

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **mu** column headed "Year ending 31 March 20xx" 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 un-presented 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 20xx 22

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

Date: 09/05/2022

		£	£
Balance per bank statements as at 31/3/22:			
	account 1	12,451.3	
	account 2	35,080.5	
			47,531.9
Petty cash float (not applicable) -			
Less: any un-presented cheques as at 31/3/22 (enter these as negative numbers)			
	item 1	(25.00)	
	item 2	(50.00)	
	item 3	(25.00)	
	item 4	(200.00)	
[add more lines if necessary]	item 5	(56.00)	
	item 6	(180.44)	
			(536.44)
Add: any un-banked cash as at 31/3/22			
		-	
			46,995.4

Net balances as at 31/3/22 (Box 8)

46,995.4

Explanation of variances – pro forma

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

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 onwards:** 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).

	2020/21 £	2021/22 £	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	35,387	45,412				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	24,400	24,905	508	2.08%	NO		
3 Total Other Receipts	6,328	4,966	-1,362	21.53%	YES		In 20/21 Vat receipts included a reclaim for improvements to play equipment of £5115.22 £6328.05 - 5115.22 = 1212.83
4 Staff Costs	9,686	10,288	612	6.31%	NO		In 21/22 Receipts included covid related grant funds £3841.10 £4965.57 - 3841.1 = 1124.47
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		Variance 1212.83 - 1124.47 = £88.36 = 7.85%
6 All Other Payments	11,018	17,992	6,974	63.30%	YES		In 21/22 Covid related grants of £1346.1 were paid out; a CCTV system was installed £2996.76; new play a 1346.1+2996.76+2124.4+258.96+221.19= 6947.71 Variance 6974.43-6947.41=27.02=0.39%
7 Balances Carried Forward	45,412	46,995			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	45,412	46,995				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	120,441	123,333	3,192	2.66%	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