

## Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed "Year ending 31 March 2020" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered as negative figures.

Name of smaller authority:

Goodmanham Parish Council

County area (local councils and parish meetings only):

East Riding of Yorkshire

**Financial year ending 31 March 2020**

Prepared by (Name and Role):

Angela Gleeson, Clerk and Responsible Financial Officer

Date:

30.04.2020

**Balance per bank statements as at 31/3/20**

£  
**£3,267.42**

Petty cash float (if applicable)

Less: any un-presented cheques as at 31/3/20 **enter these as negative numbers**

Add: any un-banked cash as at 31/3/20

**Net balances as at 31/3/20 (Box 8)**

**£3,267.42**

**Explanation of variances – pro forma**

Name of smaller authority: **Goodmanham Parish Council**  
 County area (local councils and parish meetings only): **East Riding of Yorkshire**

**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).

	2018/19		2019/20		Variance	Variance	Explanation Required?	Automatic responses trigger below based on figures input DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority <b>(must include narrative &amp; figures)</b>
	£	%	£	%					
1 Balances Brought Forward	5,544	6,452	3,600	150	-4	Yes	Explanation of % variance from FY opening balance not required – Balance brought forward agrees		
2 Precept or Rates and Levies	3,750	3,600	150	4		Yes			
3 Total Other Receipts	238	979	741	311		Yes		The VAT claim is £731 more this FY due to extra costs.	
4 Staff Costs	1,716	1,716	0	0	0	No			
5 Loan Interest/Capital Repayment	0	0	0	0	0	No			
6 All Other Payments	1,364	6,047	4,683	343		No		Costs:- footpath repair £511; defibrillator consumables £359; laptop/software £655; bench £428; car park resurfacing £2,688.	
7 Balances Carried Forward	6,452	3,267	3,185	-49		No	VARIATION EXPLANATION NOT REQUIRED		
8 Total Cash and Short Term Investments	6,452	3,267	3,185	-49		No	VARIATION EXPLANATION NOT REQUIRED		
9 Total Fixed Assets plus Other Long Term Investments and Assets	9,573	9,792	219	0		No			
10 Total Borrowings	0	0	0	0	0	No			

**Rounding errors of up to £2 are tolerable**

**Variances of £200 or less are tolerable**

**BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)**