

## Bank reconciliation – pro forma

Name of smaller authority: \_\_\_\_\_ Church Fenton Parish Council \_\_\_\_\_

County area (local councils and parish meetings only): \_\_\_\_\_ North Yorkshire \_\_\_\_\_

### Financial year ending 31 March 2018

Prepared by \_\_\_\_\_ Jeremy Sherlock – Parish Clerk \_\_\_\_\_ (Name and role)

Date \_\_\_\_\_ 30.4.18 \_\_\_\_\_

Balance per bank statements as at 31 March 2018:		
NatWest (current)	£	£
	14417	
Cambridge and Counties (Savings)	26198	
	<hr/>	40615
Petty cash float (if applicable)		
Less: any un-presented cheques at 31 March 2018		
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Add: any un-banked cash at 31 March 2018		
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Net balances as at 31 March 2018 (Box 8)		<hr/> 40615 <hr/>

***The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:***

#### CASH BOOK:

Opening Balance 1 April 2017 (Prior year Box 8)	36611
Add: Receipts in the year	32963
Less: Payments in the year	28959
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	<hr/> 40615 <hr/>

(See [example](#) for guidance if required)

## Explanation of variances – pro forma

Name of smaller authority: \_\_\_\_\_ **Church Fenton Parish Council** \_\_\_\_\_

County area (local councils and parish meetings only): \_\_\_\_\_ **North Yorkshire** \_\_\_\_\_

Please provide **full explanations, including numerical values**, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

<b>Section 2</b>	<b>2016/17 £</b>	<b>2017/18 £</b>	<b>Variance £</b>	<b>Variance %</b>	<b>Detailed explanation of variance (with amounts £)</b>
<b>Box 2</b> <i>Precept or Rates and Levies</i>	19100	19970	870	+4.6	
<b>Box 3</b> <i>Total other receipts</i>	10680	12993	2313	+21.7	See attached table – the main variations are down to grants, offset by lower VAT recovery
<b>Box 4</b> <i>Staff costs</i>	5140	5387	247	+4.8	
<b>Box 5</b> <i>Loan interest/ capital repayments</i>	0	0			
<b>Box 6</b> <i>All other payments</i>	29346	23572	-5774	-19.7	See attached table
<b>Box 9</b> <i>Total fixed assets &amp; long term investments &amp; assets</i>	151694	151694	0	0	
<b>Box 10</b> <i>Total borrowings</i>	0	0	0		
<b>Explanation for 'high' reserves</b>	<p>Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:</p> <p>Sandwath Endowment - £26,841            CIL funds - £5,408            General Funds - £8,366</p>				

<b>OTHER INCOME</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Difference</b>	<b>Notes</b>
Selby DC grant	£488.35	£419.59	-£68.76	
Interest	£539.40	£431.90	-£107.50	
VAT Refund	£4,103.64	£1,661.75	-£2,441.89	16-17 included recovery of VAT for a street light scheme
Neighbourhood Plan Grant	£5,000.00	£4,362.00	-£638.00	
Other	£548.39	£710.66	£162.27	
CIL		£5,407.50	£5,407.50	
	£10,679.78	£12,993.40	£2,313.62	
<b>OTHER PAYMENTS</b>				
Administration	£1,105.98	£1,842.02	£736.04	Included payment of a 18-19 subscription, and costs arising from 2 village consultations
Audit	£235.00	£320.00	£85.00	
Insurance	£881.84	£828.97	-£52.87	
Repairs and Maint	£6,445.43	£7,560.70	£1,115.27	Additional playground repairs
Projects Reserve	£13,384.97	£5,753.92	-£7,631.05	Street light scheme (£6,900) not yet invoiced
Electricity	£1,433.81	£1,442.52	£8.71	
Sandwath Play	£858.78	£1,347.12	£488.34	Additional playground repairs
Neighbourhood Plan	£5,000.00	£4,477.00	-£523.00	
	£29,345.81	£23,572.25	-£5,773.56	