

## Bank reconciliation

Parish Council Name: CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Financial year ending 31 March 2025

Prepared by: Helen Symmons, RFO      Date 10<sup>th</sup> April 2025

Balance per bank statements as at 31 March 2025:	£	£
e.g. Current account	418.00	
High interest account	73,764	
NS&I account	82,485	156,667
Petty cash float (if applicable)	n/a	
Less: any un-presented cheques at 31 March 2025 (normally only current account)	n/a	
Cheque number		
Add: any un-banked cash at 31 March 2025	n/a	
e.g. Allotment rents banked 31 March 2025 (but not credited until 1 April 2025)		
Net balances as at 31 March 2025		156,667

***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 2024	129,571	
Add: Receipts in the year	100,948	230,519
Less: Payments in the year		73,852
Closing balance per cash book [receipts and payments book] as at 31 March 2025 <b>(must equal net balances above)</b>		156,667

**RESERVES EXPLANATION  
CLIFFE AND CLIFFE WOODS PARISH COUNCIL**

Box 2	Precept	87,513	x 1.15 =	100,640
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Box 4	Staff costs	16,296		
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Box 5	Loan interest / capital repayments			
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Box 6	Other payments	57,556		
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		<b>73,852</b>	x 1.15 =	84,930
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<b>Max level of reserves</b>		<b>100,640</b>		
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Box 7	Balances carried forward			156,667
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Explanation required?		<b>Yes</b>		
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Explanation(s) for earmarked reserves: **NB: NOT 'general' funds/reserves**

Election Expenses		5,300		
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Rural Liaison Grant		11,498		
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Provision for Noticeboards		1,500		
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Youth Projects		4,162		
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Village improvements		5,894		
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Improvements to Open Space		1,000		
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Contribution to Parish events		3,117		
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Car Park refurbishment		76,878		
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Repairs & Maintenance of facilities		5,000		
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Skate Park		1,200		
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Allotment key deposits		270		
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		<b>115,819</b>		
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Reserves not earmarked				40,848
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Explanations sufficient?		<b>Yes</b>		
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Statement of Variances - Year ended 31 March 2025  
CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Item	2023-24	2024-25	Difference	%	Additional comments / explanations
<b>Box 2: Precept or Rates and levies</b>	<b>75,000.00</b>	<b>87,513.00</b>	<b>12,513.00</b>	<b>16.7%</b>	
Amenities budget	9,500.00	16,000.00	6,500.00		Increased for repairs & maintenance to Council facilities
Car Park refurbishment budget	-	10,000.00	10,000.00		Increased for works to a car park
S137 Grants budget	6,000.00	2,500.00	-3,500.00		Reduced to offset higher expenditure elsewhere in the budget
Administration budget for stationery & printing	1,000.00	660.00	-340.00		Reduced budget
<b>Box 2: Precept or Rates and levies (adjusted)</b>			<b>147.00</b>	<b>-0.2%</b>	<b>No further explanation needed</b>
<b>Box 3: Total other receipts</b>	<b>25,592.00</b>	<b>13,435.00</b>	<b>-12,157.00</b>	<b>-47.5%</b>	
Insurance Claim	8,186.00	-	-8,186.00		One off payment
Coronation Event	4,286.00	-	-4,286.00		Sponsorship and parish grant - one off payment
<b>Box 3: Total other receipts (adjusted)</b>			<b>315.00</b>	<b>1.2%</b>	<b>No further explanation needed</b>
<b>Box 4: Staff costs</b>	<b>24,809.00</b>	<b>16,296.00</b>	<b>-8,513.00</b>	<b>-34.3%</b>	
Salaries & Wages	22,223.00	14,113.00	-8,110.00		Member of staff left and unable to recruit. Locum service used with costs in Box 6
<b>Box 4: Staff costs (adjusted)</b>			<b>403.00</b>	<b>-1.6%</b>	<b>No further explanation needed</b>
<b>Box 5: Loan interest/capital repayments</b>					
<b>Box 5: Loan interest/capital repayments (adjusted)</b>				<b>#DIV/0!</b>	<b>No further explanation needed</b>
<b>Box 6: Other payments</b>	<b>51,601.00</b>	<b>57,566.00</b>	<b>5,955.00</b>	<b>11.5%</b>	
<b>Box 6: Other payments (adjusted)</b>			<b>5,955.00</b>	<b>11.5%</b>	<b>No further explanation needed</b>
<b>Box 9: Fixed assets plus long-term investments</b>	<b>458,448.00</b>	<b>462,577.00</b>	<b>4,129.00</b>	<b>0.9%</b>	
<b>Box 9: Fixed assets plus long-term investments (adjusted)</b>			<b>4,129.00</b>	<b>0.9%</b>	<b>No further explanation needed</b>
<b>Box 10: Total borrowings</b>					
<b>Box 10: Total borrowings (adjusted)</b>				<b>#DIV/0!</b>	<b>No further explanation needed</b>