

Explanation of variances – pro forma

Name of smaller authority: **Belvoir Town Council**
County area (local councils and Derbyshire): **Derbyshire**

Insert figures from Section 1 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);

• 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).

	2017/18 £	2018/19 £	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	365,142	384,025					
2 Precept or Rates and Levies	273,232	278,697	5,465	2.00%	NO		
3 Total Other Receipts	41,454	49,320	6,856	16.53%	YES		Bank int incr by £1847 due to incr rates.
4 Staff Costs	146,454	153,580	7,126	4.87%	NO		Parking charges for new car park £1980 Funfair rents addnl event £3600
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	139,359	218,927	79,568	57.10%	YES		General admin incr by £7059 due to higher costs of maintaining premises Addnl grants approved £10,197
7 Balances Carried Forward	394,025	349,535			NO	VARIANCE EXPLANATION NOT REQUIRED	Incr cost of maint public toilets £1762 Vehicle costs down £2884 due to previous year expre New projects initiated £1679
8 Total Cash and Short Term Investments	412,537	372,603				VARIANCE EXPLANATION NOT REQUIRED	Outdoor maint incr by £1292 due to higher power costs, new alarm and refuse disposal Increased costs of floral displays £3224
9 Total Fixed Assets plus Other Long Term Investments and	294,072	274,853	-19,219	6.54%	NO		Timing of Mayoral civic service (2 in 1 year) cost £1339 Misc expre. on the Coppice area cost £421 extra
10 Total Borrowings	0	0	0	0.00%	NO		Misc costs in Contingencies were down by £2401 due to previous years expre in Memorial gdns. Expre. from reserves included Car Park £43839, Disabled access £7146, IT equip £8430

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree column headed "Year ending 31 March 2019" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative numbers.

Name of smaller authority: **Belper Town Council**

County area (local councils and parish meetings only): **Derbyshire**

Financial year ending 31 March 2019

Prepared by (Name and Role): **Glyn Haynes Finance Officer**

Date: **31/03/2019**

	£	£
Balance per bank statements as at 31/3/19:		
Unity Trust Bank	17,970.85	
HSBC	445.17	
Julian Hodge Bank	78,359.12	
Hampshire trust B/Soc	77,999.87	
[add more accounts if necessary] Bath Building Soc	76,316.60	
Cambridge B/Soc	35,188.27	
Cambridge & Counties B/Soc	85,692.18	
		371,972.06
Petty cash float (if applicable)		102.38
Less: any unpresented cheques as at 31/3/19 (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 31/3/19		
R Bridges	225.49	
Wm Evans	303.00	
		528.49
Net balances as at 31/3/19 (Box 8)		<u><u>372,602.93</u></u>

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.

Name of smaller authority:

Belper Town Council

County area (local councils and parish meetings only):

Derbyshire

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.

	£	£
Box 7: Balances carried forward		348,535.00
Deduct: Debtors (enter these as negative numbers)		
Trade	(2,363.70)	
Vat	(4,816.01)	
3	<u>(7,179.71)</u>	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
1	0.00	
2	<u>0.00</u>	
Total deductions		<u>(7,179.71)</u>
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
Trade	6,329.61	
Accruals	17,430.00	
Payroll	6,629.72	
Lloyds credit cards	167.44	
	<u>30,556.77</u>	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
St George Flags	162.00	
Unbanked Cash	528.49	
	<u>690.49</u>	
Total additions		<u>31,247.26</u>
Box 8: Total cash and short term investments		<u><u>372,602.55</u></u>