

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 SO0231

County area (local councils and parish meetings only):

Financial year ending 31 March 2023

Prepared by (Name and Role): Mrs H Marshall Clerk/RFO

Date: 04/05/2023

| | £ | £ |
|---|----------|-----------------|
| Balance per bank statements as at 31/3/23: | | |
| Current | 9,696.4 | |
| Reserve | 36,537.2 | |
| [add more accounts if necessary] | | |
| | 46,233.6 | |
| Petty cash float (not applicable) | | - |
| Less: any un-presented cheques as at 31/3/23 (enter these as negative numbers) | | |
| Cheque Number | | |
| 1748 | (25.00) | |
| 1778 | (50.00) | |
| 1791 | (25.00) | |
| | (100.00) | |
| Add: any un-banked cash as at 31/3/23 | | |
| | - | |
| Net balances as at 31/3/23 (Box 8) | | 46,133.6 |

Explanation of variances – pro forma

Name of smaller authority: **Rodney Stoke Parish Council S00231**
 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 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).

| | 2021/22 £ | 2022/23 £ | 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 | 45,412 | 46,995 | | | | Explanation of % variance from PY opening balance not required - Balance brought forward agrees | |
| 2 Precept or Rates and Levies | 24,908 | 25,802 | 894 | 3.59% | NO | | |
| 3 Total Other Receipts | 4,966 | 4,645 | -320 | 6.45% | NO | | |
| 4 Staff Costs | 10,298 | 12,552 | 2,254 | 21.89% | YES | | Increase in rate from April 22 (£13.70-£12.70 = £1) x (15x52=780) = £780 Pension and NI |
| 5 Loan Interest/Capital Repayment | 0 | 0 | 0 | 0.00% | NO | | |
| 6 All Other Payments | 17,992 | 18,757 | 765 | 4.25% | NO | | |
| 7 Balances Carried Forward | 46,995 | 46,134 | | | NO | VARIANCE EXPLANATION NOT REQUIRED | |
| 8 Total Cash and Short Term Investments | 46,995 | 46,134 | | | | VARIANCE EXPLANATION NOT REQUIRED | |
| 9 Total Fixed Assets plus Other Long Term Investments and | 123,333 | 126,115 | 2,782 | 2.26% | 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

Staff Cost Variance Explanation

Rodney Stoke Parish Council

21 22 22 23 Variance
10298 12552 £2254 21.89%

| 21 22 | Hours | Rate | Value | |
|----------------------------------|-------|--------|----------------|-----------------------------|
| Increase in hours (2x52-2x13) | 78 | £12.70 | £991 | 13 to 15 per week in Jan 22 |
| Increase in rate (£13.70-£12.70) | 780 | £1.00 | £780 | Rate increase from April 22 |
| Pension and NI Increase | | | £428 | |
| Staff Costs (Recon) | | | <u>£12,496</u> | |
| Per AGAR | | | <u>£12,552</u> | |
| Variance | | | £56 | 0.45% |