

5.1 Invoices for payment

Date	Description	Supplier	Net	VAT	Total
04/01/2021	Water & Sewerage charge	Cambridge Water Business	685.94	0.00	685.94
12/01/2021	Electricity standing charge	Opus Energy	9.63	0.48	10.11
20/01/2021	Tree Works	Acacia Tree Surgery Ltd	1,275.00	255.00	1,530.00
20/01/2021	Website Qtrly Charge	Yowly	140.00	0.00	140.00
05/12/2020	HMRC	Employers Tax & NI	69.40	0.00	69.40
05/11/2020	HMRC	Employers Tax & NI	147.25	0.00	147.25
05/10/2020	HMRC	Employers Tax & NI	104.04	0.00	104.04
29/01/2021	Michele Hutton	January salary	668.12	0.00	668.12
		Total	3099.38	255.48	3354.86

Invoices paid between meetings:-

Date	Description	Supplier	Net	VAT	Total
12/12/2020	Electricity standing charge	Opus Energy	9.28	0.47	9.75
14/12/2020	Stationery	Viking Direct	28.35	5.67	34.02
14/12/2020	Stationery	Viking Direct	58.96	11.79	70.75
15/12/2020	electrical repairs	SJT Electrical Contractors (UK) Ltd	21.89	0.00	21.89
21/12/2020	Pavilion Electricity Charge	SWALEC	23.82	1.19	25.01
21/12/2020	Pavilion Electricity Charge	SWALEC	90.33	4.51	94.84
29/12/2020	Clerk's mobile phone	O2	23.15	4.63	27.78
		Total	255.78	28.26	284.04

Receipts Received:-

Date	Description	Supplier	Net	VAT	Total
10/12/2020	Pavilion Electricity Charge	Bourn Sports Club	79.54	0.00	79.54
		Total	79.54	0.00	79.54

Bank Reconciliation:-

Bourn Parish Council

Prepared by: M Hutton/Clerk

Date:
04/01/2021

Name and Role (Clerk/RFO etc)

Approved by: M Hutton/RFO

Date:
04/01/2021

Name and Role (RFO/Chair of Finance etc)

**Bank Reconciliation at
31/12/2020**

Cash in Hand 01/04/2020 54,319.80

ADD

Receipts 01/04/2020 - 31/12/2020 47,865.84

102,185.64

SUBTRACT

Payments 01/04/2020 - 31/12/2020 24,841.98

A Cash in Hand 31/12/2020 77,343.66
(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 31/12/2020 0.00

Nationwide B/Soc 31/12/2020 27,640.32

Lloyds Bank 31/12/2020 50,763.44

78,403.76

Less unrepresented payments 1,060.10

77,343.66

Plus unrepresented receipts 0.00

B Adjusted Bank Balance 77,343.66

A = B Checks out OK