

DUNSTABLE TOWN COUNCIL

MINUTES OF ACCOUNTS SUB-COMMITTEE

HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE

ON WEDNESDAY 20 JULY 2018

Present: Councillors Mike Mullany (Chairman), Peter Hollick (Vice-Chairman) Nigel Warren and Johnson Tamara with Lisa Scheder (Finance Officer)

1. PAYMENT OF ACCOUNTS

The Finance Officer presented the supporting documentation for consideration in approving the schedule of accounts for payment. This included the detailed Purchase Ledger Daybook of invoices received in the relevant period, the detailed schedule of Purchase Ledger Cheque, Direct Debit and BACS payments, a spreadsheet reconciling invoices received as per the Purchase Ledger and payments made against them.

Detail of all payroll costs for the previous month, including net salaries paid directly by BACS and payments to HMRC, Bedfordshire Pension Fund and Unions were included with a separate audit trail.

The Finance Officer provided further information regarding particular invoices queried by the Sub-Committee.

RESOLVED: i) that the schedule of accounts processed for payment for the period 20 June to 17 July 2018 be approved (see Appendix 1)

ii) that Councillors' action in authorising prior payments by BACS and Bankline as detailed on the schedule be confirmed

2. BANK RECONCILIATIONS

In accordance with Financial Regulations, the Sub-Committee verified the bank reconciliations for all accounts as at 30 June 2018 and the Chairman signed the bank statements accordingly.

It was noted that arrangements were in hand to open an additional Public Sector Deposit Fund account with CCLA and a Treasury Reserve Account with NatWest.

3. INCOME AND EXPENDITURE

The Sub-Committee received the Income and Expenditure report as at 30 June 2018, which had also been circulated to all members of the Council.

Members noted variances against budget for the period and the explanations therefor.