

Explanation of variances – pro forma

Name of smaller authority: **Rodney Stoke Parish Council SO 9331**
 County area (local councils and parish meetings only):

Insert figures from section 2 of the AQAR in all Blue highlighted boxes

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

- variances 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? | Explanation from smaller authority (must include narrative and supporting figures) |
|---|--------------|--------------|---------------|---------------|-----------------------|---|
| 1 Balances Brought Forward | 20,357 | 28,545 | | | | |
| 2 Precept or Rates and Levies | 23,480 | 23,937 | 457 | 1.95% | NO | |
| 3 Total Other Receipts | 3,397 | 5,182 | 1,785 | 52.55% | YES | £454.85 No insurance claim in 18/19 - £902.47 = 3109-454.85-902.47=1750.88 =1% |
| 4 Staff Costs | 9,446 | 8,983 | -463 | 4.90% | NO | |
| 5 Loan Interest/Capital Repayment | 0 | 0 | 0 | 0.00% | NO | |
| 6 All Other Payments | 9,243 | 10,943 | 1,700 | 18.39% | YES | tree report for playing field undertaken on advice of insurance provider £380 = 1170+150+360= |
| 7 Balances Carried Forward | 28,545 | 37,738 | | | NO | |
| 8 Total Cash and Short Term Investments | 28,545 | 37,738 | | | | VARIANCE EXPLANATION NOT REQUIRED |
| 9 Total Fixed Assets plus Other Long Term Investments are | 107,723 | 168,824 | 61,101 | 56.72% | YES | bins + 540, a bench +320, various signs +120, and the village pump +121 = |
| 10 Total Borrowings | 0 | 0 | 0 | 0.00% | NO | |

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It m the column headed "Year ending 31 March 2019" in Section 2 of the AGAR – and will also agree to Box 7 where the acc a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should l figures.

Name of smaller authority:

Rodney Stoke Parish Council

County area (local councils and parish meetings only):

Financial year ending 31 March 2019

Prepared by (Name and Role):

Mrs H Marshall RFO Proper Officer

Date:

07/04/2019

| | | £ | £ |
|---|-----------|----------|------------------------|
| Balance per bank statements as at 31/3/19: | | | |
| | account 1 | 28,975.8 | |
| | account 2 | 8,867.6 | |
| | account 3 | | |
| | account 4 | | |
| [add more accounts if necessary] | account 5 | | |
| | account 6 | | |
| | account 7 | | |
| | account 8 | | |
| | | | 37,843.4 |
| Petty cash float (if applicable) | | | - |
| Less: any unpresented cheques as at 31/3/19 (enter these as negative numbers) | | | |
| | item 1 | (66.00) | |
| | item 2 | (40.00) | |
| | item 3 | | |
| | item 4 | | |
| [add more lines if necessary] | item 5 | | |
| | item 6 | | |
| | item 7 | | |
| | item 8 | | |
| | | | (106.00) |
| Add: any un-banked cash as at 31/3/19 | | | |
| | | | - |
| Net balances as at 31/3/19 (Box 8) | | | <u>37,737.4</u> |

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: **Rodney Stoke Parish Council**

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on 17th June 2019

and ending on 26th July 2019

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2019 (i.e. Monday 1 July – Friday 12 July).

We have suggested the following dates: Monday 17 June – Friday 26 July 2019. The latest possible dates that comply with the statutory requirements are Monday 1 July – Friday 9 August 2019.)

Signed: 

Role: RFO, Proper Officer, Clerk to the Parish Council.

This form is only for use by smaller authorities subject to a review:

Please submit this form to PKF Littlejohn LLP with the AGAR Part 3 and other requested documentation – this form is not for publication on your website.