

Quarterly Monitoring Checklist – for 1st January to 31st March 2023

Three examples of each

1. Check cheque stubs signed twice -

Nos 100626 100630 100633

2. Check amounts on cheque against payments page Ref

Nos 100627 100630 100634

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) CIR NICOLA GALLANT

Signed

Date



5/4/23

Financial Year 2022/23- UTTERBY PARISH COUNCIL

Item	Reserves in bank as of 1st April 2022
SPECIFIC RESERVES HELD IN BANK	
IPOs 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	825.14	
EXPECTED VAT reclaim	637.97	
TOTAL INCOME BUDGET EXPECTED	10306.95	£0.00

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	260.00	0.00
Membership /Insurance TOTAL	1,160.00	845.80	314.20

RUNNING COSTS & EXPENDITURE			
Salary Clerk including HMRC	2,500.00	2,495.08	4.92
Other expenses including bank charges/home/office use /cour	300.00	280.00	20.00
Mileage	100.00	99.90	0.10
Stationery & postage	100.00	84.03	15.97
Office Equipment	100.00	33.08	66.92
Admin Expenses TOTAL	3,100.00	2,992.09	107.91

Village Projects	1,400.00	1,365.95	34.05
Utterby Voice	350.00	246.54	103.46
Grants including 5137	0.00	0.00	0.00
Grass Cutting - Village Green	700.00	616.00	84.00
Verge Cutting	1,000.00	988.62	11.38
Bus Shelter Cleaning	250.00	250.00	0.00
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	238.20	161.80
Specific Reserve Additions	0.00	0.00	0.00
General Expenses TOTAL	5,400.00	4,986.75	413.25

Budget	9,660.00
Budget spend to date 22-23	8,824.64
Current balance of budget 22-23	835.36
Reserves from above	15,562.44

Total available in bank 17044.75 ✓

MG. 5/4/23

Quarterly Monitoring Checklist – for 1st January to 31st March 2023

Three examples of each

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Nos 100631 100632 100633

2. Check amounts on cheque against payments page Ref

Nos 100631 100632 100633

Then check

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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

5th April 2023

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Janqueline Woodward
5th April 2023

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