

Attachment 1.1

## Bank reconciliation – Example

This reconciliation must include **all** bank and building society accounts and other short-term investments\*. It **must** agree to Box 8 in the column headed “Year ending 31 March 2023” in Section 2 of the Annual Return. It will also agree to Box 7 where the accounts are prepared on a receipts and payments (cash) basis, but not when an income and expenditure basis is used.

Parish Council Name East Farleigh Parish Council

Financial year ending 31 March 2023

Prepared by Nina Henley Clark / RFO      Date 06 June 2023

Balance per bank statements as at 31 March 2023:	£	£
e.g. Current account	£4190.77	
High interest account	113833.95	
Building society premium a/c		
	<hr/>	
Petty cash float (if applicable)		
Less: any unpresented cheques at 31 March 2023 (normally only current account)		
Cheque number	0.00	
	<hr/>	
Add: any un-banked cash at 31 March 2023		
e.g. Allotment rents banked 31 March 2022 (but not credited until 1 April)	0.00	
	<hr/>	
Net balances as at 31 March 2023		118024.72
		<hr/>

***The net balances reconcile to the Cash Book (a receipts and payments account, which should be maintained even if your authority uses income and expenditure accounting) for the year, as follows:***

### CASH BOOK

Opening Balance 1 April 2022		
Add: Receipts in the year		92965
Less: Payments in the year		84564
		56827
		<hr/>
Closing balance per cash book [receipts and payments book] as at 31 March 2023 (must equal net balances above)		120702
		<hr/>
		120702
		<hr/>

## Attachment 1.2

### Explanation of significant variances in the accounting statements – AGAR Section 2

Parish Council name: East Farleigh Parish Council

**Please explain any variances of more than 15% between the totals for individual boxes in Section 2.** We do not require explanations for variances of less than £200; however, in some cases there may be ‘*compensating*’ variances which leave the overall total for a box relatively unchanged – e.g. where there was a major one-off project in one year (e.g. contribution to village hall extension of £30,000), but a totally different expense of a similar size in the next (e.g. purchase of playground equipment of £28,000). In such cases, it would be helpful to provide an explanation of movements within each box. We also ask you to explain any change where there is a movement to or from zero. Please either use the proforma below, or complete a separate schedule if more space is required.

Section 2	2021/22 £	2022/23 £	Variance (+/-) £	Detailed explanation of variance (for each reason noted please include monetary values (to nearest £100))
Box 2 <i>Precept</i>	69409	75000	+5591	
Box 3 <i>Other income</i>	7295	9564	+2269	EFPC paid for playground inspection course and neighbouring parishes paid for places
Box 4 <i>Staff costs</i>	17279	19019	+1740	
Box 5 <i>Loan interest/ capital</i>	4759	4759	0.00	
Box 6 <i>Other payments</i>	34883	33049	-1834	

Box 7 <i>Balances carried forward</i>	92965	120702	+27737	<p>If some of the year-end balances are earmarked for specific purposes rather than as a general reserve, please provide a breakdown. You do not need to explain the year-on-year variance for this box.</p> <p>See attached sheet</p>
Box 9 <i>Fixed assets &amp; long term assets</i>	196975	196975	0.00	<p>Explain <u>all</u> movements in this category and not just those above 15%</p>
Box 10 <i>Total borrowing</i>	99327	97646		

## Attachment 1.3

Reconciliation between Box 7 and Box 8 in Section 2 (31/03/2023). Note – this form is only required for authorities preparing their accounts on an income and expenditure basis

Parish Council name East Farleigh Parish Council

There should only be a difference between Box 7 and Box 8 where the accounts are prepared on an Income & Expenditure basis and where there are year-end adjustments for debtors/prepayments and creditors/receipts in advance. 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>Total of Box 7: Balances carried forward (31/3/2023)</b>		120702
Deduct: Debtors		
	2677	
Deduct: Payments made in advance (prepayments)		
<b>Total deductions</b>		2677
Add: Creditors		
Add: Receipts in advance		
<b>Total additions</b>		
<b>Total of Box 8: Total cash and short term investments (31/3/2023)</b> (must agree to the net balances on bank reconciliation)		118025

## Attachment 2

Local Council name: East Farleigh Parish Council

### Confirmation of contact details

Please confirm the contact details for the Clerk, RFO (if not the clerk) and Chair, to assist us in ensuring that our records are kept up to date:

Clerk's name: Nina Henley	RFO's name (if not clerk): .....	Chair's name: Alexandra Fullwood
Clerk working hours (e.g. Mon-Fri 9-5pm): Mon – Fri 20 hours	RFO working hours (e.g. Mon-Fri 9-5pm): ..... .....	
Parish Council registered address: 2 Alfriston Grove West Malling Kent ME19 4SR	Parish Council registered address: ..... ..... ..... ..... .....	Chair contact postal and email address: Little Pitchford East Farleigh Maidstone Kent ME15 0PS Email: alex.fullwood@eastfarleigh- pc.org.uk
Telephone: Primary contact number: 07999414712 Mobile/Alternative number: 0779860696	Telephone: Primary contact number: ..... Mobile/Alternative number: .....	Telephone: Primary contact number: 07944 482804 Mobile/Alternative number: .....
E-mail address for the Council/Meeting (please do not provide a personal e-mail address unless the clerk / RFO does not have a Council/Meeting e-mail address). clerk@eastfarleigh-pc.org.uk		

Please return this form via email together with the  
 Annual Governance & Accountability Return and other information requested.