

Attachment 1.1

Bank reconciliation – Example

This reconciliation must include **all** bank and building society accounts and other short-term investments*. It **must** agree to Box 8 in the column headed “Year ending 31 March 2023” in Section 2 of the Annual Return. It will also agree to Box 7 where the accounts are prepared on a receipts and payments (cash) basis, but not when an income and expenditure basis is used.

Parish Council Name Upchurch Parish Council

Financial year ending 31 March 2023

Prepared by Nina Henley Clerk / RFO Date 6 June 2023

Balance per bank statements as at 31 March 2023:	£	£
e.g. Current account	40288.57	
High interest account		
Building society premium a/c		
	<hr/>	
Petty cash float (if applicable)		
Less: any un-presented cheques at 31 March 2023 (normally only current account)		
Cheque number		
	0.00	
	<hr/>	
Add: any un-banked cash at 31 March 2023		
e.g. Allotment rents banked 31 March 2022 (but not credited until 1 April)		
		<hr/>
Net balances as at 31 March 2023		40288.57
		<hr/>

The net balances reconcile to the Cash Book (a receipts and payments account, which should be maintained even if your authority uses income and expenditure accounting) for the year, as follows:

CASH BOOK

Opening Balance 1 April 2022	45313.23
Add: Receipts in the year	55353.36
Less: Payments in the year	60378.02

Closing balance per cash book [receipts and payments book] as at
31 March 2023 (must equal net balances above)

40288.57

Attachment 1.2

Explanation of significant variances in the accounting statements – AGAR Section 2

Parish Council name: Upchurch Parish Council

Please explain any variances of more than 15% between the totals for individual boxes in Section 2. We do not require explanations for variances of less than £200; however, in some cases there may be ‘*compensating*’ variances which leave the overall total for a box relatively unchanged – e.g. where there was a major one-off project in one year (e.g. contribution to village hall extension of £30,000), but a totally different expense of a similar size in the next (e.g. purchase of playground equipment of £28,000). In such cases, it would be helpful to provide an explanation of movements within each box. We also ask you to explain any change where there is a movement to or from zero. Please either use the proforma below, or complete a separate schedule if more space is required.

Section 2	2021/22 £	2022/23 £	Variance (+/-) £	Detailed explanation of variance (for each reason noted please include monetary values (to nearest £100))
Box 2 <i>Precept</i>	46294	36814	-9480	Precept raised 21/22 to pay for street lighting project change to LED -completed.
Box 3 <i>Other income</i>	14731	18539	+3808	Following the street lighting upgrade project there was an invoice for £20748 that gave a VAT refund of £3458 that came in in Dec 2022
Box 4 <i>Staff costs</i>	10064	13501	+3437	Clerk hours increased from 12 a week to 16 a week in Aug 2022 plus additional hours approved to upgrade the accounting system to Scribe.
Box 5 <i>Loan interest/ capital</i>	0	0		

Box 6 <i>Other payments</i>	60578	46879	-13699	Lighting upgrade project in 21/22
Box 7 <i>Balances carried forward</i>	45313	40288	-5025	If some of the year-end balances are earmarked for specific purposes rather than as a general reserve, please provide a breakdown. You do not need to explain the year-on-year variance for this box.
Box 9 <i>Fixed assets & long term assets</i>	164652	160291	-4361	Disposed £100 land at burial ground £3227 steps and wall Paddock (not asset) £ 5439 Public Seats (all removed) £496 Barrow £880 play equipment Added £4668 Woodland trail £717 Memorial Bench £396 Notice Board Burial ground
Box 10 <i>Total borrowing</i>	0	0		

Attachment 1.3

Reconciliation between Box 7 and Box 8 in Section 2 (31/03/2023). Note – this form is only required for authorities preparing their accounts on an income and expenditure basis

Parish Council name: Upchurch Parish Council

There should only be a difference between Box 7 and Box 8 where the accounts are prepared on an Income & Expenditure basis and where there are year-end adjustments for debtors/prepayments and creditors/receipts in advance. Please provide details of the year-end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
Total of Box 7: Balances carried forward (31/3/2023)		40288
Deduct: Debtors		
Deduct: Payments made in advance (prepayments)		
Total deductions		40288
Add: Creditors		
Add: Receipts in advance		
Total additions		
Total of Box 8: Total cash and short term investments (31/3/2023) (must agree to the net balances on bank reconciliation)		40288

Attachment 2

Local Council name: Upchurch Parish Council

Confirmation of contact details

Please confirm the contact details for the Clerk, RFO (if not the clerk) and Chair, to assist us in ensuring that our records are kept up to date:

Clerk's name: Nina Henley	RFO's name (if not clerk): 	Chair's name: Tyrone Ripley
Clerk working hours (e.g. Mon-Fri 9-5pm): Mon - Fri 16 hrs a week	RFO working hours (e.g. Mon-Fri 9-5pm):	
Parish Council registered address: 2 Alfriston Grove West Malling Kent ME19 4SR	Parish Council registered address: 	Chair contact postal and email address: Kaine Farm House Breach Lane Upchurch Kent ME9 7PH Email: TyroneRipley@upchurchparish council.gov.uk
Telephone: Primary contact number: 07798600696 Mobile/Alternative number:	Telephone: Primary contact number: Mobile/Alternative number:	Telephone: Primary contact number: 07702222093 Mobile/Alternative number:
E-mail address for the Council/Meeting (please do not provide a personal e-mail address unless the clerk / RFO does not have a Council/Meeting e-mail address). clerk@upchurchparishcouncil.gov.uk		

Please return this form via email together with the

Annual Governance & Accountability Return and other information requested.

