

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and pay complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: EASTON PARISH COUNCIL

County area (local councils and parish meetings only):

Financial year ending 31 March 2021

Prepared by (Name and Role): Anthea Beer RFO

Date: 25/04/2021

		£	£
Balance per bank statements as at 31/3/2021			
	account 1	8,618.9	
	account 2		
	account 3		
	account 4		
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		8,618.9
Petty cash float (if applicable)			-
Less: any unpresented cheques as at 31/3/xx (enter these as negative numbers)			
	100483	(126.50)	
	item 2		
	item 3		
	item 4		
[add more lines if necessary]	item 5		
	item 6		
	item 7		
	item 8		(126.50)
Add: any un-banked cash as at 31/3/xx		-	
			-
Net balances as at 31/3/ 21 (Box 8)			8,492.4

Explanation of variances – pro forma

Name of smaller authority: **EASTON 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).

	2020 £	2021 £	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	7,058	9,842				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	4,500	4,000	-500	11.11%	NO		
3 Total Other Receipts	1,899	153	-1,546	90.99%	YES		2018-2019 VAT refund rec'd 2019-2020
4 Staff Costs			0	0.00%	NO		
5 Loan Interest/Capital Repayment			0	0.00%	NO		
6 All Other Payments	3,415	5,503	2,088	61.14%	YES		tree work £684 scooter parts £413 playbark £810 5 x trees £235 Zoom £172
7 Balances Carried Forward	9,842	8,492				VARIANCE EXPLANATION NOT REQUIRED EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES	
8 Total Cash and Short Term Investments	9,842	8,492			YES	VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	9,126	9,126	0	0.00%	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

Explanation for 'high' reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

	£	£	£
Earmarked reserves:			
renovation war memorial & pump	1750		
playing field	1700		
RoW/path & road management	2500		
wildlife schemes	500		
Reserve 6			
Reserve 7			
			6450
General reserve	2042		
			2042
Total reserves (must agree to Box 7)			<u><u>8492</u></u>