

MILLINGTON CUM GIVENDALE PARISH COUNCIL

Bank reconciliation - pro forma

Millington cum Givendale Parish Council

Financial year ending 31 March 2016

Prepared by Judith Roberts, Clerk to the Council/Responsible Financial Officer (Name and role)

Date 29th March 2016

Balance per bank statements as at 31 March 2016

	£	£
a/c business current account	2,524.33	
a/c business saver account	785.66	
		3,309.99
Petty cash float (if applicable)		-
Less: any unpresented cheques at 31 March 2016		
cheque no. 100527	£64.16	
cheque no. 100528	£707.75	
cheque no. 100529	£248.39	
cheque no. 100530	£21.20	
cheque no. 100531	£57.20	
cheque no. 100532	£409.98	
cheque no. 100533	£108.00	
		1,616.68
Add: any unbanked cash at 31 March 2016	0.00	
		0.00
Net balances as at 31 March 2016		1,693.31

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK:

Opening balance 1 April 2015	1,368.50
Add: receipts in the year	3,140.90
Less: Payments in the year	2,816.09
Closing balance per cash book [receipts and payments book] as at 31 March 2016 (must equal net balances above) at	1,693.31

Reconciliation between Box 7 and Box 8 in Section 2 – pro forma

(applies to Annual Returns prepared on an income and expenditure basis only)

Millington Parish Council

There should only be a difference between Box 7 and Box 8 where the Annual Return has 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.

		£	£
Box 7: Balances carried forward			1693
Deduct:	Debtors		
	•		
	•		
	•		
	•		
	•		
		/	
Deduct:	Payments made in advance (prepayments)		
	•		
	•		
		/	
Total deductions			0
Add:	Creditors		
	•		
	•		
	•		
	•		
	•		
		/	
Add:	Receipts in advance		
	•		
	•		
		/	
Total additions			0
Box 8: Total cash and short term investments			1693

MILLINGTON CUM GIVENDALE PARISH COUNCIL

Explanation of variances - pro forma for local councils

Millington cum Givendale Parish Council

The NALC/SLCC 'Practitioners' Guide 2010' (paragraph 2.15 onwards) provides guidance on explaining significant variances. Please provide explanations for the following:

- variances of more than 15% between totals for individual boxes (except variations of less than £200);
- any changes where there is movement to or from zero; and
- if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2)

Section 1	2014/15	£	2015/16	£	Variance	£	Variance %	Detailed explanation of variance (with amounts £)
Box 1 Balances brought forward		938		1,369		431	45.97	
Box 2 Precept		2,400		1,998		-402	-16.75	Precept was higher to 2014/15 to raise funding for a Neighbourhood Plan
Box 3 Other receipts		321		1,143		822	256.23	This year council was awarded £925 grant to comply with Transparency Code.
Box 4 Staff costs		793		1,273		480	60.59	This years salary costs include:- 6 months salary for retiring clerk for Oct '14-Mar '15. £450.48 11 months salary for new clerk May '15 to Mar '16 £956.14
Box 5 Loan interest/ capital repayments		0		0		0	0.00	
Box 6 Other Payments		1,497		1,543		46	3.06	
Box 7 Balances carried forward		1,369		1,693		325	23.73	
Box 8 Cash and short term investments		1,369		1,693		325	23.73	Funding for compliance with Transparency code not completely spent at Mar 31st '16
Box 9 Fixed assets & long term assets		1,306		2,044		738	56.51	Purchase of laptop & Wifi booster £540 Gift from East Riding Council of a projector £250
Box 10 Borrowings		0		0		0	0	