

## Bank reconciliation

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed "Year ending 31 March 2024" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority:

County area (local councils and parish meetings only):

### Financial year ending 31 March 2024

Prepared by (Name and Role):

Date: 22/05/2024

		£	£
<b>Balance per bank statements as at 31/3/24:</b>			
Lloyds Business Bank Instant	56875760	£30,872.67	
Lloyds Treasurers Account	39951660	<u>£14,232.52</u>	£45,105.19
Petty cash float (if applicable)			<u>£0.00</u>
<b>Net balances as at 31/3/24 (Box 8)</b>			<u>£45,105.19</u>

Accounting statements 2023-24

By completing this box, the figures will pull through to the relevant tabs of the workbook to assist you in reporting on the significant variances

	Year ending		Variance £	Variance %	Notes and guidance	Explanation required
	31-Mar-23	31-Mar-24				
1. Balances brought forward	52,981.00	58,291.00			Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.	
2. (+) Precept or Rates and Levies	49,500.00	49,500.00	0	0%	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year	No explanation required
3. (+) Total other receipts	-	5,171.00	5171	100%	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	Please explain within the relevant tab
4. (-) Staff costs	16,069.00	21,726.00	5657	35%	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	Please explain within the relevant tab
5. (-) Loan interest/capital repayments	0	0	0	0%	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	No explanation required
6. (-) All other payments	28,121.00	46,131.00	18010	64%	Total expenditure of payments of capital and interest made during the year on the authority's borrowings (if any).	Please explain within the relevant tab
7. (=) Balances carried forward	58,291.00	45,105.00			Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	Please explain in the Reserves tab
8. Total value of cash and short term investments	Bal c/f checker 58,291.00	Bal c/f checker 45,105.00			The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - to agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	79,733.00	79,733.00	0	0%	The value of all the property the authority owns - it is made up of all its fixed assets and long term investments as at 31 March.	No explanation required
10. Total borrowings	0	0	0	0%	The outstanding capital balances as at 31 March of all loans from third parties (including PwLB).	No explanation required



**Other receipts**

2022/23	0	2023/24	5171
		Difference	5171
		% Change	100%

Yes explain

Use the table below to breakdown your explanation

*(consider any fixed assets that have been sold and ensure reflected in explanation in box 9 fixed assets)  
Please ensure you complete the value for both years, please do not provide the movement only.*

2022/23	£	2023/24	£	Difference	Explanation (Ensure each explanation is quantified)
0		4841		4841	VAT refunds
0		5		5	Miscellaneous disposal
0		325		325	Interest
<b>Total</b>	<b>0</b>	<b>5171</b>		<b>5171</b>	

Enter more lines as appropriate

**Staff costs**

2022/23    16069    2023/24    21726

Difference    5657  
% Change    35%    Yes explain

Use the table below to breakdown your explanation

*Identify and quantify, changes in head count, pay awards, change in hours, please provide a value*

2022/23	£	2023/24	£	Difference	Explanation (Ensure each explanation is quantified)
16069		19226		3157	Increased salary due to extra workload, with associated on costs
0		2500		2500	Outgoing clerk settlement
<b>Total</b>	<b>16069</b>	<b>21726</b>		<b>5657</b>	

Enter more lines as appropriate



**All other payments**

2022/23  2023/24

Difference   
% Change  Yes explain

Use the table below to breakdown your explanation

*(consider any fixed assets that have been purchased and reflect in explanation in box 9 fixed assets)*

*Please ensure you complete the value for both years, please do not provide the movement only.*

2022/23	£	2023/24	£	Difference	Explanation (Ensure each explanation is quantified)	Is this purchase an asset and reflected in Box 9
3300		0		<b>-3300</b>	Ashley Cooper Turf	
0		5510		<b>5510</b>	Broxap	
0		3784		<b>3784</b>	Picnic Benches	
0		2716		<b>2716</b>	Playdale Playgrounds	
0		2259		<b>2259</b>	John Bright Fencing	
0		2006		<b>2006</b>	H C Lewis and Co	
0		5040		<b>5040</b>	Walditch Village Hall	
0		0		<b>-5</b>	Unexplained	
<b>Total</b>	<b>3300</b>	<b>21315</b>		<b>18010</b>		

Enter more lines as appropriate

Reserves

Box 7  Precept

	£	£	£
Earmarked reserves:			
	0.00		
	0.00		
	0.00		
	0.00		
	0.00		
	0.00		
	0.00		
			0
General reserve	45,105.00		
		45105	
Total reserves (must agree to Box 7)			<u>45105</u>





**Total borrowings**

2022/23  2023/24

Difference   
 No explanation required

Use the table below to breakdown your explanation

*Please provide 3rd party confirmation if a non PWLB loan*

2022/23	£	2023/24	£	Difference	Explanation (Ensure each explanation is quantified)
				0	
				0	
				0	
				0	
				0	
				0	
				0	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Enter more lines as appropriate

**Reconciliation between Box 7 and Box 8 in the Accounting Statements - Template**

Applies to Accounting Statements prepared on an income and expenditure basis only  
 Please complete the highlighted boxes.

Name of smaller authority: Bothenhampton and Walditch Parish Council

County area (local councils and parish meetings only): Dorset

There should only be a difference between Box 7 and Box 8 where the Accounting Statements within the AGAR have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	2023		2024	
	£	£	£	£
<b>Box 7: Balances carried forward</b>		<b>58,291.09</b>		<b>45,105.19</b>
<b>Deduct:</b> Debtors (enter these as negative numbers)				
Debtors	0.00		0.00	
Stock	0.00		0.00	
3	-		-	
<b>Deduct:</b> Payments made in advance (prepayments) (enter these as negative numbers)				
1	0.00		0.00	
2	-		-	
<b>Total deductions</b>		-		-
<b>Add:</b> Creditors (must not include community infrastructure levy (CIL) receipts)				
1	-		-	
2	-		-	
<b>Add:</b> Receipts in advance (must not include deferred grants/loans received)				
1	-		-	
2	-		-	
<b>Total additions</b>		-		-
<b>Box 8: Total cash and short term investments</b>		<b>58,291.09</b>		<b>45,105.19</b>

Please use other page(s) to explain further

CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority	BOTHENHAMPTON & WALDITCH PARISH COUNCIL
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I confirm that there are no conflicts of interest with BDO LLP.

I confirm the following conflicts of interest (please detail below:

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This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference
25 June 2024	23(x)

Signed (Clerk/RFO)



Print Name WILL AUSTIN

Signed (Chair)



Print Name CLLR ANNE RICKARD

## CHANGE OF CONTACT DETAILS

Name of Smaller Authority: BOTHENHAMPTON & WALDITCH PARISH COUNCIL

County: Dorset

PLEASE NOTE THAT THIS PARISH COUNCIL WAS DISSOLVED ON 31 MARCH 2024, AS PART OF A REVIEW OF COMMUNITY GOVERNANCE WHICH SAW THE PARISH COUNCIL RESPONSIBILITIES TRANSFER TO BRIDPORT TOWN COUNCIL FROM 1 APRIL 2024.

THE CONTACT DETAILS ARE THEREFORE:

	<b>Clerk/RFO (Main contact)</b>	<b>Chair</b>
<b>Name</b>	<b>WILL AUSTIN (CLERK) PAUL FUSZARD (RFO)</b>	<b>CLLR ANNE RICKARD</b>
<b>Address</b>	<b>BRIDPORT TOWN COUNCIL MOUNTFIELD RAX LANE BRIDPORT DORSET DT6 3JP</b>	<b>"RYDENS", WESTOWN BOTHENHAMPTON BRIDPORT DORSET DT6 4BQ</b>
<b>Home telephone number</b>	n/a	<b>01308420908</b>
<b>Work telephone number</b>	<b>01308456722</b>	n/a
<b>Mobile telephone number</b>	<b>07972240447</b>	<b>07472 536181</b>
<b>Email address</b>	<b>will.austin@bridport-tc.gov.uk paul.fuszard@bridport-tc.gov.uk</b>	<b>a.rickard@bridport-tc.gov.uk</b>