

**LOCAL COUNCIL NAME: HINTON BLEWETT PARISH COUNCIL**  
**COUNTY: BATH & NORTH EAST SOMERSET**

**Bank reconciliation year ended 31 March 2016**

<b>CURRENT ACCOUNT</b>		<b>£</b>
<b>A</b>	Balance on the bank statement at 31 March 2016 (taken from bank statement)	<b>£1282.91</b>
	<b>Outstanding items</b>	
<b>B</b>	<b>Less</b> unpresented cheques (to agree with attached list)	<b>£966</b>
<b>C</b>	<b>Plus</b> uncleared payments into bank (to agree with attached list)	<b>£0.00</b>
<b>D</b>	<b>Petty cash</b> <b>Plus</b> any petty cash balance held at 31 March 2015	<b>£0.00</b>
<b>E</b>	Balance in the cash book (council's own records) at 31 March 2016 (Calculated as A-B+C+D=E)	<b>£316.15</b>

<b>DEPOSIT ACCOUNT</b>		<b>£</b>
<b>A</b>	Balance on the bank statement at 31 March 2016 (taken from bank statement)	<b>£3610.31</b>
	<b>Outstanding items</b>	
<b>B</b>	<b>Less</b> unpresented cheques (to agree with attached list)	<b>£0.00</b>
<b>C</b>	<b>Plus</b> uncleared payments into bank (to agree with attached list)	<b>£0.00</b>
<b>D</b>	<b>Petty cash</b> <b>Plus</b> any petty cash balance held at 31 March 2015	<b>£0.00</b>
<b>E</b>	Balance in the cash book (council's own records) at 31 March 2016 (Calculated as A-B+C+D=E)	<b>£3610.31</b>

<b>F</b>	Balance across both cash books (council's own records) at 31 March 2016 (agrees with Box 8 on the Annual Return)	<b>£3926.46</b>
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**Explanations of significant variances**

<b>Box on section 1</b>	<b>2015 £</b>	<b>2016 £</b>	<b>Variance Increase (+) or decrease (-) (2016 less 2015) £</b>	<b>% (Variance divided by 2015 figure multiplied by 100)</b>	<b>Explanation required? Less than £250? - NO Less than 15% - NO More than 15% - YES</b>
Box 2 Precept or Rates or Levies	6209	7985	1776	29%	YES
Box 3 Total other receipts	5519	1726	-3793	69%	YES
Box 4 Staff costs	3768	3310	-458	12%	NO
Box 5 Loan interest/ capital repayments	0	0	0	0	NO
Box 6 All other payments	9078	7345	-1733	19%	YES

Box 9 Total fixed assets plus long term investments and assets	258	10236	9978	3867%	YES
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<b>BOX NO 2</b>	<b>£</b>
Figure in 2015 column	£6209
Figure in 2016 column	£7985
Variance (2015 figure less 2016 figure)	£1776

<b>Reasons (as many as are applicable)</b>	<b>Amount £</b>
Reason 1: Additional costs for salary (£85), training needs (£150 – Clerk and Councillors), website renewal (£150).	£385
Reason 2: community project – viewpoint refurbishment (£320)	£320
Reason 3: Reserves for replacement of office equipment (£330), recruitment (£75), replacement defibrillator (£75), community grants (£200)	£680
Unexplained	£391

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Confirm unexplained amount is less than 15% of 2015 figure	YES
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<b>BOX NO 3</b>	<b>£</b>
Figure in 2015 column	£5519
Figure in 2016 column	£1726
Variance (2015 figure less 2016 figure)	-£3793

<b>Reasons (as many as are applicable)</b>	<b>Amount £</b>
Reason 1: Donations received in 2014/15 for defibrillator and community projector.	-£559
Reason 2: Awards for All grant in 2014/15 for play equipment	-£2658
Reason 3: VAT reclaimed on Play Equipment in 2014/15.	-£1338
Reason 4: Grant income for community project – viewpoint refurbishment in 2015/16	£750
Unexplained	£12
Confirm unexplained amount is less than 15% of 2015 figure	YES

<b>BOX NO 6</b>	<b>£</b>
Figure in 2015 column	£9078
Figure in 2016 column	£7345
Variance (2015 figure less 2016 figure)	-£1733

<b>Reasons (as many as are applicable)</b>	<b>Amount £</b>
Reason 1: village projector purchased in 2014	-£388
Reason 2: recruitment of new Clerk in 2014	-£341
Reason 3: Community project costs in 2015/6 (viewpoint refurbishment)	£1068
Reason 4: purchase of play equipment in 2014	-£2058
Unexplained	£15
Confirm unexplained amount is less than 15% of 2015 figure	YES

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<b>BOX NO 9</b>	£
Figure in 2015 column	£258
Figure in 2016 column	£10236
Variance (2015 figure less 2016 figure)	£9978

Reasons (as many as are applicable)	Amount £
Reason 1: On advice from Avon Local Councils Association the asset register of the Parish Council was revised in 2015 to value all assets at their purchase value unless a long-standing asset or a donated asset.	
Reason 2: Notice Board, Jubilee Seat (wooden bench), Gate and Fence, 6 Village Boundary marker stones, 2 Litter bins, Jubilee Beacon, Village Projector, Clerk's laptop, Clerk's printer, Play equipment.	£9978
Unexplained	0
Confirm unexplained amount is less than 15% of 2015 figure	YES

**Reconciliation between boxes 7 and 8 on section 1 of the Annual Return**

Not applicable.

**Explanations for "No's" on Section 2 the Annual Governance Statement**

Not applicable.

**Explanations for "No's" or "Not covered" on Section 4 the Internal auditors' report**

Not applicable.

**Details of any earmarked or restricted reserves held by the Council at 31 March 2016**

Amount held at 31 March 2016 £	Purpose of reserve
£250	Laptop and printer contingency

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£75	Recruitment
£200	Public Rights of Way
£871.85	Prospect Stile sign
£348.24	Playing Field
£75	Defibrillator