

## Pirton Parish Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 28/02/2023</b>			
	Cash in Hand 01/04/2022			63,484.97
	<b>ADD</b> Receipts 01/04/2022 - 28/02/2023			61,804.65
				125,289.62
	<b>SUBTRACT</b> Payments 01/04/2022 - 28/02/2023			58,972.33
<b>A</b>	<b>Cash in Hand 28/02/2023</b> (per Cash Book)			<b>66,317.29</b>
	Cash in hand per Bank Statements			
	Petty Cash	28/02/2023	0.00	
	Pirton Parish Council Unity Trust	28/02/2023	66,317.29	
				<b>66,317.29</b>
	Less unrepresented payments			
				66,317.29
	Plus unrepresented receipts			
<b>B</b>	<b>Adjusted Bank Balance</b>			<b>66,317.29</b>
	<b>A = B Checks out OK</b>			

**Pirton Parish Council**  
**PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
171 Stationery	09/03/2023		Pirton Parish Council		Expenses	Edward Roberts (Clerk)	S	29.25	5.86	35.11
165 CPRE	09/03/2023		Pirton Parish Council		CPRE Subscriptioin	CPRE	Z	36.00		36.00
166 Salary	09/03/2023		Pirton Parish Council		Salary	Edward Roberts (Clerk)	Z	602.70		602.70
167 Room (Office Expenses)	09/03/2023		Pirton Parish Council		Expenses	Edward Roberts (Clerk)	Z	30.00		30.00
168 Telephone	09/03/2023		Pirton Parish Council		Expenses	Edward Roberts (Clerk)	Z	20.00		20.00
169 Postage & Mileage	09/03/2023		Pirton Parish Council		Expenses	Edward Roberts (Clerk)	Z	12.15		12.15
172 Street Cleaner	09/03/2023		Pirton Parish Council		Street Cleaning	Tony Smart	Z	170.00		170.00
170 Tax	09/03/2023		Pirton Parish Council		Tax & Employers NI	HMRC Clerk's Tax	Z	150.80		150.80
173 Newsletter	09/03/2023		Pirton Parish Council		Newsletter Printing	Form IT	Z	408.00		408.00
<b>Total</b>								<b>1,458.90</b>	<b>5.86</b>	<b>1,464.76</b>

**Pirton Parish Council**  
**RECEIPTS LIST**

<b>Voucher Code</b>	<b>Date</b>	<b>Minute</b>	<b>Bank</b>	<b>Receipt No</b>	<b>Description</b>	<b>Supplier</b>	<b>VAT Type</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
60 VAT Reclaimed	15/02/2023		Pirton Parish Council l		VAT Reclaim	HMRC VAT	Z	997.50		997.50
61 New Pavilion	03/03/2023		Pirton Parish Council l		Grant	Hertfordshire County Council	Z	1,000.00		1,000.00
<b>Total</b>								<b>1,997.50</b>		<b>1,997.50</b>