­­­1st December 2023

Dear Councillor

**Monthly Finances summary for review and approval at the next Council Meeting**

1. Payments have been logged for December and await approval of outstanding invoices. (Document 1 – Payments List)
2. Receipts received in month (**Doc 2 – Receipts List**) - £100
3. **Doc 3 Bank Statement -** Unity Trust bank Balance £ 47,975.57

HSBC Current Account Balance £ 980.00

HSBC Savings Account Balance £ 29,053.87

1. **Doc 4a Bank Reconciliation –** complete, error of 1p overpayment of clerk’s salary (to be repaid in Dec.

Doc 4b Uncashed Payments totalling £625.00 (£425 to SDC and £200 to Catering Angel)

Doc 4c Uncashed Receipts totalling £Nil

1. **Doc 5 Net Position Report**

1. **Doc 6 Reserves Balance Report**
2. **Doc 7 Outstanding Purchase Order List** Nil

Kind regards

*Charmaine*

Charmaine Swift

Parish Clerk & RFO