

## Bank reconciliation

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **mu** column headed "Year ending 31 March 2021" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be figures.

Name of smaller authority: Rodney Stoke Parish Council

County area (local councils and parish meetings only):

### Financial year ending 31 March 2021

Prepared by (Name and Role): Helen Marshall Clerk and RFO

Date: 10/05/2021

|   |   | £   | £                      |
|---|---|---|------------------------|
| <b>Balance per bank statements as at 31/3/21:</b>                             |   |   |                        |
| Current   | <span style="border: 1px solid black; background-color: yellow; padding: 2px;">account 1</span>                             | <span style="border: 1px solid black; background-color: yellow; padding: 2px;">30,105.6</span>  |                        |
| Business Reserve  | <span style="border: 1px solid black; background-color: yellow; padding: 2px;">account 2</span>                             | <span style="border: 1px solid black; background-color: yellow; padding: 2px;">15,399.1</span>  |                        |
|   |   |   | 45,504.7               |
| Petty cash float (not applicable)   |   |   |                        |
|   |   |   | -                      |
| Less: any unpresented cheques as at 31/3/21 (enter these as negative numbers) |   |   |                        |
| Chq 1712  | <span style="border: 1px solid black; background-color: yellow; padding: 2px;">item 1</span>                                | <span style="border: 1px solid black; background-color: yellow; padding: 2px;">(50.00)</span>   |                        |
| Chq 1709  | <span style="border: 1px solid black; background-color: yellow; padding: 2px;">item 2</span>                                | <span style="border: 1px solid black; background-color: yellow; padding: 2px;">(43.00)</span>   |                        |
|   |   |   | (93.00)                |
| Add: any un-banked cash as at 31/3/21   |   |   |                        |
|   | <span style="border: 1px solid black; background-color: yellow; display: inline-block; width: 100px; height: 30px;"></span> | <span style="border: 1px solid black; background-color: yellow; display: inline-block; width: 80px; height: 30px; text-align: center;">-</span> |                        |
|   |   |   | -                      |
| <b>Net balances as at 31/3/21 (Box 8)</b>                                     |   |   | <u><u>45,411.7</u></u> |

## Explanation of variances

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

**Insert figures from Section 2 of the AGAR 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);
- New from 2020/21:** variances of £100,000 or more require explanation regardless of the % variation year on year;
- 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).

|   | 2019/20<br>£ | 2020/21<br>£ | Variance<br>£ | Variance<br>% | Explanation<br>Required? | Automatic responses trigger below based on figures<br>input. DO NOT OVERWRITE THESE BOXES                           | Explanation from smaller authority (must include narrative and supporting figures)                            |
|---|--------------|--------------|---------------|---------------|--------------------------|---|---|
| 1 Balances Brought Forward                                | 37,737       | 35,387       |               |               |                          | Explanation of % variance from PY opening balance not required - Balance brought forward does not agree, query this |   |
| 2 Precept or Rates and Levies                             | 24,400       | 24,400       | 0             | 0.00%         | NO                       |   |   |
| 3 Total Other Receipts                                    | 23,446       | 6,328        | -17,118       | 73.01%        | YES                      |   | IN 19/20 £22,100 in grants was received (due mostly to the new play equipment) transferred to grants in 20/21 |
| 4 Staff Costs   | 9,062        | 9,666        | 624           | 6.89%         | NO                       |   |   |
| 5 Loan Interest/Capital Repayment                         | 0            | 0            | 0             | 0.00%         | NO                       |   |   |
| 6 All Other Payments                                      | 41,134       | 11,018       | -30,116       | 73.22%        | YES                      |   | purchased at £29,999.98   |
| 7 Balances Carried Forward                                | 35,387       | 45,412       |               |               | NO                       | VARIANCE EXPLANATION NOT REQUIRED   |   |
| 8 Total Cash and Short Term Investments                   | 35,387       | 45,412       |               |               |                          | VARIANCE EXPLANATION NOT REQUIRED   |   |
| 9 Total Fixed Assets plus Other Long Term Investments and | 120,023      | 120,141      | 118           | 0.10%         | 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

**Rodney Stoke Parish Council**  
**ANNUAL RETURN - Section 2 : Statement of Accounts**

**Explanation of variances**

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on an PAYMENTS and RECEIPTS basis.

| Box No. | Description                                  | Last Year<br>£ | 31/03/2021<br>£ | Variance<br>£ | Variance<br>% | Explanation<br>Required? | Notes   |
|---------|--|----------------|-----------------|---------------|---------------|--------------------------|---|
| 1       | Balances brought fwd                         | 37737.41       | 35387.46        |               |               |                          | BALANCE B/F AGREES  |
| 2       | Annual precept                               | 24400.00       | 24400.00        | 0.00          | 0%            | No                       |   |
| 3       | Total other receipts                         | 23445.72       | 6328.05         | -17117.67     | 73%           | Yes                      | In 19/20 £22,160 in grants was received (due mostly to the new play equipment) compared to no grants in 20/21.<br>In 20/21 the VAT reclaim included £4999.99 from the purchase of the play equipment.<br><br>19/20 23445.72 - 22160 = 1285.72<br>20/21 6328.05 - 4999.99 = 1328.06<br><br>variance = £42.34 |
| 4       | Staff Costs                                  | 9061.63        | 9686.29         | 624.66        | 7%            | No                       |   |
| 5       | Loan interest/capital repayments             | 0.00           | 0.00            | 0.00          | 0%            | No                       |   |
| 6       | Total other payments                         | 41134.04       | 11017.55        | -30116.49     | 73%           | Yes                      | In 19/20 play equipment was purchased at £29,999.98<br>19/20 41134.04 -29999.98 = 11,134.06<br><br>variance = £116.51   |
| 7       | Balances carried forward                     | 35387.46       | 45411.67        | 10024.21      | 28%           | No                       |   |
| 8       | Total Cash and Short Term Investments        | 35387.46       | 45411.67        | 10024.21      | 28%           | No                       |   |
| 9       | Total Fixed Assets and Long Term Investments | 120022.96      | 120140.77       | 117.81        | 0%            | No                       |   |
| 10      | Total Borrowings                             | 0.00           | 0.00            | 0.00          | 0%            | No                       |   |

Rounding errors of up to £2 are tolerable

**Rodney Stoke Parish Council**  
**ANNUAL RETURN - Section 2 : Statement of Accounts**

---

**Explanation of variances**

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on an PAYMENTS and RECEIPTS basis.

| Box No. | Description | Last Year<br>£ | 31/03/2021<br>£ | Variance<br>£ | Variance<br>% | Explanation<br>Required? | Notes |
|---------|-------------|----------------|-----------------|---------------|---------------|--------------------------|-------|
|---------|-------------|----------------|-----------------|---------------|---------------|--------------------------|-------|

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)