

## Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in “Year ending 31 March 2021” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and pay complete the highlighted boxes, remembering that un-presented cheques should be entered as negative figures.

Name of smaller authority: **HARWICH TOWN COUNCIL**

County area (local councils and parish meetings only): **ESSEX**

### Financial year ending 31 March 20xx

Prepared by (Name and Role): **Lucy Ballard (Clerk to the Council and Responsible Financial Officer)**

Date: **30/04/2021**

	£	£
<b>Balance per bank statements as at 31/3/21:</b>		
Business Saver Account	189508.65	
Current Account	2971.79	
NS&I	50000.00	
Mixed Payments Account	3194.94	
[add more accounts if necessary]		
		245675.38
Petty cash float (if applicable)		169.05
Less: any un-presented cheques as at 31/3/21 (enter these as negative numbers)		
item 1		
item 2		
item 3		
item 4		
[add more lines if necessary]		
item 5		
item 6		
item 7		
item 8		
		-
Add: any un-banked cash as at 31/3/21		
N/A		-
		<b>245,844.43</b>

## Explanation of variances – pro forma

Name of smaller authority: **HARWICH 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: 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?
1 Balances Brought Forward	214,335	205,975			Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES
2 Precept or Rates and Levies	197,869	207,908	10,019	5.06%	NO
3 Total Other Receipts	23,103	23,257	154	0.67%	NO
4 Staff Costs	86,390	77,014	-3,376	4.20%	NO
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO
6 All Other Payments	149,562	123,169	-26,393	17.65%	YES
7 Balances Carried Forward	205,575	236,557			VARIANCE EXPLANATION NOT REQUIRED
8 Total Cash and Short Term Investments	212,852	245,844			VARIANCE EXPLANATION NOT REQUIRED
9 Total Fixed Assets plus Other Long Term Investments and	1,375,059	1,372,715	1,657	0.12%	NO
10 Total Borrowings	0	0	0	0.00%	NO

Increase in expenditure on: Building repairs (£18417); Decreases in expenditure on: S137 expenditure (£15803); Election expenses (£14235); Events and Projects (£9173); Grounds maintenance (£5244). The remaining £355 variance is made up of a combination of other minor increases and decreases.

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

## 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:

HARWICH 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 difference between them is equal to the difference between Boxes 7 and 8.

	£	£
<b>Box 7: Balances carried forward</b>		<b>236,557.24</b>
<b>Deduct: Debtors (enter these as negative numbers)</b>		
Debtors	0.00	
VAT Control A/c	(1,266.11)	
	<u>(1,266.11)</u>	
<b>Deduct: Payments made in advance (prepayments) (enter these as negative numbers)</b>		
N/A	N/A	
	<u>-</u>	
<b>Total deductions</b>		<u>(1,266.11)</u>
<b>Add:</b>		
Creditors (must not include community infrastructure levy (CIL) receipts)		
Accruals	9,679.91	
Allotment Key Deposits	873.39	
	<u>10,553.30</u>	
<b>Add:</b>		
Receipts in advance (must not include deferred grants/loans received)		
N/A	N/A	
	<u>-</u>	
<b>Total additions</b>		<u>10,553.30</u>
<b>Box 8: Total cash and short term investments</b>		<u><u>245,844.43</u></u>