

PENSHURST PARISH COUNCIL
DECEMBER 25 MEETING BANK RECONCILIATION

MAIN BANK ACCOUNT RECONCILIATION (2619)	
For the period	14th October 2025 to 13th November 2025
Opening balance	£ 12,569.05
Payments in period	£ 2,797.40
Receipts	
Receipts - Precept	£ -
Receipts - CIL & VAT	£ -
Receipts - other	£ -
Receipts - Other * transfer between savings account and main account	£ -
Total Receipts in period	£ -
Balance (opening balance - payments + receipts) =	£ 9,771.65
Balance 13th November 2025 as per bank statement	£ 9,771.65
Variance between balance and bank statement	£ -

Reconciliation Report and bank statements witnessed and signed by:	Signature:	Date
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PENSHURST PARISH COUNCIL

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Penshurst Bank Acc 2619 Payments - Bank Reconciliation - December Meeting					
	Opening balance	£ 12,569.05			
	Payee	Details	Gross	VAT	Net
06/10/2025	Complete Weed Control	Weed control Fordcombe village centre 11/9/25	£ 234.00	£ 39.00	£ 195.00
06/10/2025	Penshurst Property Partnership	Annual rent Penshurst allotments	£ 7.50	£ -	£ 7.50
03/11/2025	Hever Parish Council	Reimburse for purchase of playground signs (The Sign Shed)	£ 225.63	£ -	£ 225.63
03/11/2025	Castle Water	Allotments water supply 1 August 25 - 31 January 26	£ 56.43	£ -	£ 56.43
03/11/2025	Rachael Turner	Clerk Expenses up to Oct 25	£ 293.96	£ -	£ 293.96
04/11/2025	Lucy Fuller Rowell	Lengthsman services Oct 25	£ 100.00	£ -	£ 100.00
03/11/2025	Oast & Oak Services	Penshurst and Fordcombe closed churchyard	£ 419.64	£ -	£ 419.64
03/11/2025	Rachael Turner	Clerk Oct pay	£ 1,019.84	£ -	£ 1,019.84
03/11/2025	HMRC 120PR02597105	PAYE/NI Oct 25	£ 412.61	£ -	£ 412.61
22/10/2025	Tesco Mobile	Mobile phone	£ 18.62	£ 3.43	£ 17.21
03/11/2025	Lloyds Bank	Bank charges 10/9 to 9/10/25	£ 9.17	£ -	£ 9.17
		TOTALS	£ 2,797.40	£ 42.43	£ 2,756.99

PENSHURST PARISH COUNCIL
DECEMBER 25 MEETING BANK RECONCILIATION

SAVINGS BANK ACCOUNT RECONCILIATION (5994)	
For the period	14th October to 10th November 2025
Opening balance	£ 57,214.55
Payments in period	
Receipts	
Receipts - Precept	£ -
Receipts - CIL & VAT	£ -
Receipts - Other	£ 30.10
Total Receipts in period	£ 30.10
Balance (opening balance - payments + receipts) =	£ 57,244.65
Balance 10th November 2025 as per bank statement	£ 57,244.65
Variance between balance and bank statement	£ -
Reconciliation Report and bank statements witnessed and signed by:	Signature: