

Bank reconciliation template

Schedule B

BANK RECONCILIATION		FINANCIAL YEAR ENDING 31 MARCH 2017	
Authority name and reference		Burton Overy Parish Council ETM/LAR/LCS050	
Prepared by: Name	Kate Barker	Date:	18.04.17
Role (Clerk/RFO etc)	Clerk & RFO		
Approved by: Name	Kate Barker	Date:	12.05.17
Role (RFO/Chair etc)	Clerk & RFO		
Balance per bank statements as at 31 March 2017		£	TOTAL £
List balances on all bank accounts plus petty cash floats at 31 March 2017:			
Current a/c (Treasurers)		2,486.32	
Bus Instant Access a/c		7,526.46	
			10,012.78
Less: any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed)			
Current a/c - 28.03.17 - 576		173.33	
Current a/c - 28.03.17 - 577		105.00	
			278.33
Add any unbanked cash at 31 March 2017: (List date & amount received)			
TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017			<u>10,012.78</u> - <u>278.33</u> = 9,734.45

<i>The net balances reconcile to the Cash Book for the year, as follows:</i>	
CASH BOOK (receipts and payments/income & expenditure schedules)	£
Opening Balance:	14,928.79
Add: Receipts in the year:	8,784.47
Less: Payments in the year:	13978.81
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017	9734.45
Must equal total net bank balances above and Section 2, Box 8	

Identifying which variances require explanation

Positive and negative variances must be explained

Authority name and reference	Burton Overy Parish Council ETM/LAR/LCS050				
Box on Section 2 Accounting Statements	(a) 2016 £	(b) 2017 £	(c) Variance Increase(+) or decrease(-) (b - a) £	(d) Variance divided by 2016 figure times 100 (c / a *100) %	Explanation required? Less than £250 and 15%? - NO More than 15%? - YES
Box 2 -Precept or Rates and Levies	4,000	5,000	+1000	+25	Yes
Box 3 -Total other receipts	15,452	3784	-11,668	-75	Yes
Box 4 -Staff costs	2130	2335	+205	+10	No
Box 5 -Loan interest/ capital repayments	0	0	0	0	No
Box 6 -All other payments	9,132	11,644	2,512	+27	Yes
Box 9 -Total fixed assets plus long-term investments and assets	14363	15,098	735	+5	Yes
Box 10 – Total borrowings	0	0	0	0	No

Explanations of individual variances

One sheet to be prepared for each variance that requires explanation.

Authority name and reference	Burton Overy Parish Council ETM/LAR/LCS050	
BOX NO	2	£
(b) Figure in 2017 column		5,000
(a) Figure in 2016 column		4,000
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		+1,000

Reasons (as many as are applicable)	Amount £
Reason 1 Increase in Clerk's weekly hours from 3 to 4	520
Reason 2 Funds for community needs assessments / feasibility studies	50
Reason 3 Funds for necessary asset maintenance	100
Reason 4 Predicted increase in street light electricity costs	260
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	930
(f) Unexplained amount £ of total variance at (d - e)	70
Unexplained as % of 2016 figure ($f / a * 100$) (must be below 15%)	1.75
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	Yes

Schedule C2

Suggested layout for explanations of individual variances

One sheet to be prepared for each variance that requires explanation.

Authority name and reference	Burton Overy Parish Council ETM/LAR/LCS050	
BOX NO	3	£
(b) Figure in 2017 column		3,784
(a) Figure in 2016 column		15,452
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		-11,668

Reasons (as many as are applicable)	Amount £
Reason 1 In 2015-16 grants were awarded for work on the Neighbourhood Development Plan.	-13,750
Reason 2 In 2015-16 a grant from Harborough District Council New Homes allocation was received for a village notice board	-700
Reason 3 In 2015-16 Council Tax Support Grant was received	-95
Reason 4 In 2015-16 a higher amount of Transparency Code Implementation Grant was received	-88
Reason 5 In 2016-17 a higher amount of VAT repayment was received	+ 1,923
Reason 6 In 2016-17 a donation was received for a village defibrillator	+1,050
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	-11,660
(f) Unexplained amount £ of total variance at (d - e)	-8
Unexplained as % of 2016 figure ($f / a * 100$) (must be below 15%)	0.05
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	yes

Schedule C2

Suggested layout for explanations of individual variances

One sheet to be prepared for each variance that requires explanation.

Authority name and reference	Burton Overy Parish Council ETM/LAR/LCS050	
BOX NO	6	£
(b) Figure in 2017 column		11,644
(a) Figure in 2016 column		9,132
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		2,512

Reasons (as many as are applicable)	Amount £
Reason 1 In 2016-17 more was spent on the Neighbourhood Plan than in 2015-16	2,098
Reason 2 In 2016-17 funds were spent on a village defibrillator and a heated cabinet	880
Reason 3	
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	2,978
(f) Unexplained amount £ of total variance at (d - e)	-466
Unexplained as % of 2016 figure ($f / a * 100$) (must be below 15%)	5
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	Yes

Schedule C2

Suggested layout for explanations of individual variances

One sheet to be prepared for each variance that requires explanation.

Authority name and reference	Burton Overy Parish Council ETM/LAR/LCS050	
BOX NO	9	£
(b) Figure in 2017 column		15,863
(a) Figure in 2016 column		14,363
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		+1500

Reasons (as many as are applicable)	Amount £
Reason 1 Purchase of a defibrillator and heated cabinet	1,500
Reason 2	
Reason 3	
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	1,500
(f) Unexplained amount £ of total variance at (d - e)	0
Unexplained as % of 2016 figure ($f / a * 100$) (must be below 15%)	0
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	Yes