

## Contact details

Name of smaller authority: North Walsham Town Council

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

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

	Clerk/RFO (Main contact)	Chair
Name	Wendy Murphy	Bob Wright
Address	Cedar House Office 4 New Road North Walsham NR28 9DE	Cedar House Office 4 New Road North Walsham NR28 9DE
Daytime telephone number	<a href="tel:01692404114">01692 404114</a>	01692404114
Mobile telephone number		Via office
Email address	<a href="mailto:townclerk@northwalsham-tc.gov.uk">townclerk@northwalsham-tc.gov.uk</a>	Via office

## Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed “Ye: 20xx” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes. Unpresented cheques should be entered as negative figures.

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North Walsham Town Council

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**Financial year ending 31 March 2025**

Prepared by (Name and Role):

Wendy Murphy (Town Clerk/RFO)

Date:

07/04/2025

**Balance per bank statements as at 31/3/2025:**

	£	£
CCLA Savings	185,000.0	
Redwood Savings	85,000.0	
Unity Trust Account Main	9,859.3	
Unity Trust Instant Access	187,902.5	
Unity Trust Wages	492.4	
account 6		
account 7		
account 8		
		468,254.1

Petty cash float (if applicable)

-

Less: any unpresented cheques as at 31/3/2025 (enter these as negative numbers)

item 1	
item 2	
item 3	
item 4	
item 5	
item 6	
item 7	
item 8	

Add: any un-banked cash as at 31/3/2025

	- 89.9
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- 89.9

**Net balances as at 31/3/2025 (Box 8)**

**468,164.3**

## Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

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There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

		£	£
<b>Box 7: Balances carried forward</b>			<b>476,749.24</b>
Deduct: Debtors (enter these as negative numbers)			
Vat Recoverable		(8,584.98)	
	2		
	3		
		(8,584.98)	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)			
	1		
	2		
		-	
<b>Total deductions</b>			(8,584.98)
Add:			
Creditors (must not include community infrastructure levy (CIL) receipts)			
	1		
	2		
		-	
Add:			
Receipts in advance (must not include deferred grants/loans received)			
	1		
	2		
		-	
<b>Total additions</b>			-
<b>Box 8: Total cash and short term investments</b>			<b>468,164.26</b>

Explanation of variances – pro forma

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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;

	2023/24 £	2024/25 £	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	447,490	455,000				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	428,320	430,730	2,410	0.56%	NO		
3 Total Other Receipts	48,085	110,609	62,524	130.03%	YES		Total Energies electricity refund £19030.38, Verges £19019.80, Verges £18013.84, Bus stop replacement £8514, Sam2 reimbursement £8514
4 Staff Costs	274,937	287,453	12,516	4.55%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	193,957	232,136	38,179	19.68%	YES		Saturn AV £13935.60 market cross lighting
7 Balances Carried Forward	455,000	476,749				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	453,106	468,164				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	1,935,086	1,935,086	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