

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to Box 8 "Year ending 31 March 2019" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered as negative figures.

Name of smaller authority: **Wem Town Council**

County area (local councils and parish meetings only): **Shropshire**

Financial year ending 31 March 2019

Prepared by (Name and Role): **Penny O'Hagan Town Clerk**

Date: **12/04/2019**

	£	£
Balance per bank statements as at 31/3/19:		
Unity	59,265.55	
Active Saver	27,891.85	
Bulmer cottage	97,319.93	
Developers Reserve	2,488.81	
[add more accounts if necessary]		
Hospitality	10.00	
CCLA	117,224.00	
Nationwide	30,173.90	
		334,374.04
Petty cash float (if applicable)		65.9
Less: any un-presented cheques as at 31/3/19 (enter these as negative numbers)		
GR Consultancy	(177.00)	
[add more lines if necessary]		
		(177.00)
Add: any un-banked cash as at 31/3/19		
Allotment rents	178.0	
Allotment rents	221.0	
WSSA	1,173.0	
		1,572.0
Net balances as at 31/3/19 (Box 8)		<u>335,835.0</u>

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

Wem Town Council

County area (local councils and parish meetings only):

Shropshire

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have 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.

	£	£
Box 7: Balances carried forward		326,141.37
Deduct: Debtors (enter these as negative numbers)		
Wem Book Shop	(120.00)	
VAT	(3,896.16)	
Stock	(1,950.00)	
	(5,966.16)	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
Prepayments	(73.77)	
	(73.77)	
Total deductions		(6,039.93)
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
Accruals	7,891.33	
Wages Control Account	7,340.21	
	15,231.54	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
Allotment rents	502.00	
	502.00	
Total additions		15,733.54
Box 8: Total cash and short term investments		<u><u>335,834.98</u></u>

Explanation of variances – pro forma

Name of smaller authority: Warr Town Council
County area (local councils and parish meetings only): Shropshire

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2017/18 £	2018/19 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	322,990	281,813					
2 Precept or Rates and Levies	289,549	302,767	13,218	4.57%	NO		
3 Total Other Receipts	19,408	29,920	10,512	54.16%	YES		£2760 Neighbourhood fund awarded in 208-19. Increase in cemetery income of £4345. £4500 from insurance claims to repair damage to toilets.
4 Staff Costs	75,755	78,438	2,683	3.54%	NO		
5 Loan Interest/Capital Repayment	4,630	4,485	-145	3.13%	NO		
6 All Other Payments	269,749	205,436	-64,313	23.84%	YES		No major projects undertaken in 2018-19. Significant expenditure in 2017-18 £20,000 contribution made to Warr Sports and Social Association (WSSA) to fund the replacement floodlights at the Butler Sports Ground. £19,079 spent on purchase of replacement swimming pool filters £42,687 spent upgrading streetlights to LED and associated works (from earmarked reserves)
7 Balances Carried Forward	281,813	326,141			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	283,853	335,835				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	1,629,458	1,637,158	7,700	0.47%	NO		
10 Total Borrowings	31,500	28,500	-3,000	9.52%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Contact details

Name of smaller authority: Wem Town Council

County Area (local councils and parish meetings only): Shropshire

Please complete this form and send it back to us with the AGAR or exemption certificate

	Clerk/RFO (Main contact)	Chair
Name	Penny O'Hagan	Phil Glover
Address	Edinburgh House New Street Wem Shropshire SY4 5DB	6 Trentham Close Wem SY4 5AS
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Mobile telephone number		
Email address	info@wem.gov.uk	philpeglover@gmail.com

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: Wem Town Council

County Area (local councils and parish meetings only): Shropshire

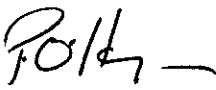
On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on Monday 17th June 2019

and ending on Friday 26th July 2019

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2019 (i.e. Monday 1 July – Friday 12 July).

We have suggested the following dates: Monday 17 June – Friday 26 July 2019. The latest possible dates that comply with the statutory requirements are Monday 1 July – Friday 9 August 2019.)

Signed: 

Role: Town Clerk and RFO

This form is only for use by smaller authorities subject to a review:

Please submit this form to PKF Littlejohn LLP with the AGAR Part 3 and other requested documentation – this form is not for publication on your website.