 104.18	£ 20.84	£ 125.02	4101	101
NATC - SS						
28.06.2023	Amazon - Bracket to fix first aid kit on wall	£ 3.87	£ 0.78	£ 4.65	4002	102
03.07.2023	Amazon - Bracket to fix first aid kit on wall	£ 3.87	£ 0.78	£ 4.65	4002	102
04.07.2023	Amazon - Mini fridge for depot	£ 99.99	£ 20.00	£ 119.99	4213	104
04.07.2023	Amazon - Tower fans for office	£ 56.64	£ 11.34	£ 67.98	4163	102
05.07.2023	eBay - Wooden chair for Xmas Grotto	£ 20.00	£ -	£ 20.00	4346	210
06.07.2023	Amazon - Shampoo for carpet cleaner	£ 26.64	£ 5.34	£ 31.98	4145	102
06.07.2023	Amazon - refund from wooden chair purchase	-£ 2.00	£ -	-£ 2.00	1999	210
08.07.2023	Zoom - Monthly fee	£ 25.98	£ 5.20	£ 31.18	4101	101
10.07.2023	Cross Country - train ticket to Dawlish - S. Scott	£ 6.60	£ -	£ 6.60	4020	101
17.07.2023	Purell - sanitising wipes (box of x100)	£ 41.40	£ 8.28	£ 49.68	4145	102
NATC - CD						
23.06.2023	Watkins & Doncaster - Entomology items for Museum	£ 10.95	£ 2.19	£ 13.14	4999	201
26.06.2023	Amazon - Magnets to sell in Museum shop	£ 17.49	£ 3.50	£ 20.99	4306	201
28.06.2023	Amazon - Clipsboards for Museum Engagement	£ 11.32	£ 2.27	£ 13.59	4317	201
30.06.2023	Speed Graphic - camer stand for Entomology project	£ 179.17	£ 35.83	£ 215.00	4999	201
04.07.2023	Digital Converters - conversion of video tapes	£ 19.16	£ 3.83	£ 22.99	4999	201
05.07.2023	Etsy - Butterfly stickers for Community Engagement	£ 32.75	£ -	£ 32.75	4317	201
05.07.2023	Amazon - Pencils for Museum	£ 4.37	£ 0.88	£ 5.25	4105	201
05.07.2023	Amazon - Museum exhibition costs	£ 2.91	£ 0.58	£ 3.49	4310	210
07.07.2023	Etsy - Magnetic notice board for Community Engagement	£ 10.88	£ -	£ 10.88	4317	201
07.07.2023	Collections Trust - Object entry forms x100	£ 64.96	£ 12.99	£ 77.95	4105	201
09.07.2023	Amazon - Acrylic floating shelves	£ 18.33	£ 3.66	£ 21.99	4002	201
10.07.2023	Robert Dyas - Framed easels x6 - Community engagement	£ 299.07	£ 59.82	£ 358.89	4317	201
18.07.2023	Amazon - Plain cork sheets x2 packs of 12	£ 24.98	£ 5.00	£ 29.98	4999	201
19.07.2023	Amazon - Pins	£ 4.99	£ 1.00	£ 5.99	4999	201
		£ 1,398.59	£ 213.98	£ 1,612.57		



STATEMENT

Miss S L Scott
Newton Abbot Town Council
Newtons Place
43 Wolborough Street
Newton Abbot
Devon
TQ12 1JQ

CLIENT: NEWTON ABBOT TOWN COUNCIL

ACCOUNT NAME:

ACCOUNT NUMBER: 0135900001PC

Statement at 31 August 2023

Date	Description	Value of shares sold £	Value of shares bought £	Balance of shares held £	Share Class
01/08/23	Brought Forward			434,696.00	
31/08/23	Carried Forward			434,696.00	

Statement of Dividends paid during the month to 31 August 2023

Date	Receiving Account	Amount Paid £
31-08-23	Nominated bank account	1,882.96

