

## Explanation of variances – pro forma

Name \_\_\_\_\_ of \_\_\_\_\_ smaller \_\_\_\_\_ authority:

FALMER PARISH  
COUNCIL

County \_\_\_\_\_ area \_\_\_\_\_ (local \_\_\_\_\_ councils \_\_\_\_\_ and \_\_\_\_\_ parish \_\_\_\_\_ meetings \_\_\_\_\_ only:

EAST SUSSEX

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);
- a breakdown of approved reserves if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

Section 2	2016/17 £	2017/18 £	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	1011	227	784	77%	No donations received.
<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	2117	1899	218	10%	
<b>Box 9</b> Total fixed assets & long term investments & assets	10,000	10,000			
<b>Box 10</b> Total borrowings	—	—			
<b>Explanation for 'high' reserves</b>	Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end: £8358. We continue to spend our reserves wisely whilst reducing them to a lower level				

## Bank reconciliation – pro forma

Name of smaller authority: FALMER PARISH COUNCIL

County area (local councils and parish meetings only): EAST SUSSEX

### Financial year ending 31 March 2018

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

Date 15/5/18

Balance per bank statements as at 31 March 2018: £ £

8357.50

Petty cash float (if applicable)

Less: any un-presented cheques at 31 March 2018

Add: any un-banked cash at 31 March 2018

Net balances as at 31 March 2018 (Box 8)

8357.50

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

#### CASH BOOK:

Opening Balance 1 April 2017 (Prior year Box 8)

9529.69

Add: Receipts in the year

727.12

Less: Payments in the year

1899.31

Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)

8357.50

(See [example](#) for guidance if required)