

Hormead Parish Council  
1 November to 31 December 2017

ACCOUNTS

APPENDIX A

BALANCES BROUGHT FORWARD table with columns for Value, BANK 1 November, and Available balance b/fwd 1 November.

EXPENDITURE table with columns for Payee, Service Received, Cheque No, Cheque Date, Value, and VAT included.

Balances Carried Forward table showing AVAILABLE BALANCE brought forward\*, 31-Oct, and AVAILABLE BALANCE Carried Forward 31-Dec.

Clerk's Salary & Expenses November table with columns for SALARY, hours, rate, and Total.

EXPENSES Nov/Dec to pay in January table with columns for Miles, rate, and Total.

Broadband, telephone and office space table with columns for mins, rate, and Total.

Petty cash float Nov/Dec table with columns for Pay Dec, Total, and VAT incl.

Bank statement Reconciliation table with columns for Opening bank balance, Add income, Less expenditure, etc.

PRESENTED PREV MONTHS' CHEQUES \*\* table with columns for date, description, and amount.

UNPRESENTED PREV MONTHS' CHEQUES\* table with columns for date, description, and amount.

UNPRESENTED DEC CHEQUES AS AT 31 DEC table with columns for Chq date, description, and amount.

Summary table with columns for amounts, including Plus petty cash in hand, minus unrepresented December, and minus unrepresented October.