

# Reconciliation between Box 7 and Box 8 in Section 2 – pro forma

(applies to Annual Returns prepared on an income and expenditure basis only)

Falmer Parish Council

There should only be a difference between Box 7 and Box 8 where the Annual Return has 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.



		£	£
<b>Box 7: Balances carried forward</b>			9530
Deduct:	Debtors		
	•		
	•		
	•		
	•		
	•		
Deduct:	Payments made in advance (prepayments)		
	•		
	•		
<b>Total deductions</b>			
Add:	Creditors		
	•		
	•		
	•		
	•		
	•		
Add:	Receipts in advance		
	•		
	•		
<b>Total additions</b>			
<b>Box 8: Total cash and short term investments</b>			9530

## Explanation of variances – pro forma

### Falmer Parish Council

The 'Practitioners' Guide' provides guidance on explaining significant variances. Please provide **full explanations, including numerical values**, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2).



Section 2	2015/16 £	2016/17 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
<b>Box 2</b> Precept or Rates and Levies	500	500	—	—	
<b>Box 3</b> Total other receipts	79	1011	932	11.79	Donations received + VAT receipts
<b>Box 4</b> Staff costs	NIL	NIL	—	—	
<b>Box 5</b> Loan interest/ capital repayments	NIL	NIL	—	—	
<b>Box 6</b> All other payments	1833	2117	284	15.49	Purchase of a Heritage Information Board.
<b>Box 9</b> Total fixed assets & long term investments & assets	8000	10,000	2000	25%	Purchase of a Heritage Information Board
<b>Box 10</b> Total borrowings	—	—	—	—	
<b>Explanation for 'high' reserves</b>	Box 7 is more than twice Box 2 because .... of Donations received. Even though we have purchased a Heritage Information Board to spend our reserves, we have now precepted for £500 per year since 2010 so we are trying to run down our reserves.				

# Bank reconciliation – pro forma

Falmer Parish Council

Financial year ending 31 March 2017

Prepared by V. LENIHAN (Financial Officer) (Name and role)

Date 23/5/2017



Balance per bank statements as at 31 March 2017: £ £

9529.69

Petty cash float (if applicable)

Less: any unpresented cheques at 31 March 2017

Add: any un-banked cash at 31 March 2017

Net balances as at 31 March 2017 (Box 8)

9529.69

**The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:**

**CASH BOOK:**

Opening Balance 1 April 2016 (Prior year Box 8)

10134.65

Add: Receipts in the year

1512.01

Less: Payments in the year

2116.97

Closing balance per cash book [receipts and payments book] as at 31 March 2017 (must equal net balances above – Box 8)

9529.69