**Schedule of payments since the last meeting**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Cheque No** | **Cost Centre** | **Amount** |
| 1.9.2022 | PWLB \* | DD | PWLB | 1,434.50 |
| 18.1.23 | E Leggo (Backdated pay to 1 May ‘22) | 808 | Salaries & associated costs | 42.50 |
| 18.1.23 | E Simpson (Salary Dec & Jan) | 809 | Salaries & associated costs | 474.86 |
| 18.1.23 | E Simpson Office Allowance (Dec & Jan) | 809 | Salaries & associated costs | 26.67 |
| 18.1.23 | HMRC (Tax E Simpson Dec & Jan) | 810 | Salaries & associated costs | 118.80 |
|  |  |  | **TOTAL** | **2,097.33** |

**Latest bank reconciliation**

|  |  |  |
| --- | --- | --- |
| Bank Reconciliation November 2022 |  |  |
| Balance per bank statement |  |  |
|  |  |  |
|  |  |  |
| **Closing balance 30th November 2022** | 18,898.20 |  |
|  |  |  |
| **Add: outstanding receipts** | 0.00 |  |
| **Less: outstanding payments** | -780.33 | unpresented cheques 804, 805, 806, 807 |
|  |  |  |
| **Net balance** | 18,117.87 |  |
|  |  |  |
| **Cashbook** (balance as of 1st April 2022) | 10,612.89 |  |
| Add receipts (from 1st April - 30th Nov) | 13,200 |  |
| Less payments (from 1st April - 30th Nov) | -5695.02 |  |
| **Net balance** | **18,117.87** |  |