

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to 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 r basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: **MULBARTON PARISH COUNCIL**

County area (local councils and parish meetings only): **SOUTH NORFOLK**

Financial year ending 31 March 20xx

Prepared by (Name and Role): **ANNE PHILLIPS. CLERK/RFO**

Date: **24/04/2021**

		£	£
Balance per bank statements as at 31/3/21:			
	RBS Current A/C	5,287.82	
	Santander Current A/C	102,596.71	
	Santander Saving A/C	49,819.98	
[add more accounts if necessary]			
			157,704.51
Petty cash float (if applicable)			-
Less: any unpresented cheques as at 31/3/21 (enter these as negative numbers)			
	102702	(144.00)	
	102708	(576.36)	
	102709	(672.00)	
	102710	(30.11)	
[add more lines if necessary]	102711	(838.77)	
	102712	(304.67)	
	102713	(280.00)	
			(2,845.91)
Add: any un-banked cash as at 31/3/xx			
			-
Net balances as at 31/3/21 (Box 8)			<u>154,858.60</u>

Explanation of variances – pro forma

Name of smaller authority: **MULBARTON PARISH COUNCIL**
County area (local councils and SOUTH NORFOLK)

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).

	Restated 2019/20 £	2020/21 £	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	98,464	122,853					
2 Precept or Rates and Levies	51,574	50,225	-1,349	2.62%	NO		
3 Total Other Receipts	20,636	33,722	13,086	63.41%	YES		
4 Staff Costs	10,438	11,886	1,448	13.87%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	35,383	40,055	4,672	13.20%	NO		
7 Balances Carried Forward	122,853	154,859				VARIANCE EXPLANATION NOT REQUIRED EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES	
8 Total Cash and Short Term Investments	122,853	164,859			YES		
9 Total Fixed Assets plus Other Long Term Investments at	289,484	270,427	933	0.35%	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

Mulbarton Parish Council for the year ending 30.03.2021
Explanation of variances:

Box 3: Total Other Receipts

2019/20: £20,636 2020/21: £33,722 Variance: £13,086

- Agency Service Reimbursement: +£35.17 on 19/20
- Interest on Investments: +£25.64 on 19/20
- Football/MUGS/Bus Receipts: +£98.70 on 19/20
 - Increase in booking of MUGA for pickleball
- Allotment Rents: +£130.00 on 19/20
 - Increase in occupancy
- Wayleaves: £90.47 on 19/20
 - Increase in payment from solar farm
- VAT on income & repayments: -£601.81 on 19/20
 - Claim submitted dated 31.03.2021 which will be shown in accounts when received
- Grants: +£10,000 on 19/20
 - £10,000 support grant paid by South Norfolk Council
- CIL: +£3327.73 on 19/20
 - Increase in amount payable under the scheme