

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

Three examples of each

1. Check cheque stubs signed twice -

Nos 100611 100615 100625

2. Check amounts on cheque against payments page Ref

Nos 100611 100618 100624

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) JACQUELINE WOODWARD

Signed Jacqueline Woodward Date 1. 2. 23

Bank Reconciliation

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

February 2023- Payment Schedule

			invoices	Cheque No	Ref
DW Gibbs	Jan and feb 23 Bus shelter and phone box	£ 60.00	£ 60.00	100626	620
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	623
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	626
Dave Skells Traffic Management Ltd	Bus shelter restaining on main road	£ 462.00	£ 462.00	100630	627
TOTAL		£ 1,214.73	£ 1,214.73		

Cheques Signed by

JW
1.2.23

05/10/2022	DW Gibbs	603	1st October 2022 Bus shelter and phone box	100610		£ 30.00		£ 20,096.31	100
05/10/2022	HM Revenue and Customs Only120PX00	604	September 22 Tax	100611		£ 2.60		£ 20,093.71	100
05/10/2022	Clerk	605	salary and expenses in Septmber 22	100612		£ 219.87		£ 19,873.84	100
09/10/2022	Bank charges		bank charges Aug 18th to Septe 17th 2022			£ 13.00		£ 19,860.84	100
11/10/2022	Lincolnshire County Council		Contribution for verge cutting 2022/23		825.14			£ 20,685.98	100
02/11/2022	DW Gibbs	606	November 2022 Bus shelter and phone box	100613		£ 30.00		£ 20,655.98	101
02/11/2022	HM Revenue and Customs Only120PX00	607	October 22 Tax	100614		£ 2.60		£ 20,653.38	101
02/11/2022	Clerk	608	salary and expenses in October 22	100615		£ 217.71		£ 20,435.67	101
02/11/2022	Glendale Countryside Ltd	609	Verge cutting in September 2022	100616		£ 130.46	£ 21.74	£ 20,305.21	101
02/11/2022	Dave Skells TM Ltd	610	refurb of bus shelter opposite Benson Court	100617		£ 558.00	£ 93.00	£ 19,747.21	101
02/11/2022	David Buckley	611	village green hedge x 2 and footpath x 2	100618		£ 200.00		£ 19,547.21	101
02/11/2022	Glendale Countryside Ltd	612	Verge cutting in October 2022	100619		£ 130.46	£ 21.74	£ 19,416.75	101
8/11/22	Bank charges		to 17/10/22			£ 13.00		£ 19,403.75	101
09/12/2022	DW Gibbs	613	December 2022 Bus shelter and phone box	100620		£ 30.00		£ 19,373.75	103
09/12/2022	HM Revenue and Customs Only120PX00	614	November 22 Tax	100621		£ 28.20		£ 19,345.55	10
09/12/2022	Clerk	615	pay from April 2022	100622		£ 314.67		£ 19,030.88	103
09/12/2022	Utterby Village Hall	616	Hire of hall for 5 months 2022 - £120.00 Hire	100623		£ 120.00		£ 18,910.88	103
	Utterby Village Hall	617	of storage for 6 months - £30.00	100623		£ 30.00		£ 18,880.88	103
09/12/2022	the Information Commissioner	618	Annual Registration Fee	100624		£ 40.00		£ 18,840.88	103
09/12/2022	Alan Woodward	619	Batteries reimbursement	100625		£ 10.75		£ 18,830.13	103
09/12/2022	Bank charges		to 17/11/22			£ 15.00		£ 18,815.13	103
08/01/2023	Bank charges		to 17/12/22			£9.00			
					9668.98	£ 6,425.29	£ 492.37		

	in bank carried April 1st 2021	15562.44
	Equals credit in bank	25231.42
	less payments	6425.29
Balance		<u>18806.13</u>

HW
1.2.23

Item	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

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	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			
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	113.54	236.46
Grants including S137	0.00	0.00	0.00
Grass Cutting - Village Green	700.00	464.40	235.60
Verge Cutting	1,000.00	709.76	290.24
Bus Shelter Cleaning	250.00	210.00	40.00
Asset Repair & Maintenance (wooden structures)	500.00	500.00	0.00
Other Green Structures Maintenance	800.00	781.44	18.56
General Contingency	400.00	100.00	300.00
Specific Reserve Additions	0.00	0.00	0.00
General Expenses TOTAL	5,400.00	3,693.09	1,706.91

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

JW
1.2.23

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 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 1. 2. 23

Item	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

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	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			
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Total available in bank **18806.13**

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MG.
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