

## 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 20<sup>21</sup>

Prepared by (Name and Role):

J Wilson (Clerk)

Date:

31/03/2021

Balance per bank statements as at 31/3/<sup>21</sup>:

	£
account 1	25,497.42
account 2	547.96
account 3	389.80
account 4	
account 5	
account 6	
account 7	
account 8	
	26,435.18

Petty cash float (if applicable)

Less: any unpresented cheques as at 31/3/<sup>21</sup> (enter these as negative numbers)

item 1	1038 HMRC	- 70.80
item 2	1044 HMRC	- 82.80
item 3	1051 HMRC	- 87.00
item 4	1138 HMRC	- 75.00
item 5	1142 HMRC	- 90.60
item 6	1146 HMRC	- 89.40
item 7	1147 J Wilson	- 415.59
item 8	1148 C & G Tucker Ground	- 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, <b>DO NOT OVERWRITE THESE BOXES</b>	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:

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