

North Walsham Town Council

Prepared by: J. Shields clerk Date: 6/5/20
Name and Role (Clerk/RFO etc)

Approved by: J. Shields RFO Date: 6/5/20
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/03/2020		
	Cash in Hand 01/04/2019		416,429.98
	ADD Receipts 01/04/2019 - 31/03/2020		638,538.43
			1,054,968.41
	SUBTRACT Payments 01/04/2019 - 31/03/2020		573,173.65
A	Cash in Hand 31/03/2020 (per Cash Book)		481,794.76
	Cash in hand per Bank Statements		
	Cash 31/03/2020	0.00	
	Petty Cash 31/03/2020	242.67	
	Wages 31/03/2020	500.00	
	Bonus Saver 31/03/2020	89,551.35	
	Account Main 31/03/2020	5,319.00	
	Business Reserve 31/03/2020	396,944.11	
			492,557.13
	Less unrepresented payments		10,762.37
			481,794.76
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		481,794.76
	A = B Checks out OK		

Explanation of variances – pro forma

Name of smaller authority: [REDACTED]

County area (local councils and parish meetings only): [REDACTED]

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).

	20xx/xx £	20xx/xx £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (<u>must include narrative and supporting figures</u>)
1 Balances Brought Forward	303,892	435,877				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	355,147	385,117	29,970	8.44%	NO		
3 Total Other Receipts	239,947	209,139	-30,808	12.84%	NO		
4 Staff Costs	195,677	203,026	7,349	3.76%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	267,432	334,263	66,831	24.99%	YES		£89,842 to Market Town initiative for Welcome signs, paving, lighting & benches in precinct
7 Balances Carried Forward	435,877	492,844			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	416,430	481,795				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	1,562,684	1,499,697	-62,987	4.03%	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

North Walsham Town Council
Reconciliation between Box 7 and Box 8

31/03/2020

This report explains the difference between the total balance in Box 7 and the cash balance in Box 8 by showing the totals for each type of adjustment, the details of which can be listed using the Adjustments report. It deducts the additional assets which have been included on the balance sheet and adds back in the liabilities to arrive at the balance for actual cash and short term investments. This only applies to Annual Returns prepared on Income and Expenditure basis

	<i>Amount</i>	<i>Amount</i>
Box 7 - Balances carried forward		492,843.77
Debtors	250.45	
Payments in Advance	9,512.90	
Stocks and Stores	0.00	
VAT Recoverable	9,003.36	
TOTAL DEDUCTIONS		18,766.71
Creditors	2,367.70	
Receipts in Advance	5,350.00	
Doubtful Debts	0.00	
TOTAL ADDITIONS		7,717.70
Box 8 - Total cash and short term investments		481,794.76

Contact details

Name of smaller authority: North Walsham Town Council

County Area (local councils and parish meetings only): Norfolk

Please complete this form and send it back to us with the AGAR or exemption certificate

	Clerk/RFO (Main contact)	Chair
Name	Julie Shields	Garry Bull
Address	18 Kings Arms Street North Walsham Norfolk NR28 9JX	18 Kings Arms Street North Walsham Norfolk NR28 9JX
Daytime telephone number	01692 404114	01692 404114
Mobile telephone number	N/A	N/A
Email address	julie@nwtc.org.uk	cilrgarrybull@gmail.com

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: North Walsham Town Council

County Area (local councils and parish meetings only): Norfolk

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on Wednesday 1 July 2020

and ending on Tuesday 11 August 2020

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must commence on or before 1 September 2020).

We have suggested the following dates: Monday 15 June – Friday 24 July 2020. The latest possible dates that comply with the statutory requirements are Tuesday 1 September – Monday 12 October 2020.)

Signed: J. Shields

Role: Town Clerk

This form is only for use by smaller authorities subject to a review:

Please submit this form to PKF Littlejohn LLP with the AGAR Part 3 and other requested documentation – this form is not for publication on your website.