

## Explanation of variances – pro forma

Name of smaller authority: **Billinge Chapel End Parish Council**

County area (local councils and parish meetings only):

**Insert figures from Section 2 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).
- **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year.
- 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).

	2021/22 £	2022/23 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	95,660	72,841					
2 Precept or Rates and Levies	52,276	52,276	0	0.00%	NO		
3 Total Other Receipts	32,805	15,305	-17,300	53.06%	YES		increased by £4014 and £774 additional VAT claimed back.
4 Staff Costs	25,062	23,051	-2,011	8.02%	NO		
5 Loan Interest/Capital Repayment	4,026	4,026	0	0.00%	NO		
6 All Other Payments	78,612	33,220	-45,392	57.74%	YES		£42250 purchase of new Hall £3142 associated legal costs in 21/22
7 Balances Carried Forward	72,841	80,125			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	72,841	80,125				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	238,461	238,461	0	0.00%	NO		
10 Total Borrowings	41,618	39,419	-2,199	5.28%	NO		

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

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

## Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must be the column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are on the receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered on a negative basis.

Name of smaller authority: Billinge Chapel End Parish Council

County area (local councils and parish meetings only):

### Financial year ending 31 March 20xx

Prepared by (Name and Role): Hazel Broatch Clerk/RFO

Date: 23/05/2023

		£	£
<b>Balance per bank statements as at 31/3/23</b>			
Current Account	account 1	80,325.3	
	account 2		
	account 3		
	account 4		
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
		80,325.3	80,325.3
Petty cash float (if applicable)		N/A	-
Less: any unpresented cheques as at 31/3/23 (enter these as negative numbers)			
Cheque No 582	item 1	(200.00)	
	item 2		
	item 3		
	item 4		
[add more lines if necessary]	item 5		
	item 6		
	item 7		
	item 8		
		(200.00)	(200.00)
Add: any un-banked cash as at 31/3/23			
			-
<b>Net balances as at 31/3/23 (Box 8)</b>			<b>80,125.3</b>