

Notes/Queries arising

1. Northumbrian Water D/D 15 04/2016 Invoice £43.73 and cash book £43.74

Northumbrian Water Direct was recorded in the cashbook as £43.74 when it should have been £43.73. The 1p has been corrected, admin error that has no impact.

2. Cheque No. 105740 Ken Stowe £10 – VAT – invoice £1.67 & Cash book £2.00

The VAT on Ken Stow's reclaim for fuel (for generator at Highfield Fest) was recorded incorrectly in cashbook. This has been corrected, admin error that will be corrected on future VAT return.

3. BACS 028 £1,350 but to be credited immediately section £240

NBK Leisure BACS Payment Sheet had 2nd incorrect amount at the bottom of the sheet but payment and everything else was correct. Admin and Cllr signing oversight.

4. BACS 064 £749.77 but to be credited immediately section £794.77

Shoefix BACS Payment Sheet (as above).

With respect to 3 and 4 above, I have removed the second box with the amount contained to eliminate the potential for error. The BACS sheet now only shows one statement of amount.