

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree 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 credit and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative numbers.

Name of smaller authority: CROPTHORNE PARISH COUNCIL

County area (local councils and parish meetings only):

Financial year ending 31 March 2021

Prepared by (Name and Role): Lynne Yapp - Clerk / RFO

Date: 11/04/2021

	£	£
Balance per bank statements as at 31/3/21		
Current Account	29635.22 ✓	
Deposit Account	5022.33 ✓	
	34657.55 ✓	
Petty cash float (if applicable)		0.00
Less: any unpresented cheques as at 31/3/21 (enter these as negative numbers)		
	0.00	
Add: any un-banked cash as at 31/3/21		
		0.00
Net balances as at 31/3/21 (Box 8)		34657.55 ✓

Explanation of variances – pro forma

Name of smaller authority: **CROFTHORNE PARISH COUNCIL**
 County area (local councils and sub-divisional units): **CROFTHORNE PARISH**
 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: 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).

	2019/20 £	2020/21 £	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	13,001	15,130					
2 Precept or Rates and Levies	6,600	7,100	600	9.23%	NO		
3 Total Other Receipts	5,192	34,217	29,025	559.03%	YES		2020/21 - s106 Funds (Open Space) - £23,169. 2021/21 - Community Infrastructure Levy Fund £6,546
4 Staff Costs	4,156	4,165	9	0.22%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	5,407	17,625	12,218	225.97%	YES		2020/21 - £10,852 expensdsditure s106 - improvements to Sheppey Playground. VAT £1,390 paid on Sheppey Project
7 Balances Carried Forward	15,130	34,657			YES	VARIANCE EXPLANATION NOT REQUIRED TO WHY CARRY FORWARD RESERVES ARE	
8 Total Cash and Short Term Investments	15,130	34,657				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	18,323	18,323	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:			
Elections Reserve		2000	
Legal Reserve		5000	
Maintenance Reserve		1000	
Tree Reserve		2000	
s106 Balance		12317	
CIL Balance		8224	
		<u>30541</u>	
General reserve			
		<u>4116</u>	
Total reserves (must agree to Box 7)			<u><u>34657</u></u>

M 3/03/21

CROPTHORNE PARISH COUNCIL

FIXED ASSET SCHEDULE 31ST MARCH 2021

ITEM	VALUE £
Baldwins Bank	1000
2 x defibrillators & housing units	1898
Bus shelter	676
Mobile VAS sign	3294
2 x Fixed Solar VAS signs	8010
Village Speed Gates	1245
3 x dog waste bins	1000
Notice Board	No Value
2 x bench seating	1200
Assets Total	<u>£18,323</u>

RS 31/03/21

CROPTHORNE PARISH COUNCIL

RISK REVIEW ASSESSMENT APRIL 2021

<u>ITEM</u>	<u>FREQUENCY</u>	<u>LAST REVIEWED</u>	<u>COMMENTS</u>
Insurance			
Public/Employers Liability	Annual	May 2020	
Money/Fidelity Guarantee	Annual	May 2020	
Personal Accident	Annual	May 2020	
Assets as per Asset Register	Annual	May 2020	
Lengthsmans Insurance	Annual	February 2021	(Lengthsmans own arrangement)
Safety Inspections :			
Trees on Baldwins Bank		March 2021	
Financial Matters :			
Banking Arrangements	Annual		
VAT Return submitted	Annual	April 2021	
Budget Agreed and Monitored	½ yearly	January 2021	
Precept Requested	Annual	January 2021	
Payments Approval Procedure		April 2020	Any 2 councillors
Review of Bank Reconciliations	Monthly	April 2021	Every month
Review of Clerks Salary	Annual	January 2020	
Chairmans Allowance	Annual	May 2021	Not applicable at present
Internal Audit	Annual	August 2020	
External Audit	Annual	April 2021	
Internal Check of Financial Records	½ yearly		
Record Keeping :			
Minutes properly numbered	On-going		
Asset Register updated	On-going	April 2021	

Financial Regulations
Standing Orders

Annual
Annual

January 2020
January 2020

Members Responsibilities :

New Code of Conduct adopted
Register of Interests
Register of Gift/Hospitality

On-going
On-going
On-going

January 2020

 3/6/20