

## Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It the column headed "Year ending 31 March 2022" in Section 2 of the AGAR – and will also agree to Box 7 where the ac a receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be negative figures.

Name of smaller authority: Lidgate Parish Council

County area (local councils and parish meetings only):

### Financial year ending 31 March 2022

Prepared by (Name and Role): Karen Peck

Date: 07/04/2022

	£	£
<b>Balance per bank statements as at 31/3/22:</b>		
Barclays Reserve	4,598.6	
Barclays Current	1,563.5	
[add more accounts if necessary]		
		6,162.1
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/22 (enter these as negative numbers)		
item 1		
item 2		
item 3		
item 4		
[add more lines if necessary] item 5		
item 6		
item 7		
item 8		
		-
Add: any un-banked cash as at 31/3/22		
		-
<b>Net balances as at 31/3/22 (Box 8)</b>		<b>6,162.1</b>

## Explanation of variances – pro forma

Name of smaller authority: **Lidgate Parish Council**  
 County area (local councils and parish meetings only):

**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;
- 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).

	2020/21 £	2021/22 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	6,821	6,430					
2 Precept or Rates and Levies	6,379	6,579	200	3.14%	NO		
3 Total Other Receipts	726	1,776	1,050	144.63%	YES		Locally Grant West Suffolk - £1000
4 Staff Costs	3,025	3,198	173	5.72%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	4,470	5,424	954	21.34%	YES		Replacement Zip wire £984
7 Balances Carried Forward	6,430	6,162			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	6,430	6,162				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	44,626	44,626	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

### Lidgate Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	07/04/2021	273/7a	Current account	001	PAYE	HMRC	X	142.20		142.20
3	30/04/2021	274/7f	Current account	003	Clerk's salary	Joanne Kirk	X	200.15		200.15
4	28/05/2021	274/7f	Current account	005	Clerk's salary	Joanne Kirk	X	199.95		199.95
5	28/05/2021	279/11a	Current account	006	Repairs to play equipment	L&L Creative Spaces Ltd	S	824.08	164.82	988.90
6	28/05/2021	279/11a	Current account	007	Replacement zipwire	L&L Creative Spaces Ltd	S	984.00	196.80	1,180.80
9	01/06/2021	279/11a	Current account	009	Three Villages Walk leaflets	Dalham Parish Council	X	120.00		120.00
11	01/06/2021	279/11a	Current account	011	Donation	Lidgate Village Hall	X	500.00		500.00
12	01/06/2021	279/11a	Current account	012	Churchyard maintenance	Friends of Lidgate Churchyar	X	150.00		150.00
13	01/06/2021	279/11a	Current account	012	Donation	Lidgate PCC	X	150.00		150.00
17	02/06/2021	281/13d	Current account	013	Castle walk information sign	Majisign Ltd	S	310.00	62.00	372.00
16	30/06/2021	274/7f	Current account	015	Clerk's salary	Joanne Kirk	X	199.95		199.95
21	15/07/2021	282/10a	Current account	018	PAYE	HMRC	X	149.80		149.80
20	20/07/2021	274/7f	Current account	019	VET's scheme costs	Community Heartbeat Trust	S	100.00	20.00	120.00
24	30/07/2021	274/7f	Current account	020	Clerk's salary	Joanne Kirk	X	199.95		199.95
28	30/08/2021	274/7f	Current account	023	Clerk's salary	Joanne Kirk	X	199.95		199.95
30	30/09/2021	287/9a	Current account	026	Insurance	Business Services at CAS Ltd	X	549.29		549.29
31	30/09/2021	274/7f	Current account	027	Clerk's salary	Joanne Kirk	X	199.95		199.95
36	06/10/2021		Current account	027/b	Laptop and memory stick for r	Curry's Business Ltd	S	260.00	52.00	312.00
32	07/10/2021	273/7a	Current account	028	PAYE	HMRC	X	150.00		150.00
38	29/10/2021	274/7f	Current account	029a	Clerk's salary	Joanne Kirk	X	199.95		199.95
34	30/10/2021	287/9a	Current account	030	Scribe accounting software 1/f	Starboard Systems Ltd	S	115.00	23.00	138.00
42	01/12/2021		Current account	100464	Clerk's salary	Mrs Karen Peck	E	196.88		196.88
43	20/12/2021		Current account		Clerk's salary	Mrs Karen Peck	E	196.88		196.88
46	21/01/2022		Current account		Clerk's salary	Mrs Karen Peck	E	196.88		196.88
48	21/01/2022		Current account		Playing field rent	Adkin	E	114.00		114.00
50	25/02/2022		Current account		Clerk's salary	Mrs Karen Peck	E	196.68		196.68
51	25/02/2022		Current account		Defib Battery	Community Heartbeat Trust	S	265.00	53.00	318.00
53	23/03/2022		Current account		Clerk's salary	Mrs Karen Peck	E	214.13		214.13
<b>Total</b>								<b>7,284.67</b>	<b>571.62</b>	<b>7,856.29</b>