

Bank reconciliation – pro forma

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

Name of smaller authority: Badgworth SO0013

County area (local councils and parish meetings only):

Financial year ending 31 March 2023

Prepared by (Name and Role): Mrs H Marshall Clerk/RFO

Date: 05/05/2023

	£	£
Balance per bank statements as at 31/3/23:		
Current	7,835.5	
[add more accounts if necessary]		
	7,835.5	7,835.5
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/23 (enter these as negative numbers)		
Chq 853	(25.00)	
[add more lines if necessary]		
	(25.00)	(25.00)
Add: any un-banked cash as at 31/3/23		
		-
Net balances as at 31/3/23 (Box 8)		7,810.5

Explanation of variances – pro forma

Name of smaller authority: **Badsworth Parish Council SO0013**
 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	7,096	7,566					
2 Precept or Rates and Levies	9,152	9,500	348	3.80%	NO		
3 Total Other Receipts	3,116	1,006	-2,108	67.65%	YES		lower(reclaim in 22/23 included £486 for table tennis table) - £440: 3116 -2429+440=£1127
4 Staff Costs	5,508	4,942	-566	10.28%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	6,288	5,323	-965	15.35%	YES		1131 purchased defibrillator cabinet 551 purchased printer 118: 6288 - 2914 + 1131 + 551 + 118
7 Balances Carried Forward	7,568	7,811			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	7,568	7,811				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	9,876	10,317	441	4.47%	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

Badgworth Parish Council SO0013

Explanation of Variances 2022/2023

Box 3 Total Other Receipts 21/22 £3116 22/23 £1008

21/22

Grant: Table tennis table	£2429
VAT Reclaim	
21/22	£368
22/23 (inc £486 for table tennis table)	£808
	(£440)
Receipts Recon 3116-2429+440	<u>£1127</u> Variance =10.56% £119

Box 6 All Other Payments

21/22 £6,288 22/23 £5,323

21/22

Table tennis table	£2914
22/23 repair fencing inc. taking back hedge	(£1131)
22/23 defibrillator cabinet	(£551)
22/23 printer	(118)
Payments Recon 6288 – 2914+1131+551+118 =	<u>£5,174</u> Variance 2.88% £149