Bank reconciliation – pro forma

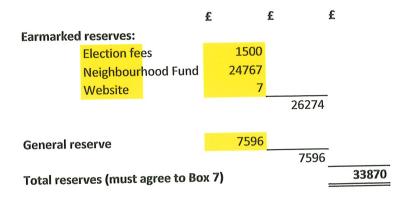
This reconciliation should include <u>all</u> bank and building society accounts, including short term investment accounts. It <u>must</u> agree the headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a payments basis. Please complete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

Name of smaller authority:	Knockin Parish				
County area (local councils and parish meetings only): Shropshire					
Financial year ending 31 March 20xx					
Prepared by (Name and Role):	Penny O'Hagan Parish Clerk	5-17-2-17-18			
Date:	31/03/2022				
	4101	£	£		
Balance per bank statements as at 3	Bank of Scotland Current Account	34,091.6	34,091.6		
Petty cash float (if applicable)			-		
Less: any unpresented cheques as at 3	SALC 10547 HMRC 10544	(50.00) (171.00)	(221.00)		
Add: any un-banked cash as at 31/3/22			,		
			-		
Net balances as at 31/3/22 (Box 8)		=	33,870.6		

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:



Explanation of variances - pro forma

Name of smaller authority:

County area (local councils and garten 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.

Shropshire

on year.

• a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual preceptrates & levies value (Box 2).

	2020/21 £	2021/22 Variance Variance £ £ %	ariance Va		Explanation Required?	Explanation Automatic responses trigger below based on figures Explanation from smaller authority (must include narrative and supporting figures) Required? Input, DO NOT OVERWRITE THESE BOXES
1 Balances Brought Forward	9,876	26,883				Explanation of % variance from PY opening balance not required - Balance brought forward agrees
2 Precept or Rates and Levies	11,878	13,971	2,093	17.62%	YES	Precapt increased to cover general cost increases including £400 for election fees, £150 - councillor training. £750 extra for maintenance on Amenity Area and £150 for bus shelter repairs. Also £200 External Audit fees as Council no longer exempt due to Neighbourhood Fund Contributions
3 Total Other Receipts	18,187	8,175	-10,012	55.05%	YES	Reduction in neighbourhood fund allocation from £17309 in 2020-21 to £7003 in 2021-22
4 Staff Costs	3,513	3,419	-94	2.68%	9	
5 Loan Interest/Capital Repayment	0	0	0	0.00%	9	
6 All Other Payments	9,345	11,740	2,395	25.63%	YES	Purchase of picnic benches £333 and vehicle activated sign from Neighbourhood Fund for £2740
7 Balances Carried Forward	26,883	33,870			KES	VARIANCE EXPLANATION NOT REQUIRED EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATIONLEVIES
8 Total Cash and Short Term Investments	26,883	33,870				VARIANCE EXPLANATION NOT REQUIRED
9 Total Fixed Assets plus Other Long Term Investments and 14,337	and 14,337	17,411	3,074	21.44%	YES	addition of picnic benches £333, vehicle activated sign £2740 and Jubilee Tree £1
10 Total Borrowings	0		0	0.00%	O _N	
Rounding errors of up to £2 are tolerable	tolerable					

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller author	ity:Knockin Parish Council
County Area (local cour	ncils and parish meetings only):Shropshire
	smaller authority, I confirm that the dates set for the period for the c rights are as follows:
Commencing on	Monday 13 th June 2022
and ending on	Friday 22 nd July 2022
(Please enter the da Friday only, and not July – Thursday 14 J	tes set by the smaller authority as appropriate which <u>must</u> be 30 working days (i.e. Monday – Bank Holidays) inclusive and <u>must</u> include the first 10 working days of July 2022 (i.e. Friday 1 luly).
We have suggested comply with the statu	the following dates: Monday 13 June – Friday 22 July 2022. The latest possible dates that utory requirements are Friday 1 July – Thursday11 August 2022.)
	0.1
Signed: _	
Role:	Parish Clerk

This form is only for use by smaller authorities subject to a

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation – this form is not for publication on your website.

Contact details

Name of smaller authority:	Knockin_f	Parish	Council	No. of the last of	
County Area (local councils and	parish meetings on	_{ly):} _Shr	opshire		·

Please complete this form and send it back to us with the AGAR or exemption certificate

	Clerk/RFO (Main contact)	Chair	
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