

## 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

	<b>Clerk/RFO (Main contact)</b>	<b>Chair</b>
<b>Name</b>	<b>Wendy Murphy Cherrie Woods</b>	<b>Mr Robert Wright</b>
<b>Address</b>	<b>Office 4 Cedar House 3 New Road North Walsham NR28 9DE</b>	<b>Office 4 Cedar House 3 New Road North Walsham NR28 9DE</b>
<b>Daytime telephone number</b>	<b>01692 404114</b>	<b>01692 404114</b>
<b>Mobile telephone number</b>	<b>N/A</b>	<b>N/A</b>
<b>Email address</b>	<b>townclerk@nwtc.org.uk finance@nwtc.org.uk</b>	

### North Walsham Town Council

Prepared by:   
 Name and Role (Clerk/RFO etc)

Date: 22.4.24

Approved by:   
 Name and Role (RFO/Chair of Finance etc)

Date: 22/4/24.

<b>Bank Reconciliation at 31/03/2024</b>		
	Cash in Hand 01/04/2023	434,487.76
	<b>ADD</b> Receipts 01/04/2023 - 31/03/2024	511,887.63
		946,375.39
	<b>SUBTRACT</b> Payments 01/04/2023 - 31/03/2024	493,269.00
<b>A</b>	<b>Cash in Hand 31/03/2024</b> (per Cash Book)	<b>453,106.39</b>
	Cash in hand per Bank Statements	
	Petty Cash 31/03/2024	129.52
	Business Reserve 31/03/2024	402,476.87
	Account Main 31/03/2024	50,000.00
	Bonus Saver 31/03/2024	0.00
	Wages 31/03/2024	500.00
		<b>453,106.39</b>
	Less unrepresented payments	
		453,106.39
	Plus unrepresented receipts	
<b>B</b>	<b>Adjusted Bank Balance</b>	<b>453,106.39</b>
	<b>A = B Checks out OK</b>	

**North Walsham Town Council**  
**Reconciliation between Box 7 and Box 8**

31/03/2024

---

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>
<b>Box 7 - Balances carried forward</b>		<b>455,057.78</b>
Debtors	23.00	
Prepayments		
Stocks and Stores		
VAT Recoverable	4,420.33	
<b>TOTAL DEDUCTIONS</b>		<b>4,443.33</b>
Creditors	2,491.94	
Receipts in Advance		
Doubtful Debts		
<b>TOTAL ADDITIONS</b>		<b>2,491.94</b>
<b>Box 8 - Total cash and short term investments</b>		<b>453,106.39</b>

## Explanation of variances – pro forma

Name of smaller authority:

County area (local councils and parish/parishoversight areas)

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.

	2022/23 £	2023/24 £	Variance £	Variance %	Explanation Required?	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	513,105	447,560				Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES
2 Precept or Rates and Levies	427,360	428,320	940	0.22%	NO	required - Balance brought forward does not agree.
3 Total Other Receipts	93,445	48,080	-45,365	48.55%	YES	Not required as difference less than £100,000
4 Staff Costs	289,152	274,937	-14,215	4.92%	NO	
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO	
6 All Other Payments	397,222	133,965	-203,257	51.17%	YES	See attached
7 Balances Carried Forward	447,560	455,058				VARIANCE EXPLANATION NOT REQUIRED
8 Total Cash and Short Term Investments	434,488	453,108				VARIANCE EXPLANATION NOT REQUIRED
9 Total Fixed Assets plus Other Long Term Investments and	1,935,086	1,335,086	0	0.00%	NO	
10 Total Borrowings	0	0	0	0.00%	NO	

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Payment Variances

£8100.26 Saddlers Rates 2017-2020

£180.08 Rates 22/23

£5,000 Heritage Lease 2022

£6177.50 Planning costs for New Cemetery

£3780 Cemetery Guttering Repair

£334.60 Chapel Doors

£3319 SAM2 (To be re-imbursed)

£800 New Land Acquired

£10,475 New Street/Safety Lighting

£3121.23 CCTV Installation

£15,639.22 Heat Pump for Poppies Nursery

£1,900 External Painting Poppies

£1,827.80 Tennis Courts Painting

£1824.00 Ice Rink Cancellation

£9,677.76 Coronation Events

£15,705.37 Pay

£12,818.97 HMRC

£6,138.35 NPF

£106,819.14 TOTAL