

Bank reconciliation – pro forma

Name of smaller authority: Shipham Parish Council

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

Financial year ending 31 March 2018

Prepared by_Samantha Peake Clerk/RFO

Date: 13th April 2018

Balance per bank statements as at 31 March 2018:	£23587.15
Petty cash float	0
Less: any unpresented cheques at 31 March 2018	£47.50
Add: any un-banked cash at 31 March 2018	0

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)	£19174.97	
Add: Receipts in the year	£15136.38	
Less: Payments in the year	£10770.70	
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	£23539.65	<hr/> <hr/>

Explanation of variances

Shipham Parish Council_

Sedgemoor District Council

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 <i>Precept or Rates and Levies</i>	10745	10959	214	2%	
Box 3 <i>Total other receipts</i>	3377	4177	800	24%	£450.00 grant recieved for new laptop from Transparency code fund
Box 4 <i>Staff costs</i>	2494	2689	195	7%	
Box 5 <i>Loan interest/ capital repayments</i>					
Box 6 <i>All other payments</i>	7652	8082	457	0.6%	
Box 9 <i>Total fixed assets & long term investments & assets</i>					
Box 10 <i>Total borrowings</i>					

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: Reserves of £450.00 for new laptop £1,000 for fingerpsots £500,00 for grant to Village Hall Trust £900.00 for snow clearance £500.00 for legal costs
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Reconciliation between Box 7 and Box 8 in Section 2

Shipham Parish Council

Sedgemoor District Council

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

Box 7: Balances carried forward

23540

Box 8: Total cash and short term investments

23540
