

**Explanation of variances – pro forma**

Name of smaller authority: **Badgeworth Parish Council**

County/area (local councils and parish meetings only):

**Insert figures from Section 2 of the AQAR 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);
- 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).

	2017/18 £	2018/19 £	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	8,312	7,076				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	6,864	7,950	1,086	15.49%	YES		Advised by District Council that cost of an election had increased by £800. CTX grant had decreased by £66, salary cost increase £200 = 800+66+200 = £1,066
3 Total Other Receipts	2,339	552	-1,787	76.40%	YES		1682+66+38.81 = £1,786.81
4 Staff Costs	5,642	6,045	403	7.14%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	4,817	3,733	-1,084	22.50%	YES		= -1794+340.8+388.88 = -1064.52
7 Balances Carried Forward	7,076	5,800			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	7,076	5,800				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	9,157	9,307	150	1.64%	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

## Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It should be entered in the column headed "Year ending 31 March 2019" in Section 2 of the AGAR – and will also agree to Box 7 where the reconciliation is prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques are entered as negative figures.

Name of smaller authority: Badgworth Parish Council

County area (local councils and parish meetings only):

### Financial year ending 31 March 2019

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

Date: 4th April 2019

	£	£
<b>Balance per bank statements as at 31/3/19:</b>		
<span style="border: 1px solid black; background-color: yellow; padding: 2px;">account 1</span>	<span style="border: 1px solid black; background-color: yellow; padding: 2px;">5,799.9</span>	5,799.9
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/19 ( <b>enter these as negative numbers</b> )		
<span style="border: 1px solid black; background-color: yellow; padding: 2px;">item 1</span>	<span style="border: 1px solid black; background-color: yellow; padding: 2px;">0.00</span>	-
Add: any un-banked cash as at 31/3/19		-
<b>Net balances as at 31/3/19 (Box 8)</b>		<u><u>5,799.9</u></u>