

Bank Reconciliation

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 2021" 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.

Parish Council Name STEPPINGLEY PARISH COUNCIL

Financial year ending 31 March 2021

Prepared by Julie Todd, Clerk/RFO Date 24 April 2021

Balance per bank statements as at 31 March 2021:	£	£
e.g. Current account	3733.91	
High interest account	9204.04	
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	12937.95	
Less: any unpresented cheques at 31 March 2021 (normally only current account)		
Cheque number 252 + 253	519.60	
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	12418.35	
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Net balances as at 31 March 2021		12418.35
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The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK

Opening Balance 1 April 2020	10355
Add: Receipts in the year	18568
Less: Payments in the year	16504
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Closing balance per cash book [receipts and payments book] as at 31 March 2021 (must equal net balances above)	12419
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* **Note:** Long-term investments should be excluded from the bank reconciliation and from Section 2, Boxes 1, 7 and 8. They must be shown in Section 2, Box 9 and recorded in the asset and investment register.

Explanation Of Significant Variances In The Accounting Statements

Parish Council name: STEPPINGLEY 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	2019/20 £	2020/21 £	Variance (+/-) £	Detailed explanation of variance (for each reason noted please include monetary values (to nearest £10))
Box 2 <i>Precept</i>	7411	7633	+222	
Box 3 <i>Other income</i>	332	10935	+10603	2020/21 – £5410 receipts from Steppingley Village Association in part payment of play equipment repairs £2430 VAT claim £2750 CBC Ward Councillors Grant
Box 4 <i>Staff costs</i>	1076	1195	+119	
Box 5 <i>Loan interest/ capital</i>	0	0	0	
Box 6 <i>Other payments</i>	4555	15309	10754	2020/21 – £7780 new play equipment (Marmax, ESP Scotland + Action Play & Leisure) £4340 play equipment repairs

Box 7 <i>Balances carried forward</i>	10355	12419	+2064	If some of the year-end balances are earmarked for specific purposes rather than as a general reserve, please provide a breakdown.
Box 9 <i>Fixed assets & long term assets</i>	37120	37120	0	Explain all movements in this category and not just those above 15% or over £100k
Box 10 <i>Total borrowing</i>	0	0	0	

Local Council name: STEPPINGLEY PARISH COUNCIL

Confirmation Of Contact Details

Please confirm the contact details for the Clerk, RFO (if not the clerk) and Chair, to assist us in ensuring that our records are kept up to date:

Clerk's name: Julie Todd	RFO's name (if not clerk):	Chair's name: Hugh Jackson
Clerk working hours: Ad hoc	RFO working hours (if not clerk):	
Parish Council registered address: 6b Higher Rads End Eversholt Beds MK17 9ED	Parish Council registered address:	Chair contact address: Townsend Farmhouse Rectory Road Steppingley MK45 5AT
Telephone: Primary contact number: 07525 005754 Mobile/Alternative number: 01525 280457	Telephone: Primary contact number: Mobile/Alternative number:	Telephone: Primary contact number: 01525 713798 Mobile/Alternative number: 07973 217824
Generic e-mail address for the Authority (please only provide a personal e-mail address if the clerk / RFO does not have access to a generic e-mail account). juliemtodd@hotmail.co.uk		

*Please return this form together with the
Annual Governance & Accountability Return and other information requested.*