

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			
A	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
			486,181.56
	Cash in Hand 31/03/2021 (per Cash Book)		486,181.56
B	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
			486,181.56
	Adjusted Bank Balance		486,181.56
A = B Checks out OK			

Explanation of variances – pro forma

Name of smaller authority: [redacted]
County area (local councils and parish meetings only): [redacted]

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: 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).

	2019/20 £	2020/21 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	435,877	492,844				Explanation of % variance from PY opening balance not required - Balance brought forward does not agree, query this	
2 Precept or Rates and Levies	385,117	417,036	31,919	8.29%	NO		
3 Total Other Receipts	209,139	54,628	-154,511	73.88%	YES		received 19/20, £118K Cemetery Lodge, £8K final MTI payment, £6.7K donation for gym equipment, £12.6K grant from NNDC
4 Staff Costs	203,026	245,118	42,092	20.73%	YES		£15K New employees, £8K Payrises
5 Loan Interest/Capital Repayment			0	0.00%	NO		
6 All Other Payments	334,263	231,938	-102,325	30.61%	YES		£89K balance paid Market Town Initiatives in 19/20
7 Balances Carried Forward	492,844	487,451			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	481,795	486,182				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	1,499,697	1,543,643	43,946	2.93%	NO		
10 Total Borrowings			0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

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 (i.e. Thursday 1 July – Wednesday 14 July).

We have suggested the following dates: Monday 14 June – Friday 23 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.