­­­8th December 2021

Dear Councillor

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

1. Payments have been logged for December and await approval. (Document 1 – Payments List)
2. Receipts received in month (**Doc 2 – Receipts List**) ­­­­£
3. **Doc 3 Bank Statement -** Unity Trust bank Balance £75,892.49
4. **Doc 4a Bank Reconciliation -** complete and no issues.

Doc 4b Uncashed Payments totalling Nil

Doc 4c Uncashed Receipts totalling £Nil

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

1. **Doc 6 Reserves Balance Report** £ . **Doc 7 Outstanding Purchase Order List** totalling £0

Kind regards

*Charmaine*

Charmaine Swift

Parish Clerk & RFO