

## Bank reconciliation – pro forma

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

Name of smaller authority: **Chetwynd Aston and Woodcote Parish Council**

County area (local councils and parish meetings only): **TWC/Shropshire**

**Financial year ending 31 March 2021**

Prepared by (Name and Role): **Ian F Cruise-Taylor - parish Clerk**

Date: **12/05/2021**

**Balance per bank statements as at 31/3/21:**

		£	£
Barclays 23605868	account 1	<b>15,885.52</b>	
	account 2		
	account 3		
			15,885.52

Petty cash float (if applicable) -

Less: any unpresented cheques as at 31/3/xx (enter these as negative numbers)

item 1	<b>0.00</b>
item 2	
item 3	

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

**-**

**Net balances as at 31/3/21 (Box 8)**

**15,885.52**

## Explanation of variances – pro forma

Name of smaller authority: **Chewynd Aston and Woodcote Parish Council**  
 County area (local councils and TWCS/ Shropshire)

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).

	2019/20 £	2020-21 £	Variance £	Variance %	Explanation Required?
1 Balances Brought Forward	9,089	11,503			Automatic responses trigger below based on figures input, <b>DO NOT OVERWRITE THESE BOXES</b>
2 Precept or Rates and Levies	7,090	8,500	1,500	21.43%	YES preparation for increase in pay and purchase of planters
3 Total Other Receipts	2,727	652	-2,075	76.09%	YES grant for SIDS in 2019-20, committed but not spent
4 Staff Costs	3,381	3,431	50	1.48%	NO
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO
6 All Other Payments	3,912	1,338	-2,574	65.80%	YES grants paid out, room hire and payroll costs in 2019-20 not recurring in 2020-21
7 Balances Carried Forward	11,503	15,886			NO VARIANCE EXPLANATION NOT REQUIRED
8 Total Cash and Short Term Investments	11,503	15,886			VARIANCE EXPLANATION NOT REQUIRED
9 Total Fixed Assets plus Other Long Term Investments and	916	916	0	0.00%	NO
10 Total Borrowings	0	0	0	0.00%	NO

### 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:

	£	£	£
<b>Earmarked reserves:</b>			
SIDs Reserve 1	6000		
Planters Reserve 2	3000		
Reserve 3			
Reserve 4			
Reserve 5			
Reserve 6			
Reserve 7			
		9000	
<b>General reserve</b>	6886		
		6886	
<b>Total reserves (must agree to Box 7)</b>			<u><u>15886</u></u>