

## Quarterly Monitoring Checklist – for 1<sup>st</sup> April to 30<sup>th</sup> June 2023

Three examples of each

1. Check cheque stubs signed twice -

Nos 100639 to 100654

2. Check amounts on cheque against payments page Ref

Nos 100639 to 100654

### 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)

T.M. BRYAN

Signed -



Date -

4/10/23.



## Quarterly Monitoring Checklist – for 1<sup>st</sup> April to 30<sup>th</sup> June 2023

Three examples of each

1. Check cheque stubs signed twice -

Nos 100639 100654 100648

2. Check amounts on cheque against payments page Ref

Nos 100639 100654 100648

### 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.

*Jacqueline Woodward*

Undertaken by (name)

JACQUELINE WOODWARD

Signed

Date

4<sup>th</sup> Oct. 2023

*Jacqueline Woodward*



Budget for Financial Year 2023/24- UTTERBY PARISH COUNCIL

Item	Reserves in bank as of 1st April 2023
<b>SPECIFIC RESERVES HELD IN BANK</b>	
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 2023	9,662.44
Reserves carried forward from balance of 2022/23 budget	1,482.31
<b>Total Reserves in Bank</b>	<b>£ 17,044.75</b>

Item	Budget for 2023/24	Still Expected
<b>INCOME</b>		
Precept 2023/24	8843.84	
EXPECTED LCC Verges Parish Agreement contribution 23/24		825.14
EXPECTED VAT reclaim 23/24		301.02
<b>TOTAL INCOME BUDGET EXPECTED</b>	<b>8843.84</b>	<b>£1,126.16</b>

Item	Budget for 2023/24	Total Spent to date	Current budget Balance
<b>MEMBERSHIP &amp; INSURANCE EXPENDITURE</b>			
Insurance	500.00	511.54	-11.54
Audit Fees	100.00	0.00	100.00
LALC Membership -234 electorate	90.00	86.06	3.94
LALC Training scheme	0.00	0.00	0.00
Data Controller Reg / DPO	40.00	0.00	40.00
Election costs	180.00	125.00	55.00
Room Rental	400.00	0.00	400.00
<b>Membership /Insurance TOTAL</b>	<b>1,310.00</b>	<b>722.60</b>	<b>587.40</b>

<b>RUNNING COSTS &amp; EXPENDITURE</b>			
Salary Clerk including HMRC	2,900.00	942.12	1,957.88
Other expenses including domain/bank charges/home/office use /course refreshments	600.00	139.00	461.00
Mileage	130.00	46.80	83.20
Stationery & postage	110.00	43.35	66.65
Office Equipment	100.00	7.96	92.04
<b>Admin Expenses TOTAL</b>	<b>3,840.00</b>	<b>1,179.23</b>	<b>2,660.77</b>

Village Projects	803.00	76.23	726.77
Utterby Voice	350.00	127.35	222.65
Grants including S137	0.00	0.00	0.00
Grass Cutting - Village Green	700.00	111.46	588.54
Verge Cutting	1000.00	170.40	829.60
Bus Shelter Cleaning	367.00	150.00	217.00
Asset Repair & Maintenance (wooden structures)	500.00	0.00	500.00
Other Green Structures Maintenance	500.00	0.00	500.00
General Contingency	600.00	380.48	219.52
Specific Reserve Additions	0.00	2500.00	-2,500.00
<b>General Expenses TOTAL</b>	<b>4,820.00</b>	<b>3,518.92</b>	<b>1,304.08</b>

2023/24

Budget 2023-24	9,970.00	
Budget spend to date 23-24		5,417.75
Current balance of budget 23-24	4,552.25	
Reserves from above	17,044.75	

Paid into Unity Bank 2500.00

**Total available in bank 22970.84**



Date issued	To/From	Ref	Item description	Cheque no	Receipts £	Payments inc vat	Section 137 expenditure	VAT £	Balance	S'ment sheet
04/04/2023	Balance carried forward from 2022/23								17044.75	
06/04/2023	ELDC		Precept		8843.84				£ 25,888.59	
05/04/2023	DW Gibbs	637	Bus shelter and tel box cleaning April	100639		£ 30.00			£ 25,858.59	106
05/04/2023	LALC	638	Membership 2023/24	100640		£ 86.06			£ 25,772.53	107
08/04/2023	Bank charges		to 17th March 23			£ 11.00			£ 25,761.53	106
05/05/2023	HM Revenue and Customs Only120PX00	639	April 2023 Tax	100641		£ 5.60			£ 25,755.93	107
05/05/2023	Clerk	640	Salary and expenses in April 2023	100642		£ 243.49			£ 25,512.44	107
05/05/2023	DW Gibbs	641	May 23 Bus shelter and phone box	100643		£ 30.00			£ 25,482.44	107
05/05/2023	Glendale Countryside Ltd	642	Verges and Village Green April 2023	100644		£ 140.93		£ 23.49	£ 25,341.51	108
05/05/2023	Cloud Next Ltd	643 644	.gov.uk domain and emails	100645		£ 251.98		£ 41.99	£ 25,089.53	107
05/05/2023	Gallagher	645	Insurance	100646		£ 511.54			£ 24,577.99	108
09/05/2023	Bank charges		to 17 April			£ 10.00			£ 24,567.99	107
07/06/2023	HM Revenue and Customs Only120PX00	646	May 2023 Tax	100647		£ 5.80			£ 24,562.19	108
07/06/2023	Clerk	647	Salary and expenses in May 2023	100648		£ 238.07			£ 24,324.12	108
07/06/2023	DW Gibbs	648	June 23 Bus shelter and phone box	100649		£ 30.00			£ 24,294.12	108
07/06/2023	SLCC	649	Membership for Clerk	100650		£ 80.00			£ 24,214.12	109
07/06/2023	J Woodward	650 & 651	Plants and plant food/peat	100651		£ 76.23		£ 12.71	£ 24,137.89	108
07/06/2023	David Buckley	651	Kissing gate and hedges	100652		£ 125.00			£ 24,012.89	109
07/06/2023	Glendale Countryside Ltd	652	Verges and Village Green May 2023	100653		£ 140.93		£ 23.48	£ 23,871.96	109
08/06/2023	Bank charges		to 17 May 2023			£ 17.00			£ 23,854.96	108
05/07/2023	HM Revenue and Customs Only120PX00	653	June 2023 Tax	100654		£ 5.80			£ 23,849.16	109
05/07/2023	Clerk	654	Salary and expenses in June 2023	100655		£ 228.17			£ 23,620.99	109
05/07/2023	DW Gibbs	655	July 23 Bus shelter and phone box	100656		£ 30.00			£ 23,590.99	109
05/07/2023	Clerk - reimbursement	656	Utterby Voice	100657		£ 127.35		0.50	£ 23,463.64	109
05/07/2023	ELDC	657	payment for election admin	100658		£ 48.50			£ 23,415.14	110
09/07/2023	Bank charges		to 17th June 2023			£ 14.00			£ 23,401.14	109
21/07/2023	Utterby Parish Council (Unity Trust bank	658	deposit for new account	100659		£ 500.00			£ 22,901.14	109
21/07/2023	Utterby Parish Council		From HSBC to UNITY		500.00				£ 23,401.14	to balance 001
04/08/2023	HM Revenue and Customs Only120PX00	659	July 2023 tax	IB 4/8/23		£ 31.20			£ 23,369.94	
04/08/2023	DW Gibbs	660	August bus shelter cleaning	IB 4/8/23		£ 30.00			£ 23,339.94	
08/08/2023	Bank charges		to 17th July 2023			£ 15.00			£ 23,324.94	110
14/08/2023	Utterby Parish Council	661	Payment to go into Unity Trust Account	100660		2000.00			£ 21,324.94	110
14/08/2023	Utterby Parish Council		From HSBC to UNITY		2000.00				£ 23,324.94	to balance
14/08/2023	Clerk	662	July salary and expenses	100661		354.10		£ 0.58	£ 22,970.84	110
					11343.84	£ 5,417.75		£ 102.75		

	in bank carried April 1st 2023	17044.75
	Equals credit in bank	28388.59
	less payments	5417.75
<b>Balance</b>		<b>22970.84</b>







