

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** column headed "Year ending 31 March 2022" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered as negative figures.

Name of smaller authority: Read Parish Council

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

Financial year ending 31 March 2022

Prepared by (Name and Role): April Collinson - Clerk

Date: 13/04/2022

	£	£
Balance per bank statements as at 31/3/2022:		
Business Current Account	5,971.19	
Business Savings Account	9,581.20	
		15,552.39
Petty cash float (if applicable)		43.95
Less: any un-presented cheques as at 31/3/22 (enter these as negative numbers)		
none		-
Add: any un-banked cash as at 31/3/22		
Net balances as at 31/3/2022 (Box 8)		<u>15,596.34</u>

Explanation of variances – pro forma

Name of smaller authority: [REDACTED]
 County area (local councils and parish meetings only): [REDACTED]
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:** 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).

	2020/21 £	2021/22 £	Variance £	Variance %	Explanation Required?	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	17,352	12,951				Explanation of % variance from PY opening balance not required - Balance brought forward agrees
2 Precept or Rates and Levies	10,449	10,836	387	3.70%	NO	
3 Total Other Receipts	8,146	4,442	-1,704	27.73%	YES	reduction on money available in concurrent functions grant scheme (in 2021 £1,136 was received and in 21/22 only £557 was received)
4 Staff Costs	2,737	3,417	680	24.84%	YES	change of staff required multiple staff to be employed at once for training purposes causing an increase in costs along with wages increase in line with the cost of living increase.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO	
6 All Other Payments	18,259	9,226	-9,033	49.47%	YES	£11,009.60 was spend on improvements and repairs to a local carpark and road in 20/21 which was not necessary to repeat in 21/22 resulting in a greatly reduced spend
7 Balances Carried Forward	12,951	15,586			NO	VARIANCE EXPLANATION NOT REQUIRED
8 Total Cash and Short Term Investments	0	0			NO	VARIANCE EXPLANATION NOT REQUIRED
9 Total Fixed Assets plus Other Long Term Investments and	89,376	85,178	-4,198	6.05%	NO	
10 Total Borrowings	0	0	0	0.00%	NO	

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable