

Explanation of variances – pro forma

Name of smaller authority: RISEHOLME PARISH COUNCIL

County area (local councils and parish meetings only): WEST LINDSAY DISTRICT COUNCIL

Please provide **full explanations, including numerical values**, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

Section 2	2016/17 £	2017/18 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 Precept or Rates and Levies	1,724	1,900	176	10%	
Box 3 Total other receipts	1,548	100	(1,448)	(94)%	IN 2016/17 THE PARISH RECEIVED A VAT REFUND OF £1,272.
Box 4 Staff costs	1,364	900	(464)	(34)%	IN 2016/17 ADDITIONAL REMUNERATION WAS AUTHORISED RE PREPARATION OF LOCAL PLAN
Box 5 Loan interest/capital repayments	0	0	0	N/A	
Box 6 All other payments	1,522	610	(912)	(60)%	IN 2016/17 THE PARISH INCURRED PLANNING ADVICE OF £1,000.
Box 9 Total fixed assets & long term investments & assets	0	0	0	N/A	
Box 10 Total borrowings	0	0	0	N/A	
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end: N/A				

Bank reconciliation – pro forma

Name of smaller authority: RISEHOLME PARISH COUNCIL

County area (local councils and parish meetings only): WEST LINDSEY DISTRICT COUNCIL

Financial year ending 31 March 2018

Prepared by S.P. DIVER, TREASURER (Name and role)

Date 30.4.18

	£	£
Balance per bank statements as at 31 March 2018:		
Barclays		3,831.28
Petty cash float (if applicable)		
Less: any un-presented cheques at 31 March 2018		
chq 120	45.00	
121	16.98	
122	350.00	
		(411.98)
Add: any un-banked cash at 31 March 2018		-
Net balances as at 31 March 2018 (Box 8)		<u>£3,419.30</u>

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK:

Opening Balance 1 April 2017 (Prior year Box 8)	2,928.70
Add: Receipts in the year	2,000.00
Less: Payments in the year	(1,509.40)
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	<u>£3,419.30</u>

(See [example](#) for guidance if required)