Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It ı
the column headed "Year ending 31 March 20xx" 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 shoulc
negative figures.

Name of smaller authority: Badgworth Parish Council

County area (local councils and parish meetings only): Somerset Council

Financial year ending 31 March 2024

Prepared by (Name and Role): Mrs H Marshall Parish Clerk/Responsible Financial Officer

Date: 24/04/2024

		£	£
Balance per bank statements as at 31/3/24:			
	account 1	6,970.0	
[add more accounts if necessary]			
			6,970.0
Petty cash float (if applicable)			-
Less: any unpresented cheques as at 31/3/24 **(enter these as negative numbers)**			
	item 1	(25.00)	
[add more lines if necessary]			
			(25.00)
Add: any un-banked cash as at 31/3/24			
			-
Net balances as at 31/3/24 (Box 8)			**6,945.0**

Explanation of variances – pro forma

Name of smaller authority: **Badgworth 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 onwards: variances of £100,000 or more require explanation regardless of the % variation year on year;

	2022/23 £	2023/24 £	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	7,568	7,811				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	9,500	9,880	380	4.00%	NO		
3 Total Other Receipts	1,008	1,505	497	49.31%	YES		Total other receipts: 2022/23 1008 2023/24 1505 In 2022/23 total grants received were £200 towards Jubilee celebrations In 2022/23 VAT reclaim included one off VAT on a table tennis table £485.80 Adjust AGAR figure 1008 – 200 – 485.80 =**322.20** In 2023/24 total grants received were £900 towards a defibrillator In 2023/24 VAT reclaim included one off VAT on fencing repairs £148 In 2023/24 VAT reclaim included one off VAT on a defibrillator cabinet £91.80 Adjust AGAR figure 1505 – 900 -148 – 91.80 =**365.20** **Adjusted Variance: 322.20 to 365.20 is £43 or 13.35%**
4 Staff Costs	4,942	7,441	2,499	50.57%	YES		Box 4 Staff Costs 2022/23 **4942** 2023/24 **7441** In 2023/24 Delays reclaiming salary payments made by the payroll team, due to the transition to the Unitary authority of Somerset Council, meant that March payroll 23 £485.70 and February payroll 23 £485.70 were claimed in 23/24, rather than 22/23 Adjust AGAR figure 22/23 4942 + 485.70+485.70 = **5913.40** Adjust AGAR figure 23/24 7441 - 485.70-485.70 = **6469.60** **Adjusted Variance: 5913 to 6470 is £557 or 9.42%**
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	5,323	4,810	-513	9.64%	NO		
7 Balances Carried Forward	7,811	6,945				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	7,811	6,945				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	10,317	9,097	-1,220	11.83%	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

Variances explanation

Box 3 Total other receipts:

2022/23	1008
2023/24	1505

In 2022/23 total grants received were £200 towards Jubilee celebrations

In 2022/23 VAT reclaim included one off VAT on a table tennis table £485.80

Adjust AGAR figure 1008 – 200 – 485.80 =322.20

In 2023/24 total grants received were £900 towards a defibrillator

In 2023/24 VAT reclaim included one off VAT on fencing repairs £148

In 2023/24 VAT reclaim included one off VAT on a defibrillator cabinet £91.80

Adjust AGAR figure 1505 – 900 -148 – 91.80 =365.20

Adjusted Variance: 322.20 to 365.20 is £43 or 13.35%

Box 4 Staff Costs

2022/23	4942
2023/24	7441

In 2023/24 Delays reclaiming salary payments made by the payroll team, due to the transition to the Unitary authority of Somerset Council meant that March 23 £485.70 and February 23 £485.70 were claimed in 23/24, rather than 22/23

Adjust AGAR figure 22/23 4942 + 485.70+485.70 = **5913.40**
Adjust AGAR figure 23/24 7441 - 485.70-485.70 = **6469.60**

Adjusted Variance: 5913 to 6470 is £557 or 9.42%