

Bank reconciliation – pro forma

Name of smaller authority: UFTON PARISH COUNCIL

County area (local councils and parish meetings only): WARWICKSHIRE

Financial year ending 31 March 2018

Prepared by Jackie Chapman (Name and role)

Date 15.5.18

Balance per bank statements as at 31 March 2018:

50829501

£
11,170.14

£

11,170.14

Petty cash float (if applicable)

Less: any un-presented cheques at 31 March 2018

100990

(238.51)

(238.51)

Add: any un-banked cash at 31 March 2018 N/A

Net balances as at 31 March 2018 (Box 8)

10,932

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)

11 867

Add: Receipts in the year

6580

Less: Payments in the year

7515

Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)

10,932

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

Explanation of variances – pro forma

Name of smaller authority: UFTON PARISH COUNCIL

County area (local councils and parish meetings only): WARWICKSHIRE

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 Precept or Rates and Levies	6170	6120	£50	-0.81%	N/A
Box 3 Total other receipts	1081	460	£621	-57.44%	Decrease in Council Tax Support Grant
Box 4 Staff costs	2395	2631	+£236	9.85%	N/A
Box 5 Loan interest/ capital repayments	NIL	NIL	NIL	NIL	N/A
Box 6 All other payments	3235	4884	£1649	50%	Payroll Senior Provision £81.00 New non-board £411.00 Section 137 grant £467.00 Repairs £308.00 Increase in Electricity £297
Box 9 Total fixed assets & long term investments & assets	17510	17977	+£467	2.66%	N/A
Box 10 Total borrowings	NIL	NIL	NIL	NIL	NIL
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:				

Smaller authority name: UFTON PARISH COUNCIL

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement <u>29th June 2018</u> (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2018, these documents will be available on reasonable notice by application to:</p> <p>(b) <u>Ms J Chapman (Clerk) 12 St Michaels Close</u> <u>Ufton CV38 9PA</u> <u>uftonparishcouncil@outlook.com</u></p> <p>commencing on (c) <u>30th June 2018</u></p> <p>and ending on (d) <u>10th August 2018</u>.</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 1 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-littlejohn.com)</p> <p>5. This announcement is made by (e) <u>J Chapman Clerk & Responsible Financial Officer</u></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>