

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree 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 payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative fi

Name of smaller authority:

CARDINHAM PARISH COUNCIL

County area (local councils and parish meetings only):

CORNWALL

Financial year ending 31 March 20²¹~~xx~~

Prepared by (Name and Role):

J Wilson (Clerk)

Date:

31/03/2021

Balance per bank statements as at 31/3/²¹~~xx~~:

£

£

account 1
account 2
account 3
account 4
[add more accounts if necessary] account 5
account 6
account 7
account 8

25,497.42
547.96
389.80

26,435.18

Petty cash float (if applicable)

-

Less: any unpresented cheques as at 31/3/²¹~~xx~~ (enter these as negative numbers)

item 1 1038 HMRC
item 2 1044 HMRC
item 3 1051 HMRC
item 4 1138 HMRC
[add more lines if necessary] item 5 1142 HMRC
item 6 1146 HMRC
item 7 1147 J Wilson
item 8 1148 C & G Tucker Ground

- 70.80
- 82.80
- 87.00
- 75.00
- 90.60
- 89.40
- 415.59
- 369.92

- 1,281.11

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

Net balances as at 31/3/xx (Box 8)

25,154.07

Explanation of variances – pro forma

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

County area (local councils and **Cornwall**)

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:** 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).

	2019/20 £	2020/21 £	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	13,801	20,998				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	12,000	12,000	0	0.00%	NO		
3 Total Other Receipts	12,235	5,477	-6,758	55.23%	YES	Comparing 19/20 to 20/21: In 19/20: received grant money of £10241 for installing 2 defibrillators, and £500 for a tourism hub and received £250 donation. In 20/21 received £150 more grant monies from Cornwall Council, burial fees of £890 and vat claim of £3194. The difference: £4234-£10991=-£6758	
4 Staff Costs	4,563	4,854	291	6.38%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	12,475	8,467	-4,008	32.13%	YES	Comparing 19/20 to 20/21: Payments in 19/20: £76 more on admin, £51 more on grass cutting, £33 more on VAT, £3 less on insurance, £417 on the tourism hub, £5430 on the new defibrillators and installation. Payments in 20/21: £21 more on subs, £175 more on honorarium, £40 more on waste, £80 on training, £800 on tree works, £370 on cemetery plot maintenance and £510 on burials. The difference: £1996-£6004=-£4008	
7 Balances Carried Forward	20,998	25,154			YES	VARIANCE EXPLANATION NOT REQUIRED TO WHY CARRY FORWARD RESERVES ARE	
8 Total Cash and Short Term Investments	20,998	25,154				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	16,377	16,377	0	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

Explanation for 'high' reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

	£	£	£
Earmarked reserves:			
Reserve 1	4,332		Defibrillator funding.
Reserve 2			
Reserve 3			
Reserve 4			
Reserve 5			
Reserve 6			
Reserve 7			
		4,332	
General reserve	20,822		
		20,822	
Total reserves (must agree to Box 7)			25,154