

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree with the column headed “Year ending 31 March 20xx” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a cash and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative numbers.

Name of smaller authority: Garvestone, Reymerton and Thuxton Parish Council

County area (local councils and parish meetings only): Norfolk

Financial year ending 31 March 2022

Prepared by (Name and Role): Samantha Bromley Clerk / RFO

Date: 15/07/2022

	£	£
Balance per bank statements as at 31/3/22:		
Current Account	<u>9301.8</u>	9,301.8
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/22 (enter these as negative numbers)		
None	<u> </u>	-
Add: any un-banked cash as at 31/3/22		
None	<u> </u>	-
Net balances as at 31/3/xx (Box 8)		<u><u>9,301.8</u></u>

Explanation of variances – pro forma

Name of smaller authority:

County area (local councils and parish meetings only):

Insert figures from Section 2 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);

• **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;

• 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).

Garvestone, Reymerton and Thuxton Parish Council
Norfolk

	2020/21 £	2021/22 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	13,753	9,788				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	9,000	9,000	0	0.00%	NO		
3 Total Other Receipts	2,354	483	-1,871	79.48%	YES		In 2020/21 the council received £869.05 from a VAT refund and £985 from donations for benches.
4 Staff Costs	4,574	4,113	-461	10.08%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	10,745	5,856	-4,889	45.50%	YES		In 2020/21 the council spent £6693.80 on a remembrance project. In 2021/22 the council spent £1425 on benches.
7 Balances Carried Forward	9,788	9,302			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	9,788	9,302				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	16,420	16,483	63	0.38%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		