

## Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It 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 receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be negative figures.

Name of smaller authority:

Toseland Parish Council

County area (local councils and parish meetings only):

Cambridgeshire

Financial year ending 31 March 2020

Prepared by (Name and Role):

Mrs Pat Dillon, Clerk and RFO

Date:

24/04/2020

Balance per bank statements as at 31 30/03/2020

account 1  
account 2

£  
1,523.0  
627.0

2,150.0

Petty cash float (if applicable)

N/A

- -

Less: any unpresented cheques as at 3 30/03/2020

100219

396.00

396.00

Add: any un-banked cash as at 31/3/2020

Net balances as at 31/3/20 (Box 8)

1,754.0

## Explanation of variances – pro forma

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

County area (local councils and **Cambridgeshire**)

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);
- 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).

	30/03/2019 £	30/03/2020 £	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	2,602	3,022				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	800	800	0	0.00%	NO		
3 Total Other Receipts	296	4,218	3,922				a mobile traffic speed sign . In 2029-20 we received a grant from Cambridge Community
4 Staff Costs	0	0	0	0.00%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	676	6,286	5,610	829.88%	YES		County County Council £1388.00 for supplying and installing extra mounting posts fot the sign* =
7 Balances Carried Forward	3,022	1,754			YES	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	296	1,754				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	186	3,626	3,440	#####	YES		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

## Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

Toseland Parish Council

County area (local councils and parish meetings only):

Cambridgeshire

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

		£	£
<b>Box 7: Balances carried forward</b>			<b>1,754.00</b>
Deduct: Debtors (enter these as negative numbers)			
	1		
	2	0.00	
	3		
		-	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)			
	1		
	2	0.00	
		-	1,754.00
<b>Total deductions</b>		-	-
Add:			
Creditors (must not include community infrastructure levy (CIL) receipts)			
	2	-	
		-	
Add:			
Receipts in advance (must not include deferred grants/loans received)			
	1		
	2	-	
		-	
<b>Total additions</b>		-	
<b>Box 8: Total cash and short term investments</b>			<b>1,754.00</b>