

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 "Year ending 31 March 2022" 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, remembering that un-presented cheques should be entered as negative figures.

Name of smaller authority: LOCKINGTON PARISH COUNCIL

County area (local councils and parish meetings only): ERYC

Financial year ending 31 March 2022

Prepared by (Name and Role): GARETH REES - CLERK & RESPONSIBLE FINANCIAL OFFICER

Date: 15/04/2022

Balance per bank statements as at 31/3/22:

Current Account	<u>Account 1</u>	<u>5666.75</u>	
Businesss Reserve Account	<u>Account 2</u>	<u>8,429.9</u>	
		<hr/>	14,096.6

Petty cash float (if applicable) n/a 0 0

Less: any un-presented cheques as at 31/3/22 (enter these as negative numbers)

Salt Bin Maintenance	000714	<u>103.20</u>	
Dog Waste signs	000715	<u>19.73</u>	
Grass Strimmer	000716	<u>60.64</u>	
Fisk Printers Invoice Number 33457	000717	<u>73.00</u>	
		<hr/>	256.57

Add: any un-banked cash as at 31/3/22 n/a 0

Net balances as at 31/3/22 (Box 8) 13,840.1

Chairman of Lockington Parish Council



Responsible Financial Officer of Lockington Parish Council



Explanation of variances – pro forma

Name of smaller authority: **LOCKINGTON PARISH COUNCIL**
 County area (local councils and parish meetings only): ERYC
 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?	
1 Balances Brought Forward	8,799	10,974				Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES
2 Precept or Rates and Levies	4,498	4,633	135	3.00%	NO	Explanation of % variance from PY opening balance not required - Balance brought forward agrees
3 Total Other Receipts	317	170	-147	46.37%	YES	Explanation not required, difference less than £200
4 Staff Costs	0	0	0	0.00%	NO	
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO	
6 All Other Payments	2,640	1,937	-703	26.63%	YES	No cost against Lockington Village Community Green
7 Balances Carried Forward	10,974	13,840			YES	VARIANCE EXPLANATION NOT REQUIRED EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES
8 Total Cash and Short Term Investments	10,974	13,840				VARIANCE EXPLANATION NOT REQUIRED
9 Total Fixed Assets plus Other Long Term Investments and Assets	29,130	29,130	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

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

Chairman of Lockington Parish Council



Responsible Financial Officer of Lockington Parish Council



Explanation for 'high' reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

	£	£	£
Earmarked reserves:			
Reserve 1 Lockington Village Green Set up Expenses	10000		
		10000	
General reserve Ongoing expenses	3840		
		3840	
Total reserves (must agree to Box 7)			13840

Chairman of Lockington Parish Council



Responsible Financial Officer of Lockington Parish Council



Lockington Parish Council Budget - 1st April 2021 - 31st March 2022

BUDGET
ACTUAL SPEND

	Timeline	Apr - June	Apr - June	July - Sept	July - Sept	Oct - Dec	Oct - Dec	Jan - Mar	Jan - Mar				
Lockington Parish Council Budget vs Actual	BUDGET 2021-2022	Q1	Q1	Q2	Q2	Q3	Q3	Q4	Q4	ACTUAL SPEND TO DATE 2021-2022	BUDGET 2021-2022	Variance	% Expenditure against Budget
Clerk	£1,200	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,200	£1,200	0%
ERNLLCA	£340	£340	£327	£0	£0	£0	£0	£0	£0	£327	£340	£13	96%
Insurance	£520	£520	£485	£0	£0	£0	£0	£0	£0	£485	£520	£35	93%
Audit	£300	£300	£225	£0	£0	£0	£0	£0	£0	£225	£300	£75	75%
Miscellaneous	£400	£100	£149	£100	£0	£100	£0	£100	£142	£291	£400	£109	73%
Street furniture	£400	£100	£0	£100	£0	£100	£0	£100	£123	£123	£400	£277	31%
Administration (General)	£340	£85	£93	£85	£48	£85	£137	£85	£167	£445	£340	£105	131%
Election Cost	£500	£0	£0	£500	£0	£0	£0	£0	£0	£0	£500	£500	0%
Grants & Donations (Section 137)	£200	£50	£0	£50	£0	£50	£0	£50	£0	£0	£200	£200	0%
Projects	£1,500	£375	£0	£375	£41	£375	£0	£375	£0	£41	£1,500	£1,459	3%
Total	£4,500	£1,870	£1,279	£1,210	£89	£710	£137	£710	£432	£1,937	£4,500	£2,563	43%

Income	2021/22
Precept (ERYC)	£4,633
Ground Rent (Station Road)	£0
Ground Rent (Pit)	£0
Estimated Bank Account Interest	£1
Other Income	£14
VAT Refund 2020 -2021	£155
Total Income - 2021/22	£4,803
2021/22 Proposed Budget	£4,500
Opening Balance of Current Account (AGAR) 06.04.2021	£2,545
Opening Balance of Business Reserve Account (AGAR) @ 06.04.2021	£8,429
Total Opening Bank Balance (AGAR) @ 06.04.2021	£10,974
LPC Total Available Cash @ 29.04.2021	£15,777
TOTAL RUNNING BALANCE	£13,840

VAT Paid to Date
£52.33

DASHBOARD			
£4,500 Budget	£1,937 Expenditure	£5,411 Current Account Running Balance	£8,429 Business Reserve Balance
Check 0		Running Balance £13,840	

Prepared by:
Gareth Rees
Clerk & RFO to Lockington Parish Council
Revision 1.27 (FINAL)
Date: 31.03.2022

Payment	Date	Description	Cheque No	Salary	ERNLLCA	Insurance	Audit	Misc	Street Furniture	Administration (General)	Election Cost	Projects	VAT	Totals
		Clerks Salary		0.00										0.00
1	28.04.21	ERNLLCA	000705		327.35									327.35
2	28.04.21	Internal Audit	000706				225.00							225.00
3	28.04.21	Insurance (Zurich) CHEQUE CANCELLED	000707											0.00
4	06.05.21	Insurance (Zurich)	000708			485.12								485.12
5	25.05.21	Easilly Web Domain	DC							37.50			7.50	45.00
6	01.06.21	Alma Printers Issue 128 Invoice Number 2137	000709							48.00				48.00
7	18.06.21	Covid Disinfectant supplies for PC Meetings	DC					13.96						13.96
8	25.06.21	SSD Hard Drive for Computer Back Up	DC					112.49					22.50	134.99
9	22.07.21	Vehicle Access Pack (ERYC) - LVCG	DC									41.00		41.00
10	22.07.21	Alma Printers Issue 129 Invoice Number 2201	000710							48.00				48.00
11	27.09.21	Printers TOLC Ltd Invoice Number 7284	000711							78.00			0.00	78.00
12	04.12.21	Fisk Printers Invoice Number 33224	000712							59.00				59.00
13	27.01.22	Fisk Printers Invoice Number 33307	000713							73.00				73.00
14	04.02.22	Easilly Limited (Internet Domain)	DC					9.17					1.83	11.00
15	04.02.22	SLCC Annual Membership	DC					70.00						70.00
16	28.02.22	Stationary WHSmith	DC							21.18				21.18
17	22.03.22	Salt Bin Maintenance	000714						86.00				17.20	103.20
18	15.03.22	Dog Waste signs	000715						16.43				3.30	19.73
19	22.03.22	Grass Strimmer	000716					60.64						60.64
20	29.03.22	Fisk Printers Invoice Number 33457	000717							73.00				73.00
														0.00
														0.00
														0.00
														0.00
					327.35	485.12	225.00	266.26	102.43	437.68	0.00	41.00	52.33	1937.17
													1937.17	0.00