

BANK RECONCILIATION YEAR ENDED 31 MARCH 2016

**LOCAL AUTHORITY
NAME**

Burton Overy Parish Council

COUNTY

Leicestershire

		£	
A	Balance on the bank statement at 31 March 2016 (taken from bank statement)	<u>15,139.41</u>	
	Outstanding items		
B	Less unpresented cheques (to agree with attached list)	<u>210.62</u>	
C	Plus uncleared payments into bank (to agree with attached list)	<u>0</u>	
D	Petty cash Plus any petty cash balance held at 31 March 2016	<u>0</u>	
E	Balance in the cash book (Authority's own records) at 31 March 2016 (Calculated as A-B+C+D=E and agrees with Box 8 on the Annual Return)	<u>14,928.79</u>	

Unpresented cheques 2015-16

Cheque number	£
527	7.45
529	173.33
530	29.84
Total	210.62

Identifying which variances require explanation

Positive and negative variances must be explained

Box on Section 2	2015 £	2016 £	Variance Increase (+) or decrease (-) (2016 less 2015) £	% (Variance divided by 2015 figure multiplied by 100)	Explanation required? Less than £250? - NO Less than 15% - NO More than 15% - YES
Box 2 Precept or Rates or Levies	3,500	4,000	+500	+14%	No
Box 3 Total other receipts	365	15,452	+15,087	+4,133%	Yes
Box 4 Staff costs	1,420	2,130	+710	+50%	Yes
Box 5 Loan interest/ capital repayments	Nil	Nil	Nil	Nil	No
Box 6 All other payments	4,000	9,132	+5,132	+128%	Yes
Box 9 Total fixed assets plus long term investments and assets	12,030	14,363	+2,333	+19%	Yes

Explanations of significant variances on the Accounting Statements

	£
BOX NO 3 – Total other receipts	
Figure in 2016 column	15,452
Figure in 2015 column	365
Variance (2016 figure less 2015 figure) A positive figure is an increase, a negative figure is a decrease	+15,087

Reasons (as many as are applicable)	Amount £
Reason 1 - Neighbourhood Plan grants	+13,750
Reason 2 – Harborough District Council New Homes Bonus grant	+700
Reason 3 – Transparency Code support grant	+740
Reason 4 – VAT refund difference	-91.06
Unexplained – Difference between Jubilee mug sales and interest payments	-11.94
Confirm unexplained amount is less than 15% of 2015 figure	Yes

	£
BOX NO 4 – Staff Costs	
Figure in 2016 column	2130
Figure in 2015 column	1420
Variance (2016 figure less 2015 figure) A positive figure is an increase, a negative figure is a decrease	710

Reasons (as many as are applicable)	Amount £
Reason 1 – Increased hours from 3 to 4 per week	+520
Reason 2 – Transparency Code support funding	+440
Reason 3 – Retrospective payment made in 2014-15 to former clerk	-200
Reason 4 – Tax refund in 2014-15 for payment made in 2013-14	-50
Unexplained –	0
Confirm unexplained amount is less than 15% of 2015 figure	Yes

Explanations of significant variances on the Accounting Statements - continued

	£
BOX NO 6 – All other payments	
Figure in 2016 column	9132
Figure in 2015 column	4000
Variance (2016 figure less 2015 figure) A positive figure is an increase, a negative figure is a decrease	+5132

Reasons (as many as are applicable)	Amount £
Reason 1 – Neighbourhood Plan payments	+3975
Reason 2 – Village Notice Board	+1263
Unexplained –	-106
Confirm unexplained amount is less than 15% of 2015 figure	Yes

	£
BOX NO 9 – Total fixed assets	
Figure in 2016 column	14363
Figure in 2015 column	12030
Variance (2016 figure less 2015 figure) A positive figure is an increase, a negative figure is a decrease	+2333

Reasons (as many as are applicable)	Amount £
Reason 1 – Gift of a wooden bench	+200
Reason 2 – Purchase of Village Notice Board	+1263
Reason 3 – Computer and printer omitted in error from previous return	+709
Unexplained –	161
Confirm unexplained amount is less than 15% of 2015 figure	Yes

Details of Allocated reserves held by the Authority at 31 March 2016

Amount held at 31 March 2016	Purpose of Reserve
£	
Election expenses	1000
Asset maintenance excl. street lights	500
Planning / legal advice	2000
New computer	400
Budget shortfall	735