

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree with the column headed "Year ending 31 March 2019" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are on a credit and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered as negative numbers.

Name of smaller authority: **LITTON PARISH COUNCIL**

County area (local councils and parish meetings only): **DERBYSHIRE**

Financial year ending 31 March 2019

Prepared by (Name and Role): **GILL TURNER (CLERK & RESPONSIBLE FINANCE OFFICER)**

Date: **31/03/2019**

	£	£
Balance per bank statements as at 31/3/19:		
account 1	3,570.5	
account 2	12,479.1	
account 3	2.4	
account 4		
[add more accounts if necessary] account 5		
account 6		
account 7		
account 8		16,051.9
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/19 (enter these as negative numbers)		
item 1	(430.00)	
item 2		
item 3		
item 4		
[add more lines if necessary] item 5		
item 6		
item 7		
item 8		(430.00)
Add: any un-banked cash as at 31/3/19	220.0	
		220.0
Net balances as at 31/3/19 (Box 8)		<u>15,841.9</u>

Explanation of variances – pro forma

Name of smaller authority: **LITTON PARISH COUNCIL**

County area (local councils and **DERBYSHIRE**)

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- Variations of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2017/18 £	2018/19 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	26,376	23,608					
2 Precept or Rates and Levies	7,762	7,924	162	2.09%	NO		
3 Total Other Receipts	12,851	10,782	-2,069	16.10%	YES		Lower income from burials £2,887, offset by increased recoverable VAT of £521
4 Staff Costs	3,169	3,835	766	24.17%	YES		Clerk given a 12 month honorarium of £100 pm from August 2018 in recognition of additional support required by new Council.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	20,212	22,538	2,326	11.51%	NO		
7 Balances Carried Forward	23,608	15,841			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	23,608	15,841				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	470,151	473,211	3,060	0.65%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Explanation for 'high' reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

	£	£	£
Earmarked reserves:			
WW1 Lottery Grant	464.40		
Playground Sustainability Fund	1,676.00		
Cemetery Fund	489.00		
Tree Fund	500.00		
Reserve 5			
Reserve 6			
Reserve 7			
			<u>3,129.40</u>
General reserve	<u>12,711.60</u>		
			<u>12,711.60</u>
Total reserves (must agree to Box 7)			<u><u>15,841.00</u></u>