
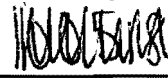



Quarterly Monitoring Checklist - for 1st October to end December 2020

Three examples of each

1. Check cheque stubs signed twice -

100525 100526 100527
Nos   

2. Check amounts on cheque against payments page Ref

(40.00) (492.33) (100.00)
Nos 100525 100526 100527

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)



Signed

06.02.2021

Date

Date issued	To/From	Ref	Item description	Cheque no	Receipts £	Payments Inc- vat	Section 137 expenditure	VAT £	Balance	£/pmt
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	71
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 SPOT CHECK			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	75
07/10/2020	J Woodward	483	cost of peat and flowers	100509		£ 42.48		£ 7.08	£ 18,291.23	77
07/10/2020	David Buckley	484	Hedge/kissing gate, branch removal	100510		£ 150.00			£ 18,141.23	77
07/10/2020	Staff	485	salary/expenses September 2020	100511		£ 240.76			£ 17,900.47	76
07/10/2020	Glendale Countryside Ltd	486	Verge and grass we	100512		£ 230.40		£ 38.40	£ 17,670.07	77
07/10/2020	DW Gibbs	487	October bus shelter cleaning	100513		£ 20.00			£ 17,650.07	76
04/11/2020	J Woodward	488	daffodils	100514		£ 50.00		£ 8.33	£ 17,600.07	77
04/11/2020	Geoff Fitch	489	Planting daffs	100515		£ 130.00			£ 17,470.07	79
04/11/2020	Staff	490	salary/expenses October 2020	100516		£ 192.24			£ 17,277.83	77
04/11/2020	DW Gibbs	491	Nov bus shelter cleaning	100517		£ 20.00			£ 17,257.83	77
04/11/2020	David Buckley	492	October hedges cutting and kissing	100518		£ 100.00			£ 17,157.83	77
04/11/2020	Utterby Village Hall	493	April - December 2020 £3 x 9 =	100519		£ 27.00			£ 17,130.83	78
02/12/2020	Information Commissioner	494	Registration	100520		£ 40.00			£ 17,090.83	79
02/12/2020	Staff	495	salary/expenses November 2020	100521		£ 196.73			£ 16,894.10	78
02/12/2020	DW Gibbs	496	Dec bus shelter cleaning	100522		£ 20.00			£ 16,874.10	78
02/12/2020	Glendale Countryside Ltd	497	November grass cutting	100523		£ 115.20			£ 16,758.90	79
02/12/2020	Jati Ltd	498	Cyan - 2 brammar benches and instal	100524		£ 897.49			£ 15,861.41	
					9843.16	£ 4,883.90		£ 182.08		

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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	0.00
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		6,139.99
	0.00	8039.99

Item	Budget for 2020/21	Total Year End Forecast
INCOME		
Precept 15th April 2020	5543.84	5422.70
expeced - 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	40.00	0.00
Election costs (new for 19/20) from remaining budget	630.00	0.00	630.00
Room Rental	360.00	27.00	333.00

Item	Budget for 2020/21	Total Spent to date	Balance
Parish Office & Administration			
Salary Clerk	2,451.00	1,336.32	1,114.68
Other expenses including home/office use /course refreshme	335.00	144.00	191.00
Mileage	200.00	50.40	149.60
Stationery & postage	150.00	38.22	111.78
Office Equipment	210.00	0.00	210.00

Item	Budget for 2020/21	Total Spent to date	Balance
New Signs Project	0.00	0.00	0.00
Utterby Voice	350.00	0.00	350.00
Grants including S137	315.00	0.00	315.00
Grass Cutting - Village Green	1,000.00	368.64	631.36
Verge Cutting	1,000.00	668.16	331.84
Bus Shelter Cleaning	250.00	160.00	90.00
Asset Repair & Maintenance (wooden structures)	915.00	0.00	915.00
Other Green Structures Maintenance	1,530.00	652.48	877.52
General Contingency	1,400.00	897.49	502.51
Specific Reserve Additions	0.00	0.00	0.00

Budget **11,706.00**
 Spend to date **4,883.90**
 Balance of Budget

Reserves from above **8039.99**
 Balance of budget to date **6,822.10**

VAT Refund (April 24th 2020)		£ 215.70
LCC contribution to verge cutting (7th Sept 2020)		783.62
TOTAL balance available		11,801.42

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Bank Reconciliation - as of January 18th 2021 report

Bank Balance as of 18th January 2021 Bank Statement 79		£ 16,758.90
outstanding cheques	10082.4	£897.49
Actual funds available		£ 15,861.41

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