

Bank reconciliation – pro forma

Sutton Valence Parish Council

Financial year ending 31 March 2017

Prepared by JANET BURNETT - CLERK & RFO (Name and role)

Date 10th April 2017

Balance per bank statements as at 31 March 2017:

UNITY CURRENT ACCOUNT
NATIONWIDE SAVINGS

£	£
65468	
47040	
	112508

Petty cash float (if applicable)

Less: any unpresented cheques at 31 March 2017

300328

300379

50	
216	
	266

Add: any un-banked cash at 31 March 2017

TENNIS FEES BANKED 31/3/17
CREDITED 7/4/17 (PAY BY POST)

676	676
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Net balances as at 31 March 2017 (Box 8)

112918

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK:

Opening Balance 1 April 2016 (Prior year Box 8)

71800

Add: Receipts in the year

87458

Less: Payments in the year

46340

Closing balance per cash book [receipts and payments book] as at 31 March 2017 (must equal net balances above – Box 8)

112918

Explanation of variances – pro forma

Sutton Valence Parish Council

The 'Practitioners' Guide' provides guidance on explaining significant variances. 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);
- if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2).



Section 2	2015/16 £	2016/17 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 Precept or Rates and Levies					
Box 3 Total other receipts	28041	43113	15072	53.75%	See attached
Box 4 Staff costs					
Box 5 Loan interest/ capital repayments					
Box 6 All other payments	40188	28338	11850	29.49%	See attached
Box 9 Total fixed assets & long term investments & assets					
Box 10 Total borrowings					
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because The Parish Council is holding £46098 ring fenced for upcoming projects including replacing the pavilion & the resurfacing of the car park & contribution to a new footpath				

	2015/16	2016/17	Variance	Explanation
Playing fields	5308	3056	2252	The following works carried out in 2015/16 and not 2016/17 cost the following: work on the playing fields £507. Play area equipment repairs £905, fencing repairs £831.
Open Spaces	3800	1779	2021	In 2016/17 the Independent School took over the maintenance of Lambes Garden which cost the Parish Council £2021 in 2015/16
Notice Board	0	85	-85	No repairs made in 2015/16
Street Lighting	386	2108	-1722	The Parish Council has been in dispute with Haven Power as only 2 invoices were received in 2015/16 and 3 in 2016/17. The ombudsman became involved and a settlement was agreed with the Parish Council paying back £815.00 a month. Two of these payments were in 2016/17
Toilets	749	139	610	£500.00 was spent on toilet repairs in 2015/16 and £85.00 in 2016/17. £241 was spent cleaning toilets in 2015/16 & £50 in 2016/17 as toilets were closed for part of the year
VAT	4061	2785	1276	More payments
Room Hire	2157	3872	-1715	Parish Office rental commenced during 2015/16, 6 payments of £320 were made during 2015/16 and 12 during 2016/17. The balance is because we no longer have to pay one off charges to rent the Committee room
Postage	63	109	-46	The reason for the increase is that in 2016/17 the Parish Council sent out a flyer advertising the Annual Parish Meeting which it didn't do in 2015/16
Phone	552	405	147	£150.00 connection charges included in 2015/16 when the Parish Office was set up.
Newsletter	548	631	-83	2 editions were printed in 2015/16 at a cost of £455 plus £97 postage. Whilst 2 were also printed in 2016/17 one was printed free of charge by the Independent School and the other was a colour edition at a cost of £525 plus postage of £106.
IT	246	120	126	£110 was paid out for office equipment pat testing in 2015/16 and due again in 2017/18
Copier	348	199	149	Charges for moving & setting up the copier in the new office were £65, an invoice of £49 due in October 2016 was not received and was paid in 2017/18. Balance is extra copying
Donations	50	100	-50	An extra donation was made to the Royal British Legion of £50
Neighbourhood Plan	10026	4092	5934	£983 more was paid out to the Consultant in 2015/16 than in 2016/17. £1430 was paid to ACRK in 2015/16 for a Rural Housing Survey. £2349 grant was repaid in 2015/16, £1005 was paid for a notice board in 2015/16 & £205 for a fish bar to engage the youth
Bank Charges	0	107	-107	Unity bank started applying charges in 2016/17
Office	1983	75	1908	The new Parish Office was set up in 2015/16 which is why the majority of the expenditure is in that year.
Litter	790	0	790	The Parish Council employed a litter clearer in 2015/16. MBC took this over in 2016/17 and as yet we have not been billed
Tennis	493	0	493	Repairs to the tennis fence were made in 2015/16, no expenses in 2016/17
Misc differences			-66	

	2015/16	2016/17	Variance	Explanation
Grants	7481	15205	7724	Grant received of £8872 for a new pavilion in 2016/17. An increase of £162 received in 2016/17 for LCT's. Parishioners donations received in 2015/16 of £560 and a grant received from the Independent School of £750
Allotment	1305	772	-533	£502.00 received for 2014/15 in 2015/16. £27.00 allotment rented free of charge in 2016/17
Football	1610	1765	155	In 2016/17 £230 received for 2015/16, 4 teams paid £350 & 1 team paid £135 a total of £1765. In 2015/16 3 teams paid £460 & 1 team paid 230 a total of £1610.
Adverts	160	120	-40	Two advertisers withdrew for £20.00 each in 2016/17
Jubilee	1539	1443	-96	In 2016/17 £400 was received as a donation towards the Christmas parcels, This was £500 in 2015/16
Insurance Claim	1191		-1191	In 2015/16 an insurance claim was received for water damage to the pavilion ceiling
Interest	424	283	-141	Interest rates have been reduced in 2016/17
VAT refunds	3864	9530	5666	3 years vat refunds received in 2016/17 and one in 2015/16
Neighbourhood Plan Grants	8508	4114	-4394	In 2016/17 we came to the end of the grant amount allowed.
Tennis Rent	1124	676	-448	2 years rents of £552 & £572 was received in 2015/16 & 1 years rent of £676 was received in 2016/17
Car Park		2827	2827	Grants of £2827.00 towards ongoing maintenance of the car park were received in 2016/17 & nothing in 2015/16
Allotment Deposit	150	1250	1100	A decision was made in 2016/17 to ask all allotment holders to pay a deposit of £50.00 instead of just new ones which was the case in 2015/16.
Charity Monies		4207	4207	Sutton Valence Charity folded and passed their monies over to the Parish Council to use as they see fit.
Expenses	309	543	234	In 2015/16 East Sutton Parish Council paid contributions towards rent of £37 for 4 months - £148. In 2016/17 12 months contributions were received - £444 an increase of £296. In 2015/16 East Sutton Parish Council paid £161 towards expenses in 2016/17 this figure was £99 - £62