

## Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It the column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the acc a receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should negative figures.

Name of smaller authority: Badgworth Parish Council

County area (local councils and parish meetings only):

### Financial year ending 31 March 2022

Prepared by (Name and Role): Mrs H Marshall Responsible Financial Officer

Date: 12.4.22

	£	£
<b>Balance per bank statements as at 31/3/22:</b>		
<span style="border: 1px solid black; padding: 2px;">account 1</span>	8,220.0	8,220.0
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/22 (enter these as negative numbers)		
<span style="border: 1px solid black; padding: 2px;">item 1</span>	(627.00)	
<span style="border: 1px solid black; padding: 2px;">item 2</span>	(25.00)	
<span style="border: 1px solid black; padding: 2px;">item 3</span>		
<span style="border: 1px solid black; padding: 2px;">item 4</span>		
<span style="border: 1px solid black; padding: 2px;">item 5</span>		
<span style="border: 1px solid black; padding: 2px;">item 6</span>		
<span style="border: 1px solid black; padding: 2px;">item 7</span>		
<span style="border: 1px solid black; padding: 2px;">item 8</span>		
[add more lines if necessary]		
	(652.00)	
Add: any un-banked cash as at 31/3/xx		
<b>Net balances as at 31/3/22 (Box 8)</b>	<b>7,568.0</b>	

## 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).

	2020/21 £	2021/22 £	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	6,310	7,096					
2 Precept or Rates and Levies	8,600	9,152	352	4.00%	NO		
3 Total Other Receipts	343	3,115	2,773	808.45%	YES		2748.02 = 367.63. variance is 368-343= £25
4 Staff Costs	5,863	5,608	-55	0.99%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	2,794	6,288	3,494	125.05%	YES		granted 295.73 from a reconnecting communities grant, and purchased a tree guard for a sapling
7 Balances Carried Forward	7,096	7,568			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	7,096	7,568				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	9,695	9,846	151	1.56%	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