

Bank reconciliation – pro forma

Dry Drayton Parish Council

Financial year ending 31 March 2017

Prepared by Anita Cullum, Parish Clerk & RFO (Name and role)

Date 8/5/17



	£	£
Balance per bank statements as at 31 March 2017:		
Lloyds Current Account	9551.00	
Cambridge Building Society Saver Account	6920.00	
NS & I Investment Account	<u>5072.00</u>	
		21,543.00
Petty cash float (if applicable)		
Less: any un-presented cheques at 31 March 2017		
Cheque number 1054	(15.00)	
1055	(33.00)	
1056	(230.00)	
	<u> </u>	(278.00)
Add: any un-banked cash at 31 March 2017		
	<u> </u>	
Net balances as at 31 March 2017 (Box 8)		<u>21,265.00</u>

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

CASH BOOK:

Opening Balance 1 April 2016 (Prior year Box 8)	17,292.00
Add: Receipts in the year	15,885.00
Less: Payments in the year	<u>11,912.00</u>
Closing balance per cash book [receipts and payments book] as at 31 March 2017 (must equal net balances above – Box 8)	<u>21,265.00</u>

Explanation of variances – pro forma

Insert name of smaller authority: Dry Drayton Parish Council

The 'Practitioners' Guide' provides guidance on explaining significant variances. Please provide **full explanations, including numerical values**, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2).

Section 2	2015/16 £	2016/17 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 Precept or Rates and Levies	9,500	14,250	4,750	40	2016/17 precept allows for installation of 3 street light £1767 (incl. VAT) each; total cost £5301 (precise costs not fixed at outset; estimated
Box 3 Total other receipts	3,887	1,635	2,252	81	2015/16 receipts: £1005 gifted for defibrillator; £1000 Communist Chest grant; £160 Footpath works donation; additional £85 VAT refund; Total £225
Box 4 Staff costs	4,000	4,318	318	7.65	-
Box 5 Loan interest/ capital repayments	0	0	-	-	-
Box 6 All other payments	10,318	7,594	2,724	30	2015/16 Payments: £1164 Defibrillator Cabinet; £500 Youth Club; £1448 Scrimmer Sub-total £3112 Minus 2016/17 Payment: CILCA Training £420 Total: £2692
Box 9 Total fixed assets & long term investments & assets	12,500	13,664	1,164	8.9	-
Box 10 Total borrowings	0	0	-	-	-
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because				