

## Bank reconciliation – pro forma

Insert name of smaller authority: **LITTLE ABINGTON PARISH COUNCIL**

**Financial year ending 31 March 2017**

Prepared by **\_Genevieve Dalton Clerk**

Date **26 April 2017**

Balance per bank statements as at 31 March 2017:		
Lloyds Current Account	£	£
Cambridge Building Society	5583.61	
	15053.77	
		<b>20637.38</b>
Petty cash float (if applicable)	N/A	
Less: any un-presented cheques at 31 March 2017		
Clerk pay adjustment	27.36	
Clerk Q4 expenses	29.18	
HMRC PAYE Q4	185.20	
Tree works	100.00	
		<b>341.74</b>
Add: any un-banked cash at 31 March 2017	0	
		<b>20295.64</b>

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

### **CASH BOOK:**

Opening Balance 1 April 2016 (Prior year Box 8)	18990.31	
Add: Receipts in the year	19252.47	
Less: Payments in the year	17947.14	
Closing balance per cash book [receipts and payments book] as at 31 March 2017 (must equal net balances above – Box 8)		<b>20295.64</b>

## DRAFT Explanation of variances – pro forma

Insert name of smaller authority: **LITTLE ABINGTON PARISH COUNCIL**

The 'Practitioners' Guide' provides guidance on explaining significant variances. **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);
- if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2).

Section 2	2015/16 £	2016/17 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
<b>Box 2</b> <i>Precept or Rates and Levies</i>	£16,168.00	£16,490.00	+ £332.00	2.0%	
<b>Box 3</b> <i>Total other receipts</i>	£2,797.98	£2,762.47	- £35.51	1.27%	
<b>Box 4</b> <i>Staff costs</i>	£3,644.00	£3,692.40	+£51.40	1.41%	
<b>Box 5</b> <i>Loan interest/ capital repayments</i>	NIL	NIL			
<b>Box 6</b> <i>All other payments</i>	£17,438.94	£14,254.74	-£3184.20	18.26%	<p>In 2015-16 expenditure included 3 significant one-off items of expenditure</p> <ul style="list-style-type: none"> <li>• Repainting footbridge (£3900)</li> <li>• Purchase of speedwatch equipment (£2880)</li> <li>• Contribution from S106 funding to the Recreation Ground for equipment. (£1411),</li> </ul> <p>In 2016-7.</p> <ul style="list-style-type: none"> <li>• The County Council invoiced late for 15-16 street lighting costs. This is in the 2016-17 accounts together with 16-17 costs (£1922).</li> <li>• Purchase of new laptop (£818),</li> <li>• Donation (£853.38) towards the cost of community led celebration of the Queen's 90<sup>th</sup> birthday.</li> <li>• Contribution (£1000) on completion of 15-16 Local Highways Improvement scheme</li> </ul>

<b>Box 9</b> <i>Total fixed assets &amp; long term investments &amp; assets</i>	£36025	£35871	-£154	<1%	<p>Fixed asset values are based on initial purchase price or an estimate of replacement value if a purchase price was not recorded.</p> <p>The register was updated last year to include the footbridge (installed in 2001) which was valued at £15,000 at the time of insurance market testing. It had not been previously included on the asset register.</p> <p>The only change in assets in 16-17 was purchase of a replacement laptop of lower replacement value.</p>
<b>Box 10</b> <i>Total borrowings</i>	NIL	NIL			
<b>Explanation for 'high' reserves</b>	Box 7 is more than twice Box 2 because .... <b>N/A</b>				