

## ALDENHAM PARISH COUNCIL

<b>Council Document</b>	<b>AGENDA item 8 a</b>
To agree and sign the bank statements as at 31st March 2022 (Year-end).	Full Council Meeting 25 <sup>th</sup> April 2022

### **Background**

As part of the year end process for council's prior to agreeing the Annual Return in May, it is a requirement that the council bank balances are reconciled at the 31<sup>st</sup> March 2022.

The procedure in Aldenham Parish Council (APC) is that the Deputy Clerk processes all income and expenditure, and reconciles the cash book monthly with the bank statements. The CM carries out an independent check monthly, and also reviews the debtors and creditor list.

At this meeting the council is presented with a copy of the cash book reconciliation for the year end, (attached) performed by the accounts package and a copy of the bank statements to which the cash book has been reconciled to. Also attached is the figures that will be submitted to the external auditor and will form part of the audit trail. Please note that there are a number of items that went over the year end due to the fact that the Council meeting in March was close to the end of the month and the BACS payments agreed on the 28<sup>th</sup> March meeting were not cleared for payment by the two authorised signatories until later that week.

### **Recommendations**

That the council agree the year-end figures which form part of the figures included on the Annual Return in May.

### **Reasons for recommendation**

This meets the audit requirements as set out in the Practitioners' Guide in preparation for the Annual Governance and Accountability Return.

### **Alternative options**

APC could carry this out in May at the same time as the Annual Governance and Accountability Return (AGAR) statements but if there is a query then it will affect the agreement of the AGAR and possibly delaying that decision for another month, which is very close to submission date to the external auditors of 30<sup>th</sup> June 2022.

### **Financial Implications**

None.

Members are asked to consider this report.

Peter Evans  
Council Manager

# Aldenham Parish Council

## Bank - Cash and Investment Reconciliation as at 31 March 2022

### Confirmed Bank & Investment Balances

#### Bank Statement Balances

31/10/2021	Current Account	0.00	
31/03/2021	petty cash	0.00	
31/03/2022	CCLA	407,566.43	①
31/07/2021	Hertsmere BC	0.00	
31/03/2022	Close Brothers	164,574.26	②
31/03/2021	Clerks Imprest Account	0.00	
31/03/2022	Unity Trust Bank current a/c	848,408.57	③
31/03/2019	Harpenden B S	0.00	
31/03/2021	Active Saver	0.00	
28/02/2022	Cambridge & Counties Bank	0.00	
31/03/2022	United Trust Bank	100,600.00	④
			<b>1,521,149.26</b>

#### Unpresented Payments

48,568.92

**1,472,580.34**

#### Receipts not on Bank Statement

326.20

#### Closing Balance

**1,472,906.54**

#### All Cash & Bank Accounts

1	Bank Current A/c	0.00
2	Petty Cash	0.00
3	Public Sector Deposit Fund	407,566.43
4	Hertsmere BC	0.00
5	Close Brothers	164,574.26
6	Clerks Imprest A/c	0.00
7	Unity Trust ca	800,165.85
8	Harpenden Building society	0.00
9	Active Saver A/C	0.00
10	Cambridge and Counties Bank	0.00
11	United Trust Bank	100,600.00
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>1,472,906.54</b>

Signature .....

Name .....

Date .....

## Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: Aldenham Parish Council

County area (local councils and parish meetings only): Hertfordshire

Financial year ending 31 March 20xx

Prepared by (Name and Role): Peter Evans (Council Manager)

Date: 25/04/2022

	£	£
<b>Balance per bank statements as at 31/3/22:</b>		
CCLA Public Sector Deposit Fund	407,566.43	
Close Brothers Business 12M BNA	164,574.26	
Unity Trust Bank current account	848,408.57	
United Trust Bank One Year Bond	<u>100,600.00</u>	
		1,521,149.26

Petty cash float (if applicable) -

Less: any unpresented cheques as at 31/3/22 (enter these as negative numbers)

	Fraud use of credit card refund from Barclaycard	210.00	
	BP Garage (CC)	(202.29)	
	Frogmore Garage (CC)	(626.16)	
	Amazon (CC)	(37.96)	
[add more lines if necessary]	Furniture @ Work (CC)	(357.60)	
	Budgens (CC)	(16.83)	
	Post Office (CC)	(7.65)	
	Costco (CC)	(130.98)	
	Hertsmeare Parking(CC)	(4.14)	
	Hertsmeare Planning Portal (CC)	(131.00)	
	Hertsmeare Planning Portal (CC)	(14.00)	
	Aim On (BACS)	(120.00)	
	Arco Ltd (BACS)	(86.15)	
	Breakthrough Communications (BACS)	(468.00)	
	Caprin Ltd (BACS)	(40.00)	
	Arthur Gallagher Insurance (BACS)	(2,107.80)	
	George Brown Ltd (BACS)	(823.88)	
	Imagine Places (BACS)	(168.00)	
	Lamps & Tubes (BACS)	(2,215.20)	
	Keep Britain Tidy (BACS)	(406.80)	
	M&P Property Maintenance (BACS)	(45.00)	
	Nationwide Security (BACS)	(240.00)	
	NALC (BACS)	(90.64)	
	Simcross Welding (BACS)	(508.80)	
	Simon Pryce (BACS)	(1,566.00)	
	SLCC (BACS)	(908.40)	
	Turney Landscapes (BACS)	(456.00)	
	VSL Networks (BACS)	(23.65)	
	Radlett Mens Club (BACS)	(2,679.41)	
	RCT (BACS)	(30,453.00)	
	Hollywell Recycling (BACS)	(288.00)	
	Radlett Festival of Music (BACS)	(2,000.00)	
	Microshade (BACS)	<u>(1,555.58)</u>	
			(48,568.92)

Add: any un-banked cash as at 31/3/22

cash in till	326.20	
		326.20

Net balances as at 31/3/22 (Box 8) 1,472,906.54

# THE PUBLIC SECTOR DEPOSIT FUND

Senator House, 85 Queen Victoria Street, London EC4V 4ET

Client Service:  
Freephone: 0800 022 3505  
Fax: 0207 489 6126



## STATEMENT

Mr P Evans  
Aldenham Parish Council  
First Floor, The Radlett Centre  
1 Aldenham Avenue  
RADLETT  
Hertfordshire  
WD7 8HL

CLIENT: ALDENHAM PARISH COUNCIL

ACCOUNT NAME:

ACCOUNT NUMBER: 0118150001PC

Statement at 31 March 2022

Date	Description	Value of shares sold £	Value of shares bought £	Balance of shares held £	Share Class
01/03/22	Brought Forward			407,463.49	
01/03/22	Dividend reinvested		102.94 ✓	407,566.43	4
31/03/22	Carried Forward			407,566.43	4

1025/101

*agreed*

Statement of Dividends paid during the month to 31 March 2022

Date	Receiving Account	Amount Paid £
01-03-22	Dividend reinvested	102.94

From May 2020, prices and yields for CCLA's Funds will no longer appear in the Financial Times. To view the fund prices and yields, please visit [www.ccla.co.uk](http://www.ccla.co.uk)

# CCLA

CCLA Investment Management Limited (Registered in England No. 2183088) is authorised and regulated by the Financial Conduct Authority. Registered address: Senator House, 85 Queen Victoria Street, London, EC4V 4ET. The Public Sector Deposit Fund is a UK short-term LVNAV Qualifying Money Market Fund.

(2)

NA37/000033/0226/280  
**Strictly Private and Confidential**Mr Peter Evans  
Aldenham Parish Council  
1st Floor The Radlett Centre  
1 Aldenham Avenue  
Radlett  
WD7 8HL  
Hertfordshire

02 April 2022

## Your Account statement

### Business 12M BNA (Issue 3)

**Customer name:** Aldenham Parish Council  
**Customer number:** 101429  
**Account number:** 10005072  
**Interest rate:** 1.65%\*  
**Period:** 02 March 2022 to 01 April 2022

Date	Description	Money in	Money out	Balance (GBP)
	Brought Forward			164,574.26
			Closing balance:	164,574.26

\*The Interest rate is quoted Gross PA / AER. Gross PA means Gross Per Annum, i.e. before tax is deducted (at the legal rate). AER stands for Annual Equivalent Rate. It illustrates what the interest rate would be if interest were paid and added each year.

*stopped*

Name of account: Aldenham Parish Council

Date: 31 March 2022

Statement 010 (page 2 of 2)

Account number: 20439868

Bank sort code: 608301

Type of account: Current T1

3

Date	Details	Payments	Receipts	Balance
	Balance brought forward			848,490.47 *
29 MAR 22	Direct Debit (BACS PAYMENTS) ✓	145.88		
29 MAR 22	Direct Debit (BACS PAYMENTS) ✓	36.20		
29 MAR 22	C J WATSON LIMITED		100.00	848,408.39 *
30 MAR 22	Bacs Charge ✓	25.82		848,382.57 *
31 MAR 22	Manual Credit Handling Charge ✓	6.00		
31 MAR 22	ROBERT KING		50.00	
31 MAR 22	Service Charge	18.00		848,408.57 *
	Balance carried forward			848,408.57 *

You can ask us to send you details of our rates and how we work them out.  
Abbreviations: \* credit balance DR overdrawn S sub total (intermediate balance)

Telephone +44 (0)20 7190 5555 United Trust Bank Limited  
Email info@utbank.co.uk One Ropemaker Street  
Website www.utbank.co.uk London EC2Y 9AW

(4)

Mr P Evans  
Aldenham Parish Council  
First Floor  
The Radlett Centre  
1 Aldenham Avenue  
Radlett, Herts  
WD7 8HL

Statement/Page 1/1  
Sort Code 30-01-51  
Account Number 20151961  
Pounds Sterling  
Business 1 Year Bond

closure  
of previous  
bond  
on  
15/3

3/000031



Statement of Account For  
Aldenham Parish Council

Date	Details	Debit	Credit	Balance
15Mar2021	Balance Brought Forward			0.00
15Mar2021	Fast Pay Lodgement 6445 12574		100,000.00	100,000.00
14Mar2022	Credit Interest 1025/10		600.00	100,600.00
15Mar2022	Transfer to 20160985	100,600.00		0.00

Interest rates through statement period  
15Mar2021 - 15Mar2022 0.600000%

15Mar2022 Balance Carried Forward 0.00

This deposit is eligible under the Financial Services Compensation Scheme (FSCS).

For further information about the compensation provided by  
the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk)

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Telephone +44 (0)20 7190 5555  
Email info@utbank.co.uk  
Website www.utbank.co.uk

United Trust Bank Limited  
One Ropemaker Street  
London EC2Y 9AW

(4)

New  
bond  
started on  
15/3/22

Mr P Evans  
Aldenham Parish Council  
First Floor  
The Radlett Centre  
1 Aldenham Avenue  
Radlett, Herts  
WD7 8HL

1/000146



Deal Date : 15th March 2022  
Sort Code : 300151  
Account No : 20160985  
Account Type : Business 1 Year Bond

Dear Mr Evans

We confirm your fixed deposit as follows:

From	To	RATE%	Currency	Amount
15th March 2022	15th March 2023	1.30	GBP	100,600.00
			Interest	1,307.80

For fixed deposit terms in excess of one year the interest has been calculated depending on whether you have elected to have interest compounded or paid annually to a nominated account.

We will contact two weeks before your deposit is due to mature, in order to renew or provide other instructions we need to receive your instructions before the maturity date.

In the absence instructions being received we will reinvest your deposit into a seven day instant access account with an interest rate fixed at the Bank's prevailing rate for such accounts, currently 0.10% Gross/AER. Following a maximum of four, seven day renewals (i.e. 28 days following the original maturity date), we will make a full repayment electronically to your Nominated Bank Account.

In the event of any errors or omissions please contact us by email deposit@utbank.co.uk

Yours sincerely,

B. Todd

Deposits Department