

Quarterly Monitoring Checklist – for 1st October to 31st December 2023

Three examples of each

1. Check cheque stubs signed twice -

Nos 1B 4/10/23 1B 4/10/23 1B 4/10/23

2. Check amounts on cheque against payments page Ref

Nos 672 673 674

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

Date

7th Feb 2024

Jacqueline Woodward

Quarterly Monitoring Checklist – for 1st October to 31st December 2023

Three examples of each

1. Check cheque stubs signed twice -

Nos 1B 9/10/23 1B 6/9/23 1B 4/10/23
669

2. Check amounts on cheque against payments page Ref

Nos 669 670 671

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) MRS. T. M. BRYAN

Signed TMBryan Date 7/2/24

Bank Reconciliation

Unity Bank Balance as of 31/12/23	21,612.36
outstanding payments	none
Actual funds available	£ 21,612.36

Budget for Financial Year 2023/24- UTTERBY PARISH COUNCIL

Item	Reserves in bank as of 1st April 2023
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 2023	9,662.44
Reserves carried forward from balance of 2022/23 budget	1,482.31
Total Reserves in Bank	£ 17,044.75

Item	Budget for 2023/24	Still Expected
INCOME		
Precept 2023/24	8843.84	
LCC Verges Parish Agreement contribution 23/24	898.04	
EXPECTED VAT reclaim 23/24		301.02
TOTAL INCOME BUDGET EXPECTED	9741.88	£301.02

Item	Budget for 2023/24	Total Spent to date	Current budget Balance
MEMBERSHIP & INSURANCE EXPENDITURE			
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	40.00	0.00
Election costs	180.00	48.50	131.50
Room Rental	400.00	123.00	277.00
Membership /Insurance TOTAL	1,310.00	809.10	500.90

RUNNING COSTS & EXPENDITURE			
Salary Clerk including HMRC	2,900.00	2,018.41	881.59
Other expenses including domain/bank charges/home/office use /course refreshments	600.00	516.81	83.19
Mileage	130.00	82.80	47.20
Stationery & postage	110.00	43.35	66.65
Office Equipment	100.00	15.92	84.08
Admin Expenses TOTAL	3,840.00	2,677.29	1,162.71

Village Projects	803.00	136.22	666.78
Utterby Voice	350.00	127.35	222.65
Grants including S137	30.00	0.00	30.00
Grass Cutting - Village Green	700.00	278.65	421.35
Verge Cutting	1000.00	426.00	574.00
Bus Shelter Cleaning		270.00	97.00
Asset Repair & Maintenance (wooden structures)	500.00	16.16	483.84
Other Green Structures Maintenance	500.00	345.00	155.00
General Contingency	570.00	88.50	481.50
Specific Reserve Additions	0.00	2500.00	-2,500.00
General Expenses TOTAL	4,820.00	4,187.88	632.12

2023/24

Budget 2023-24	9,970.00	
Budget spend to date 23-24		7,674.27
Current balance of budget 23-24	2,295.73	
Reserves from above	17,044.75	

Paid into Unity Bank 2500.00

Total available in bank 21612.36

2023/24	
precept for 23/24	8843.84
tax base 23/24	134
Band D Council Tax Charge per year	£ 66.00

