

# Bank reconciliation template

# Schedule B

The model can be applied for reconciliations carried out at any time of the year. Please complete all green cells.

BANK RECONCILIATION		FINANCIAL YEAR ENDING 31 MARCH 2017		LN199
Authority name and reference		INGOLDSBY PARISH COUNCIL		
Prepared by: Name	HEIDI WILSON	Date:	03/05/2017	
Role (Clerk/RFO etc)	CLERK / RFO			
Approved by: Name		Date:		
Role (RFO/Chair etc)				
Balance per bank statements as at 31 March 2017		£	TOTAL £	
List balances on all bank accounts plus petty cash floats at 31 March 2017:				
CURRENT ACCOUNT		801.37	801.37	
SAVINGS ACCOUNT		4737.56	4737.56	
Less: any un-presented <sup>electronic payments</sup> cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed)				
CLERK'S MARCH SALARY		(94.24)		
VILLAGE HALL ANNUAL RENT		(74.40)		
PAYROLL SERVICES QTR 4		(30.00)		
			(198.64)	
Add any unbanked cash at 31 March 2017: (List date & amount received)				
PCC CONTRIBUTION TO GRASS CUTTING		122.50	122.50	
TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017		5462.79	5462.79 <small>Type equation here</small>	

The net balances reconcile to the Cash Book for the year, as follows:	
CASH BOOK (receipts and payments/income & expenditure schedules)	£
Opening Balance:	4026.18
Add: Receipts in the year:	5540.90
Less: Payments in the year:	4104.29
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017	5462.79
Must equal total net bank balances above and Section 2, Box 8	

Please complete all shaded boxes and send this form with your Annual Return to:  
 Angela Ellison, Grant Thornton UK LLP, Royal Liver Building, LIVERPOOL L3 1PS  
 or email to [angela.j.ellison@uk.gt.com](mailto:angela.j.ellison@uk.gt.com)

# Identifying which variances require explanation

Positive and negative variances must be explained

Authority name and reference	INGOLDSBY PARISH COUNCIL LN199				
Box on Section 2 Accounting Statements	(a) 2016 £	(b) 2017 £	(c) Variance Increase(+) or decrease(-) (b - a) £	(d) Variance divided by 2016 figure times 100 (c / a * 100) %	Explanation required? Less than £250 and 15%? - NO More than 15%? - YES
Box 2 -Precept or Rates and Levies	4466	4466	0	0	No
Box 3 -Total other receipts	1006	1075	69	7	No
Box 4 -Staff costs	1664	1413	(251)	15	No
Box 5 -Loan interest/ capital repayments	0	0	0	0	No
Box 6 -All other payments	1966	2691	725	37	YES
Box 9 -Total fixed assets plus long-term investments and assets	572	572	0	0	No
Box 10 - Total borrowings	0	0	0	0	No

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## Suggested layout for explanations of individual variances

One sheet to be prepared for each variance that requires explanation.

Authority name and reference	INGOLDSBY PARISH COUNCIL LN199	
BOX NO	6	£
(b) Figure in 2017 column		2691
(a) Figure in 2016 column		1966
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		725 (+)

Reasons (as many as are applicable)	Amount £
Reason 1 NEW BT BROADBAND CONTRACT SET UP IN APRIL 2016.	634.00.
Reason 2 INCREASE IN ANNUAL CHARGES FOR DEFIBRILATOR	200.00
Reason 3	
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	834.00.
(f) Unexplained amount £ of total variance at (d - e)	(109.00)
Unexplained as % of 2016 figure (f / a *100) (must be below 15%)	6.1.
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	YES

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# Reconciliation between boxes 7 and 8 on the Annual Return

This should only be applicable if accounting on an income and expenditure basis <sup>02</sup>

<b>Authority name and reference</b>	LN199 <b>INGOLDSBY PARISH COUNCIL</b>
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		£
<b>A</b>	Figure in Box 8 of 2017 column of the Annual Return	
<b>B</b>	Less Creditors at 31 March 2017 – owed by the Authority (please supply a detailed list of creditors – see below) Also subtract any receipts in advance	
<b>C</b>	Plus Debtors at 31 March 2017 – owed to the Authority (please supply a detailed list of debtors – see below) Also add any payments made in advance (prepayments)	
<b>D</b>	<b>TOTAL</b>	

Figure in Box 7 of 2017 column of the Annual Return (must equal line D above)	
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**Creditors/receipts in advance list**

Name	Invoice/receipt in advance reference	Date	£ amount
<b>Total – agreed to B</b>			

**Debtor list/prepayments list**

Name	Debtor/prepayment reference	Date	£ amount
<b>Total – agreed to C</b>			

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## Analysis of earmarked reserves

Authority name and reference	INGOLDSBY PARISH COUNCIL	LN199
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Purpose and nature of reserve	Held as short-term or long-term investment?*	Amount £
Reserves are held at this figure following advice from Grant Thornton in 2014 when reserves stood at 0.90p. There are funds in reserves however to cover future election costs, replacement of equipment and the purchase (partial) of a speed indicator device. The PC does not anticipate that reserves will dramatically increase in 2017/2018 other than the few pounds in interest.	No	4737.56
	(a) TOTAL	4737.56

Note: \* short-term investments would be included in Box 8 of the Accounting Statements in the Annual return; long-term investments would be in Box 9.

Please provide an explanation for any high level of general reserves if over 3 times (or less than 0.1) of the precept/rates and levies.

	£
(b) Precept/rates and levies (Accounting Statements Box 2)	
(c) Balance carried forward (Accounting Statements Box 7)	
(d) Amount of balances less total earmarked reserves (c - a)	
Ratio of balances less earmarked reserves to Precept/rates and levies (d / b)	
Reason if over 3 times or less than 0.1	

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## Notification of the date for the commencement of public rights

Authority name and reference	INGOLDSBY PARISH COUNCIL	LIN199
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I confirm that the dates set for the period of exercise of public rights are as follows:

	Date
Announcement	12 MAY 2017
Commencement	5 JUNE 2017
Ending on	14 JULY 2017

Signed by Clerk/RFO		HEIDI WILSON
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OR – send us a copy of your completed 'Notice' (Schedule F2 enclosed as public rights pack)

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**Explanation of 'No' on the Annual Governance Statement**

<b>Authority name and reference</b>	INGOLDSBY PARISH COUNCIL LN199
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<b>Assertion 1-9</b>	<b>Explanation for 'No' response and action to address weaknesses</b>
<del> </del>	

**Intermediate assertions – Information required for your intermediate review 2016/17**

**COMPLETE GREEN BOXES**

Please return this completed form with the additional information requested as below

**Assertion 8: Significant events**

We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the authority and, where appropriate have included them in the accounting statements

To warrant a positive response	Information required	Provided and clearly annotated Y/N	Authority reference	Further comments (eg why not provided)
<p><b>Significant events</b> The authority needs to have considered if any events that occurred during the financial year (or after the year-end), have consequences, or potential consequences, on the authority's finances. If any such events are identified, the authority then needs to determine whether the financial consequences need to be reflected in the statement of accounts</p>	<p><b>Information required</b></p> <ul style="list-style-type: none"> <li>• Copy of the budget consideration of what is adequate but not excessive reserves</li> <li>• Details of any claims against the smaller authority and confirmation that any uninsured portion has been taken into account in budget setting</li> <li>• Details of any significant events after the year end that would impact the financial statements, eg damage to or theft of a significant asset</li> <li>• Evidence that the authority borrows money only for financing capital schemes and obtains borrowing approval</li> <li>• Minutes of meetings after year end.</li> </ul>	<p>YES</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>YES</p>		<p>NONE</p> <p>NONE</p> <p>NONE</p> <p>NONE</p>



**Intermediate assertions – Information required for your intermediate review 2016/17**

**COMPLETE GREEN BOXES**

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**Assertion 9: Trust Funds (local councils only)**

**Trust funds (including charitable). In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset: financial reporting and, if required, independent examination or audit**

To warrant a positive response	<b>Information required</b>	Provided and clearly annotated Y/N	Authority reference	Further comments (eg why not provided)
<p><b>Sole managing trustee for a trust or trusts</b></p> <p>The authority needs to have made sure that it has discharged all of its responsibilities with regard to the trust's finances. This needs to include financial reporting and, if required, independent examination or audit. This is notwithstanding the fact that the financial transactions of the trust do not form part of the authority's accounts and are therefore not included in the figures reported on Section 2 of its annual return</p>	<p><b>Information required</b></p> <ul style="list-style-type: none"> <li>• Copy of the trust accounts prepared in accordance with trust deed and reported to Charity Commission requirements – including any external auditor/ independent examiner opinion or report</li> <li>• Evidence that banking arrangements for council and trust allow adequate separation including a copy of the bank statement at 31 March 2017 for trust fund</li> <li>• Evidence of date of annual filing of trust accounts</li> <li>• Evidence that council distinguishes clearly when acting in capacity as a trustee; minutes of meetings at which council acts in capacity of trustee.</li> </ul>			