

**DUNSTABLE TOWN COUNCIL**

**MINUTES OF ACCOUNTS SUB-COMMITTEE**

**HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE**

**ON WEDNESDAY 23 JANUARY 2019**

Present: Councillors Peter Hollick (in the Chair) and Nigel Warren with Rosemary O'Sullivan (Head of Finance and Support Services)

Apologies for Absence: Councillors Mike Mullany and Johnson Tamara

**1. PAYMENT OF ACCOUNTS**

The Head of Finance and Support Services 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 Head of Finance and Support Services provided further detailed information regarding particular invoices queried by the Sub-Committee.

**RESOLVED:** i) that the schedule of accounts processed for payment for the period 19 December 2018 to 22 January 2019 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 31 December 2018 and the Chairman signed the bank statements accordingly. Members noted that the Head of Finance and Support Services would be reviewing the level of funds on deposit when the NatWest Treasury Reserve matured in February.

**3. INCOME AND EXPENDITURE**

The Sub-Committee received the Income and Expenditure report as at 31 December 2018 2018, which had also been circulated to all members of the Council and had formed the basis for the financial monitoring report considered at the meeting of Finance and General Purposes Committee on 21 January 2019.