

Bank reconciliation – pro forma

Name of smaller authority: SELLACK PARISH COUNCIL

County area (local councils and parish meetings only): HEREFORDSHIRE

Financial year ending 31 March 2018

Prepared by Kate Hughes, Parish Clerk (Name and role)

Date 2/5/2018

Balance per bank statements as at 31 March 2018:

£ £

3,360

Petty cash float (if applicable)

Less: any un-presented cheques at 31 March 2018

—
(£224-01)

Add: any un-banked cash at 31 March 2018

Net balances as at 31 March 2018 (Box 8)

—
£3,136

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK:

Opening Balance 1 April 2017 (Prior year Box 8)

Add: Receipts in the year

Less: Payments in the year

Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)

4177

8145

9186

3136

(See example for guidance if required)

Explanation of variances – pro forma

Name SELLACK PARISH COUNCIL of smaller authority:
 County HEREFORDSHIRE area (local) councils and parish meetings only:

Please provide full explanations, including numerical values, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

Section 2	2016/17 £	2017/18 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 Precept or Rates and Levies	3500	5000	1500	43%	* Precept increase for Lengthsman & P3 scheme as grant reducing
Box 3 Total other receipts	1608	3145	1537	95%	* VAT reclaim £1264 * Lengthsman & P3 reclaim from 2016/17 £1881
Box 4 Staff costs	1306	3062	1756	132%	* Increase in clerk's salary & hours of work as per NARC pay scale (255.94 x 5) + (1420 x 7) + 67.57 = 132.92 = 3062
Box 5 Loan interest/capital repayments	—	—	—	—	
Box 6 All other payments	1636	6124	4488	274%	* Increase in Lengthsman & P3 scheme £3000 * solicitor fee £761 * NARC subs per 2yrs 557 * VAT £568 * Insurance x2yrs £444 * other £479
Box 9 Total fixed assets & long term investments & assets	8771	8771	£0	0%	
Box 10 Total borrowings	—	—	—	—	
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:				