

7

Quarterly Monitoring Checklist – for 1st April to 30th June 2022

Three examples of each

1. Check cheque stubs signed twice -

Nos 100586 100592 100595

2. Check amounts on cheque against payments page Ref

Nos 100588 100590 100593

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) CHR NICOLA GAUANT

Signed 

Date 7/9/22

	Insurance	Audit Fees	LALC Membership	DATA Protection Officer	Room Rental	Clerk salary	Office/Home Use/bank charges	Mileage	Stationery/postage	Office Equipment	Village Projects	Utterby Voice	Grants and S.117	Grass cutting	Verge Cutting	Bus Shelter Cleaning	Asset repair/maintenance wooden structures	Other Green Structures Maintenance	Elections	General Contingency	Special Reserves	Income
1																						
2			£ 84.85																			
3																						
4							£ 12.00									£ 20.00						
5																						
6																						1000.00
7	£ 480.95																					7843.84
8																£ 20.00						
9						185.28	18	£7.20		1.99												
10					£ 2.40																	
11														£103.20	£157.73							
12							£ 12.00															
13											£ 152.00											
14						£ 185.08	£ 18.00	£ 7.20	£ 13.04	£ 1.99												
15						£ 2.60																
16																						
17							£ 16.00											£ 121.44				

NG. 7/9/22.

Date issued	To/From	Ref	Item description	Cheque no	Receipts £	Payments inc vat	Section 137 expenditure	VAT £	Balance	S'ment sheet
1	01/04/2022		Bank c/f after payments for 20/21						£ 15,562.44	
2	06/04/2022	LALC	576	Membership	100586	£ 84.85			£ 15,477.59	95
3	06/04/2022	DW Gibbs	577	Bus Shelters April 2022	100587	£ 20.00			£ 15,457.59	94
4	08/04/2022	Bank charges		Feb-March 2022		£ 12.00			£ 15,445.59	94
5	11/04/2022	ELDC		Precept pt 1		1000.00			£ 16,445.59	94
6	11/04/2022	ELDC		Precept pt 2		7843.84			£ 24,289.43	94
7	04/05/2022	Gallagher	578	insurance	100588	£ 460.95			£ 23,828.48	95
8	04/05/2022	DW Gibbs	579	Bus Shelters May 2022	100589	£ 20.00			£ 23,808.48	95
9	04/05/2022	Clerk	580	Salary April 22	100590	£ 212.47		£ 0.33	£ 23,596.01	95
10	04/05/2022	HM Revenue and Customs Only120PX00	581	HMRC April 22	100591	£ 2.40			£ 23,593.61	95
11	04/05/2022	Glendale Countryside Ltd	582	Grass cutting 1/4/22 and 22/4/22	100592	£ 260.93		£ 43.49	£ 23,332.68	96
12	09/05/2022	Bank charges		March - April 2022		£ 12.00			£ 23,320.68	
13	01/06/2022	Clerk	583	GRS Signs jubilee Plaque invoice paid by cr	100593 part	£162.00		£ 27.00	£ 23,158.68	96
14	01/06/2022	Clerk	584	Clerk salary and expenses for May 22	100593 part	£225.31		£ 0.33	£ 22,933.37	96
15	01/06/2022	HM Revenue and Customs Only120PX00	585	NI and TAX April 22	100594	£2.60			£ 22,930.77	96
16	01/06/2022	J C Woodward	586	peat and flowers for planters	100595	£121.44		£ 20.24	£ 22,809.33	96
17	08/06/2022	Bank charges		April - May 2022		£ 16.00			£ 22,793.33	96

NG. 7/9/22

Financial Year 2022/23- UTTERBY PARISH COUNCIL

Item	Reserves in bank as of 1st April 2022
SPECIFIC RESERVES HELD IN BANK	
TPOs and Green Structures	1,000.00
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
Reserves carried forward from balance of 2021/22 budget	2,710.45
Total Reserves in Bank	£ 15,562.44

Item	Budget for 2022/23	Still Expected
INCOME		
Precept 11th April 2022	8843.84	
EXPECTED LCC Verges Parish Agreement contribution 22/23		£793.49
EXPECTED VAT reclaim		£220
TOTAL INCOME BUDGET EXPECTED	8843.84	£1,013.49

Item	Budget for 2022/23	Total Spent to date	Current budget Balance
MEMBERSHIP & INSURANCE EXPENDITURE			
Insurance	470.00	460.95	9.05
Audit Fees	40.00	0.00	40.00
LALC Membership -237 electorate	170.00	84.85	85.15
LALC Training scheme	0.00	0.00	0.00
Data Controller Reg / DPO	40.00	0.00	40.00
Election costs	180.00	0.00	180.00
Room Rental	260.00	0.00	260.00
Membership / Insurance TOTAL	1,160.00	545.80	614.20

RUNNING COSTS & EXPENDITURE			
Salary Clerk including HMRC	2,500.00	375.36	2,124.64
Other expenses including bank charges/home/office use /cour	300.00	76.00	224.00
Mileage	100.00	14.40	85.60
Stationery & postage	100.00	13.04	86.96
Office Equipment	100.00	3.98	96.02
Admin Expenses TOTAL	3,100.00	482.78	2,617.22

Village Projects	1,400.00	162.00	1,238.00
Utterby Voice	350.00	0.00	350.00
Grants including S137	0.00	0.00	0.00
Grass Cutting - Village Green	700.00	103.20	596.80
Verge Cutting	1,000.00	157.73	842.27
Bus Shelter Cleaning	250.00	40.00	210.00
Asset Repair & Maintenance (wooden structures)	500.00	0.00	500.00
Other Green Structures Maintenance	800.00	121.44	678.56
General Contingency	400.00	0.00	400.00
Specific Reserve Additions	0.00	0.00	0.00
General Expenses TOTAL	5,400.00	584.37	4,815.63

Budget	9,660.00	
Budget spend to date 22-23		1,612.95
Current balance of budget 22-23	8,047.05	
Reserves from above	15,562.44	

Total available in bank 22793.33

NGT.
7/9/22.

Bank Reconciliation

Bank Balance as of 18th June 2022 statement		£ 22,793.33
outstanding cheques		
none		
Actual funds available		£ 22,793.33

Handwritten: ✓ 719722

June 2022 Meeting - Payment Schedule

		invoices	Total Cheque	Cheque No	Ref
Clerk	Utterby Voice- Trade Print	£ 113.54			586
Clerk	Salary & expenses June 2022	£ 213.48	327.02	100596	587
HM Revenue and Customs Only120PX00376161	NI June 2022	£ 2.60	£ 2.60	100597	588
Glendales Countryside Ltd	Grass Cutting 13th May 2022	£ 130.46	£ 130.46	100598	589
Brookdale Tree Surgery Ltd	treework	£ 480.00	£ 480.00	100599	590
DW Gibbs	July cleaning of bus shelter	20	£ 20.00	100600	591
Dave Skells TM Ltd	Bus shelter refurb	583.2	583.2	100601	592
TOTAL			£ 1,543.28		

Cheques Signed by