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

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Three	examp	les	of	ea	ch

1. Check cheque stubs signed twice -

Nos 100532 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
- 2. Bank Reconciliation completed for month Yes / Mg
- 3. Bank reconciliation tallies with overview of budget sheet and payments page Yes / № ,
- 4. Folder has invoices in (except those being signed at meeting) Yes /

Please sign and date each sheet.

Undertaken by (name)

Signed

ALAN WOODWARD

ed Man Date July 7th 2021

Financial Year 2021/22- UTTERBY PARISH COUNCIL

Iteni		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
ltem .	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	No. of the last of

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	
Membarship /insurance TOTAL	1,345.00	813.54	537.46	

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 \$137	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 ADD III A TO THE ADD IN THE REAL PROPERTY OF THE PROPER		and the season of	
LCC contribution to verge cutting_			

LCC contribution to verge cutting			
TOTAL Balance available			22151.75
Less grass cutting contribution not yet received			793.49
Total available in bank	1525	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 Reconcillation - 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	Section 137 expenditure	VATE		Balance	S'ment
01/04/2020 Bank c/f aft	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		£ 2	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 Itd	522	Grass cutting April	100541		£ 118.80				£ 21,672.08	84
02/06/2021	DW Gibbs	523	June bus shelters	100542	9	£ 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	2			£ 21,358.26	
										£ 21,358.26	
										£ 21,358.26	
										£ 21,358.26	
										£ 21,358.26	
										£ 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
 21358.26

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