Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agre
column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are pre
payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative

Name of smaller authority: Halstead Town Council

County area (local councils and parish meetings only): Essex County Council

Financial year ending 31 March 20xx

Prepared by (Name and Role): Sarah Greatorex Town Clerk/RFO

Date: xx/xx/xxx

		£	£
Balance per bank statements as at 31/3/xx:			
Barclays current account		83,250.18	
Lloyds current account		98,409.00	
Clerk account		885.39	
Nationwide Bond		35,000.00	
CCLA		45,860.14	
	account 6		
	account 7		
	account 8		
			263,404.7
Petty cash float (if applicable)			-
Less: any unpresented cheques as at 31/3/xx **(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/xx			
			-
Net balances as at 31/3/xx (Box 8)			**263,404.7**

Explanation of variances – pro forma

Name of smaller authority:

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).

	2021/22 £	2022/23 £	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	149,996	215,544				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	199,907	212,599	12,692	6.35%	NO		
3 Total Other Receipts	169,677	193,986	24,309	14.33%	NO		
4 Staff Costs	178,374	192,415	14,041	7.87%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	125,662	143,577	17,915	14.26%	NO		
7 Balances Carried Forward	215,544	240,123			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	232,244	263,406				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	1,648,953	1,668,765	19,812	1.20%	NO		
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: Halstead Town Council

County area (local councils and parish meetings only): Essex

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 differnece between them is equal to the difference between Boxes 7 and 8.

			£	£
Box 7: Balances carried forward				**240,123.00**
Deduct:	Debtors **(enter these as negative numbers)**			
		1	(2,469.00)	
		2		
		3		
			(2,469.00)	
Deduct:	Payments made in advance (prepayments) **(enter these as negative numbers)**			
		1	(4,826.00)	
		2		
			(4,826.00)	
Total deductions				(7,295.00)
Add:	Creditors (must not include community infrastructure levy (CIL) receipts)			
		1	14,769.00	
		2		
			14,769.00	
Add:	Receipts in advance (must not include deferred grants/loans received)			
		1	15,808.00	
		2		
			15,808.00	
Total additions				30,577.00
Box 8: Total cash and short term investments				**263,405.00**