

# Hawkhurst Parish Council

16 April 2019 (2018-2019)

<b>Bank Reconciliation at 31/03/2019</b>			
	Cash in Hand 01/04/2018		213,278.39
	<b>ADD</b>		
	Receipts 01/04/2018 - 31/03/2019		187,936.04
	<b>SUBTRACT</b>		
	Payments 01/04/2018 - 31/03/2019		401,214.43
<b>A</b>	<b>Cash in Hand 31/03/2019</b> (per Cash Book)		<b>233,111.58</b>
<b>Cash in hand per Bank Statements</b>			
	Cash 02/12/2014	0.00	
	Petty Cash 31/03/2018	0.00	
	Lloyds No 1 <i>0508</i> 29/03/2019	10,064.33	<i>DB</i> <i>17/4/19</i>
	Lloyds No 2 <i>7860</i> 29/03/2019	74,086.01	
	Cambridge & Counties Bank 30/04/2018	77,400.90	
	Cambridge Building Society 31/12/2018	75,339.40	
	<i>7060</i> <i>14610</i>		
	<b>Less unrepresented cheques</b> As attached		<b>236,890.64</b>
	<b>Plus unrepresented receipts</b> As attached		27,028.65
	<b>Adjusted Bank Balance</b>		<b>209,861.99</b>
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>23,249.59</b>
	<b>A = B Checks out OK</b>		<b>233,111.58</b>

## Explanation of variances – pro forma

Name of smaller authority: **Haverhill Parish Council**  
County area (local councils and district council): **Haverhill**

Insert figures from Section 1 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	226,812	217,647					
2 Precept or Rates and Levies	121,168	131,957	10,789	8.90%	NO		
3 Total Other Receipts	26,545	27,563	1,018	3.83%	NO		
4 Staff Costs	41,851	81,314	39,463	22.61%	YES		Previous Clerk/RFO retired on 30th June 2018. The two roles were split with total office staff hours increased from 37 in total to 50 hours per week from 1 July 2018. Increased salary cost £8,090 and increased employers NI and Pension contributions £1,380. Total increase = £9,470.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	115,026	80,106	-24,920	21.66%	YES		Less spent on the 4 main areas in 2018-19 compared to previous year 2017-18, because several projects/work commissioned in 2017-18 are reaching completion hence less funds required. Spending reductions = Community Trust £1,480, Play Equipment £9,560, Neighbourhood Development Plan £3,930 and Streetlighting LED upgrade £8,940, discretionary services £820. Balancing sum of £190 across several minor cost centres within the Budget. Total spending reductions = £24,920
7 Balances Carried Forward	217,648	235,747			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	213,278	231,111			NO	VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	234,506	256,882			NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

**Hawkhurst Parish Council  
Reconciliation between Box 7 and Box 8**

**31/03/2019**

This report explains the difference between the total balance in Box 7 and the cash balance in Box 8 by showing the totals for each type of adjustment, the details of which can be listed using the Adjustments report. It deducts the additional assets which have been included on the balance sheet and adds back in the liabilities to arrive at the balance for actual cash and short term investments. This only applies to Annual Returns prepared on Income and Expenditure basis

	<i>Amount</i>	<i>Amount</i>
<b>Box 7 - Balances carried forward</b>		<b>235,747.35</b>
Debtors	0.00	
Payments in Advance	0.00	
Stocks and Stores	0.00	
VAT Recoverable	2,635.77	
<b>TOTAL DEDUCTIONS</b>		<b>2,635.77</b>
Creditors	0.00	
Receipts in Advance	0.00	
Doubtful Debts	0.00	
<b>TOTAL ADDITIONS</b>		<b>0.00</b>
<b>Box 8 - Total cash and short term investments</b>		<b>233,111.58</b>

## Contact details

Name of authority: HAWKHURST PARISH COUNCIL smaller

County Area (local councils and parish meetings only): THE OFFICE AT THE MOOR  
HAWKHURST, KENT.  
TN18 4NT.

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

	Clerk/RFO (Main contact)	Chair
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