

Bank reconciliation – pro forma

Name of smaller authority: North Walsham Town Council

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

Financial year ending 31 March 2018

Prepared by Julie Shields Acting Town Clerk (Name and role)

Date 4 June 2018

Balance per bank statements as at 31 March 2018:	£	£
Business Reserve	209,589.73	
Main Account	5,000.00	
Wages Account	500.00	
Bonus Saver	89,260.64	
	<u>304,350.37</u>	
Petty cash float (if applicable)	200.00	
Less: any un-presented cheques at 31 March 2018	3,050.31	
		<u>301,500.06</u>
Add: any un-banked cash at 31 March 2018		
		<u>301,500.06</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)	261,471.94
Add: Receipts in the year	414,654.41
Less: Payments in the year	374,626.29
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	<u>301,500.06</u>

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

Explanation of variances – pro forma

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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 <i>Precept or Rates and Levies</i>	248,085	292,005	43,920	18%	£15K St Nicholas Court £10K Vehicle Compound
Box 3 <i>Total other receipts</i>	124,316	101,127	-23,189	18%	£24.6K Donation received in 16/17 for woodville play equipment
Box 4 <i>Staff costs</i>	153,635	171,409	17,774	11.5%	
Box 5 <i>Loan interest/ capital repayments</i>	N/A	N/A			
Box 6 <i>All other payments</i>	189,205	181,433	-7,772	4%	
Box 9 <i>Total fixed assets & long term investments & assets</i>	1,497,692	1,514,379	16,687	1%	
Box 10 <i>Total borrowings</i>	N/A	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:				

Reconciliation between Box 7 and Box 8 in Section 2 – pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

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There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
Box 7: Balances carried forward		303,891.80
Deduct:		
Debtors (income not received)		
• 383.00 Market income		
• 3492.68 VAT recoverable		
	3,875.68	
Deduct:		
Payments made in advance (prepayments)		
• N/A		
	3,875.68	
Total deductions		300,016.12
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
• 252.00 NW M Church		
• 109.09 EBS		
• 144.65 Fuel Genie		
• 13.99 Dataquest		
• 164.21 Eon Streetlights		
• 128.09 Eon Chapel		
• 63.98 Eon Market		
• 62.94 Eon C/Lights/Mar		
	938.95	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
• 297 Market income		
• 248 Mayors charity		
	544.99	
Total additions		1,483.94
Box 8: Total cash and short term investments		301,500.06

Contact details

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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
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Mobile telephone number		
Email address	clerk@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 27th June 2018

and ending on 8th August 2018

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days inclusive and must include the first 10 working days of July 2018.
We have suggested the following dates: Monday 4 June – Friday 13 July 2018.
The latest possible dates that comply with the statutory requirements are Monday 2 July – Friday 10 August 2018.)

Signed: J. Shields

Role: Acting Town Clerk

**FOR SMALLER AUTHORITIES SUBJECT TO A REVIEW ONLY:
PLEASE SUBMIT THIS FORM TO PKF LITTLEJOHN LLP WITH
THE AGAR PART 3 AND OTHER REQUESTED DOCUMENTATION**