

## 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 2022" in Section 2 of the AGAR – and will also agree to Box 7 where the ac a receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should negative figures.

Name of smaller authority:

Buckworth Parish Council

County area (local councils and parish meetings only):

Financial year ending 31 March 2022

Prepared by (Name and Role):

Karen Peck

Date:

05.04.2022

Balance per bank statements as at 31/3/22:

£                      £

Unity

5,760.4

[add more accounts if necessary]

5,760.4

Petty cash float (if applicable)

-

Less: any un-presented cheques as at 31/3/22 (enter these as negative numbers)

item 1

item 2

item 3

item 4

[add more lines if necessary]

item 5

item 6

item 7

item 8

Add: any un-banked cash as at 31/3/22

-

Net balances as at 31/3/22 (Box 8)

5,760.4

## Explanation of variances – pro forma

Name of smaller authority: **Buckworth Parish Council**  
 County area (local councils and parish meetings only):

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 onwards; 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?	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	6,132	5,786					
2 Precept or Rates and Levies	2,500	3,000	500	20.00%	YES		Precept Increase £500
3 Total Other Receipts	230	228	-2	0.87%	NO		
4 Staff Costs	800	1,640	840	105.00%	YES		Full time paid Clerk salary £940 as previous year had unpaid months for unpaid clerk
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	2,276	1,614	-662	29.09%	YES		saving on insurance of £73.64, Rights of Way charges not charged £120
7 Balances Carried Forward	5,786	5,760			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	5,786	5,760				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	5,782	5,782	0	0.00%	NO		
10 Total Borrowings			0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

## Buckworth Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1 Staff Salary	23/04/2021		Unity Bank		Salary	Karen Peck	E	112.92		112.92
3 Membership Subs	23/04/2021		Unity Bank		Subscription	CAPALC	E	132.09		132.09
6 Staff Salary	25/05/2021		Unity Bank		Salary	Karen Peck	E	131.84		131.84
9 Staff Salary	25/06/2021		Unity Bank		Salary	Karen Peck	E	131.64		131.64
12 Staff Salary	23/07/2021		Unity Bank		Salary	Karen Peck	E	122.28		122.28
16 Grass Cut & Maintenance	25/08/2021		Unity Bank		Grass Cutting	CGM Group	S	425.00	85.00	510.00
20 Insurance	25/09/2021		Unity Bank		Insurance Renewal	CAS Ltd	E	176.36		176.36
25 Staff Salary	25/11/2021		Unity Bank		Salary	Karen Peck	E	103.36		103.36
28 Membership Subs	25/11/2021		Unity Bank		Annual software	SCRIBE	S	129.00	25.80	154.80
32 Staff Salary	20/12/2021		Unity Bank		Salary	Karen Peck	E	112.92		112.92
35 Staff Salary	21/01/2022		Unity Bank		Salary	Karen Peck	E	103.56		103.56
42 Staff Salary	25/03/2022		Unity Bank		Salary	Karen Peck	E	145.45		145.45
<b>Total</b>								<b>1,826.42</b>	<b>110.80</b>	<b>1,937.22</b>