

Bank reconciliation – pro forma

Name of smaller authority: **AMBLE TOWN COUNCIL**

County area (local councils and parish meetings only): **NORTHUMBERLAND**
Financial year ending 31 March 2018

Prepared by: **Victoria Smith – Town Clerk and RFO** (Name and role)

Date 10th May, 2018

Balance per bank statements as at 31 March 2018:	£	£
Barclays Community (40105767)	196743	
Santander Deposit (04429915)	1592	
Santander Current (04429923)	62211	
Barclaycard	0	
		<hr/> 260546
Petty cash float (if applicable)		0
Less: any un-presented cheques at 31 March 2018		
103815	50	
103839	10	
103890	402	
		<hr/> 462
Add: any un-banked cash at 31 March 2018		
		<hr/>
Net balances as at 31 March 2018 (Box 8)		<hr/> 260084

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)	224028
Add: Receipts in the year	244429
Less: Payments in the year	208373
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	<hr/> 260084

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		239,603
Deduct:		
Debtors		
• Debtors 1,690		
• VAT 2,813		
•		
	4,503	
Deduct:		
Payments made in advance (prepayments)		
•		
•		
	875	
Total deductions		5,378
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
•		
•		
	25,859	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
•		
•		
	0	
Total additions		25,859
Box 8: Total cash and short term investments		260,084

Amble Town Council - Annual Governance and Accountability Return 2017/18

Section 2 Accounting Statements – Explanation of Restatement of Y/End Balances 31st March 2017:

Box 3 Total Other Receipts increased from £40,783 to £42,210 due to incorrect VAT debtor raised which omitted an amount carried forward from 2015/16 which was subsequently refunded by HMRC in November 2017.

Box 7 Balances carried forward increased from £238,352 to £239,779 as per the reason stated for Box 3 above.

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>	124,300	174,950	50,650	40.75%	3% Inc to cover inflation 3,730 Inc re War Memorials 26,920 Inc re Town CCTV system 20,000 Totalling 50,650
Box 3 <i>Total other receipts</i>	42,210	42,099	-111	-0.26%	
Box 4 <i>Staff costs</i>	62,264	60,984	1,280	2.06%	
Box 5 <i>Loan interest/ capital repayments</i>	0	0	0	0	
Box 6 <i>All other payments</i>	126,330	156,241	-29,911	-23.68%	Purchase of fixed assets detailed in box 9 below = £28,880
Box 9 <i>Total fixed assets & long term investments & assets</i>	206,458	235,339	28,881	13.99%	CCTV system purchased £25,000 New Signage purchased 3,300 New Laptop purchased 580 Totalling £28,880
Box 10 <i>Total borrowings</i>	0	0	0	0	
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:				

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

Name of smaller authority:

AMBLE TOWN COUNCIL

County Area (local councils and parish meetings only): **NORTHUMBERLAND**

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: **Monday 4th June, 2018**

and ending on: **Friday 13th July, 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:

Role:

PLEASE SUBMIT THIS FORM TO PKF LITTLEJOHN LLP WITH THE AGAR AND OTHER REQUESTED DOCUMENTATION