

Bank reconciliation

COUNCIL NAME:Abergavenny Town Council

COUNTY : Monmouthshire

		£
A	Balance on the bank statement at 31 March (taken from bank statement)	<u>334938</u>
Outstanding items		
B	Less unpresented cheques (List each outstanding cheque)	
C	Plus uncleared payments into bank (to agree with attached list)	
D	Petty cash Plus any petty cash balance held at 31 March	
E	Balance in the cash book (Authority's own records) at 31 March (Calculated as A-B+C+D=E and agrees with Box	<u>334938</u>

	9 on the Annual Return)	
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Working out what variances need to be explained

Line in section 1	Last Year £	This Year £	Variance Increase (+) or decrease (-) (This Year minus Last Year) £	% (Variance divided by Last Year figure multiplied by 100)	Explanation required? Less than 15% - NO More than 15% - YES
Line 3 Total other receipts	3151	17197	+14046	445%	yes
Line 4 Staff costs	55938	57724	+1786	+3%	no
Line 5 Loan interest/ capital repayments	0	0			no
Line 6 Total other payments	330183	300809	-29374	8.9%	no
Line 8 Debtors and stock balances	5075	15689	+10614	+209%	yes
Line 9 Total cash and investments	283543	334938	+51395	+18%	yes
Line 10 Creditors	2130	1480	-650	-30.5%	yes

Line 12 Total fixed assets and long term assets	110400	112615	+2215	+2%	no
Line 13 Total borrowing	0	0			no

Explanation of Variances.

Line 3.....	£
Figure in This Year column	17197
Figure in Last Year column	3151
Variance (This Year figure less Last Year figure) A positive figure is an increase, a negative figure is a decrease	+445%

Reasons (as many as are applicable)	Amount £
Reason 1 – Donation received from an individual towards new planting	70.00
Reason 2 – Part payment of Heritage fund Local Places for Nature Grant	7600.00
Reason 3 – Donations from local groups towards refurbishment of the gates	9000.00
Reason 4 – interest received on deposit account	266.00
Reason 5 – miscellaneous income made up of refund for conference that was cancelled (£110), distribution of leaflet that was unsatisfactory (£150) and 4 repayments from the Town Clerk (19p each time) as Salary standing order overpaid.	261.00
Confirm unexplained amount is less than 15% of Last Year figure	

Line 8.....	£
Figure in This Year column	15689
Figure in Last Year column	5075
Variance (This Year figure less Last Year figure) A positive figure is an increase, a negative figure is a decrease	+209%

Reasons (as many as are applicable)	Amount £
Reason 1 – Q4 VAT Due	13684
Reason 2 – Prepayments	2005
Reason 3 –	
Reason 4 –	
Reason 5 -	
Confirm unexplained amount is less than 15% of Last Year figure	

Line 9.....	£
Figure in This Year column	334938
Figure in Last Year column	283543
Variance (This Year figure less Last Year figure) A positive figure is an increase, a negative figure is a decrease	+18%

Reasons (as many as are applicable)	Amount £
Reason 1 – Underspend on events	800
Reason 2 – Underspend on salaries as recruitment of p/t RFO unsuccessful	5376
Reason 3 – Underspend on support to Town Festivals	13700
Reason 4 – underspend of grants budget	8350
Reason 5 – underspend on implementation of projects in action plan	23169
Confirm unexplained amount is less than 15% of Last Year figure	

Line 10.....	£
Figure in This Year column	1480
Figure in Last Year column	2130
Variance (This Year figure less Last Year figure) A positive figure is an increase, a negative figure is a decrease	-30.5%

Reasons (as many as are applicable)	Amount £
Reason 1 – Accruals (accountancy/audit fees associated with 2020-21)	1480
Reason 2 –	
Reason 3 –	
Reason 4 –	
Reason 5 –	
Confirm unexplained amount is less than 15% of Last Year figure	