## **CONGLETON TOWN COUNCIL**

## **COMMITTEE REPORTS AND UPDATES**

COMMITTEE:	Finance and Policy											
MEETING DATE	19 <sup>th</sup> September 2024	LOCATION	Congleton Town Hall									
AND TIME	7.00pm											
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer											
AGENDA ITEM	17											
REPORT TITLE	Petty Cash Verification											
Background	The Council have small Petty Cash float available for sundry purchases, the balance should be verified by a signatory twice a year.											
Updates	The current balance of Petty Cash is £126.56, the receipts and balance were checked and verified by the Cllr Robert Douglas on 4 <sup>th</sup> September 2024, see Appendix 17.1.											
Decision Requested	To note the verification of the Petty Cash balance											

Various New receipts TIN BALANCE	BALANCE CHECK	Total spent in month To be reimbursed Balance available	TOTAL SPENT VAT + EXEMPT	TOTAL										10/07/24 Replen #009000	22/08/24 Asda 29/08/24 Morrisons	22/08/24 Mountain Warehouse	15/08/24 Morrisons	15/08/24 Morrisons	05/08/24 Morrisons	01/08/24 Pound Plus	24/07/24 Pound Plus	16/07/24 Asda 24/07/24 Morrisons	Contract of the contract of th	Date Supplier Balance b/fwd		
126.56	20.00 60.00 10.00 30.00 5.00 20.00 2.00 11.00 0.50 2.00 2.00 0.50 2.00 2.00 10 & 0.5 0.50 2.81 0.46													4	PC24025	PC24024	PC24023	PC24022	PC24020	PC24019	PC24018	PC24016 PC24017		Ref		Sep-24
	(1111)			73.44											6.45	4.99	3.00	5.00	28	2.25	2.5	2.55		Total out		
0.00	Tin check 04/09/2024			191.32										191.32	1	(	(	1	5	(	(	(		Total in E		
	4/09/2024	73	7:	126.56	126.56 126.56	126.56	126.56	126.56	126.56	126.56	126.56	126.56	126.56	126.56	-64.76	-57.11	-52.12	49.12	-32.12	-4.12	-1.87	3.18 0.63	8.68	Balance Vat Inc	-	
		73.44 73.44 126.56	73.44	0.00 73.44									-	-	6.45	4.99	3,00	5.00	28.00	2.	2.50	2.5		Inc Exempt	-	
	3			0.00										- 1	20	99	00	5.00	8 8	2.25	50	2.55		ot VAT		
			146.88	73.44										!	6.45	4.99	3.00	5.00	28.00	2.25	2.50	2.55		NET		
			.88	0.00 0.00														1				+		S/S misc.	2002	4162
	5			0.00																				c. Stationery		-
		P		15.45											1.20		1.20	5.00				2.55		nts	Re	4020
	(	1		0.00																				maint	70	4041
				0.00																				Events	170	4162
		go		0.00																				Catering	177	3020
		D		0.00			1							-										CIC O		4162
				57.99			-		+		+			0.10	6 45 Civic	4.99 In k	1.80 in k	CIV	28.00 MI	2.25 MI	2.50 UK	Coffee		Other Details		
		2 224												TELU TOE INCHESIONALIS	Milk 6 45 Civic 4213-102: Refreshments	4.99 In bloom 4.80 215-4162 Cool bag	loom 4.80 215-4162 Badges	CIVIC:4213-102: Meeting refreshments	28.00 MISC 4020-101-Kettle	2.25 MISC 4020-101- Washing up Liquid	2.50 UKSFP 4032-302 Paintbrushes	fee		ills		