

## Quarterly Monitoring Checklist – for 1<sup>st</sup> October to end December 2021

Three examples of each

1. Check cheque stubs signed twice -

Nos 100567 100569 100572

2. Check amounts on cheque against payments page Ref

Nos 100565 100559 100558

### 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) CUR NICOLA GALLANT

Signed



Date 2/2/2022.

06/10/2021	D Buckley	539+540	Hedges and strimming July and Oct	100557	£210.00		£ 19,866.10	88
06/10/2021	Glendale Countryside Ltd	541+542	Grass cutting July Aug and Sept	100558	£475.20	£ 79.20	£ 19,390.90	89
06/10/2021	Clerk	543	Salary September 21	100559	£206.68		£ 19,184.22	88
06/10/2021	HM Revenue and Customs Only 120PX0	544	Tax September 21	100560	£3.00		£ 19,181.22	88
06/10/2021	DW Gibbs	545	Bus shelter Oct 21	100561	£20.00		£ 19,161.22	88
03/11/2021	Clerk	546+547	Salary and expenses for October 21 and Reimbursement for tree lights purchased	100562	£284.36	£ 9.99	£ 18,876.86	89
03/11/2021	HM Revenue and Customs Only 120PX0	548	Tax October 2021	100563	£ 3.40		£ 18,873.46	89
03/11/2021	Millstone Garden Centre	549+550	Weeping willow and 2 silver birch trees	100564	£1,072.80	£ 178.80	£ 17,800.66	89
03/11/2021	Utterby Village Hall	551	Hall hire June, July, Sept and Oct	100565	£ 72.00		£ 17,728.66	89
03/11/2021	DW Gibbs	552	November 21 Bus Shelter cleaning	100566	£ 20.00		£ 17,708.66	89
01/12/2021	Clerk	553	Salary and expenses for November	100567	£ 222.26	£ 2.66	£ 17,486.40	90
01/12/2021	HM Revenue and Customs Only 120P	554	Tax for November 2021	100568	£ 3.40		£ 17,483.00	90
01/12/2021	Information Commissioner	555	Registration	100569	£ 40.00		£ 17,443.00	90
01/12/2021	Brookdale Tree Surgery	556	Tree Survey	100570	£ 348.00	£ 58.00	£ 17,095.00	90
01/12/2021	Glendale Countryside Ltd	557	Grass cutting 29 October 2021	100571	£ 118.80	£ 19.80	£ 16,976.20	91
01/12/2021	DW Gibbs	558	Bus Shelters December 21	100572	£ 20.00		£ 16,956.20	90
08/01/2022	HSBC	559	Bank Charges for 18/11/21-	none	£ 14.00		£ 16,942.20	91
							£ 16,942.20	
							£ 17,708.66	
					<b>9637.33</b>	<b>£ 6,704.79</b>	<b>£ 560.38</b>	

in bank carried April 1st 2021	14009.66
Equals credit in bank	23646.99
less payments	6704.79
<b>Balance</b>	<b>16942.20</b> ✓

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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		1,000.00 £1000 transferred
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>12851.99</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	484.46	-14.46
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	191.90	168.10
<b>Membership /Insurance TOTAL</b>	<b>1,345.00</b>	<b>925.54</b>	<b>419.46</b>

Item	Budget for 2021/22	Total Spent to date	Balance
<b>RUNNING COSTS &amp; EXPENDITURE</b>			
Salary Clerk	2,400.00	1,388.64	1,011.36
Other expenses including home/office use /course refreshme	250.00	158.00	92.00
Mileage	150.00	62.10	87.90
Stationery & postage	100.00	41.84	58.16
Office Equipment	150.00	12.00	138.00
<b>Admin Expenses TOTAL</b>	<b>3,050.00</b>	<b>1,662.58</b>	<b>1,387.42</b>

Item	Budget for 2021/22	Total Spent to date	Balance
Village Projects	1,700.00	1,434.76	265.24
Utterby Voice	350.00	121.95	228.05
Grants including S137	0.00	0.00	0.00
Grass Cutting - Village Green	700.00	427.68	272.32
Verge Cutting	1,000.00	760.32	239.68
Bus Shelter Cleaning	250.00	180.00	70.00
Asset Repair & Maintenance (wooden structures)	600.00	250.00	350.00
Other Green Structures Maintenance	500.00	496.98	3.02
General Contingency	900.00	444.98	455.02
Specific Reserve Additions	400.00	0.00	400.00
<b>General Expenses TOTAL</b>	<b>6,400.00</b>	<b>4,116.67</b>	<b>2,283.33</b>

Budget	10,795.00
Spend to date	6,704.79
<b>Current balance of Budget</b>	<b>4,090.21</b>

<b>Reserves from above</b>	<b>12851.99</b>
<b>Balance of budget to date</b>	<b>4,090.21</b>

Income		
LCC contribution to verge cutting	£	793.49

TOTAL Balance available	17735.69
Less grass cutting contribution not yet received	793.49
<b>Total available in bank</b>	<b>16942.20</b>

8843

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
<b>Total General Reserves 21/22</b>		<b>13851.99</b>

NF 21/22

## Bank Reconciliation - as of January 18 2022

Bank Balance as of 18th January 2021 Bank Statement 91	
outstanding cheques	none
<b>Actual funds available</b>	<b>£ 16,942.20</b> ✓

February 2021 Meeting - Payment Schedule		Ref	Invoice Total	Total Cheque	Cheque No
HM Revenue and Customs Only 120PX00376161	Tax for Dec 2021	560	£ 3.40		
HM Revenue and Customs Only 120PX00376161	Tax for Jan 22	561	£ 3.40	<b>£ 6.80</b>	100573
Clerk	Salary and expenses for December 21	562	£ 208.27		
Clerk	Salary and expenses for Jan 22	563	£ 210.71		
Clerk	Reimbursement of printing paid for (Route1Print - Bluetree)	564	£ 102.50	<b>£ 521.48</b>	100574
David Buckley	Hedge cutting (A16 Church Lane) Xmas lights erection	565	£ 170.00	<b>£ 170.00</b>	100575
DW Gibbs	Bus Shelters Jan 22	566	£ 20.00		
DW Gibbs	Bus Shelters d Feb 22	567	£ 20.00	<b>£ 40.00</b>	100576
<b>TOTAL</b>			<b>£ 738.28</b>		

### Bank Charges

HSBC	Bank Charges Nov-Dec 21	559	£ 14.00	none
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✓. 2/2/22