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				**341,330.00**
Deduct:	Debtors **(enter these as negative numbers)**			
		1	(841.65)	
		2	24.30	
		3	(2,898.40)	
		4	(30,692.30)	
		5	(4,426.50)	
			(38,834.55)	
Deduct:	Payments made in advance (prepayments) **(enter these as negative numbers)**			
		1	(4,798.85)	
		2		
			(4,798.85)	
Total deductions				(43,633.40)
Add:	Creditors (must not include community infrastructure levy (CIL) receipts)			
		1	2,974.04	
		1	73.17	
		2	4,452.69	
		3	15,716.08	
			23,215.98	
Add:	Receipts in advance (must not include deferred grants/loans received)			
		1	31,428.41	
		2	328.00	
			31,756.41	54,972.39
Total additions				**352,668.99**
Box 8: Total cash and short term investments				**352,669.00**

Bank reconciliation – example

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the 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 receipts and payments basis

Name of smaller authority: Halstead Town Council

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

Financial year ending 31 March 20 h 2025

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

Date: 22/04/2025

	£	£
Balance per bank statements as at 31/3/xx: /25		
Barclays Bank A/C	138,254.36	
Lloyds bank A/C	44,583.04	
Halstead Clerk A/C	699.58	
CCLA Deposit A/C	91,986.30	
Nationwide Bond	36,463.72	
Holding account	-	
Cash in Hand	200.00	
Unity Trust Bank	40,482.39	
		352,669.39
Petty cash float (if applicable)		
Less: any unpresented cheques as at 31/3/xx *(normally only current account)*		
Cheque number	(188.40)	
		(188.40)
Add: any un-banked cash as at 31/3/xx e.g Allotment rents banked 30/3/xx *(but not credited unil 2 April)*		
		-
Net balanı ces at 31/3/25 Box 8		**352,669.39**

Explanation of variances – pro forma

Name of smaller authority: Halstead Town Council

County area (local councils and Essex

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;

	2023/24 £	2024/25 £	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	269,022	313,218				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	219,462	230,180	10,718	4.88%	NO		
3 Total Other Receipts	270,820	269,626	-1,194	0.44%	NO		
4 Staff Costs	226,418	249,559	23,141	10.22%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	219,668	222,135	2,467	1.12%	NO		
7 Balances Carried Forward	313,218	341,330				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	277,210	352,669				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	1,672,414	1,677,210	4,796	0.29%	NO		
10 Total Borrowings			0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable