

Attachment 1.1

Bank reconciliation – Example

This reconciliation must include all bank and building society accounts and other short-term investments*. It must agree to Box 8 in the column headed “Year ending 31 March 2022” in Section 2 of the Annual Return. It will also agree to Box 7 where the accounts are prepared on a receipts and payments (cash) basis, but not when an income and expenditure basis is used.

Parish Council Name _____RIDGMONT PARISH COUNCIL_____

Financial year ending 31 March 2022

Prepared by ___Olivia Burrows - Clerk_____ (Name and Position) Date ___23/06/2022

Balance per bank statements as at 31 March 2022:	£	5120.00
e.g. Current account		
High interest account		
Building society premium a/c		

Petty cash float (if applicable)

Less: any un-presented cheques at 31 March 2022 (normally only current account)

Cheque number

Add: any un-banked cash at 31 March 2022

e.g. Allotment rents banked 31 March 2022 (but not credited until 1 April)

Net balances as at 31 March 2022	£	5120.00

The net balances reconcile to the Cash Book (a receipts and payments account, which should be maintained even if your authority uses income and expenditure accounting) for the year, as follows:

CASH BOOK

Opening Balance 1 April 2021

Add: Receipts in the year

Less: Payments in the year

Closing balance per cash book [receipts and payments book] as at 31 March 2022 (must equal net balances above)	£	5120.00

Attachment 1.2

Explanation of significant variances in the accounting statements – AGAR Section 2

Parish Council name: RIDGMONT PARISH COUNCIL

Please explain any variances of more than 15% or anything over £100k between the totals for individual boxes in Section 2. We do not require explanations for variances of less than £200; however, in some cases there may be '*compensating*' variances which leave the overall total for a box relatively unchanged – e.g. where there was a major one-off project in one year (e.g. contribution to village hall extension of £30,000), but a totally different expense of a similar size in the next (e.g. purchase of playground equipment of £28,000). In such cases, it would be helpful to provide an explanation of movements within each box. We also ask you to explain any change where there is a movement to or from zero. Please either use the proforma below or complete a separate schedule if more space is required.

Section 2	2020/21 £	2021/22 £	Variance (+/-) £	Detailed explanation of variance (for each reason noted please include monetary values (to nearest £10))
Box 2 <i>Precept</i>				
Box 3 <i>Other income</i>	1484	2377	893	Ward councillor grant – Central Bedfordshire Council - £1500 Central Bedfordshire Council contribution to Grasscutting - £187 VAT Reclaim - £690 TOTAL 2377
Box 4 <i>Staff costs</i>				

Box 5 <i>Loan interest/ capital</i>				
Box 6 <i>Other payments</i>				
Box 7 <i>Balances carried forward</i>				If some of the year-end balances are earmarked for specific purposes rather than as a general reserve, please provide a breakdown. You do not need to explain the year-on-year variance for this box.
Box 9 <i>Fixed assets & long term assets</i>	2515	5120		Explain <u>all</u> movements in this category and not just those above 15% or over £100k Matches bank reconciliation as at 31 st March 2022 – Ridgmont parish council doesn't own any property.
Box 10 <i>Total borrowing</i>				

Attachment 3.2

Local council name: RIDGMONT PARISH COUNCIL

Notice of appointment of date for the exercise of public rights Accounts for the year ended 31st March 2022

The Local Audit and Accountability Act 2014, and
The Accounts and Audit (England) Regulations 2015 (SI 234)

<p>1. Date of announcement: 30/06/2022 (a)</p> <p>2. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2022 these documents will be available on reasonable notice on application to:</p> <p>(b) OLIVIA BURROWS - Ridgmont Parish Clerk Email: ridgmontparishclerk@gmail.com</p> <p>commencing on (c) 30/06/2022</p> <p>and ending on (d) 10/08/2022</p> <p>3. Local Government Electors and their representatives also have:</p> <ul style="list-style-type: none"> • the opportunity to question the auditor about the accounts; and • the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Authority (f). <p>The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.</p> <p>4. The auditor complies with the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office' Code of Audit Practice. Your appointed auditor is:</p> <p>Mazars LLP, The Corner, Bank Chambers, 26 Mosley Street, Newcastle upon Tyne, NE1 1DF Email: local.councils@mazars.co.uk</p> <p>5. This announcement is made by (e))_Olivia Burrows - Clerk</p>	<p>(a) Insert date of placing of this notice on your website.</p> <p>(b) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts.</p> <p>(c)And</p> <p>(d)The inspection period must be 30 working days in total and commence no later than 1 July 2022.</p> <p>(e) Insert name and position of person placing the notice</p>
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