

PENSHURST PARISH COUNCIL
November 2025 Meeting
Bank Reconciliation and Payments

MAIN BANK ACCOUNT RECONCILIATION (2619)	
For the period	12th September to 14th October 2025
Opening balance	£ 17,614.66
Payments in period	£ 5,105.61
Receipts	
Receipts - Precept	£ -
Receipts - CIL & VAT	
Receipts - other	£ 60.00
Receipts - Other * transfer between savings account and main account	£ -
Total Receipts in period	£ 60.00
Balance (opening balance - payments + receipts) =	£ 12,569.05
Balance 14th October 2025 as per bank statement	£ 12,569.05
Variance between balance and bank statement	£ -

statements witnessed and signed by:	Signature:	Date
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Penshurst Bank 2619 v Payments reconcilliation - November Meeting					
	Opening balance	£ 17,614.66			
	Payee	Details	Gross	VAT	Net
04/08/2025	Penshurst Village Hall	For food warmer and fridge as part of kitchen refurbishment (LGA 1972 s133)	£ 1,057.80	£ -	£ 1,057.80
01/09/2025	Complete Weed Control	Weed control Fordcombe village centre 26/6/25	£ 234.00	£ 39.00	£ 195.00
01/09/2025	Rachael Turner	Clerk Aug pay	£ 1,019.84	£ -	£ 1,019.84
01/09/2025	Vision ICT	Website hosting and support Sept 25-Aug 26	£ 210.00	£ 35.00	£ 175.00
06/10/2025	Lucy Fuller Rowell	Lengthsman services Sep 25	£ 100.00	£ -	£ 100.00
06/10/2025	Rachael Turner	Clerk Sep pay	£ 1,019.84	£ -	£ 1,019.84
06/10/2025	HMRC 120PR0259 7105	PAYE/NI Sep 25	£ 412.61	£ -	£ 412.61
06/10/2025	Oast & Oak Services	Fordcombe and Penshurst closed churchyard maintenance 6 Aug to 26 Sep 25	£ 852.85	£ -	£ 852.85
02/04/2025	Penshurst Village Hall	Hall Hire May - December 25 & Interviews ** cheque issued April 25 but cashed Oct 25	£ 176.00	£ -	£ 176.00
29/08/2024	Penshurst Village Hall	Hall hire Sept 24 ** cheque issued Sept 24 but cashed Oct 25	£ 12.00	£ -	£ 12.00
30/09/2025	Lloyd's Bank	bank charges	£ 10.67		£ 10.67
		TOTALS	£ 5,105.61	£ 74.00	£ 5,031.61

Receipts into main account during period		
K Simmons	Allotment fee	£ 60.00

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SAVINGS BANK ACCOUNT RECONCILIATION (5994)	
For the period	12th September to 9th October 2025
Opening balance	£ 46,264.94
Payments in period	
Receipts	
Receipts - Precept	£ 10,925.00
Receipts - CIL & VAT	£ -
Receipts - Other	£ 24.61
Total Receipts in period	£ 10,949.61
Balance (opening balance - payments + receipts) =	£ 57,214.55
Balance 9th October 2025 as per bank statement	£ 57,214.55
Variance between balance and bank statement	£ -
Reconciliation Report and bank statements witnessed and signed by:	Signature: