

**Section 5**

**BANK RECONCILIATION YEAR ENDED 31 MARCH 2016**

**BOURNHEATH PARISH COUNCIL  
WORCESTERSHIRE**

		£
<b>A</b>	<b>Balance on the bank statement at 31 March 2016</b>	<b>21,971.69</b>
	<b>Outstanding items</b>	
<b>B</b>	<b>Less unpresented cheques (to agree with list below)</b>	<b>1,746.40</b>
<b>C</b>	<b>Plus uncleared payments into bank (no uncleared payments)</b>	<b>0</b>
<b>D</b>	<b>Petty Cash</b> <b>Plus any petty cash balance held at 31 March 2016 (no petty cash)</b>	<b>0</b>
<b>E</b>	<b>Balance in the cash book (Authority's own records) at 31 March 2016</b> <b>(Calculated as A-B+C+D=E and agrees with Box 8 on the Annual Return)</b>	<b>20,225.29</b>

List of unpresented cheques:

Cheque no.	Amount £.00
300272	147.00
300273	83.76
300274	198.60
300275	43.35
300276	257.50
300277	941.19
300278	75.00
Total u/p	1746.40

## Section 5

Explanations of significant variances on the Accounting Statements.

Box on section 2	2015 £	2016 £	Variance Increase (+) or decrease (-) (2016 less 2015) £	% (Variance divided by 2015 figures multiplied by 100)	Explanation required? Less than £250? - NO Less than 15% - NO More than 15% - YES
Box 2 Precept	5,345	10,333	(+) 4,988	48	YES
Box 3 Total Other Receipts	2,288	3,550	(+) 1,262	36	YES
Box 4 Staff costs	3,953	3,970	(+) 17	0	NO
Box 5 Loan interest/ capital repayments	0	0	0	0	NO
Box 6 All other payments	7,628	9,673	(+) 2,045	21	YES
Box 9 Total fixed assets plus long term investments and assets	7,567	8,942	(+) 1,375	15	YES

## Section 5

Explanations of significant variances on the Accounting Statements, continued.

<b>Box no. 2: Annual Precept</b>	<b>£</b>
Figure in 2016 column	10,333
Figure in 2015 column	5,345
Variance (2016 figure less 2015 figure)	4,988

<b>Reasons</b>	<b>Amount £</b>
<p>The billing authority payment of the first half of the 2014/15 precept was received early and accounted for in 2013/14 financial year. Therefore only half the precept is accounted for in 2014/15 financial year; ie of total of 4 precept payments, three were shown in 2013/14 and only one in 2014/15.</p> <p>Grant Thornton recognised this as at 03/07/2015 and commented upon this as 'Other matters' in Section 3 of the Annual Return for 2014/15.</p> <p>The precept receipts for 2015/16 were received in two equal instalments within the year, totalling £10,333.</p>	4,988

## Section 5

Explanations of significant variances on the Accounting Statements, continued.

<b>Box no. 3: Total Other Receipts</b>	<b>£</b>
Figure in 2016 column	3,550
Figure in 2015 column*	2,288
Variance (2016 figure less 2015 figure)	1,262

\*for reference, 15% of 2,288 is 343.2

<b>Reasons</b>	<b>Amount £</b>
1. Council tax support grant 2015 amount = £267 2016 amount = £367	100
2. Lengthsman receipts 2015 £1687 2016 £1894	207
3. VAT refunds 2015 £294 2016 £935 <u>Explanation:</u> The VAT refund received in 2015 (£294) related to the 2013/14 financial year; the VAT claimed for and received during the 2015/16 financial year includes both 2014/15 and 2015/16 refunds, ie £481.71 and £453.25.	641
4. Bank interest 2015 £38 2016 £40	2
5. Miscellaneous Income from shared costs with other councils <u>Explanation:</u> Bulk purchase of dog-waste bags, shared with Catshill and NM PC who re-paid £195.50 and Clerk's attendance at SLCC Conference shared with Barnt Green PC who repaid £118.46.	313
<b>Total variance</b>	<b>1,263</b>

## Section 5

Explanations of significant variances on the Accounting Statements, continued.

<b>Box no. 6: All Other Payments</b>	<b>£</b>
Figure in 2016 column	9,673
Figure in 2015 column*	7,628
Variance (2016 figure less 2015 figure)	2,045

\*for reference, 15% of 7,628 is 1,144

Reasons				Amount £
1. VAT	2015 £524 / 2016 £580			56
2. Admin	2015 £296 / 2016 £1542 + £941 election (charged once every 4 yrs) + £85 in-house printing newsletter; + £104 induction packs new members			1,246
3. Hall hire	2015 £38 / 2016 £283 Hall now hired for sole use (was shared use in 2015 at greatly reduced rate)			245
4. Insurance	2015 £279 / 2016 £309			30
5. Audit	2015 £160 / 2016 £165			5
6. Training	2015 £0 / 2016 £204 New elected member and clerk's CPD			204
7. Lengthsman	2015 £2291 / 2016 £2596 Lengthsman now covers more in his role to include bulb planting and defib checks			305
8. Grants	2015 £125 / 2016 £189			64
9. Highways	2015 £641 / 2016 £1431 2 x annual grass cut payments in 2016 as per cut for 2015 (£638), flower bulbs £152			790
10. Admin expenses	2015 £172 / 2016 £101 2015 included conference attendance £51			-71
11. Chairman's Allowance	2015 £25 / 2016 £0 None claimed 2016			-25
12. Subscriptions	2015 £371.65 / £2016 £0 Both 2015 and 2016 payments to CALC were made during 2015			-372
13. Projects or one-off costs		2014/15	2015/16	-432
	Dog-waste bags	£142	£367	
	Newsletter (2016 via 'admin')	£185	£65	
	Notice board (2015 only)	£1065	£0	
	Flags (2015 only)	£140	£0	
	Miscellaneous	£95	£20	
	Website (set-up costs, 2015)	£534	£00	
	Spring bulbs (2015 only)	£380	£00	
	30mph stickers (2015 only)	£164	£00	
Defibrillator (2016 only)	£0	£1375		
Defib installation & training	£0	£445		
<b>Total variance</b>				<b>2,045</b>

## Section 5

Explanations of significant variances on the Accounting Statements, continued.

<b>Box no. 9: Total Fixed Assets and Long Term Assets</b>	<b>£</b>
Figure in 2016 column	8,942
Figure in 2015 column	7,567
Variance (2016 figure less 2015 figure)	1,375

<b>Reasons</b>	<b>Amount £</b>
Purchase of defibrillator and cabinet	1,375

### Details of earmarked reserves

<b>Amount held at 31 March 2016 £</b>	<b>Purpose of reserve</b>
5,166	Contingency reserve (at 50% annual precept)
1,500	Earmarked reserve: Legal expenses for planning representation
4,700	Capital reserve for: <ul style="list-style-type: none"> <li>- outdoor exercise equipment</li> <li>- village hall support</li> </ul>