

North Walsham Town Council

Bank Reconciliation at 31/03/2019			
	Cash in Hand 01/04/2018		301,500.06
	ADD		
	Receipts 01/04/2018 - 31/03/2019		618,148.42
	SUBTRACT		
	Payments 01/04/2018 - 31/03/2019		919,648.48
			503,218.50
A	Cash in Hand 31/03/2019 (per Cash Book)		416,429.98
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	Cash in hand per Bank Statements		
	Cash 31/03/2019	0.00	
	Business Reserve 31/03/2019	335,190.09	
	Main Account 31/03/2019	5,000.00	
	Bonus Saver 31/03/2019	89,370.98	
	Wages 31/03/2019	500.00	
	Petty Cash 31/03/2019	248.31	
			430,309.38
	Less unrepresented cheques As attached		13,879.40
			416,429.98
	Plus unrepresented receipts As attached		0.00
B	Adjusted Bank Balance		416,429.98
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	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 1 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).

	2017/18 £	2018/19 £	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	263,602	303,892				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	292,005	355,147	63,142	21.62%	YES		£15K required for build of vehicle compound £12K required for repairs to Chapel bell tower £10K towards NW Play project for 19/20
3 Total Other Receipts	101,127	239,947	138,820	137.27%	YES		£99575 grant received for Market Town Initiative £67000 donation received for new Play equipment
4 Staff Costs	171,409	195,677	24,268	14.16%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	181,433	267,432	85,999	47.40%	YES		£86000 paid for new Play equipment
7 Balances Carried Forward	303,892	435,877			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	301,500	416,430				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	1,497,692	1,562,684	64,992	4.34%	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

**North Walsham Town Council
Reconciliation between Box 7 and Box 8**

31/03/2019

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		435,877.34
Debtors	384.50	
Payments in Advance	0.00	
Stocks and Stores	0.00	
VAT Recoverable	22,949.20	
TOTAL DEDUCTIONS		23,333.70
Creditors	753.69	
Receipts in Advance	3,132.65	
Doubtful Debts	0.00	
TOTAL ADDITIONS		3,886.34
Box 8 - Total cash and short term investments		416,429.98

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	Barry Hester
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	finance@northwalsham-town.co.uk	councillor_barry_hester@northwalsham-town.co.uk

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 17th June 2019

and ending on 26th July 2019

(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 include the first 10 working days of July 2019 (i.e. Monday 1 July – Friday 12 July).

We have suggested the following dates: Monday 17 June – Friday 26 July 2019. The latest possible dates that comply with the statutory requirements are Monday 1 July – Friday 9 August 2019.)

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.