

# MONTHLY FINANCE RECONCILIATION REPORT

## Current account

Opening balance at 1st January 2015

£

20,849.76

## Less - Payments due

### Direct Debits for January:

	£
Voucher Statement Fee	6.50
Cardiff Council - Council Tax	473.00
Electricity - Village Hall	71.00
Electricity - Pavilion	6.00
Gas - Village Hall	82.00
Phone and Broadband rental	34.80
Welsh Water rates	70.50
Cardiff Council - Quarterly Waste Collection	<u>£136.50</u>
<b>Total Direct Debits</b>	<b><u>880.30</u></b>

### Cheques issued but not presented as at 31st December:

	£
Staff costs - December	622.00
Three Nations Ltd - Grounds maintenance -	494.50

<i>Post Office re 3rd Quarter PAYE Oct-Dec2014</i>	<b>275.25</b>
<i>Cardiff City Council re Village Hall Rent</i>	<b>92.50</b>
<i>Cleaning services - Village Hall - December</i>	<b>115.36</b>
<i>Cllr Stroud - Reimbursement add. Keys for Village Hall</i>	<b>25.00</b>
<i>**Post Office - 3rd Quarter PAYE add.</i>	<b>33.80</b>
<i>**Staff expenses</i>	<b>2.40</b>

*Note - cheques in bold italic remain to be approved and signed*

*\*\* To be agreed at the meeting*

**Total cheque payments** **1,660.81**

## Total Outgoings

**£2,541.11**

## Plus Receipts received:

	£
Private Hall Hire	24.00
1st St Mellons Brownies - Hall Hire Jan/Feb 2015	25.00

## Total income

**£49.00**

**Closing balance as per cash book - 15th January 2015**

**18,357.65**

## Business Reserve Account:

Opening balance at 1st 2014 November (quarterly statements)	<u>9,646.22</u>
Interest estimated for November & December 2014	<u>0.82</u>
<b>Closing Balance</b>	<b><u>9,647.04</u></b>
<b>Total Bank balances</b>	<b><u>28,004.69</u></b>

### Cheques not listed on Monthly Finance Report since issued and presented to the bank in-between last meeting and current.

	£	Date
Cllr. R James - Wreath for Remembrance Day	25.00	13/11/2014
Three Nations Ltd - Grounds Maintenance November	494.50	30/11/2014
Staff Costs November + 1.75hrs overtime re Oct	372.03	30/11/2014
Cleaning services - Village Hall - November	115.36	08/12/2014
Cllr. R James - Re 1200 Coloured Newsletters (A & N Press)	200.00	08/12/2014
Monthly Direct Debits December 2014 totalling £743.80 apply		

### Income received but not listed on Monthly Finance Report since received and paid into the bank in-between last meeting and current.

	£	Date
Entertainers - Hall Hire - October	85.00	14/11/2014
Private hall hire	40.00	24/11/2014
Hall Hire - Cardiff City Council re12/9/2014	12.00	25/11/2014
Hall Hire	24.00	08/12/2014
Hall Hire	144.00	08/12/2014
1st St Mellons Guides - Hall Fees - Nov/Dec	20.00	12/12/2014
1st St Mellons Brownies - Hall Fees - Nov/Dec	25.00	19/12/2014
St Mellons Guides/Brownies District - Hall Fees - Dec	10.00	19/12/2014
Entertainers - Hall Hire - November	85.00	23/12/2014
Private hall hire	31.00	23/12/2014
OSMVA Table Tennis - Hall Fees - November	40.00	22/12/2014
MG Table Tennis - November	15.00	23/12/2014

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<b>Total</b>	<b>531.00</b>
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