

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree headed "Year ending 31 March 2024" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative fi

Name of smaller authority: Whaddon Parish Council

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

Financial year ending 31 March 2024

Prepared by (Name and Role): Suzanne Lindsey Clerk & RFO

Date: 04/04/2024

	£	£
Balance per bank statements as at 31/3/24:		
Current Account	1,001.01	
Deposit Account	53,483.87	
account 3		
account 4		
[add more accounts if necessary] account 5		
account 6		
account 7		
account 8		
		54,484.88
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/24 (enter these as negative numbers)		
item 1	N/A	
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 31/3/24	N/A	
		-
Net balances as at 31/3/24 (Box 8)		54,484.88

Explanation of variances – pro forma

Name of smaller authority: **Whaddon Parish Council**
 County/area/local councils and **Buckinghamshire**
 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;

	2022/23 £	2023/24 £	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	28,622	38,582					Explanation of % variance from PY opening balance not required - Balance brought forward agrees
2 Precept or Rates and Levies	33,000	33,000	0	0.00%	NO		
3 Total Other Receipts	5,274	4,143	-1,133	21.47%	YES		[See Note 1 Below]
4 Staff Costs	8,611	7,408	-1,107	13.00%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	17,831	13,802	-4,030	22.60%	YES		[See Note 2 Below]
7 Balances Carried Forward	38,582	54,485					VARIANCE EXPLANATION NOT REQUIRED
8 Total Cash and Short Term Investments	38,582	54,485					VARIANCE EXPLANATION NOT REQUIRED
9 Total Fixed Assets plus Other Long Term Investments and	88,101	88,102	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

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

Note 1 - Other Receipts

	2022/23	2023/24	Variance
Grants	2,19840	300,00	-1,89840
HMRC Vat Refund	000	1,28728	1,28728
Misc.	53084	0,00	-53084
Magazine Advertising Income	1,03700	158,25	-87875
Allocation Rents and Deposits	58703	44728	-13975
Rent Constable's Plot	60000	60000	0,00
Bank interest	34142	1,37026	1,02884
	5,27589	4,14307	-1,13282

Reduction in grants received
 No Vat reclaimed in previous year
 No misc. receipts (£500 bank error in 2022/23)
 Ad income billed/collected in previous year.
 Reduction in rental income - vacant plots
 No change
 Increase in interest income

Note 2 - Other Payments

	2022/23	2023/24	Variance
Parks and Open Spaces	3,58377	4,12416	54039
General Administration	2,86557	2,17630	-68927
Misc. incl. Village Hall	1,27887	71158	-58369
Highways & Rights of Way	2,40000	3,72250	1,32250
Public Lighting	82592	97082	14090
Whaddon Quarterly	1,62000	1,16000	-46000
Allocments	4,66506	32187	-27521
VAT	50883	61485	10602
	17,83132	13,80188	-4,02944

Increase in moving frequency/costs
 Reduction in IT costs & Traffic Consultation
 Reduction due to Jubilee Celebration 4costs in 2022/23
 Increase for 3 yearly MVAS maintenance contract & weedspraying.
 Increase in electric costs
 Reduction in printing costs
 Water supply installed in 2022/23