



RESOURCES AND GENERAL SERVICES COMMITTEE

Members of the Resources and General Services Committee
are summoned to attend a Meeting at **7.45pm** on

Wednesday 16 October 2019

at Loughton Library and Town Hall, Traps Hill, Loughton IG10 1HD
to transact the business shown in the agenda.

Mark Squire
Town Clerk
9 October 2019

Councillor J Jennings (Chairman)
Councillor J Angold-Stephens (Vice Chairman)

Councillors

M Dalton
S Murray

J Jogia
A Omer

J Mahoney

Note to Councillors:
If you are unable to attend the meeting,
please phone your apologies to the office on 020 8508 4200.

A G E N D A

- 1 Apologies for absence**
To RECEIVE any apologies for absence.
- 2 Declarations of Interest**
Councillors to declare any pecuniary or non-pecuniary interest in any items on the agenda.
- 3 Confirmation of Minutes**
To CONFIRM the minutes of the meeting held on 26 June 2019.
- 4 Public Representations**
To hear any representations from members of the public who have registered a request to address the Committee in accordance with no 5, Appendix C, of the Standing Orders.
- 5 Matters for Report**
To REPORT any further significant information on matters which have been previously discussed, in addition to those which may already be included on the agenda.

5.1 Training and Conferences - Min no RG187.1

To NOTE that The Town Clerk has implemented a cross training programme covering all aspects of Loughton Town Council (LTC) work.

Courses recently attended/booked :-

- Town Clerk at Society of Local Council Clerks (SLCC) Essex Branch Training and AGM Day on 13 June 2019
- Town Clerk at Memorial Management Inspection Workshop run by the Institute of Cemetery & Crematorium Management (ICCM) on 9 September 2019.
- Officers Debra Paris and Lorraine Gibson at ‘Social media’ course run by Essex Association of Local Councils (EALC) on 1 October 2019
- Officers Paul Hoy, Pippa Bryce and Debbie Taylor at ‘Adult Mental Health First Aid Training’ on 8 October 2019 run by Essex Association of Local Councils (EALC) and funded by Essex County Council (ECC).
- Town Clerk looking to enrol on SLCC ‘Website accessibility guidelines webinar’ seminar.

5.2 Christmas Closedown Arrangements

These arrangements were discussed at the Strategy and Staff Group meeting where it was agreed that the Town Council should operate over the Christmas holiday period, albeit, at skeleton staff levels and reduced working hours.

In line with the existing Council policy agreed in February 2008, the office hours will be as follows:

Tuesday 24 December	Closed 12 noon
Wednesday 25 December	Closed
Thursday 26 December	Closed
Friday 27 December	10am – 4pm

Monday 30 December	10am – 4pm
Tuesday 31 December	10am - 12.45pm
Wednesday 1 January	Closed

5.3 Remembrance Service

The Town Council annually makes a donation of £100 to the Royal British Legion in support of the Poppy Appeal and towards the cost of the wreath laid by the Town Mayor at the annual Remembrance Service held in November. The Committee is asked to confirm that it wishes to make a similar donation this year. Payment will need to be approved under Section 137 of the Local Government Act 1972.

5.4 Citizens Awards

The Committee is asked to reaffirm its commitment to the annual Citizen Awards. Publicity for these awards has started earlier this year in an effort to attract a higher number of entries - the cut-off date for entries being 31 January 2020. We will also be approaching community groups and local schools and using social media publicity to further promote the awards. The Town Mayor has discussed the format of the awards with office staff and opted for the award presentations to be made again at the next Annual Town meeting in March 2020 as these arrangements worked well last year.

5.5 Annual Town Meeting

The 2020 Annual Town Meeting is scheduled for Wednesday 11 March 2020 commencing at 8pm in the Murray Hall. Whilst this is not a council meeting, all town councillors are expected to attend. The Committee is asked if it wishes to continue with the format used at last year's meeting by inviting local organisations and voluntary groups, particularly those in receipt of Financial Assistance from the Council, to mount displays at the event to attract more public interest. The organisations successful in their grant applications for 2020/21 would also be presented with a certificate by the Town Mayor. The Committee is also asked if it wishes to invite a guest speaker and make suggestions in this regard. The meeting is usually concluded with refreshments and an opportunity for members of the public to speak informally with their councillors. Local businesses which have supported the local community would also be invited.

5.6 Strategy and Staff Group / Job Evaluation exercise - Min no RG 188

The Strategy and Staff Group met on Wednesday 11 September 2019. The principal discussions centred on the confidential Job Evaluation Outcome Report from Vine HR dated 19 August 2019. Recommendations from the report on the existing SCPs (salary scales) for all staff, and alignment to local government sector levels of pay and other general operational considerations were taken on board and endorsed by the Working Group. The impact on budgets for 2020/21 was also considered.

Other areas covered included

- Support for Pippa Bryce – Administration / Allotments / Cemetery Assistant for her Certificate in Local Council Administration (CiLCA) course starting on 29 October 2019.
- Other sundry staffing matters.
- Death of a National Figure arrangements.
- The Future of Loughton Library & Town Hall, noting the application to list the building as an Asset of Community Value.

5.7 Social Media Policy - Min no RG187.5

To NOTE that members and officers alike will soon be provided with a hardcopy of the social media policy and asked to acknowledge receipt and understanding of the working document.

5.8 Telephones - Min no RG189

The new Fibre to the Cabinet (FTTC) Broadband line was installed at the end of June 19 at the agreed cost of £29.99 plus line rental of £11.99 per month. Since the installation we have had no internet failures and our phone lines have operated continuously.

The increased broadband speed has been advantageous in the upgrading of our accounts programme.

6 Financial Assistance

General Applications 2019/20

The following request for financial assistance has been received. A copy of the application form and supporting information is provided on pages 7 – 11.

Members wishing to examine the complete set of the supporting papers are asked to contact the office. Information about the person making the application is supplied to the Council but not reproduced on the agenda for reasons of data protection.

For information, there is currently a balance of £1,920.00 in the 2019/20 Financial Assistance budget.

Organisation	Amount requested £	Item	Power
Youth Employment Strategy YES Partnership	1,000.00	Towards the cost of the training of 40 Students	LGA 1972 s137

7 Finance

7.1 Internal Audit

For information, the next visit by the internal auditor is booked for Thursday 17 October 2019.

7.2 External Audit 2019/2020

A copy of the External Auditor's Certificate is provided on page 12. Under the regulations, this will need to be reported formally to full Council. The Notice of Conclusion of Audit was published on 19 September 2019 and is currently displayed on the noticeboards around the town and on the Council's website. It is pleasing to note that the 'clean audit' will enable resumption of the Local Council Awards submissions.

7.3 Banking/ Bank Mandates Min no RG187.6

Due to the usual issues with the banking we have had to re issue mandates for the agreed councillors to access our accounts with Nationwide and Santander. Nationwide have approved these applications and confirmed this in writing.

Santander have encountered various problems and so the Assistant Town Clerk has raised this as a complaint to their Customer Services team and this is ongoing.

NatWest have now changed their process for paying staff salaries and moved on line, which uncovered an issue with the signatories on the wages account. Again a complaint was raised and this has now been resolved and the council have received a cheque for £150.00 for the inconvenience. The new online salaries system will start in October 2019.

7.4 Current Financial Position

* The current financial position is attached together with details of the funds available from earmarked reserves (see page 13 – 14).

7.5 Future Budgeting Provision

The Town Clerk will also provide an update on future

- Budgeting reporting
- Streamlining budget codes
- The upgrade of the RBS Omega Accounting System to Omega Rialtas Suite
- Future maintenance costs of Loughton Town Council (LTC) assets - e.g. tree work, recreation areas, halls
- Community Day

7.6 Internal Financial Check

Cllr Jogia accepted the appointment of being the councillor to carry out checks on the Council's financial transactions and attended the offices on 12 August 2019 with Cllr Angold-Stephens, who carried out our checks last year.

During their visit Cllrs Jogia and Angold-Stephens inspected records connected with petty cash, payroll for May, June & July 2019 along with the credit card transactions for June and July.

They recorded that no issues identified and they thanked the staff for providing them with the relevant documents and all their help.

* The Council's current bank balances and most recent reconciliations are attached (see pages 15 - 20).

7.7 Accounts Paid

Payments totalling £290,283.53 as detailed on payments schedules nos 291 – 298 have been made since the report to the meeting on 26 June 2019.

The schedules and accompanying invoices will be available at the meeting for inspection.

For information, details of all Council payments in excess of £500 are provided on the Council's website on the strategic documents page.

http://www.loughton-tc.gov.uk/Finance_and_Transparency_2580.aspx

8 Upgrade of Accounts Software and VAT returns

The Council's accounts software provided by RBS Rialtas was upgraded at the beginning of October 2019 and installed on all the PCs in the office. This is their latest version which complies with the new VAT on line return system. This is the last quarter where the council will complete its VAT return manually and for the quarter ending December 2019 we will use the on line accounting system.

9 Future Work of the Committee

The opportunity for members to suggest topics to be considered by the Committee at a future meeting, subject to the Committee's agreement.

Members are reminded that as part of its overall plan and to complement the budget-making process, at its next meeting the Committee will be asked to review its priority list and agree Estimates for 2020/21.

Note: No substantive discussion may take place under this item as the required statutory notice of the topics will not have been given.

Mark Squire
TOWN CLERK
9 October 2019

Agenda Item 5.4
Citizens Award



If you know someone worthy of recognition
why not nominate them for the

Loughton 2020 Citizenship Awards

Nominations are invited for the following categories:

- Acts of courage or bravery
- Voluntary service for people aged 25 years or over
- Voluntary service for people under 25 years of age

Each category winner will receive an
engraved silver cup,
an illuminated scroll and a **£250**
cheque for their chosen charity

Presentation of awards will take place during the
Annual Town Meeting
on Wednesday 11 March 2020 at The Murray Hall

Closing Date 31 January 2020

Application forms are available from Loughton Town Council,
Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD
Tel 020 8508 4200 www.loughton-tc.gov.uk

Agenda item 6
Financial Assistance General Applications 2019/20

SCHEME OF GRANTING FINANCIAL ASSISTANCE

APPLICATION FORM

Please complete the form clearly in black ink and keep the writing within the boxes.
 Continue on another sheet of paper if necessary.

YOUR ORGANISATION	
Name of organisation (please give location, if different from correspondence address on back page)	YES (Youth Employment Strategy) Partnership
<p>Summary of aims and objectives YES works with students attending secondary schools within the Epping Forest District Three of these schools are situated in Loughton. YES aims to encourage the selected students to consider their future employment and equip them to enter the world of work with confidence. We cater for:- i. 20 students from Year 9, motivating them to consider their future employment. ii. 20 students from Year 10, developing the skills of the workplace, informing them of the expectations of employers and giving them the opportunity to meet and talk with employers and employees in their chosen occupations. We take the students out of the school environment and place them in the business environment of the Waltham Abbey Marriott Hotel. There, they are treated as adults, checking the seating plan, collecting delegate badges, participating in the three refreshment breaks, the same 3-course lunch that the business people are enjoying, playing motivational and team building games, being photographed receiving their certificates from their local Mayor and, finally, completing a report giving YES an honest appraisal of their thoughts on the work of the day.</p>	
Age groups specifically catered for, if any	13 – 14 year olds (Year 9) 14 – 15 year olds (Year 10)
Is the organisation a non-profit making body?	yes
Is the organisation a Registered Charity? (if so, please give registration number)	yes
Number of members in the organisation	YES caters for 120 students, each year, attending schools in Loughton There is no registered membership and no membership fee. YES has a committee of 18 members and a cohort of about 60 - 70 facilitators and business people with a wide variety of skills and experience and all providing their services free of charge.
Number of members resident in Loughton	A Number of Volunteers live in Loughton as are a number of schools we work with
Is membership restricted in any way?	We believe that the very brightest and the very weakest students are well-catered for in the schools. We ask the schools to select students from the middle ability range, from families who want the best for their children but who have neither the time, the finance nor the contacts to provide that little extra push for them to maximise their opportunities. This is good

Agenda item 6
Financial Assistance General Applications 2019/20 cont'd

	for them it is also good for the local economy.
Do you charge a membership fee, or charge for access to your activities? Please give details	no
DETAILS OF GRANT APPLIED FOR	
<p>Purpose for which the grant is required including how your organisation will benefit together with details of the proposed expenditure (include copies of quotations/estimates where appropriate).</p> <p>YES would appreciate a grant of £1,000.00 towards the cost of the training of 40 students, in a business setting, in preparation for the World of Work</p> <p><u>To fund</u> One WoW (World of Work) Conference for two schools in Loughton. (20 students from each)</p> <p><u>Conference fee</u>£2,600.00 incl AV equipment, service of three permanent members of the Hotel staff from 7.00 am – 3.30 pm, 3-course lunch Photocopying where necessary</p> <p style="text-align: right;"><u>£2,600.00</u></p> <p><u>Sponsorship</u> Marriott Hotel.....£850.00</p> <p><u>Gifts</u> Loughton Marks Spencer & Waltham Abbey Tesco (Equipment: Balloons, masking tape, spaghetti, marshmallows etc).....prizes Badges, clerical work, presentation of programme, etc.</p> <p>YES will organize fundraising event to provide the balance of £750.00.</p>	

Agenda item 6
Financial Assistance General Applications 2019/20 cont'd

<p>Explain how Loughton residents will benefit from this project?</p> <p>We hope to maximise on the students' abilities. With our training, that encourages ambition and commitment, we hope to enable the students to access the best possible employment. . This should give pride and satisfaction to families and an improved local economy.</p>			
<p>Are you making this application as part of the annual round of grant applications? (closing date 31 December)?</p> <p style="text-align: center;">Yes</p> <p>If No, please explain the circumstances to justify this emergency application (please see point 2 of the scheme before completing this section).</p>			
Total cost of project		£2600	
Amount of grant requested		£1000	
Funds available from organisation's own resources		£750	
Funds granted from other bodies (please give details)		£850 Sponsorship from the Marriott Hotel Waltham abbey	
If there is a shortfall in these figures, how do you propose to fund the deficiency?		no	
PREVIOUS APPLICATIONS			
<p>Please give details of all grant applications made by your organisation to the Town Council, whether successful or not, in the last five years.</p>			
Financial Year	Amount	Purpose	Successful
1.4.18 – 31.3.19	£700.00	TOWARDS A CONFERENCE	(Yes) No
1.4.17 – 31.3.18	£700 £450.00	Towards a conference	(Yes) ()
1.4.16 – 31.3.17			Yes / No
1.4.15 – 31.3.16	£500.00	TOWARDS A CONFERENCE	(Yes) No
1.4.14 – 31.3.15			Yes / No
ACCOUNTS & CONSTITUTION			
<p>You are required to send a copy of your constitution and most recent audited or independently verified accounts and balance sheet with this application together with copies of quotations/estimates for the project expenditure. NB: If you are part of a national or county-wide organisation, the accounts must be Loughton branch specific. If you are a new organisation without past accounts, please attach a copy of your budget for the year.</p>			

Agenda item 6
Financial Assistance General Applications 2019/20 cont'd

Accounts for YES Partnership 1st August 2018 to 31st July 2019

Income:

Quiz	250.00
EFDC	2000.00 (**ring fenced for report/study)
Essex Community Foundation	4400.00
Haslers	1100.00
Loughton Town Council	700.00
Tesco	265.00
Marathon entry fee	100.00
EFDC	5000.00
Essex CC	1900.00
" " "	1900.00
Hill Residential	2000.00
My Donate	1237.00
Virgin Giving	1045.83
Amazon Money	5.89
Sundry donation	25.00
Total income for year	21928.72
Balance b/f	3706.12

Total credit **25634.84**

Expenditure:

Web hosting	60.00
Marriott Conference Hire	10,800.00
Marriott Committee room hire	360.00
Stationery	130.90
G.Mangan. Report	2000.00 (**)
Adobe licence	424.66
Sound System	655.00

Total expenditure **14430.56**

Balance in hand (at HSBC)	25634.84
Less	14430.56

£11,204.28

Agenda item 6
Financial Assistance General Applications 2019/20 cont'd



YOUTH EMPLOYMENT STRATEGY PARTNERSHIP (YES)
A Registered Charity. No. 1175126

BALANCE brought forward from YES Partnership (unincorporated) 21st Feb 2018		£12,375.32
INCOME		
Grants received		
	EFDC (wensite/social media)	£930.00
Fundraising		
	Race Night	£830.00
TOTAL INCOME		£1,760.00
EXPENDITURE		
	Website/social media	£1,860.00
	WATC room hire	£177.20
	WA Marriott x 4 conferences	£8,392.00
TOTAL EXPENDITURE		£10,429.20
<u>BALANCE YEAR END 31/7/2018</u>		<u>£3,706.12</u>

Prepared by P Kapasiawala

**Agenda Item 7.2
External Audit 2019/2020**

Section 3 – External Auditor Report and Certificate 2018/19

In respect of **Loughton Town Council - EX0166**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

17/09/2019

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Agenda item 7.4

Loughton Town Council

Summary Income & Expenditure by Budget Heading 30/09/2019

Month No: 6

Resources and General Services Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
Resources and General Services							
Communication	Expenditure	153	8,246	17,600	9,354	9,354	46.8%
Office Expenses	Expenditure	147	4,781	13,850	9,069	9,069	34.5%
	Income	0	2	0	-2	0	0.0%
Audit (1)	Expenditure	1,600	-170	2,925	3,095	3,095	-5.8%
Central Personnel	Expenditure	24,539	151,391	314,900	163,509	163,509	48.1%
Council Expenses	Expenditure	105	9,461	14,270	4,809	4,809	66.3%
	Income	0	200	0	-200	0	0.0%
Other Services (RGS) (2)	Expenditure	0	0	11,000	11,000	11,000	0.0%
Members' Expenses	Expenditure	0	0	2,660	2,660	2,660	0.0%
Buckingham Court	Expenditure	649	15,826	32,576	16,750	16,750	48.6%
	Income	0	17,547	35,515	17,968	0	49.4%
Service Re-charge (3)	Expenditure	0	0	-278,000	-278,000	-278,000	0.0%
Library	Expenditure	0	8,861	13,700	4,839	4,839	64.7%
Grants (4)	Expenditure	0	4,200	35,500	31,300	31,300	11.8%

INCOME – EXPENDITURE TOTALS

R & G S Expenditure	27,192	202,595	180,981	-21,614	-21,614	111.9%
Income	0	17,750	35,515	17,765	0	50.0%
Net Expenditure over Income	27,192	184,845	145,466	39,379	0	0

Notes:

- (1) The negative amount refers to a creditor for 2018/19, the external auditor's fees.
- (2) Other Services budget includes £9K for elections, £1,000 for the Citizenship Awards and Civic Celebration plus £1,000 for contingencies.
- (3) Service Re-charge up to 30/09/19 is £139,000, if added to the Current Annual Budget would give a % of Budget spend of 63.3%
- (4) The Council awarded grants of £25,580 but only £4,200 has been claimed to date.

Agenda item 7.4 cont'd

Earmarked Reserves:

A summary of the Committee's reserves showing the amounts available from reserves in this current financial year is provided below:

Resources and General Services Committee	01.04.19
Elections	25,000
Noticeboards	1,000
Office expenses	1,300
Central Personnel -apprentice	10,000
Buckingham Court maintenance fund	2,000
Buckingham Court Rent Deposit	8,125
Total	47,425

Agenda item 7.6
Internal Financial Check

Date: 11/09/2019

Loughton Town Council

Page No: 1

Time: 10:17

User: BS

Bank Reconciliation Statement as at: 31/08/2019 for Cash Book 1 No 1 Current Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest Current Account	31/08/2019	899	44,044.44
			<u>44,044.44</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
24/05/2019 9619	C Davies		90.40
12/08/2019 9720	Atkinson Electrical		190.78
12/08/2019 9733	Epping Forest ReUse		2,500.00
12/08/2019 9735	CRY		2,500.00
12/08/2019 9736	Oak View School		2,500.00
12/08/2019 9740	Gillet & Johnston (Croydon) Lt		202.80
19/08/2019 9748	Forest Casual & Schoolwear		72.00
19/08/2019 9751	Regional Waste Recycling Com		546.00
19/08/2019 9752	Voluntary Action Epping Forest		500.00
			<u>9,101.98</u>
			34,942.46
<u>Receipts not Banked/Cleared (Plus)</u>			
30/08/2019			39.00
			<u>39.00</u>
			34,981.46
		Balance per Cash Book is :-	34,981.46
		Difference is :-	0.00

Reconciled by Statement
[Signature] 11/09/19

Agenda item 7.6
Internal Financial Check cont'd

Date: 10/09/2019 Loughton Town Council Page No: 1
 Time: 16:12 User: BS

Bank Reconciliation Statement as at: 31/08/2019 for Cash Book 2 No 2 Current Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West no. 2 account	31/08/2019	267	20,617.32
			<u>20,617.32</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
26/08/2019 711	HMRC only 120PW00111168	6,028.02	
26/08/2019 712	Essex Pension Fund	6,483.90	
			<u>12,511.92</u>
			8,105.40
<u>Receipts not Banked/Cleared (Plus)</u>			<u>0.00</u>
			8,105.40
		Balance per Cash Book is :-	8,105.40
		Difference is :-	0.00

*Reconciled to Statement
 14/09/19*


Agenda item 7.6
Internal Financial Check cont'd

Date: 05/09/2019

Loughton Town Council

Page No: 1

Time: 09:57

User: BS

Bank Reconciliation Statement as at: 31/08/2019 for Cash Book 3 NatWest Business Reserve Acc

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest Business Reserve Acc	31/08/2019	47	100,330.14
			<u>100,330.14</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			100,330.14
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			100,330.14
		Balance per Cash Book is :-	100,330.14
		Difference is :-	0.00

*Reconciled by Statement
BS 11/09/19*

Agenda item 7.6
Internal Financial Check cont'd

Date: 10/09/2019

Loughton Town Council

Page No: 1

Time: 15:54

User: BS

Bank Reconciliation Statement as at: 31/08/2019 for Cash Book 4 Santander Business Reserve Acc

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Santander	30/06/2019	62019	0.00
Santander	31/08/2019	92019	617,834.57
			<u>617,834.57</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			617,834.57
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			617,834.57
		Balance per Cash Book is :-	617,834.57
		Difference is :-	0.00

*Reconciled to Statement
 [Signature] 10/09/19*

Agenda item 7.6
Internal Financial Check cont'd

Date: 05/09/2019

Loughton Town Council

Page No: 1

Time: 09:30

User : BS

Bank Reconciliation Statement as at: 31/08/2019 for Cash Book 5 Security Deposits Current a/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Security Deposits Current a/c	31/08/2019	87	2,550.00
			<u>2,550.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
17/04/2019 207 Emma Poole		100.00	
16/03/2019 204 Mosamko Ltd		250.00	
			<u>350.00</u>
			2,200.00
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			2,200.00
		Balance per Cash Book is :-	2,200.00
		Difference is :-	0.00

*Reconciled to Statement
14/09/19*

Agenda item 7.6
Internal Financial Check cont'd

Date: 05/09/2019

Loughton Town Council

Page No: 1

Time: 09:35

User: BS

Bank Reconciliation Statement as at: 31/08/2019 for Cash Book 6 Nationwide Instant Saver Acc

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nationwide Instant Saver Acc	31/08/2019	46	103,081.54
			<hr/> 103,081.54
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<hr/> 103,081.54
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<hr/> 103,081.54
		Balance per Cash Book is :-	103,081.54
		Difference is :-	0.00

Reconciled to Statement

 11/09/19