

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** ; column headed “Year ending 31 March 20xx” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are pr and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered as neg

Name of smaller authority: Sway Parish Council

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

Financial year ending 31 March 2020

Prepared by (Name and Role): Katie Walding, Parish Clerk & RFO

Date: 09/04/2020

	£	£
Balance per bank statements as at 31/3/20:		
Lloyds Bank Treasurers Account 01244326	23,660.77	
Lloyds Bank Deposit Account 33264360	21,142.10	
Hampshire Trust Bank Savings Account 10476944	60,000.00	
		104,802.87
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/xx (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/xx		
		-
Net balances as at 31/3/20 (Box 8)		104802.87

Explanation of variances – pro forma

Name of smaller authority: **Sway Parish Council**
 County area (local councils and par): **Hampshire**

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);
- 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).

	2018/19 £	2019/20 £	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	88,983	106,282				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	61,747	66,399	4,652	7.53%	NO		
3 Total Other Receipts	41,030	23,603	-17,427	42.47%	YES		VAT reclaim reduced by £2229; Allotments rent increased by £248; hall hire down by £3915, lease rents increased by £562; reimbursements increased £562; grant income decreased by £4010 but donations up by £1846; misc other income down by £492 and no drawdown of s106 monies
4 Staff Costs	16,672	17,218	546	3.27%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	68,806	74,263	5,457	7.93%	NO		
7 Balances Carried Forward	106,282	104,803			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	106,282	104,803				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and AS	798,543	809,210	10,667	1.34%	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

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LIGHTATOUCH

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Sway Parish Council - Internal Audit Report 2019 -20

Explanation for No to objective L.

It came to the attention of the Internal Auditor that the Parish Council did not post the Notice for Exercise of Public Rights 2019 to give one clear days' notice before the commencement of the 30-day period began.

The Parish Clerk has already recognised that this requirement will need to be evidenced and posted by one clear day in 2020 to ensure compliance with the requirements of Accountability and Governance for Smaller Authorities in England.

Tim Light FMAAT
Internal Auditor

