

Bank reconciliation template

	£	£					
Balance per bank statement at 31 March 2020		89,465.57					
Add: outstanding receipts	<table border="1" style="width: 100px; height: 40px; border-collapse: collapse;"> <tr><td style="height: 15px;"></td></tr> <tr><td style="height: 15px;"></td></tr> <tr><td style="height: 15px;"></td></tr> </table>				-		
Less: outstanding payments	<table border="1" style="width: 100px; border-collapse: collapse;"> <tr><td style="text-align: center;">127.80</td></tr> <tr><td style="text-align: center;">150.00</td></tr> <tr><td style="text-align: center;">464.93</td></tr> <tr><td style="text-align: center;">1,612.80</td></tr> <tr><td style="text-align: center;">120.00</td></tr> </table>	127.80	150.00	464.93	1,612.80	120.00	2,475.53
127.80							
150.00							
464.93							
1,612.80							
120.00							
Balance per cashbook at 31 March 2020		86,990.04					

Outstanding receipts

This should include any amounts received which have been recorded in the cashbook as being received in the period to 31 March 2020 but which appear on the bank statement after 31 March 2020.

Outstanding payments

This should include any amounts paid which have been recorded in the cashbook as being paid in the period to 31 March 2020 but which appear on the bank statement after 31 March 2020.

Explanation of variances 2019/20 – pro forma

Name of smaller authority: **Bodicote Parish Council**

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Now, 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 £500);
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2).

	2019 £	2020 £	Variance £	Variance %	Explanation Required?	DO NOT OVERWRITE THE BOXES HIGHLIGHTED IN RED/GREEN	Explanation (must include narrative and supporting figures)
1 Balances Brought Forward	42,479	36,807				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	30,094	31,900	1,806	6.00%	NO		
3 Total Other Receipts	8,976	47,065	38,089	424.34%	YES		£33915 from developer to maintain play area. VAT reclaimed in 2019/20 for 2 years totalling £7255.
4 Staff Costs	13,252	7,360	-5,892	44.46%	YES		Gratuity payment of £4191 was paid to the retiring clerk. Higher costs because of handover costs; 2 clerks paid in April 2018.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	31,490	21,422	-10,068	31.97%	YES		In 2018/19 a memorial was purchased at a cost of £9728.
7 Balances Carried Forward	36,807	86,990	50,183	136.34%	YES		£33915 from developer, lower salary costs and no capital expenditure
8 Total Cash and Short Term Investments	34,782	86,990	52,208	150.10%	YES		£33915 from developer, lower salary costs and no capital expenditure. An historic incorrect accrued VAT adjustment of £2025
9 Total Fixed Assets plus Other Long Term Investments and Assets	43,882	68,594	24,712	56.31%	YES		Play equipment (£15,000) transferred from developer plus memorial purchased £10,000
10 Total Borrowings	0	0	0	0.00%	NO		

Excessive Reserves Ratio 1.223067 2.726959

PLEASE PROVIDE AN EXPLANATION FOR THE LEVEL OF RESERVES ON THE FOLLOWING TAB

Explanation for 'high' reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

	£	£	£
Earmarked reserves:			
Youth/adult facilities	11610		
Land purchase	8000		
Play equipment main	33915		
Elections	3000		
Churchyard main	3000		
Parish office equipment	1050		
Burial ground main	2200		
Public clock	700		
Professional fees	3581		
		67056	
General reserve	19934		
		19934	
Total reserves (must agree to Box 7)			86990
Box 7 per Annual Return			86,990
Difference			0