

## Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment agree to Box 8 in the column headed "Year ending 31 March 2019" in Section 2 of the AGAR – and will als the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, rem unrepresented cheques should be entered as negative figures.

Name of smaller authority: **ACTON TURVILLE PARISH COUNCIL**

County area (local councils and parish meetings only): **SOUTH GLOUCESTERSHIRE**

### Financial year ending 31 March 2019

Prepared by (Name and Role): **S RADFORD-HANCOCK (CLERK)**

Date: **31/03/19**

|   | £        | £               |
|---|----------|-----------------|
| <b>Balance per bank statements as at 31/3/19:</b>                                   |          |                 |
| account 1   | 11,632.0 |                 |
| account 2   |          |                 |
| account 3   |          |                 |
| account 4   |          |                 |
| [add more accounts if necessary] account 5  |          |                 |
| account 6   |          |                 |
| account 7   |          |                 |
| account 8   |          |                 |
|   | 11,632.0 |                 |
| <br>Petty cash float (if applicable)  |          | -               |
| <br>Less: any unrepresented cheques as at 31/3/19 (enter these as negative numbers) |          |                 |
| item 1  |          |                 |
| item 2  |          |                 |
| item 3  |          |                 |
| item 4  |          |                 |
| [add more lines if necessary] item 5  |          |                 |
| item 6  |          |                 |
| item 7  |          |                 |
| item 8  |          |                 |
|   | 11,632.0 | -               |
| <br>Add: any un-banked cash as at 31/3/19   |          |                 |
|   |          | 11,632.0        |
|   | 11,632.0 | -               |
| <br><b>Net balances as at 31/3/19 (Box 8)</b>                                       |          | <b>11,632.0</b> |

## Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

ACTON TURVILLE PARISH COUNCIL

County area (local councils and parish meetings only):

SOUTH GLOUCESTERSHIRE

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (AGAR) have been prepared on an income and expenditure basis and there have been debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of adjustments, showing how the net difference between them is equal to the difference between Box 7 and Box 8.

|   | £ | £                |
|---|---|------------------|
| <b>Box 7: Balances carried forward</b>  |   | <b>11,632.00</b> |
| <b>Deduct: Debtors (enter these as negative numbers)</b>                                    |   |                  |
| 1   |   |                  |
| 2   |   |                  |
| 3   |   |                  |
|   | - |                  |
| <b>Deduct: Payments made in advance<br/>(prepayments) (enter these as negative numbers)</b> |   |                  |
| 1   |   |                  |
| 2   |   |                  |
|   | - |                  |
| <b>Total deductions</b>   | - | -                |
| <b>Add: Creditors (must not include community infrastructure levy<br/>(CIL) receipts)</b>   |   |                  |
| 1   |   |                  |
| 2   |   |                  |
|   | - |                  |
| <b>Add: Receipts in advance (must not include deferred grants/loans<br/>received)</b>       |   |                  |
| 1   |   |                  |
| 2   |   |                  |
|   | - |                  |
| <b>Total additions</b>  | - | -                |
| <b>Box 8: Total cash and short term investments</b>   |   | <b>11,632.00</b> |

## Explanation of variances – pro forma

Name of smaller authority:

County area (local councils and parish meetings only):

Insert figures from Section 1 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);
- 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<br>£ | 2018/19<br>£ | Variance<br>£ | Variance<br>% | Explanation<br>Required? | Automatic responses trigger below based on figures<br>input. DO NOT OVERWRITE THESE BOXES | Explanation from smaller authority (must include narrative and supporting figures)            |
|---|--------------|--------------|---------------|---------------|--------------------------|---|---|
| 1 Balances Brought Forward                                | 11,025       | 10,702       |               |               |                          |   |   |
| 2 Precept or Rates and Levies                             | 4,915        | 4,915        | 0             | 0.00%         | NO                       |   |   |
| 3 Total Other Receipts                                    | 887          | 374          | -513          | 57.84%        | YES                      |   | Less expenditure, less VAT claims lower LCTS grant VAT £172.81 LCTS £81.00 £140 subscriptions |
| 4 Staff Costs   | 1,500        | 1,500        | 0             | 0.00%         | NO                       |   |   |
| 5 Loan Interest/Capital Repayment                         |              |              | 0             | 0.00%         | NO                       |   |   |
| 6 All Other Payments                                      | 4,625        | 2,859        | -1,766        | 38.18%        | YES                      |   | 18/19 less expenses 1 off purchase 2017/18 Notice Board £1,568.98                             |
| 7 Balances Carried Forward                                | 10,702       | 11,632       |               |               | YES                      | VARIANCE EXPLANATION NOT REQUIRED   |   |
| 8 Total Cash and Short Term Investments                   | 10,702       | 11,632       |               |               |                          | VARIANCE EXPLANATION NOT REQUIRED   |   |
| 9 Total Fixed Assets plus Other Long Term Investments and | 126,083      | 126,083      | 0             | 0.00%         | NO                       |   |   |
| 10 Total Borrowings                                       |              |              | 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                                   | 1905 |      |                   |
| Reserve 2                                   | 3750 |      |                   |
| Reserve 3                                   | 3800 |      |                   |
| Reserve 4                                   |      |      |                   |
| Reserve 5                                   |      |      |                   |
| Reserve 6                                   |      |      |                   |
| Reserve 7                                   |      |      |                   |
|   | 9455 | 9455 |                   |
| <b>General reserve</b>                      | 2177 | 2177 |                   |
| <b>Total reserves (must agree to Box 7)</b> |      |      | <b>£11,632.00</b> |

- Reserve 1 Tennis Court Funds
- Reserve 2 Funds for replacement mower
- Reserve 3 Election Expenses

General reserve at year end £2,176.00