

### **Bank reconciliation template**

Schedule B

The model can be applied for reconciliations carried out at any time of the year. Please complete all green cells.

BANK RECONCILIATION	DN FINANCIAL YEAR ENDING 31 MARCH 2017				
Authority name and reference	MIDDLE RAJEN PARISH COUNCIL-LIN253				XL-LIN253
Prepared by: Name	Jo Troma - R	fo	Date:	18	6/5/17
Role (Clerk/RFO etc)  Approved by: Name	MICHAEL STAN	CONTRACTOR OF THE PARTY OF THE		policy state of the same	
Role (RFO/Chair etc)	CHAIRMAN	,	Date:	16	./5)17
Balance per bank statement		<u></u>	£		TOTAL £
	ounts plus petty cash floats at 31				
CURRENT ACCO	TAV	12,	67.78	13	2 1607.78
A		A	1623.4°	1 1	7,623.49
MO PETTY CASH	FLOAT				
Less: any un-presented cheq (normally only current accounts alue. Use separate list if new	unt. List date, cheque number &				
NONE		No	ME		NONE
Add any unbanked cash at 3 (List date & amount received					
NONE			ME		このでに
					29631.25
TOTAL - NET BANK BALANC	ES AS AT 31 MARCH 2017				Type equation here.

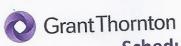
The net balances reconcile to the Cash Book for the year, as follows:				
CASH BOOK (receipts and payments/income & expenditure schedules)	£			
Opening Balance:	26,574.47			
Add: Receipts in the year:	26,574.47			
Less: Payments in the year:	16,794.00			
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017  Must equal total net bank balances above and Section 2, Box 8	£29,631.25			

### Schedule C1

# Identifying which variances require explanation

Positive and negative variances must be explained

Authority name and reference	MUBBLE RAVEN PARISH LOUNCIL - LINES				
Box on Section 2 Accounting Statements	(a) 2016 £	(b) 2017 £	(c) Variance Increase(+) or decrease(-) (b - a) £	(d) Variance divided by 2016 figure times 100 (c / a *100) %	Explanation required? Less than £250 and 15%? - NO More than 15%? - YES
Box 2 -Precept or Rates and Levies	13,1470	BEON	330.00	37.	NO
Box 3 -Total other receipts	6098	6051	-47-80	1).	NO
Box 4 -Staff costs	5574	5686	112.00	2%	No
Box 5 -Loan interest/ capital repayments	1381	1381	0	_	NO
Box 6 -All other payments	917	9727	610	书.	NO
Box 9 -Total fixed assets plus long-term investments and assets	40107	40114	37	_	40
Box 10 – Total borrowings	6131	SUN	-1120	190	45



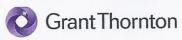
## Schedule C2

# Suggested layout for explanations of individual variances

One sheet to be prepared for each variance that requires explanation.

Authority name	MIDDLE RAJEN PARISH COUNCIL - LIN253			
and reference BOX NO	10	£		
(b) Figure in 2017 column		SOIN		
(a) Figure in 2016 column		431		
(d) Total variance: A positive figure is a negative figure i	2017 figure less 2016 figure: (b - a) an increase (+) s a decrease (-)	-1126		

Reasons (as many as are applicable)	Amount £
STATUTORY AMOUNT PAID AS PERLOAN ACTREEMENT (MILLIDE INTOZET)	1381 00
Reason 2	
Reason 3	
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	1381.00
(f) Unexplained amount £ of total variance at (d - e)	
Unexplained as % of 2016 figure (f / a *100) (must be below 15%)	
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	YES



Schedule E

### Analysis of earmarked reserves

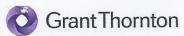
Authority name and reference	MADRE	RAJEN POPUH	COUNCIL -LIN 253	
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Purpose and nature of reserve	Held as short-term or long-term investment?*	Amount £
NOTICEBOARDS DURCHASE	SHORFTERM	570
	(a) TOTAL	570

Note: \* short-term investments would be included in Box 8 of the Accounting Statements in the Annual return; long-term investments would be in Box 9.

Please provide an explanation for any high level of general reserves if over 3 times (or less than 0.1) of the precept/rates and levies.

	£
(b) Precept/rates and levies (Accounting Statements Box 2)	13800
(c) Balance carried forward (Accounting Statements Box 7)	29,632
(d) Amount of balances less total earmarked reserves (c – a)	29,062
Ratio of balances less earmarked reserves to Precept/rates and levies (d / b)	2.16
Reason if over 3 times or less than 0.1	



Schedule F1

# Notification of the date for the commencement of public rights

Authority name and reference	MIDDLE	RASEN	PARISH	COUNCIL -LIN253
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# I confirm that the dates set for the period of exercise of public rights are as follows:

	Date		
Announcement	2 JUNE 2017		
Commencement	5 JUNE 2017		
Ending on	14 JULY 2017		

Signed by Clerk/RFO	Dand	1	

OR – send us a copy of your completed 'Notice' (Schedule F2 enclosed as public rights pack)