

## Council contact details and other core information

Please provide the following contact details for the Council.

	<b>Current details</b>
Clerk's name	Mrs Susan Lilly
Clerk's address	'Llanddewi', Cefn Gorwydd Llangammarch, Powys, LD44DN
Clerk's contact telephone	01591 610792
Clerk's email address	clerk@llangammarchCC.com
Council website	www.llangammarchCC.com

## Accounting records

Please indicate the format in which the Council keeps its accounting records

	<b>Yes / No</b>
Manuscript cashbook / receipts and payments book	No
Spreadsheet	Yes
Accounts software packages:	
• Rialtas	No
• Sage	No
• Scribe	No
• Xero	No
• Other (Please specify)	

## Bank reconciliation

COUNCIL NAME: ...Llangammarch Community Council.....

COUNTY : .....Powys.....

		£
<b>A</b>	Balance on the bank statement at 31 March (taken from bank statement)	8938
<b>B</b>	<b>Outstanding items</b>  <b>Less</b> unpresented cheques (List each outstanding cheque)  CHQ 100856 to Friends of Healthcare Builth Wells	100.00
<b>C</b>	<b>Plus</b> uncleared payments into bank (to agree with attached list)	
<b>D</b>	<b>Petty cash</b>  <b>Plus</b> any petty cash balance held at 31 March	N/A
<b>E</b>	Balance in the cash book (Authority's own records) at 31 March (Calculated as A-B+C+D=E and agrees with Box 9 on the Annual Return )	8838

## Explanation of variances

### Working out what variances need to be explained

Line in section 1	Last Year £	This Year £	Variance Increase (+) or decrease (-) (This Year minus Last Year) £	% (Variance divided by Last Year figure multiplied by 100)	Explanation required? Less than 15% - NO More than 15% - YES
Line 3 Total other receipts	4387	1481	-2906	66%	Yes
Line 4 Staff costs	5128	4534	-539	11%	No
Line 5 Loan interest/ capital repayments	0	0			
Line 6 Total other payments	15487	10585	-4902	31.7%	Yes
Line 8 Debtors and stock balances	0	0			
Line 10 Creditors	0	0			
Line 12 Total fixed assets and long term assets	40448	40448	0	0	No
Line 13 Total borrowing	0	0			

## **Suggested layout for explanations**

One sheet to be prepared for **each variance** that requires explanation.

Line .....	£
Figure in This Year column	1481
Figure in Last Year column	4837
Variance (This Year figure less Last Year figure) A positive figure is an increase, a negative figure is a decrease	-66%

<b>Reasons (as many as are applicable)</b>	<b>Amount</b>
	<b>£ -3356</b>
Reason 1 No grant from local places for nature	-£4500
Reason 2 Increased VAT refund	+ 1338
Reason 3 less donations	-£94
Reason 4 No tax refund	-£100
Unexplained	
Confirm unexplained amount is less than 15% of Last Year figure	

Please note that explanations should be quantified. An explanation that 'expenditure increased because the Council spent more' will not be accepted.

## **Suggested layout for explanations**

One sheet to be prepared for **each variance** that requires explanation.

Line .....	£
Figure in This Year column	10585
Figure in Last Year column	15487
Variance (This Year figure less Last Year figure) A positive figure is an increase, a negative figure is a decrease	-31.7%

Reasons (as many as are applicable)	Amount
	£ - 4902
Reason 1 no grants to spend out	£4500
Reason 2 no benches to buy	£400
Reason 3	
Reason 4	
Confirm unexplained amount is less than 15% of Last Year figure (14.1%)	

Please note that explanations should be quantified. An explanation that 'expenditure increased because the Council spent more' will not be accepted.