

# ALDENHAM PARISH COUNCIL

<b>Council Document</b>	<b>AGENDA item 11b</b>
To agree the bank balances as at 30 <sup>th</sup> April 2021.	<b>Finance &amp; General Purposes Committee Meeting 14<sup>th</sup> June 2021</b>

## Background

As stated in the final auditor's report for 2020/21, it is a requirement that the council bank balances are reconciled on a regular basis by councillors, who are independent from the process of making payments, and updating the cash book.

The procedure in Aldenham Parish Council (APC) is that the assistant manager 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.

It is good practice for a member of APC (normally F&GP Chair) to also carry out a random check on invoices against payments made etc, this was last carried out in February 2021.

At this meeting the committee are presented with a copy of the cash book reconciliation for April month end, (attached) performed by the accounts package and a copy of the bank statement to which the cash book has been reconciled to.

APC has the following accounts;

- **Barclays Current account = Balance as at 30<sup>th</sup> April £501,028.22** - balance as at 28<sup>th</sup> February £346,833.91. APC have received first half of its precept and CiL receipts in April totalling nearly £390,000. £100,000 was invested with United Trust Bank and the remainder is budgeted for grants to RCT £20,000 and staff expenditure.
- **CCLA - Public Sector account = Balance as at 30<sup>th</sup> April £407,298.72** - balance as at 28<sup>th</sup> February £407,270.36. The difference is two dividend payments received.
- **HertsmereBC = Balance £500,000** - 1-year bond matures July 2021.
- **Close Bros investment = Balance as at 30<sup>th</sup> April £162,869.96** - no change from February as interest paid July and January each year.
- **Unity Trust Bank current account = Balance as at 30<sup>th</sup> April £5,095.00** - this is a new current account opened on behalf of APC to which Barclays will be transferred to. Currently only hold monies from recent invoices, main contributor Debenhams Ottaway solicitors who are sponsoring the 100-year Phillimore Rec celebration day.
- **United Trust Bank = Balance as at 30<sup>th</sup> April £100,000** - 1-year bond opened in March 2021.

## Recommendations

That the committee agree the balances on the cash books, and authorises the F&GP Chairman to sign these reports.

## Reasons for recommendation

This meets the spirit of the recommendations from the internal auditor and assures the public that APC have budgetary excellence.

## Alternative options

APC could solely rely on the F&GP Chairman to carry out spot checks randomly and report back to the committee with his/her findings. This should be carried out anyway but it is only one

check. Alternatively, these reports are tabled monthly at the Full Council meetings. However, this duty is within the terms of reference for this committee.

**Financial Implications**

None.

**Risk Management Implications**

Failure to carry out this check could lead to APC being reported to the external auditor for not performing its scrutineer role and lead to the insurer not honouring any fidelity claim.

Members are asked to consider this report.

Peter Evans  
Parish Council Manager

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Agenda Item 11b  
Finance & General Purposes Committee Meeting 14th June 2021

Aldenham Parish Council

Bank - Cash and Investment Reconciliation as at 30 April 2021

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Confirmed Bank & Investment Balances

Bank Statement Balances

30/04/2021	Current Account	501,028.02	
30/04/2021	CCLA	407,298.72	
30/04/2021	Hertsmere BC	500,000.00	
30/04/2021	Close Brothers	162,869.96	
30/04/2021	Unity Trust Bank current a/c	5,095.00	
30/04/2021	United Trust Bank	100,000.00	
			<b>1,676,291.70</b>

Receipts not on Bank Statement

0.00

**1,676,291.70**

Signature .....

Name .....

Date .....





**Account Statement**

Printed On: 08/06/2021 11:59

Search Criteria:  
Account Number: 30106445 Statement Date: Absolute From: 30/04/2021 To: 30/04/2021  
Search Result

Account Number 30106445 Account Name ALDENHAM PAR C Currency GBP  
IBAN GB96BUKB20740930106445 Bank Identifier 207409 Bank Name BARCLAYS BANK UK  
Address LEICESTER, LEICESTERSHIRE, UNITED KINGDOM, LE87 2BB

Opening Ledger 543,392.96 As At: 30/04/2021 Total Payment Amount / Payment Count 42,364.94/1  
Transaction Count 1 Latest / Closing Ledger 501,028.02 As At: 30/04/2021

(1) Entry Date	Transaction Details	(2) Transaction Type	Payment Amount	Receipt Amount	Ledger Balance
	<b>Balance Brought Forward</b>				<b>543,392.96</b>
30/04/2021	BX21042801475813 APRIL21 SUPPLIERS DDR	Direct Debit	42,364.94		501,028.02
	<b>Balance Carried Forward</b>				<b>501,028.02</b>

(1) - Primary Sort, (2) - Secondary Sort

## 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 30 April 2021

Date	Description	Value of shares sold £	Value of shares bought £	Balance of shares held £	Share Class
01/04/21	Brought Forward			407,282.83	
01/04/21	Dividend reinvested		15.89	407,298.72	4
30/04/21	Carried Forward			407,298.72	4

### Statement of Dividends paid during the month to 30 April 2021

Date	Receiving Account	Amount Paid £
01-04-21	Dividend reinvested	15.89

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)





To: Aldenham Parish Council

28 July 2020

Ref: APC2021-01

We hereby confirm the following Fixed Deposit agreement negotiated on your behalf in accordance with the SLA:

Borrower:	KINGSTON UPON HULL CITY COUNCIL - KINGSTON UPON HULL
Rate:	0.55
Amount:	£500,000
Interest:	£2,742.47
Admin rate:	0.10
Administration Fee:	£498.63
Interest Basis:	365 days
Start Date:	30 July 2020
Maturity Date:	29 July 2021

Settlement Instructions: To be sent separately

Repayment Instructions: To be sent separately

Confirmed acceptance of these terms

Peter Evans

Parish Council Manager

On behalf of Aldenham Parish Council

28<sup>th</sup> July 2020

SA/T/00037401519677  
**Strictly Private and Confidential**

Mr Peter Evans  
Aldenham Parish Council  
1st Floor The Radlett Centre  
1 Aldenham Avenue  
Radlett  
WD7 8HL  
Hertfordshire



02 May 2021

## Your Account statement Business 12M BNA (Issue 3)

**Customer name:** Aldenham Parish Council  
**Customer number:** 101429  
**Account number:** 10005072  
**Interest rate:** 1.10%\*  
**Period:** 02 April 2021 to 01 May 2021

Date	Description	Money in	Money out	Balance (GBP)
	Brought Forward			162,869.96
			Closing balance:	162,869.96

\*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.





## Transactions

### Customer details

**Customer:** Aldenham Parish Council  
**Account:** 20439868 - Unity Current Account T2  
**Owner:** Aldenham Parish Council  
**Currency:** GBP

Below you will find a list of transactions for the selected account.

Date	Description	List of Transactions		Debits	Credits	Balance
		Serial No				
30Apr2021	DEBENHAMS OTTAWY/O				4,560.00	5,095.00
23Apr2021	FOX J&R				135.00	535.00
22Apr2021	M Casimir				135.00	400.00
21Apr2021	EMBLETON JD & SM				265.00	265.00

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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

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



2/000171

Deal Date : 9th March 2021  
 Sort Code : 300151  
 Account No : 20151961  
 Account Type : Business 1 Year Bond

Dear Mr Evans

We confirm your fixed deposit as follows:

<b>From</b>	<b>To</b>	<b>RATE%</b>	<b>Currency</b>	<b>Amount</b>
9th March 2021	9th March 2022	0.60	GBP	100,000.00
			Interest	600.00

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 you 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 of 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 [deposits@utbank.co.uk](mailto:deposits@utbank.co.uk)

You can request your account information and communications in large print, brail or audio by writing to us, calling us on 020 7190 5555 or by email to [deposits@utbank.co.uk](mailto:deposits@utbank.co.uk)