

Council contact details and other core information

Please provide the following contact details for the Council.

	Current details
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

	Yes / No
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.....

		£
A	Balance on the bank statement at 31 March (taken from bank statement)	8938
	Outstanding items	
B	Less unpresented cheques (List each outstanding cheque) CHQ 100856 to Friends of Healthcare Builth Wells	100.00
C	Plus uncleared payments into bank (to agree with attached list)	
D	Petty cash Plus any petty cash balance held at 31 March	N/A
E	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.

Line3.....	£
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%

Reasons (as many as are applicable)	Amount £ -3356
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.

Line6.....	£
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.