

Quarterly Monitoring Checklist – for 1<sup>st</sup> July to end September 2021

Three examples of each

1. Check cheque stubs signed twice -

Nos 100544 TO 100556

2. Check amounts on cheque against payments page Ref

Nos 100544 TO 100556.

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) NICOLA GALLANT

Signed



Date 06.10.2021.

Financial Year 2021/22- UTTERBY PARISH COUNCIL

Item		Reserves in bank as of 1st April 2021
<b>SPECIFIC RESERVES HELD IN BANK</b>		
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
<b>Total Reserves in Bank</b>		<b>13851.99</b>

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

Item	Budget for 2021/22	Total Spent to date	Balance
<b>MEMBERSHIP &amp; INSURANCE EXPENDITURE</b>			
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
<b>Membership /Insurance TOTAL</b>	<b>1,345.00</b>	<b>813.54</b>	<b>531.46</b>

Item	Budget for 2021/22	Total Spent to date	Balance
<b>RUNNING COSTS &amp; EXPENDITURE</b>			
Salary Clerk	2,400.00	835.20	1,564.80
Other expenses including home/office use /course refreshme	250.00	90.00	160.00
Mileage	150.00	40.50	109.50
Stationery & postage	100.00	23.72	76.28
Office Equipment	150.00	0.00	150.00
<b>Admin Expenses TOTAL</b>	<b>3,050.00</b>	<b>989.42</b>	<b>2,060.58</b>

Item	Budget for 2021/22	Total Spent to date	Balance
Village Projects	700.00	302.00	398.00
Utterby Voice	350.00	121.95	228.05
Grants including S137	0.00	0.00	0.00
Grass Cutting - Village Green	700.00	237.60	462.40
Verge Cutting	1,000.00	356.40	643.60
Bus Shelter Cleaning	250.00	120.00	130.00
Asset Repair & Maintenance (wooden structures)	600.00	250.00	350.00
Other Green Structures Maintenance	500.00	296.98	203.02
General Contingency	900.00	83.00	817.00
Specific Reserve Additions	400.00	0.00	400.00
<b>General Expenses TOTAL</b>	<b>5,400.00</b>	<b>1,767.93</b>	<b>3,632.07</b>

Budget	9,795.00	
Spend to date		3,570.89
<b>Current balance of Budget</b>		<b>6,224.11</b>

<b>Reserves from above</b>		<b>13851.99</b>
Balance of budget to date		<b>6,224.11</b>

Income		
LCC contribution to verge cutting		
<b>TOTAL Balance available</b>		<b>20076.10</b>
Less grass cutting contribution not yet received		793.49
<b>Total available in bank</b>		<b>19282.61</b>

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

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## Bank Reconciliation - as of September 18th 2021 report

Bank Balance as of 18th September 2021 Bank Statement 87	£ 19,282.61
outstanding cheques	£ -
<b>Actual funds available</b>	<b>£ 19,282.61</b>

### October 2021 Meeting - Payment Schedule

	invoices	Total Cheque	Ref
D Buckley	£ 110.00		539
Village green hedges and strimming footpath - july			
Village green hedges and strimming footpath - oct	£ 100.00	£ 210.00	540
Glendale Countryside Ltd	£ 237.60		541
Grass cutting July and August 21			
Grass cutting September 21 x 2	£ 237.60	£ 475.20	542
Clerk		£ 206.68	543
Salary for September 21			
HM Revenue and Customs Only			
120PX00376161	£ 3.00	£ 3.00	544
Tax for September 2021			
DW Gibbs		£ 20.00	545
Bus Shelters October 21			
<b>TOTAL</b>		<b>£ 914.88</b>	

not