

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** : column headed “Year ending 31 March 2022” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered as r

Name of smaller authority: Madingley Parish Council

County area (local councils and parish meetings only):

Financial year ending 31 March 2022

Prepared by (Name and Role): Karen Peck

Date: 05.04.2022

	£	£
Balance per bank statements as at 31/3/22:		
Unity	5,465.5	
Cambridge Buiding Society	10,430.9	
		15,896.4
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		
item 5		
item 6		
item 7		
item 8		
[add more lines if necessary]		
Add: any un-banked cash as at 31/3/22		-
		15,896.4
Net balances as at 31/3/22 (Box 8)		15,896.4

Explanation of variances – pro forma

Name of smaller authority: **Maddingley 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. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	13,151	11,930					
2 Precept or Rates and Levies	12,938	15,008	2,070	16.00%	YES		Precept increase £2070
3 Total Other Receipts	1,945	1,962	17	0.87%	NO		
4 Staff Costs	6,238	8,223	1,985	31.82%	YES		Additional contracted hours and annual pay increase £1985
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	9,866	4,781	-5,085	51.54%	YES		Delay in traffic claiming £2235, Closure of Maddingley News £780, Underspend on Grass cutting due to covid £1565, underspend in insurance, S137 and Elections £522.35
7 Balances Carried Forward	11,930	15,896			NO		
8 Total Cash and Short Term Investments	11,930	15,896					
9 Total Fixed Assets plus Other Long Term Investments and	44,365	44,365	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

Madingley Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1 Subscriptions & Fees	23/04/2021		Unity Bank		Annual Membership	CAPALC	E	160.84		160.84
2 Clerk's Salary	23/04/2021		Unity Bank		Clerk's Salary	Karen Peck	E	507.68		507.68
4 Website	23/04/2021		Unity Bank		website hosting may 21 to apr	Vision ICT	S	125.00	25.00	150.00
3 Clerk's Tax	23/04/2021		Unity Bank		tax and NI	HMRC	E	126.80		126.80
13 Footway Lighting	22/05/2021		Unity Bank		Street Light Energy	Southern Electric	L	100.73	5.04	105.77
11 Insurance	25/05/2021		Unity Bank		Insurance	Came & Company	E	577.65		577.65
9 Clerk's Salary	25/05/2021		Unity Bank		Clerk's Salary	Karen Peck	E	530.72		530.72
10 Clerk's Tax	25/05/2021		Unity Bank		tax and NI	HMRC	E	132.60		132.60
15 Madingley News	04/06/2021		Unity Bank		Madingley News Print	Print-Out	E	155.00		155.00
14 Clerk's Tax	25/06/2021		Unity Bank		tax and NI	HMRC	E	132.80		132.80
16 Clerk's Salary	25/06/2021		Unity Bank		Clerk's Salary	Karen Peck	E	530.52		530.52
21 Clerk's Tax	23/07/2021		Unity Bank		tax and NI	HMRC	E	126.80		126.80
22 Clerk's Salary	23/07/2021		Unity Bank		Clerk's Salary	Karen Peck	E	507.68		507.68
24 Clerk's Salary	25/08/2021		Unity Bank		Clerk's Salary	Karen Peck	E	536.33		536.33
26 Clerk's Tax	25/08/2021		Unity Bank		tax and NI	HMRC	E	134.20		134.20
32 Clerk's Tax	25/09/2021		Unity Bank		tax and NI	HMRC	E	126.80		126.80
33 Clerk's Salary	25/09/2021		Unity Bank		Clerk's Salary	Karen Peck	E	507.68		507.68
42 Madingley News	26/09/2021		Unity Bank		Madingley News Expenses	Print-Out	E	135.00		135.00
45 Clerk's Tax	22/10/2021		Unity Bank		tax and NI	HMRC	E	127.00		127.00
44 Clerk's Salary	22/10/2021		Unity Bank		Clerk's Salary	Karen Peck	E	507.48		507.48
41 Subscriptions & Fees	22/10/2021		Unity Bank		Annual Software License	Scribe	S	129.00	25.80	154.80
49 Website	25/11/2021		Unity Bank		website data backup 2022	Vision ICT	S	120.00	24.00	144.00
47 Clerk's Salary	25/11/2021		Unity Bank		Clerk's Salary	Karen Peck	E	600.04		600.04
48 Clerk's Tax	25/11/2021		Unity Bank		tax and NI	HMRC	E	151.59		151.59
50 Hire of Hall	25/11/2021		Unity Bank		Hall Hire	Madingley Village Hall	E	175.00		175.00
52 Clerk's Tax	20/12/2021		Unity Bank		tax and NI	HMRC	E	144.20		144.20
53 Clerk's Salary	20/12/2021		Unity Bank		Clerk's Salary	Karen Peck	E	576.80		576.80
60 Clerk's Salary	21/01/2022		Unity Bank		Clerk's Salary	Karen Peck	E	565.18		565.18
59 Clerk's Tax	21/01/2022		Unity Bank		tax and NI	HMRC	E	141.40		141.40
62 Madingley News	21/01/2022		Unity Bank		Madingley News Print	Print-Out	E	155.00		155.00
67 Clerk's Tax	25/02/2022		Unity Bank		tax and NI	HMRC	E	132.60		132.60
66 Clerk's Salary	25/02/2022		Unity Bank		Clerk's Salary	Karen Peck	E	530.72		530.72
70 Clerk's Salary	23/03/2022		Unity Bank		Clerk's Salary	Karen Peck	E	661.20		661.20
69 Clerk's Salary	25/03/2022		Unity Bank		tax and NI	HMRC	E	184.23		184.23
72 Website	25/03/2022		Unity Bank		website data backup 2022	Vision ICT	S	152.38	30.48	182.86
74 Play Area - Maintenance	25/03/2022		Unity Bank		Play Area works	The Design Branch	E	1,125.00		1,125.00

Madingley Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
75 Miscellaneous	25/03/2022		Unity Bank		Speed Camera Battery	Westcotec	S	99.50	19.90	119.40
Total								11,433.15	130.22	11,563.37