

## Bank reconciliation

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to headed "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 basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered as negative figures.

Name of smaller authority:

Litchborough Parish Council

County area (local councils and parish meetings only):

West Northants Council

**Financial year ending 31 March 20xx**

Prepared by (Name and Role):

Vivien Hartley, Clerk and RFO

Date:

20.4.23

**Balance per bank statements as at 31/3/xx:**

		£	£
	Unity Bank	22,193.0	
	Cambridge	1,018.0	
	account 3		
	account 4		
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
			23,211.0

Petty cash float (if applicable)

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Less: any un-presented cheques as at 31/3/23 (enter these as negative numbers)

	7	(75.00)	
	10	(250.00)	
	11	(250.00)	
	12	(618.00)	
[add more lines if necessary]	15	(400.00)	
	item 6		
	item 7		
	item 8		
			(1,593.00)

Add: any un-banked cash as at 31/3/xx

**Net balances as at 31/3/23 (Box 8)**

**21,618.0**

## Explanation of variances – pro forma

Name of smaller authority:

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;

• 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).

	2021/22 £	2022/23 £	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	15,940	26,058				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	10,000	10,000	0	0.00%	NO		
3 Total Other Receipts	9,007	703	-8,304	92.19%	YES		Received Youth Club for £2000, CIL payment for £6352 and AMP grant for £225, totals £8577
4 Staff Costs	2,280	2,884	604	26.49%	YES	Clerk's pay increased in line with Local Government rates	
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	6,609	12,259	5,650	85.49%	YES		accrued for upgrade of lights ended, maintenance work on War Memorial £2000, Jubilee Coins
7 Balances Carried Forward	26,058	21,618			YES	VARIANCE EXPLANATION NOT REQUIRED EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES	Unexpected Grant payments of £8577 received during year
8 Total Cash and Short Term Investments	26,058	21,618				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	23,920	23,921	1	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