

Quarterly Monitoring Checklist - for 1st July 2020 – end September 2020

Three examples of each

1. Check cheque stubs signed twice -

Nos 100502 100503 100504

2. Check amounts on cheque against payments page Ref

Nos 100502 100503 100504

Then check

1. All bank statements filed and up to date Yes / ~~No~~
2. Bank Reconciliation completed for month Yes / ~~No~~
3. Bank reconciliation tallies with overview of budget sheet and payments page Yes / ~~No~~
4. Folder has invoices in (except those being signed at meeting) Yes / ~~No~~

Please sign and date each sheet.

Undertaken by (name) ALAN WOODWARD

Signed Alan Woodward Date OCTOBER 7TH 2020

Financial Year 2020/21 - UTTERBY PARISH COUNCIL

Item	Budget for 2020/21	Reserves in bank as of 1st April 2020
SPECIFIC RESERVES HELD IN BANK		
TPOs and Green Structures	0.00	900.00
Reserve for Asset Replacement	0.00	1,000.00
Reserve for Elections	0.00	900.00
Contingency reserves in bank as of 1st April 2020		7,139.99
Total Reserves in Bank	0.00	9939.99

Item	Budget for 2020/21	Total Year End Forecast
INCOME		
Precept 15th April 2020	8843.84	8422.70
expected - ELDC verge cutting payment		783.62

Item	Budget for 2020/21	Total Spent to date	Balance
MEMBERSHIP & INSURANCE EXPENDITURE			
Insurance	273.00	259.29	13.71
Audit Fees	40.00	0.00	40.00
LALC Membership -261 parishioners	172.00	163.90	8.10
LALC Training scheme	85.00	78.00	7.00
Data Controller Reg / DPO	40.00	0.00	40.00
Election costs (new for 19/20) from remaining budget	630.00	0.00	630.00
Room Rental	360.00	0.00	360.00

Item	Budget for 2020/21	Total Spent to date	Balance
MEMBERSHIP & INSURANCE EXPENDITURE			
Salary Clerk	2,451.00	812.80	1,638.20
Other expenses including home/office use /course refreshme	335.00	90.00	245.00
Mileage	200.00	21.60	178.40
Stationery & postage	150.00	14.81	135.19
Office Equipment	210.00	0.00	210.00

Item	Budget for 2020/21	Total Spent to date	Balance
New Signs Project	700.00	0.00	700.00
Utterby Voice	350.00	0.00	350.00
Grants including S137	315.00	0.00	315.00
Grass Cutting - Village Green	1,000.00	276.48	723.52
Verge Cutting	1,000.00	414.72	585.28
Bus Shelter Cleaning	250.00	100.00	150.00
Asset Repair & Maintenance (wooden structures)	215.00	0.00	215.00
Other Green Structures Maintenance	630.00	180.00	450.00
General Contingency	400.00	0.00	400.00
Specific Reserve Additions	0.00	0.00	0.00

Budget	9,806.00	
Spend to date		2,411.60
Balance of Budget		

Reserves from above		9939.99
Balance of budget to date		7,394.40
VAT Refund (April 24th 2020)		£ 215.70
LCC contribution to verge cutting (7th Sept 2020)		783.62
TOTAL balance available		10,333.71

AW 07.10.2020

Date issued	To/From	Ref	Item description	Cheque no	Received £	Payments inc. VAT	Swish (if applicable)	VAT £	Balance	Sheet
01/04/2020	Bank c/f after payments for 18/19 - April 18								10902.15	
15/04/2020	ELDC		Precept		8843.84				£ 19,745.99	70
06/05/2020	Staff	463	salary/expenses April 2020	100392		£ 180.56			£ 19,565.43	71
06/05/2020	DW Gibbs	464	May bus shelter cleaning	100393		£ 20.00			£ 19,545.43	72
06/05/2020	LALC	465	Membership	100394		£ 85.50			£ 19,459.93	72
06/05/2020	Norris & Fisher Insurance Brokers Ltd	466	Insurance	100395		£ 259.29			£ 19,200.64	71
24/04/2020	HMRC		VAT refund		215.70				£ 19,416.34	70
03/06/2020	Staff	467	salary/expenses May 2020	100396		£ 202.57			£ 19,213.77	72
03/06/2020	DW Gibbs	468	June Bus Shelter cleaning	100397		£ 20.00			£ 19,193.77	72
03/06/2020	LALC	469	Zoom subscription 20/21	100398		£ 78.40		£ 13.07	£ 19,115.37	73
03/06/2020	Society of Local Council Clerks	470	Membership for Clerk	100399		£ 78.00			£ 19,037.37	73
03/06/2020	Glendale Countryside Ltd	471	Cutting of verges and Village Green May x 2			£ 230.40		£ 38.40	£ 18,806.97	72
01/07/2020	VOID			100501					£ 18,806.97	VOID
01/07/2020	DW Gibbs	473	July bus shelter cleaning	100502		£ 20.00			£ 18,786.97	73
01/07/2020	David Buckley	474	green and kissing gates May 20	100503		£ 180.00			£ 18,606.97	73
01/07/2020	Glendale Countryside Ltd	475	June (5th and 19th)	100504		£ 230.40		£ 38.40	£ 18,376.57	73
01/07/2020	Staff	476	salary/expenses June 2020	100505		£ 187.76			£ 18,188.81	73
02/09/2020	Staff	477 & 478	salary/expenses July 2020 and August 2020	100506		£368.32			£ 17,820.49	75
02/09/2020	Glendale Countryside Ltd	479 & 480	Verge and grass we 24/7 and 14/8	100507		£230.40		£ 38.40	£ 17,590.09	75
02/09/2020	DW Gibbs	481 & 482	cleaning	100508		£ 40.00			£ 17,550.09	75
07/09/2020	Lincolnshire County Council		Grass cutting contribution		783.62				£ 18,333.71	
				100509					£ 18,333.71	
					9843.16	£ 2,411.60		£ 128.27		

In bank carried April 1st 2020

10902.15

Equals credit in bank

20745.31

less payments

2411.60

Balance

18333.71

AW

OCTOBER 7TH 2020

Bank Reconciliation - September 18th 2020 report

Bank Balance as of 18th September 2020 Bank Statement 75		£ 18,333.71
No outstanding cheques		
Actual funds available	£	18,333.71

October Meeting 2020 Payments to Make

Cheque

J Woodward	cost of peat and flowers	£ 42.48	100509
David Buckley	Hedge/kissing gate, branch removal	£ 150.00	100510
Staff	salary/expenses September 2020	£ 240.76	100511
Glendale Countryside Ltd	Verge and grass we	£ 230.40	100512
DW Gibbs	October bus shelter cleaning	£ 20.00	100513
TOTAL		£ 683.64	

AW OCTOBER 7TH 2020