

### Bank reconciliation template

Schedule B

The model can be applied for reconciliations carried out at any time of the year. Please complete all green cells.

BANK RECONCILIATION	FINANCIAL YEAR ENDING 31 MARCH 2017				
Authority name and reference	CARLTON ON TRE	NTF	PARISH	Col	INCIL NOTOSS
Prepared by: Name  Role (Clerk/RFO etc)	TANYA GRIMES CLERKIRFO		Date:	1	1-4-17
Approved by: Name  Role (RFO/Chair etc)			Date:		
Balance per bank statement	s as at 31 March 2017		£		TOTAL £
List balances on all bank acco March 2017:	ounts plus petty cash floats at 31	19	51 At 2 51		5139
CURRENT I	AIC	4	598		
	vacer aic		598		
Less: any un-presented cheq (normally only current accounts) value. Use separate list if nea	ınt. List date, cheque number &				NIL
	- 128				
Add any unbanked cash at 3 (List date & amount received			# 1		NIL
					5139
TOTAL - NET BANK BALANC	ES AS AT 31 MARCH 2017				Type equation here.

The net balances reconcile to the Cash Book for the year, as follows:				
CASH BOOK (receipts and payments/income & expenditure schedules)	£			
Opening Balance:	4162			
Add: Receipts in the year:	3177			
Less: Payments in the year:	2200			
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017  Must equal total net bank balances above and Section 2, Box 8	5139			



#### Schedule C1

# Identifying which variances require explanation

Positive and negative variances must be explained

Authority name and reference	CARLTON ON TRENT PARSH COUNCIL NOTO3				
Box on Section 2 Accounting Statements	(a) 2016 £	(b) 2017 £	(c) Variance Increase(+) or decrease(-) (b - a) £	(d) Variance divided by 2016 figure times 100 (c / a *100) %	required? Less than £250 and 15%? - NO More than 15%? - YES
<b>Box 2 -</b> Precept or Rates and Levies	2866	2866	0	0	No
Box 3 -Total other receipts	313	110	-203	-65%	YES
Box 4 -Staff costs	2299	1659	-640	-28%	YES
Box 5 -Loan interest/ capital repayments	0	0	0	0	No
Box 6 -All other payments	565	339	-226	-40%	YES
Box 9 -Total fixed assets plus long-term investments and assets	3152	3152	0	0	No
Box 10 – Total borrowings	0	0	0	0	No



#### Schedule C2

## Suggested layout for explanations of individual variances

One sheet to be prepared for each variance that requires explanation.

Authority name and reference	CARLTON ON TRENT PARISH COUNCIL NOTO33		
BOX NO	3	£	
(b) Figure in 2017 co	olumn	110	
(a) Figure in 2016 column		313	
(d) Total variance: 2 A positive figure is a negative figure is		-203	

Reasons (as many as are applicable)	Amount £
Reason 1 Received money for litter bin in 15/16	-100
Reason 2 Received more transparence Anding in 15/16	-60
Reason 3 'Sold' consolidated stock in 15/16	-42
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	-202
(f) Unexplained amount £ of total variance at (d - e)	-1
Unexplained as % of 2016 figure (f / a *100) (must be below 15%)	0%
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	YES



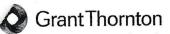
#### Schedule C2

# Suggested layout for explanations of individual variances

One sheet to be prepared for each variance that requires explanation.

Authority name and reference	CARLTON ON TRENT PARISH COUNCIL NOTO3		
BOX NO	4	£	
(b) Figure in 2017 c	olumn	1659	
(a) Figure in 2016 c	olumn	2299	
(d) Total variance: A positive figure is a negative figure is		-640	

Reasons (as many as are applicable)	Amount £
Reason 1 Several extraordinary meetings in 15/16	-337
Reason 2 Additional hours 15/16 Setting up Website	-170
Reason 3	
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	-507
(f) Unexplained amount £ of total variance at (d - e)	-133
Unexplained as % of 2016 figure (f / a *100) (must be below 15%)	-67.
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	YES



#### Schedule C2

## Suggested layout for explanations of individual variances

One sheet to be prepared for each variance that requires explanation.

Authority name and reference	CARLTON ON TRENT PARISM	COUNCIL NOTO33
BOX NO	6	£
(b) Figure in 2017 o	olumn	339
(a) Figure in 2016 c	olumn	565
(d) Total variance: A positive figure is a negative figure is		-226

Reasons (as many as are applicable)	Amount £
Reason 1 VAT 15/16 £201 VAT 16/17 £ 15	-186
Reason 2+3 Purchased litter bin 15/16  Election fees 15/16	-100 -61
Reason 84 New councillor + chairmanship training 16/17	+ 50
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	-297
(f) Unexplained amount £ of total variance at (d - e)	+ 71
Unexplained as % of 2016 figure (f / a *100) (must be below 15%)	13%
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	YES

Schedule E

#### Analysis of earmarked reserves

Authority name and reference	CARLTON ON	TRENT	RARISH	COUNCIL	NOTOS
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Purpose and nature of reserve	Held as short-term or long-term investment?*	Amount £
ponations received for decibnilator purchase y maintenance		
AS At 31-3-16		480
Decibrillator service		-41
	(a) TOTAL	439

Note: \* short-term investments would be included in Box 8 of the Accounting Statements in the Annual return; long-term investments would be in Box 9.

Please provide an explanation for any high level of general reserves if over 3 times (or less than 0.1) of the precept/rates and levies.

	£
(b) Precept/rates and levies (Accounting Statements Box 2)	2866
(c) Balance carried forward (Accounting Statements Box 7)	5139
(d) Amount of balances less total earmarked reserves (c - a)	4700
Ratio of balances less earmarked reserves to Precept/rates and levies (d / b)	1.64
Reason if over 3 times or less than 0.1  Not applicable.	