

## Bank reconciliation

BANK RECONCILIATION		FINANCIAL YEAR ENDING 31 MARCH 2017	
<b>Authority name and reference</b>		<b>FIVEHEAD PARISH COUNCIL – SOM128</b>	
Prepared by: Name	JILL WARDLE (CLERK/RFO)	Date:	10 APRIL 2017
Role (Clerk/RFO etc)			
Approved by: Name	KATE BEACHAM (CHAIR)	Date:	19 APRIL 2017
Role (RFO/Chair etc)			
<b>Balance per bank statements as at 31 March 2017</b>		<b>£</b>	<b>TOTAL £</b>
List balances on all bank accounts plus petty cash floats at 31 March 2017:			
RESERVE ACCOUNT		26202.57	
CURRENT ACCOUNT		150.00	
			26352.57
<b>Less:</b> any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed )			
3 APR 2017 – CHEQ 1798 - FVHMC		14.00	
3 APR 2017 – CHEQ 1799 - FVHMC		14.00	
3 APR 2017 – CHEQ 1800- PETTITT		320.36	
			348.36
<b>Add</b> any unbanked cash at 31 March 2017: (List date & amount received)			
NIL			
<b>TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017</b>			<b>26004.21</b>

<i>The net balances reconcile to the Cash Book for the year, as follows:</i>	
<b>CASH BOOK (receipts and payments/income &amp; expenditure schedules)</b>	<b>£</b>
Opening Balance:	24413.36
Add: Receipts in the year:	17832.44
Less: Payments in the year:	16241.59
<b>CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017</b>	<b>26004.21</b>
<b>Must equal total net bank balances above and Section 2, Box 8</b>	

## Significant variances requiring explanation

Authority name and reference	FIVEHEAD PARISH COUNCIL – SOM128				
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
<b>Box 2</b> -Precept or Rates and Levies	12904	13094	190	1	NO
<b>Box 3</b> -Total other receipts	3003	4738	1735	58	YES
<b>Box 4</b> -Staff costs	3718	3889	171	5	NO
<b>Box 5</b> -Loan interest/ capital repayments	0	0	0	0	NO
<b>Box 6</b> -All other payments	12104	12352	248	2	NO
<b>Box 9</b> -Total fixed assets plus long-term investments and assets	2578 RESTATED	2618	40	2	NO
<b>Box 10</b> – Total borrowings	0	0	0	0	NO

## Explanations of individual variances

Authority name and reference	FIVEHEAD PARISH COUNCIL	
BOX NO	3 - TOTAL RECEIPTS	£
(b) Figure in 2017 column		4738
(a) Figure in 2016 column		3003
<b>(d) Total variance: 2017 figure less 2016 figure: (b - a)</b> A positive figure is an increase (+) a negative figure is a decrease (-)		1735
<b>Reasons (as many as are applicable)</b>		<b>Amount £</b>
Reason 1 BIG LOTTERY GRANT FOR UPDATE TO COMMUNITY PLAN		+2545
Reason 2 REDUCED INCOME FROM BURIAL FEES		-889
<b>(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)</b>		1656
<b>(f) Unexplained amount £ of total variance at (d - e)</b>		79
Unexplained as % of 2016 figure $(f / a * 100)$ <span style="color: red;">(must be below 15%)</span>		3%
<b>Confirm unexplained amount is less than 15% of 2016 figure</b> <b>YES – satisfactorily explained</b> <b>NO – provide further explanations</b>		YES

## ‘No’ or ‘Not covered’ on the Annual Internal Audit Report

<b>Authority name and reference</b>	<b>FIVEHEAD PARISH COUNCIL – SOM128</b>
<b>Person carrying out the internal audit</b>	<b>GORDON BALMER</b>

<b>Internal Audit Objective Conclusion (A to K)</b>	<b>Explanation for ‘No’ and what the Authority is doing to address the weakness - or explanation for why ‘Not covered’*</b>
F  Petty Cash Payments	<p>The following payments were not considered to be adequately supported:</p> <p>a. Cheque 1794 £36.43 was issued for printer paper, ink and postage. Printer paper and ink supported by a receipt but no receipt evident for £17.45 postage.</p> <p>b. Cheque 1762 £15.82 was issued for postage. No supporting receipt was evident.</p> <p>These two payments are reflected in the petty cash book which is in effect a record of postage. Whilst some larger items of postage were supported by receipts, individual stamps were not, which accrued to reflect the above amounts. It is recommended that the clerk obtains receipts for all postage purchases.</p> <p style="color: red;"><i>Action: Clerk to buy books of stamps in advance of usage and claim using receipt in petty cash record. Details of stamps used still to be recorded as previously.</i></p>
I  Bank Account Reconciliations	<p>COUNCIL FINANCIAL REGULATIONS – Para 2.2 requires a council member other than the Chairman or a cheque signatory to verify bank reconciliations on a quarterly basis. This process includes the requirement to sign the reconciliations and the original bank statements. Whilst it is acknowledged that a proforma has been produced and completed quarterly to record completion of this independent reconciliation, the reconciliations statements have not always been signed and none of the bank statements supplied had been signed.</p> <p style="color: red;"><i>Comments: Clerical error - some but not all documents signed during review despite being checked by the Council Member.</i></p> <p style="color: red;"><i>Action: Clerk to amend proforma and ensure that all bank reconciliations and statements are signed quarterly in future.</i></p>