

Contact details

Name of smaller authority: **Bubbenhall Parish Council**

County Area (local councils and parish meetings only): **Warwick District**

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

	Clerk/RFO (Main contact)	Chair
Name	Jane Fleming	Jan Lucas
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Authority Name and County area	Bubbenhall Parish Council Warwick District
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BANK RECONCILIATION		FINANCIAL YEAR ENDING 31 MARCH 2018	
Prepared by:	Name	Jane Fleming	Date
	Role (Clerk/RFO etc)	Clerk / RFO	15/05/2018
Balance per Bank Statement as at 31 March 2018		£	TOTAL £
List balances on all bank accounts plus petty cash floats at 31 March 2018			
Treasurers Account		22830.13	
Petty Cash Float		0.00	
			22830.13
Less: any unpresented cheques at 31 March 2018: (normally only current account. List date, cheque number & value. Use separate list if needed)			
16/01/18 1102		(£24.84)	
06/03/18 1111		(£80.00)	
28/03/18 1112		(£773.11)	
28/03/18 1113		(£10.00)	
28/03/18 1114		(£193.40)	
			(£1,081.35)
Add: any unbanked cash at 31 March 2018: (List date & amount received)			
		0.00	0.00
TOTAL - NET BANK BALANCE AS AT 31 MARCH 2018			21,749
<i>The net balances reconcile to the Cash Book for the year as follows:</i>			
CASH BOOK (receipts and payments schedule)			£
Opening Balance 1st April 2018			15,858
Add: Receipts in the year:			26,915
Less: Payments in the year:			21,024
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2018			21,749
Must equal total net bank balances above and Section 2 Box 8			

Exolanation of variances

Identifying which variances require explanation

Authority Name	Bubbenhall Parish Council				
County Area	Warwick District				
* Please provide full explanations, including numerical values, for the following variances of more than 15% between totals for individual boxes (except for 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 and levies value (box 2)					
Box on Section 2 Accounting Statements	(a) 2017 £	(b) 2018 £	(c) Variance Increase (+) or decrease (-) (b - a) £	(d) Variance divided by 2017 figure multiplied by 100) (c / a *100) %	Explanation required? Less than £200 and 15% - NO more than 15% - YES
Box 2 Precept or Rates and Levies	11,602	13,330	1,728	14.89	NO
Box 3 Total other receipts	11,538	13,585	2,047	17.74	YES
Box 4 Staff Costs	3,922	4,246	324	8.26	NO
Box 5 Loan Interest / capital repayments	0	0	0	#DIV/0!	NO
Box 6 All other Payments	18,123	16,778	-(1,345)	-(7.42)	NO
Box 9 total Fixed assets plus long term investments and assets	105,060	105,233	173	0.16	NO
Box 10 Total borrowings	Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end: N/A				

Detailed explanations of individual variances

BOX NO	3	£
(b) Figure in 2018 column		13585
(a) Figure in 2017 column		11538
(d) Total variance: 2018 figure less 2017 figure: (b - a) A positive figure is an incrase (+) negative figure is a decrease (-)	a	2,047
Reasons		
		Amount £
Reason 1. Rural East Grant - Neighbourhood Plan 2016/17 - one year funding		(£5,600)
Reason 2. Grant towards equipment Hire for Village fun day - one year funding		(£1,000)
Reason 3. Big Lottery Fund 2017/18 Bubbenhall Big Summer 2017/18		£9,950
Reason 4. One off Grant 2016/17 towards equipment for football training		(£1,300)
Reason 5. Ground Work UK 2017/18 Joint Neighbourhood Plan Development		£1,725
Reason 6. Reduction in Concurrent Services from £3190 to £1595		(£1,595)
Reason 7. Reduction in WDC Grant from £398 to £265		(£133)
Total		£2,047

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

Name of smaller authority: **Bubbenhall Parish Council**

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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 4th June 2018**

and ending on: **Friday 13th July 2018**

Signed:



Jane Fleming

Role: Clerk / Responsible Finance Officer

**PLEASE SUBMIT THIS FORM TO PKF LITTLEJOHN LLP WITH
THE AGAR AND OTHER REQUESTED DOCUMENTATION**