

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It m the column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accc receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be figures.

Name of smaller authority:

FOULSHAM PARISH COUNCIL

County area (local councils and parish meetings only):

NORFOLK

Financial year ending 31 March 20xx

Prepared by (Name and Role):

LINDA JENNINGS Acting Parish Clerk

Date:

11/08/2025

Balance per bank statements as at 31/3/25:

£ £

Main Account
No 2 Account
Deposit Scheme

4,528.0
4,778.0
2,743.0

[add more accounts if necessary]

-
-
-
-
-

12,049.0

Petty cash float (if applicable)

-

Less: any unpresented cheques as at 31/3/25 (enter these as negative numbers)

NONE

[add more lines if necessary]

Add: any un-banked cash as at 31/3/25

NONE

Net balances as at 31/3/25 (Box 8)

12,049.0

Explanation of variances – pro forma

Name of smaller authority: **FOULSHAM PARISH COUNCIL**
County area (local councils and): **NORFOLK**

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	12,469	13,455				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	11,500	14,500	3,000	26.09%	YES		To cover increased costs e.g. street lighting, refuse and recycling collections and staff costs.
3 Total Other Receipts	7,023	1,724	-5,299	75.45%	YES		Last year insurance claim repayment for a street light.
4 Staff Costs	3,029	2,880	-149	4.92%	NO		
5 Loan Interest/Capital Repayment			0	0.00%	NO		
6 All Other Payments	14,508	14,752	244	1.68%	NO		
7 Balances Carried Forward	13,455	12,047				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments						VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and			0	0.00%	NO		
10 Total Borrowings			0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable