

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

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

