

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to 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 figures.

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

Date: 31/03/2022

	£	£
Balance per bank statements as at 31/3/xx:		
Bank of Scotland Current Account	34,091.6	34,091.6
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/22 (enter these as negative numbers)		
SALC 10547	(50.00)	
HMRC 10544	(171.00)	
		(221.00)
Add: any un-banked cash as at 31/3/22	-	
		-
Net balances as at 31/3/22 (Box 8)		<u><u>33,870.6</u></u>

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:			
Election fees	1500		
Neighbourhood Fund	24767		
Website	7		
			<u>26274</u>
General reserve	7596		
			<u>7596</u>
Total reserves (must agree to Box 7)			<u><u>33870</u></u>

Explanation of variances – pro forma

Name of smaller authority: **Knockin** Shropshire

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).

	2020/21 £	2021/22 £	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	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		Precept 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	13,187	9,178	-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%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	9,345	11,740	2,395	25.63%	YES		Purchase of picnic benches £933 and vehicle activated sign from Neighbourhood Fund for £2740
7 Balances Carried Forward	26,883	33,870			YES	VARIANCE EXPLANATION NOT REQUIRED EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES	
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	17,411	3,074	21.44%	YES		addition of picnic benches £933, vehicle activated sign £2740 and Jubilee Tree £1
10 Total Borrowings	0	0	0	0.00%	NO		

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 authority: _____ **Knockin Parish Council** _____

County Area (local councils and parish meetings only): _____ **Shropshire** _____

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on _____ **Monday 13th June 2022** _____

and ending on _____ **Friday 22nd July 2022** _____

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2022 (i.e. Friday 1 July – Thursday 14 July).

We have suggested the following dates: Monday 13 June – Friday 22 July 2022. The latest possible dates that comply with the statutory requirements are Friday 1 July – Thursday 11 August 2022.)

Signed: _____  _____

Role: _____ **Parish Clerk** _____

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

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 Parish Council

County Area (local councils and parish meetings only): Shropshire

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

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