



TODMORDEN TOWN COUNCIL

**Item 8 – Resources Committee 24<sup>th</sup>  
November 2021**

# TODMORDEN TOWN COUNCIL

## REPORT TO RESOURCES COMMITTEE

<b>REPORT AUTHOR</b>	<b>Cllr Denis Skelton Chair of Resources</b>
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<b>EMAIL</b>	<b>townclerk@todmorden-tc.gov.</b>
<b>Date</b>	<b>24th November 2021</b>
<b>SUBJECT</b>	<b>Bank Account and Petty Cash Reconciliations</b>

### PURPOSE OF REPORT

1. To advise Members that a cash reconciliation of all bank accounts and petty cash as of 15<sup>th</sup> November 2021 was carried out by myself.
2. To advise Members that all transactions reflected in the bank accounts, since the last cash reconciliation undertaken by the Responsible Financial Officer as at the end of September 2021, have all been recorded on the Rialtas Financial System.
3. To advise Members that resultant balances as detailed in Appendix 1 all match those held in the bank accounts as of 15<sup>th</sup> November 2021.
4. To advise Members that both petty cash accounts have physically been counted and match the balances held in the financial system.

### BACKGROUND

5. The Responsible Financial Officer is responsible for processing all financial transactions through the bank accounts and accounting for them in the Rialtas System.
6. In addition to a year end reconciliation of bank account and petty cash balances before the year end close down of accounts process is followed, Financial Regulations also recommend that a quarterly cash reconciliation is carried out by either the Chair of Resources or a delegated Member of that Committee.

### FINANCIAL

7. This is the second cash reconciliation undertaken by a Member of the Resources Committee and a third one will be scheduled for the end of January 2022.

## **RECOMMENDATION**

8. That Members receive this report.

## **REASONS FOR RECOMMENDATION**

9. Resources Committee have overview of the financial process and delegate Members to carry out such reconciliations in accordance with Financial Regulations and good practice.

## **POLICY IMPLICATIONS:**

17. None arising from this report

## **DETAILS OF CONSULTATION:**

18. None arising from this report.

## **CLIMATE CHANGE:**

19. None arising from this report.

## **IMPACT EQUALITY ASSESSMENT**

20. None arising from this report.

## **SUPPORTING PAPERS:**

21. Appendix 1 - Cash reconciliations

**FURTHER INFORMATION, PLEASE CONTACT: Colin Hill**