

North Walsham Town Council

Prepared by:



Name and Role (Clerk/RFO etc)

Date:

13.4.21

Approved by:



Name and Role (RFO/Chair of Finance etc)

Date:

13/4/21

| | | | |
|--|---|------------|-------------------|
| Bank Reconciliation at 31/03/2021 | | | |
| | Cash in Hand 01/04/2020 | | 481,794.76 |
| | ADD | | |
| | Receipts 01/04/2020 - 31/03/2021 | | 504,246.92 |
| | | | 986,041.68 |
| | SUBTRACT | | |
| | Payments 01/04/2020 - 31/03/2021 | | 499,860.12 |
| A | Cash in Hand 31/03/2021 (per Cash Book) | | 486,181.56 |
| | Cash in hand per Bank Statements | | |
| | Cash | 31/03/2021 | 244.25 |
| | Wages | 31/03/2021 | 500.00 |
| | Bonus Saver | 31/03/2021 | 89,587.82 |
| | Account Main | 31/03/2021 | 5,000.00 |
| | Business Reserve | 31/03/2021 | 409,171.85 |
| | | | 504,503.92 |
| | Less unrepresented payments | | 18,322.36 |
| | | | 486,181.56 |
| | Plus unrepresented receipts | | 0.00 |
| B | Adjusted Bank Balance | | 486,181.56 |
| A = B Checks out OK | | | |

North Walsham Town Council
ANNUAL RETURN - Section 2 : Statement of Accounts

Explanation of variances

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on an INCOME and EXPENDITURE basis.

| Box No. | Description | 31/03/2020 £ | 31/03/2021 £ | Variance £ | Variance % | Explanation Required? | Notes |
|---------|--|-----------------|-----------------|---------------|---------------|--------------------------|---|
| 1 | Balances brought fwd | 435877.34 | 492843.77 | | | | BALANCE B/F AGREES |
| 2 | Annual precept | 385117.00 | 417036.00 | 31919.00 | 8% | No | |
| 3 | Total other receipts | 209139.17 | 54627.94 | -154511.23 | 74% | Yes | £118,000 received from Cemetery Lodge 19/20 |
| 4 | Staff Costs | 203026.25 | 245118.29 | 42092.04 | 21% | Yes | New Employees £15K , Payrises £8K |
| 5 | Loan interest/capital repayments | 0.00 | 0.00 | 0.00 | 0% | No | |
| 6 | Total other payments | 334263.49 | 231938.30 | -102325.19 | 31% | Yes | £89K balance paid to Market Town Initiatives in 19/20 |
| 7 | Balances carried forward | 492843.77 | 487451.12 | -5392.65 | 1% | No | |
| 8 | Total Cash and Short Term Investments | 481794.76 | 486181.56 | 4386.80 | 1% | No | |
| 9 | Total Fixed Assets and Long Term Investments | 0.00 | 0.00 | 0.00 | 0% | No | |
| 10 | Total Borrowings | 0.00 | 0.00 | 0.00 | 0% | No | |

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

North Walsham Town Council
Reconciliation between Box 7 and Box 8

31/03/2021

This report explains the difference between the total balance in Box 7 and the cash balance in Box 8 by showing the totals for each type of adjustment, the details of which can be listed using the Adjustments report. It deducts the additional assets which have been included on the balance sheet and adds back in the liabilities to arrive at the balance for actual cash and short term investments. This only applies to Annual Returns prepared on Income and Expenditure basis

| | <i>Amount</i> | <i>Amount</i> |
|--|---------------|-------------------|
| Box 7 - Balances carried forward | | 487,451.12 |
| Debtors | 0.00 | |
| Payments in Advance | 359.05 | |
| Stocks and Stores | 0.00 | |
| VAT Recoverable | 3,383.43 | |
| TOTAL DEDUCTIONS | | 3,742.48 |
| Creditors | 2,472.92 | |
| Receipts in Advance | 0.00 | |
| Doubtful Debts | 0.00 | |
| TOTAL ADDITIONS | | 2,472.92 |
| Box 8 - Total cash and short term investments | | 486,181.56 |

Contact details

Name of smaller authority: North Walsham Town Council

County Area (local councils and parish meetings only): Norfolk

Please complete this form and send it back to us with the AGAR or exemption certificate

| | Clerk/RFO (Main contact) | Chair |
|---------------------------------|--|--|
| Name | Julie Shields | Garry Bull |
| Address | 18 Kings Arms Street North Walsham Norfolk NR28 9JX | 18 Kings Arms Street North Walsham Norfolk NR28 9JX |
| Daytime telephone number | 01692 404114 | 01692 404114 |
| Mobile telephone number | N/A | N/A |
| Email address | julie@nwtc.org.uk | cilrgarrybull@gmail.com |

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: North Walsham Town Council

County Area (local councils and parish meetings only): Norfolk

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on Monday 7 June 2021

and ending on Friday 16 July 2021

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2021).

We have suggested the following dates: Monday 15 June – Friday 24 July 2021. The latest possible dates that comply with the statutory requirements are Thursday 1 July – Wednesday 11 August 2021.)

Signed: J. Shields

Role: Town Clerk

This form is only for use by smaller authorities subject to a review:

Please submit this form to PKF Littlejohn LLP with the AGAR Part 3 and other requested documentation – this form is not for publication on your website.