

Bank Reconciliation

This reconciliation must include **all** bank and building society accounts and other short-term investments*. It **must** agree to Box 8 in the column headed "Year ending March 2016" in Section 2 of the Annual Return. It will also agree to Box 7 where the accounts are prepared on a receipts and payments (cash) basis.

Local Council Name: **NORTH WALSHAM TOWN COUNCIL**

Financial year ending 31 March 2017

Prepared by: **Julie Shields, Assistant Clerk (Finance)** (Name and Position) Date: **8th June 2017**

Balance per bank statement as at 31 March 2017:		£	£
General account		7,525.00	
Wages account		500	
Business Reserve account		182,971.02	
Bonus save account		<u>89,237.78</u>	
			280,233.80
Petty Cash Float			200.00
Less: any unpresented cheques			
Cheque number	006293	(34.50)	
	003693	(170.00)	
	Direct Debit	(16.79)	
	003787	(10.01)	
	003788	(109.73)	
	003789	(60.03)	
	003790	(2290.15)	
	003791	(429.37)	
	003792	(50.27)	
	003793	(77.92)	
	003794	(75.99)	
	003796	(32.22)	
	003797	(45.00)	
	003798	(597.60)	
	003799	(40.05)	
	003800	(150.81)	
	003801	(13180.80)	
	003802	(548.71)	
	003803	(500.56)	
	003804	(41.35)	
	003805	<u>(500.00)</u>	
			(18,961.86)
Add: un-banked cash as at 31 March 2017		<u>0.00</u>	<u>0.00</u>
Net balances as at 31 March 2017			<u>261,471.94</u>

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

CASH BOOK

Opening balance 1 April 2016	240,773.59
Add: Receipts for year	393,003.46
Add: Increase in petty cash	47.00
Less: Payment in the year	<u>(372,352.11)</u>
Closing balance per cash book as at 31 March 2017 (must equal net balances as above)	<u>261,471.94</u>

***Note:** Long-term investments should be excluded from the bank reconciliation and from Section 2, Boxes 1, 7 and 8. They must be shown in Section 2, Box 9 and recorded in the asset and investment register.

Explanation of significant variances in the accounting statements – Section 1

Local Council Name: **NORTH WALSHAM TOWN COUNCIL**

Please explain any variances of more than 15% between the totals for individual boxes in Section 2. We do not require explanations for variances of less than £200; however, in some cases there may be 'compensating' variances which leave the overall total for a box relatively unchanged – e.g. where there was a major one-off project in one year (e.g. contribution to village hall extension of £30,000), but a totally different expense of a similar size in the next (e.g. purchase of playground equipment of £28,000). In such cases, it would be helpful to provide an explanation of movements within each box. We also ask you to explain any change where there is a movement to or from zero. Please either use the proforma below, or complete a separate schedule if more space is required.

Section 1	2015/16 £	2016/17 £	Variance (+/-) £	Detailed explanation of variance please include monetary values (to nearest £10)
Box 1 <i>Balance b/forward</i>	228,958	234,041	5,083	
Box 2 <i>Precept</i>	170,048	248,085	78,037	£10K Office Move £10K Move CCTV £25K Neighbourhood Plan £10K New led streetlights
Box 3 <i>Other income</i>	82,194	124,316	42,122	£15K Grant for new led streetlights £20K for play equipment at Woodville
Box 4 <i>Staff costs</i>	133,459	153,635	20,176	£9K new member of staff, balance pay increases
Box 5 <i>Loan int/ capital</i>	N/A	N/A		
Box 6 <i>Other payments</i>	113,700	189,205	75,502	£33K for new led streetlights £22K for 3 new slides £8K for New flatbed truck
Box 7 <i>Balances c/forward</i>	234,041	263,602	29,564	If some of the year-end balances are earmarked for specific purposes rather than as a general reserve, please provide a breakdown. £25K for Play Equipment at Woodville £5K for Market Cross inscription
Box 8 <i>Value of cash & short invest</i>	240,773	261,472	20,702	
Box 9 <i>Fixed & long term assets</i>	1,412,724	1,497,692	84,968	
Box 10 <i>Total borrowing</i>	N/A	N/A		

Reconciliation between Box 7 and Box 8 in Section 1 (31/03/2017)

Local Council Name: NORTH WALSHAM TOWN COUNCIL

There should only be a difference between Box 7 and Box 8 where the accounts are prepared on an Income & Expenditure basis and where there are year-end adjustments for debtors/prepayments and creditors/receipts in advance. 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.

	£	£
Total of Box 7: Balance carried forward (31/3/2017)		263,602
Deduct: Debtors		
• 433 Market Tolls		
• 82 Cemetery Lodge		
	515	
Deduct: Payments made in advance (prepayments)		
• 76 B&W Services		
• 300 Arnies Attic		
• 170 Razz Entertainment		
• 1,000 Rhymic pa hire		
	1,546	
Deduct: Other deductions		
• 4,567 VAT re-claim		
	4,567	
Total deductions		6,628
Add: Creditors		
• 133 Eon (streetlights)		
• 96.00 Methodist Church		
• 10 Bakers		
• 218 Fuel Genie		
• 68 NW Garden Centre		
• 30 market entertainment		
• 14 Dataquest		
• 380 Tree hopper		
	949	
Add: Receipts in advance		
• 450 Cemetery Lodge deposit		
• 340 Funday income		
• 1,279 Mayors Charity income		
• 675 Market Charity Income		
• 805 Market tolls income		
	3,549	
Total additions		4,498
Total of Box 8: Total cash and short term investments (31/3/2017) (must agree to the net balances on bank reconciliation)		261,472

Confirmation of Contact detailsLocal Council Name: **NORTH WALSHAM TOWN COUNCIL**

Please confirm the contact details for the Clerk, RFO (if not the clerk) and Chairman, to assist us in ensuring that our records are kept up to date:

Clerk's Name: NICK CLANCY	RFO's name (if not clerk)	Chair's name SALLIE STUCKEY
Address: Council Offices 18 Kings Arms Street North Walsham Norfolk NR28 9JX	Address:	Address: Council Offices 18 Kings Arms Street North Walsham Norfolk NR28 9JX
Telephone: Home: _____ Work: <u>01692 404114</u>	Telephone: Home: _____ Work: _____	Telephone: Home: _____ Work: <u>01692 404114</u>
e-mail: <u>clerk@northwalsham- town.co.uk</u>	e-mail:	e-mail: <u>salliejoice@yahoo.co.uk</u>

Please return this form in the envelope provided, together with the Annual Return and other information requested

Confirmation regarding the exercise of public rights

Local Council Name: NORTH WALSHAM TOWN COUNCIL

The Council must inform the electorate of a 30 working day period during which public rights may be exercised.

The inspection period must include the first **10 working days** of July 2017. It must start the day after the annual return has been published on your website (or noticeboard for parish meetings) and publication must be as soon as practical after the unaudited annual return has been approved by the Authority.

Working days are defined as Monday – Friday. They **do not** include Saturdays, Sundays and Bank holidays

The inspection period commences on: 19th June 2017

And ends on: 28th July 2017

Signed:  Date: 14th June 2017

Position held: Town Clerk