

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **mu** column headed "Year ending 31 March 2023" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be figures.

Name of smaller authority: LEGBOURNE PARISH COUNCIL

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

Financial year ending 31 March 2023

Prepared by (Name and Role): Madeline Hoad - Clerk & RFO

Date: 01.04.2023

	£	£
Balance per bank statements as at 31/3/23:		
Business Current Account	2,094.6	
Business Savings Account	11,205.7	
	_____	13,300.3
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/23 (enter these as negative numbers)	0.00	
	_____	-
Add: any un-banked cash as at 31/3/23		-
	_____	-
Net balances as at 31/3/23 (Box 8)		<u><u>13,300.3</u></u>

Explanation of variances – pro forma

Name of smaller authority: **LEGBOURNE 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).

	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	10,570	12,714				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	5,339	10,000	4,661	87.30%	YES	Overpayment error by ELDC - actual precept amount £5073.00 - refund made	Overpayment error by ELDC - actual precept amount £5073.00 refund made
3 Total Other Receipts	0	24	24	#DIV/0!	#DIV/0!	#DIV/0!	
4 Staff Costs	1,946	2,416	470	24.17%	YES	Increased hours undertaken - includes office allow	Increased hours for Clerk and total includes office allowance for phone/ PC etc
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	1,249	7,022	5,773	462.17%	YES	Refund of Precept overpayment £4827.00	Refund of Precept overpayment
7 Balances Carried Forward	12,714	13,300			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	12,714	13,300				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	30,150	30,150	0	0.00%	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

Explanation for 'high' reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

	£	£	£
Earmarked reserves:			
Asset Replacement	5500		Replacement of bus shelter
Projects Reserve	2500		New Village Map board & stone plaque for village pump
Elections Reserve	2100		
Silt removal works to wet road	500		
		<u>10600</u>	
General reserve	2700	<u>2700</u>	
Total reserves (must agree to Box 7)			<u><u>13300</u></u>