

Bank reconciliation – pro forma

Name of smaller authority: St. Weonards 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 14/5/2018

Balance per bank statements as at 31 March 2018: £ £

4334

Petty cash float (if applicable)

Less: any un-presented cheques at 31 March 2018

0

Add: any un-banked cash at 31 March 2018

0

Net balances as at 31 March 2018 (Box 8) 4334

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

2695
8857
(7218)

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

4334

(See example for guidance if required)

Explanation of variances – pro forma

Name St. Leonards of Parish Council 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	4350	6000	1650	38% increase	* Lengthsman increase in Precept * Increased in staff salary for qualified Clerk.
Box 3 Total other receipts	5318	2857	(2461)	46% reduction	* £1387 less spent on LMAP3 due to Lm Ramin major operation * less donations £1000.
Box 4 Staff costs	2363	4155	1792	76% increase	* Salary increase to reflect CILCA qualification with NALC pay scales 2017/18
Box 5 Loan interest/capital repayments	NIL	NIL	-	-	
Box 6 All other payments	5239	3063	(2176)	42% reduction	* Lengthsman £13 this year due to operation
Box 9 Total fixed assets & long term investments & assets	1700	2200	500	29% increase	Purchase of laptop & printer/scanner for PC.
Box 10 Total borrowings	NIL	NIL	-	-	
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: -				