

**Quarterly Monitoring Checklist – for 1<sup>st</sup> January to end March 2022**

Three examples of each

1. Check cheque stubs signed twice -

Nos 100574 100577 100579

2. Check amounts on cheque against payments page Ref

Nos <sup>100575</sup>~~100569~~ 100577 100578

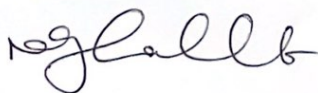
**Then check**

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

6/4/2022

## Bank Reconciliation - as of March 18 2022

Bank Balance as of 18th March 2022 Bank Statement 93	£ 16,513.46
No outstanding cheques	
<b>Actual funds available</b>	<b>£ 16,513.46</b>

NG.

6/4/22





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	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	40.00	0.00
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	1,942.08	457.92
Other expenses including home/office use /course refreshme	250.00	198.00	52.00
Mileage	150.00	76.50	73.50
Stationery & postage	100.00	41.84	58.16
Office Equipment	150.00	31.59	118.41
<b>Admin Expenses TOTAL</b>	<b>3,050.00</b>	<b>2,290.01</b>	<b>759.99</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	224.45	125.55
Grants including S137	0.00	0.00	0.00
Grass Cutting - Village Green	700.00	427.68	272.32
Verge Cutting	1,000.00	900.32	99.68
Bus Shelter Cleaning	250.00	240.00	10.00
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	505.00	395.00
Specific Reserve Additions	400.00	0.00	400.00
<b>General Expenses TOTAL</b>	<b>6,400.00</b>	<b>4,479.19</b>	<b>1,920.81</b>

Budget	10,795.00
Spend to date	7,694.74
Current balance of Budget	3,100.26

Reserves from above	12851.99
Balance of budget to date	3,100.26

Other Income	
HMRC Vat refund	561.21
<b>TOTAL Balance available</b>	<b>16513.46</b>

**Total available in bank** 16513.46 ✓

MS

6/4/22