# Quarterly Monitoring Checklist - for 1st October to 31st December 2022

Three examples of each

1. Check cheque stubs signed twice -

2. Check amounts on cheque against payments page Ref

### 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 / N/O

Please sign and date each sheet.

Undertaken by (name) TACQUELINE WOODWARD

Signed l'aignetire hivourant Date 1. 2.23

#### **Bank Reconcillation**

Dave Skells Traffic Management Ltd

TOTAL

Bank Balance as of 18th January 2023 statement		18806.13
outstanding cheques		
Actual funds available	£	18,806.13

Cheque No Ref invoices February 2023- Payment Schedule 60.00 £ 100626 620 60.00 DW Gibbs Jan and feb 23 Bus shelter and phone box £ 621 100627 5.60 £ 11.40 £ HM Revenue and Customs Only120PX00376161 December 22 Tax 622 5.80 £ HM Revenue and Customs Only120PX00376161 January 2023 Tax 623 100628 591.33 225.27 £ £ Salary and expenses in December 2022 Clerk 624 233.06 £ Clerk Salary and expenses in January 2023 625 133.00 Utterby Voice January 23 print Clerk reimbursement for payment of Utterby Voice Autumn cut village green hedge and removal 100629 626 90.00 f 90.00 David Buckley of christmas lights

Bus shelter restaining on main road

Cheques Signed by	

627

100630

462.00

1,214.73

462.00 £

1,214.73 f

£

	Bank charges	012	to 17/10/22			£	13.00			£	19,403.75	Market Street, Square, Square,
27 1 2 3 4 3			The second secon			£	13.00			-	19,403.75 19,373.75	Market Street, Square, Square,
		612	The second secon	100619						-	19,403.75	101
	Glendale Countryside Ltd	612	Verge cutting in October 2022	100619		£	130.46	£	21.74	1201		THE RESERVE OF THE RE
Lectification		7.5	The state of the s					£	21.74	£	19,416.75	101
02/11/2022	David Buckley	611	village green hedge x 2 and footpath x 2	100618		£	200.00			£	19,547.21	A STATE OF THE REAL PROPERTY.
2/11/2022	Dave Skells TM Ltd	610	refurb of bus shelter opposite Benson Court	100617	1 - 1, -	£		£	93.00	-		STATE OF LITTERS AND
	TO THE STREET OF THE STREET	Por		100617	Tall Tall	£	558.00	£	93.00	£	19,747.21	101
02/11/2022	Glendale Countryside Ltd	609	Verge cutting in September 2022	100616	+	£	130.46	£		1115		
		1				6		£	21.74	£	20,305.21	101
02/11/2022	Electric Constitution of the constitution of t	603	salary and expenses in October 22	100615		£	217.71			£	20,435.67	101
02/11/2022	HM Revenue and Customs Only120PX00	607	October 22 Tax	100614		£	2.60	2/201		-		50 E. SEC. S.
		_	AND			±				-	20,653.38	D-253-FIOT-6-Hz
02/11/2022		606	November 2022 Bus shelter and phone box	100613	130	£	30.00			£	20,655.98	101
1/10/2022	Lincolnshire County Council		Contribution for verge cutting 2022/23		825.14		3452			200	20,000	
19/10/2022	Lincolnshire County Council					-	33.00			£	20,685.98	100
	Bank charges		bank charges Aug 18th to Septe 17th 2022			£	13.00		对政策	£	19,860.84	100
05/10/2022	Clerk	605	salary and expenses in Septmber 22	100612		£	219.87			£	19,873.84	100
05/10/2022	HM Revenue and Customs Only120PX00	604	September 22 Tax	100611		£	2.60	A TALL		L	and the sales and	
2012/04/12 (9:58:5)	DW Gibbs	603	1st October 2022 Bus shelter and phone box	100610		£	30.00			E	20,096.31	100

 in bank carried April 1st 2021
 15562.44

 Equals credit in bank
 25231.42

 less payments
 6425.29

 18806.13

Balance

ltem	Budget for 2022/23	Still Expected
INCOME		
Precept 11th April 2022	8843.84	
EXPECTED LCC Verges Parish Agreement contribution 22/23	825.14	
EXPECTED VAT reclaim		f500
TOTAL INCOME BUDGET EXPECTED	9668.98	£500.00

ltem	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	40.00	0.00	
Election costs	180.00	0.00	180.00	
Room Rental	260.00	150.00	110.00	
Membership /Insurance TOTAL	1,160.00	735.80	424.20	

RUNNING COSTS & EXPENDITURE			<b>严肃</b>
Salary Clerk including HMRC	2,500.00	1,629.44	870.56
Other expenses including bank charges/home/office use /cour	300.00	269.00	31.00
Mileage	100.00	50.40	49.60
Stationery & postage	100.00	30.43	69.57
Office Equipment	100.00	17.13	82.87
Admin Expenses TOTAL	3,100.00	1,996.40	1,103.60
Village Projects	1,400.00	813.95	586.05
Utterby Voice	350.00	2 The Total Co. (7)	
Grants including S137	0.00	0.00	236.46
Grass Cutting - Village Green	700.00	464,40	0.00
Verge Cutting	1,000.00	709.76	235.60
Bus Shelter Cleaning	250.00		290.24
Asset Repair & Maintenance (wooden structures)	500.00	210.00	40.00
Other Green Structures Maintenance		500.00	0.00
General Contingency	800.00	781.44	18.56
Specific Reserve Additions	400.00	100.00	300.00
General Expenses TOTAL	0.00	0.00	0.00
A HOLVI CAPALISCS TOTAL	5,400.00	3 593 09	1 706 01

5,400.00

3,693.09

Budget	9,660.00	
Budget spend to date 22-23		6,425.29
Current balance of budget 22-23	3,234.71	
Reserves from above	15,562.44	

Total available in bank

18806.13

# Quarterly Monitoring Checklist – for 1st October to 31st December 2022

Three examples of each

1. Check cheque stubs signed twice -

Nos 100612 100616 100622

2. Check amounts on cheque against payments page Ref

Nos 100615 100610 100621

### Then check

- 1. All bank statements filed and up to date Yes No
- 2. Bank Reconciliation completed for month (es) 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 Scall Date 1.2.23

Rem	Budget for 2022/23	Still Expected
INCOME		
Precept 11th April 2022	8843.84	
EXPECTED LCC Verges Parish Agreement contribution 22/23	825.14	
EXPECTED VAT reclaim		£500
TOTAL INCOME BUDGET EXPECTED	9668.98	£500.00

ltem	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	40.00	0.00
Election costs	180.00	0.00	180.00
Room Rental	260.00	150.00	110.00
Membership /Insurance TOTAL	1,160.00	735.80	424.20

Salary Clerk including HMRC	2,500.00	1,629.44	870.56
Other expenses including bank charges/home/office use /cour	300.00	269.00	31.00
Mileage	100.00	50.40	49.60
Stationery & postage	100.00	30.43	69.57
Office Equipment	100.00	17.13	82.87
Admin Expenses TOTAL	3,100.00	1,996.40	1,103.60

THE PARTY OF THE P	5,400.00	3,693.09	1,706.91
General Expenses TOTAL	0.00	0.00	0.00
Specific Reserve Additions		100.00	300.00
General Contingency	400.00		
Other Green Structures Maintenance	800.00	781.44	18.56
Asset Repair & Maintenance (wooden structures)	500.00	500.00	0.00
Bus Shelter Cleaning	250.00	210.00	40.00
Verge Cutting	1,000.00	709.76	290.24
Grass Cutting - Village Green	700.00	464.40	235.60
Grants including \$137	0.00	0.00	0.00
	350.00	113.54	236.46
Utterby Voice	1,400.00	813.95	586.05
Village Projects	1,400.00	813.95	586.0

Budget	9,660.00	
Budget spend to date 22-23		6,425.29
Current balance of budget 22-23	3,234.71	
Reserves from above	15,562.44	

Total available in bank

18806.13

					9668.98	£	6,425.29		£	492.37		H TANK	4.75
08/01/2023	Bank charges	34	to 17/12/22			£9.0	0		1 71 72		-		
9/12/2022	Bank charges		to 17/11/22			£	15.00				£	18,815.13	103
	Alan Woodward	619	Batteries reimbursement	100629		£	10.75					18,830.13	III III SANGELLE
9/12/2022	the Information Commissioner	618	Annual Registration Fee	100624		£	40.00			TALIAVA	-	18,840.88	REAL REPORT TO A PERSON OF THE
	Utterby Village Hall		of storage for 6 months - £30.00	100623		£	30.00				_	18,880.88	
9/12/2022	Utterby Village Hall	616	Hire of hall for 5 months 2022 - £120.00 Hire	100623	4 34	·£	120,00	Explain the second			-	18,910.88	
9/12/2022	Clerk	615	pay from April 2022	100622	10.00	£	314.67				U10.75	19,030.88	
09/12/2022	HM Revenue and Customs Only120PX00	614	November 22 Tax	100621		£	28.20	/			-	19,345.55	The same of the sa
09/12/2022	DW Gibbs	613	December 2022 Bus shelter and phone box	100620		£	30.00				100	19,373.75	
11/22	Bank charges		to 17/10/22			£	13.00				£	19,403.75	PRODUCTION OF STREET
2/11/2022	Glendale Countryside Ltd	612	Verge cutting in October 2022	100619		£	130.46	Carrier Sec	f	21.74	£	19,416.75	EAST-DUTY FOR
2/11/2022	David Buckley	611	village green hedge x 2 and footpath x 2	100618		£	200.00				£	19,547.21	
2/11/2022	Dave Skells TM Ltd	610	refurb of bus shelter apposite Benson Court	100617		£	558.00		£	93.00	-	19,747.21	MEDICAL STATE OF THE PARTY OF T
2/11/2022	Glendale Countryside Ltd	609	Verge cutting in September 2022	100616		£	130.46		f	21.74		20,305.21	Black Burns
2/11/2022	Clerk	608	salary and expenses in October 22	100615		£	217.71	/				20,435.67	THE PROPERTY OF
02/11/2022	HM Revenue and Customs Only120PX00	607	October 22 Tax	100614		£	2.60				-		101
02/11/2022	DW Gibbs	606	November 2022 Bus shelter and phone box	100613		£	30.00				1000	20,655.98	THE RESERVE OF THE PERSON NAMED IN
11/10/2022	Lincolnshire County Council	1	Contribution for verge cutting 2022/23		825.14					N K E		20,685.98	
	Bank charges	. 7	bank charges Aug 18th to Septe 17th 2022			£	13.00				-	13,000.0	100
05/10/2022	Clerk	605	salary and expenses in Septmber 22	100612		£	219.87			17,45		15,0,0.	100
ESSESSION AND THE	HM Revenue and Customs Only120PX00	604	September 22 Tax	100611		£	2.60				CF 31 1 15 2	20,093.71	The spanish of the same
5/10/2022	DW Gibbs	603	1st October 2022 Bus shelter and phone box	100610	BALLEY.	£	30.00			61 - 1		20,096.31	The second

 in bank carried April 1st 2021
 15562.44

 Equals credit in bank
 25231.42

 less payments
 6425.29

 Balance
 18806.13

# **Bank Reconcillation**

Bank Balance as of 18th January 2023 statement		18806.13
outstanding cheques		
Actual funds available	£	18,806.13

February 2023- Payment Schedule				invoi	ces	Cheque No	Ref
DW Gibbs	Jan and feb 23 Bus shelter and phone box	£	60.00	£	60.00	100626	
HM Revenue and Customs Only120PX00376161	December 22 Tax	£	5.60	£	11.40	100627	621
HM Revenue and Customs Only120PX00376161	January 2023 Tax	£	5.80				622
Clerk	Salary and expenses in December 2022	£	225.27	£	591.33	100628	
Clerk	Salary and expenses in January 2023	£	233.06				624
Clerk reimbursement for payment of Utterby Voice	Utterby Voice January 23 print	£	133.00				625
David Buckley	Autumn cut village green hedge and removal of christmas lights	£	90.00	£	90.00	100629	
Dave Skells Traffic Management Ltd	Bus shelter restaining on main road	£	462.00	£	462.00	100630	62
TOTAL		£	1,214.73	£	1,214.73		

Cheques Signed by	