

Quarterly Monitoring Checklist – for 1st April to end June 2021

Three examples of each

1. Check cheque stubs signed twice -

Nos 100532 100533 100534

2. Check amounts on cheque against payments page Ref

Nos 100532 100533 100534

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



Date

July 7th 2021

Financial Year 2021/22- UTTERBY PARISH COUNCIL

| Item | Reserves in bank as of 1st April 2021 |
|---|---------------------------------------|
| SPECIFIC RESERVES HELD IN BANK | |
| TPOs and Green Structures | 2,000.00 |
| Reserve for Asset Replacement | 3,000.00 |
| Reserve for Elections | 1,900.00 |
| Contingency reserves in bank as of 1st April 2021 | 6,951.99 |
| Total Reserves in Bank | 13851.99 |

| Item | Budget for 2021/22 | Total Year End forecast |
|---------------------------------|--------------------|-------------------------|
| INCOME | | |
| Precept 15th April 2021 | 8843.84 | |
| From reserves to make up budget | 157.67 | |
| Verge cutting contribution | 793.49 | |
| TOTAL BUDGET | 9795.00 | |

| Item | Budget for 2021/22 | Total Spent to date | Balance |
|---|--------------------|---------------------|---------------|
| MEMBERSHIP & INSURANCE EXPENDITURE | | | |
| Insurance | 470.00 | 444.46 | 25.54 |
| Audit Fees | 40.00 | 0.00 | 40.00 |
| LALC Membership -237 electorate | 170.00 | 164.18 | 5.82 |
| LALC Training scheme | 85.00 | 85.00 | 0.00 |
| Data Controller Reg / DPO | 40.00 | 0.00 | 40.00 |
| Election costs | 180.00 | 0.00 | 180.00 |
| Room Rental | 360.00 | 119.90 | 240.10 |
| Membership /insurance TOTAL | 1,345.00 | 813.54 | 531.46 |

| RUNNING COSTS & EXPENDITURE | | | |
|--|-----------------|---------------|-----------------|
| Salary Clerk | 2,400.00 | 334.08 | 2,065.92 |
| Other expenses including home/office use /course refreshme | 250.00 | 36.00 | 214.00 |
| Mileage | 150.00 | 26.10 | 123.90 |
| Stationery & postage | 100.00 | 23.72 | 76.28 |
| Office Equipment | 150.00 | 0.00 | 150.00 |
| Admin Expenses TOTAL | 3,050.00 | 419.90 | 2,630.10 |

| | | | |
|--|-----------------|---------------|-----------------|
| Village Projects | 700.00 | 0.00 | 700.00 |
| Utterby Voice | 350.00 | 0.00 | 350.00 |
| Grants including S137 | 0.00 | 0.00 | 0.00 |
| Grass Cutting - Village Green | 700.00 | 47.52 | 652.48 |
| Verge Cutting | 1,000.00 | 71.28 | 928.72 |
| Bus Shelter Cleaning | 250.00 | 60.00 | 190.00 |
| Asset Repair & Maintenance (wooden structures) | 600.00 | 0.00 | 600.00 |
| Other Green Structures Maintenance | 500.00 | 0.00 | 500.00 |
| General Contingency | 900.00 | 83.00 | 817.00 |
| Specific Reserve Additions | 400.00 | 0.00 | 400.00 |
| General Expenses TOTAL | 5,400.00 | 261.80 | 5,138.20 |

| | |
|----------------------------------|-----------------|
| Budget | 9,795.00 |
| Spend to date | 1,495.24 |
| Current balance of Budget | 8,299.76 |

| | |
|----------------------------------|-----------------|
| Reserves from above | 13851.99 |
| Balance of budget to date | 8,299.76 |

| | |
|--|-----------------|
| Income | |
| LCC contribution to verge cutting | |
| TOTAL Balance available | 22151.75 |
| Less grass cutting contribution not yet received | 793.49 |
| Total available in bank | 21358.26 |

| Make up of General Contingency Reserves 2020/21 | |
|--|-----------------|
| General Reserves from 20/21 | 8039.99 |
| Balance to 21/22 excess to reserves | £ 5,812.00 |
| Total General Reserves 21/22 | 13851.99 |

Bank Reconciliation - as of June 18th 2021 report

| | |
|---|--------------------|
| Bank Balance as of 18th June 2021 Bank Statement 84 | £ 21,438.26 |
| outstanding cheques | |
| SLCC | -£ 80.00 |
| | |
| | |
| Actual funds available | £ 21,358.26 |

| Date issued | To/From | Ref | Item description | Cheque no | Receipts £ | Payments inc vat | Section 137 expenditure | VAT £ | Balance | S'ment |
|-------------|-----------------------------------|---------|---------------------------|-----------|------------|------------------|-------------------------|---------|-------------|--------|
| 01/04/2020 | Bank c/f after payments for 20/21 | | | | | | | | 14009.66 | |
| 07/04/2021 | LALC | 513 | Annual membership | 100534 | | £ 84.18 | | | £ 13,925.48 | 83 |
| 07/04/2021 | DW Gibbs | 514 | Bus Shelters April 21 | 100535 | | £ 20.00 | | | £ 13,905.48 | 82 |
| 07/04/2021 | SLCC Enterprises Ltc | 515 | ILCA course | 100536 | | £ 144.00 | | £ 24.00 | £ 13,761.48 | 83 |
| 13/04/2021 | ELDC | | Precept | | 8843.84 | | | | £ 22,605.32 | |
| 05/05/2021 | DW Gibbs | 516 | May bus shelter cleaning | 100537 | | £ 20.00 | | | £ 22,585.32 | 83 |
| 05/05/2021 | Staff | 517/8/9 | Salary April and Expenses | 100538 | | £ 230.08 | | | £ 22,355.24 | 83 |
| 05/05/2021 | LALC | 520 | Zoom licence | 100539 | | £ 119.90 | | | £ 22,235.34 | 84 |
| 05/05/2021 | Came and Company | 521 | Insurance | 100540 | | £ 444.46 | | | £ 21,790.88 | 84 |
| 05/05/2021 | Glendale Countryside ltd | 522 | Grass cutting April | 100541 | | £ 118.80 | | | £ 21,672.08 | 84 |
| 02/06/2021 | DW Gibbs | 523 | June bus shelters | 100542 | | £ 20.00 | | | £ 21,652.08 | 84 |
| 02/06/2021 | M Vincent | 524 | Salary May and expenses | 100543 | | £ 213.82 | | | £ 21,438.26 | 84 |
| 02/06/2021 | Society of Local Council Clerks | 525 | Clerk membership | 100544 | | £ 80.00 | | | £ 21,358.26 | |
| | | | | | | | | | £ 21,358.26 | |
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| | | | | | | | | | £ 21,358.26 | |
| | | | | | 8843.84 | £ 1,495.24 | | £ 24.00 | | |

| | |
|--------------------------------|-----------------|
| in bank carried April 1st 2021 | 14009.66 |
| Equals credit in bank | 22853.50 |
| less payments | 1495.24 |
| Balance | <u>21358.26</u> |

