

Croxden Parish Council - Bank reconciliation – AGAR 2019/2020

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 2020" 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.

Parish Council Name _Croxden Parish Council _

Financial year ending 31 March 2020

Prepared by Mrs VRE Gibson – RFO/Clerk

Date ___18.04.2020_____

Balance per bank statements as at 31 March 2020:		£	£
e.g. Current accounts		2974.59	
		1248.22	
		351.15	
		<hr/>	
		4573.96	
Petty cash float (if applicable)			
Less: any unpresented cheques at 31 March 2020 (normally only current account)			
Cheque number	38	80.00	
		<hr/>	
Add: any un-banked cash at 31 March 2020			
e.g. banked 31 March 2020 (but not credited until 1 April)			
		0	
		<hr/>	
Net balances as at 31 March 2020			<u>4493.96</u>

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

CASH BOOK

	3986.16
Opening Balance 1 April 2020	4617.71
Add: Receipts in the year	4109.91
Less: Payments in the year	
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Closing balance per cash book [receipts and payments book] as at 31 March 2020 (must equal net balances above)	<u>4493.96</u>

* **Note:** Long-term investments should be excluded from the bank reconciliation and from Section 2, Boxes 1, 7 and 8. They must be shown in Section 2, Box 9 and recorded in the asset and investment register.

Explanation of significant variances in the accounting statements - Section 2

Parish Council name: _____ Croxden Parish Council __2019/2020

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	2018/19 £	2019/20 £	Variance (+/-) £	Detailed explanation of variance (for each reason noted please include monetary values (to nearest £10))
Box 2 <i>Precept</i>	4000	4000	0	
Box 3 <i>Other income</i>	42	618	+576	£600 donation received for WW1 Bench project
Box 4 <i>Staff costs</i>	1673	1496	-177	
Box 5 <i>Loan interest/ capital</i>	0	0	0	
Box 6 <i>Other payments</i>	1737	2615	+878	£492 Repair and refurbish 3 noticeboards £86 Election Fee £50 Website hosting increase £45 Council hard drive for back up £191 Council Lap Top
Box 7 <i>Balances carried forward</i>	3987	4494	+507	If some of the year-end balances are earmarked for specific purposes rather than as a general reserve, please provide a breakdown. WW1 Bench donations will be spent in May 2020
Box 9 <i>Fixed assets & long term assets</i>	6708	6854	+146	Explain all movements in this category and not just those above 15% £91 New Laptop (Asset Register had £100 in for laptop in previous year) £45 Council hard drive £10 Filing Cabinet.
Box 10 <i>Total borrowing</i>	0	0	0	

