

Quarterly Monitoring Checklist – for 1st January to 31st March 2024

Three examples of each

1. Check online payments made against schedule -

Nos 699 700 701

2. Check payment against invoice Ref

Nos 699 700 701

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

T.M. Bryan

Date

8/3/24

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	£213.25	
TOTAL INCOME BUDGET EXPECTED	9955.13	£0.00

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	258.00	142.00
Membership /Insurance TOTAL	1,310.00	944.10	365.90

RUNNING COSTS & EXPENDITURE			
Salary Clerk including HMRC	2,900.00	2,897.13	2.87
Other expenses including domain/bank charges/home/office use /course refreshments	600.00	606.81	-6.81
Mileage	130.00	153.90	-23.90
Stationery & postage	110.00	43.35	66.65
Office Equipment	100.00	71.83	28.17
Admin Expenses TOTAL	3,840.00	3,773.02	66.98

Village Projects	803.00	136.22	666.78
Utterby Voice	350.00	272.21	77.79
Grants including S137	30.00	30.00	0.00
Grass Cutting - Village Green	700.00	278.65	421.35
Verge Cutting	1000.00	426.00	574.00
Bus Shelter Cleaning	367.00	360.00	7.00
Asset Repair & Maintenance (wooden structures)	500.00	226.16	273.84
Other Green Structures Maintenance	500.00	435.00	65.00
General Contingency	570.00	88.50	481.50
Specific Reserve Additions	0.00	2500.00	-2,500.00
General Expenses TOTAL	4,820.00	2,252.74	2,567.26

** paid from HSBC into Trinity account not included in budget

Budget 2023-24	9,970.00		
Budget spend to date 23-24		6,969.86	2897
Less budget income shortfall		14.87	
Reserves from above	17,044.75		
	27,014.75	6,984.73	20,030.02

Total available in bank 20,301.64 less £271.62 **20030.02**

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

Date issued	To/From	Ref	Item description	Cheque no/payment date	Receipts £	Payments inc vat	Section 137 expenditure	VAT £	Balance	S'ment sheet
05/01/2024	Clerk	683	Salary and expenses for December 23	IB 03/01/2024		£ 237.87		£ 0.33	£ 21,374.49	u008
09/01/2024	HM Revenue and Customs Only120PX00	684	Tax for December 23	IB 09/01/2024		£ 9.00			£ 21,365.49	u008
05/01/2024	DW Gibbs	685	Bus shelter cleaning January 24	IB 03/01/2024		£ 30.00			£ 21,335.49	u008
05/01/2024	Utterby Village Hall	686	Hire of hall and Christmas tree don	IB 03/01/2024		£ 111.00	30.00		£ 21,224.49	u008
07/02/2024	Utterby Village Hall	687	Hall hire Feb and March 2024	IB 07/02/2024		£ 54.00			£ 21,170.49	u009
07/02/2024	Clerk	688	January salary and expenses £250.82	IB 07/02/2024		£ 395.68		£ 0.33	£ 20,774.81	u009
07/02/2024	Clerk	689	reimbursement for Utterby Voice £144.86			0.00			£ 20,774.81	see above
09/02/2024	HM Revenue and Customs Only120PX00	690	January 2024 tax	IB 09/02/2024		£ 9.00			£ 20,765.81	u009
07/02/2024	DW Gibbs	691	Feb 24 Bus shelter and phone box	IB 07/02/2024		£ 30.00			£ 20,735.81	u009
23/02/2024	HM Revenue and Customs VTR		Tax Refund		£ 213.25				£ 20,949.06	u009
06/03/2024	(David Buckley) D H B Gardening Service	692	Village Green hedge November	IB 08/03/2023		£ 90.00			£ 20,859.06	u010
06/03/2024	DW Gibbs	693	March 24 Bus shelter and phone box	IB 08/03/2023		£ 30.00			£ 20,829.06	u010
06/03/2024	Dave Skells Traffic Management	694	Erection of notice board	IB 08/03/2023		£ 210.00		£ 35.00	£ 20,619.06	u010
06/03/2024	Clerk	695	February salary and expenses	IB 08/03/2023		£ 290.42		£ 0.33	£ 20,328.64	u010
09/03/2024	HM Revenue and Customs Only120PX00376161	696	February 2024 tax	IB 11/03/2023		£ 9.00			£ 20,319.64	u010
31/03/2024	Unity Trust Bank		Quarterly Service charge Unity	IB 31/03/2024		£ 18.00			£ 20,301.64	u010
31/03/2024	HM Revenue and Customs Only120PX00376161		March 2024 tax			£ 8.80			£ 20,292.84	u011
31/03/2024	Clerk		March salary and expenses			£ 262.82		£ 0.33	£ 20,030.02	u011
					9955.13	£ 6,969.86		£ 224.76		

17044.75

26999.88

less payments

6969.86

Balance

20030.02

Insurance	Audit Fees	LALC Membership		DATA Protection Officer	Room Rental	Clerk salary	Office/Home Use/bank charges	Mileage	Stationery/postage	Office Equipment	Village Projects	Utterby Voice	Grants and S.137	Grass cutting	Verge Cutting	Bus Shelter Clearing	Asset repair/maintenance wooden structures	Other Green Structures Maintenance	Elections	General Contingency	Special Reserve	Income
						£ 210.68	£ 18.00	£ 7.20		£ 1.99												
						£ 9.00																
																	£ 30.00					
						£ 81.00							£ 30.00									
						£ 54.00																
						£ 210.68	£ 18.00	£ 7.20		£ 14.94		£ 144.86										
						£ 9.00																
																						£213.25
						£ 210.68	£ 18.00	£ 24.75		£ 36.99												
						£ 9.00																
							£ 18.00															
						£ 8.80																
						£ 210.88	£ 18.00	£ 31.95		£ 1.99												
£ 511.54	£ -	£ 86.06	£ -	£ 40.00	£ 258.00	£ 2,897.13	£ 608.81	£ 153.90	£ 43.35	£ 71.83	£ 136.22	£ 272.21	£ 30.00	£ 278.65	£ 426.00	£ 360.00	£ 228.16	£ 435.00	£ 48.50	£ 88.50	£ 2,500.00	£ 25,999.88

not including bank payments from old to new account

Bank Reconciliation

Unity Bank Balance as of 31/3/24		£20,301.64
outstanding payments		
March 2024 tax	£	8.80
March salary and expenses	£	262.82
Actual funds available		£20,030.02

March 2024 - Payment Schedule

Payment

Ref

2023/24 Budget		Payment	Ref
HM Revenue and Customs Only120PX00376161		£ 8.80	697
Clerk		£ 262.82	698
Total payment 23/24		£ 271.62	

