­­­February 2022

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**) ­­­­£ 0
3. **Doc 3 Bank Statement -** Unity Trust bank Balance £
4. **Doc 4a Bank Reconciliation -** complete and no issues.

Doc 4b Uncashed Payments totalling £

Doc 4c Uncashed Receipts totalling £

1. **Doc 5 Net Position Report**.

1. **Doc 6 Reserves Balance Report** £
2. **Doc 7 Outstanding Purchase Order List** totalling £232

Kind regards

*Charmaine*

Charmaine Swift

Parish Clerk & RFO