

## DOLGELLAU TOWN COUNCIL - Council contact details and other information

Please provide the following contact details for the Council.

	Current details
Clerk's name	Mr Rhys Williams
Clerk's address <sup>1</sup>	Tan y Coerd, 12 Nant y Gader, Dolgellau. Gwynedd. LL40 1LB
Clerk's contact telephone	07899 760575
Clerk's email address	rhys.r.williams@talk21.com
Council website	http://www.dolgellautowncouncil.gov.wales/

## Accounting records

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

	Yes / No
Manuscript cashbook / receipts and payments book	
Spreadsheet	
Accounts software packages:	
• Rialtas	
• Sage	
• Scribe	
• Xero	
• Other (Please specify)	Currently Excel -Migrating to Scribe shortly

<sup>1</sup> We will use this address to return any original records to you. The address you provide must be listed on [Postcode finder](#). We cannot return documents to a PO Box.

## Bank reconciliation<sup>2</sup>

COUNCIL NAME Dolgellau Town Council.....

COUNTY : Gwynedd  
.....

		£																								
<b>A</b>	Balance on the bank statement at 31 March (taken from bank statement)	<u>71503.34</u>																								
<b>B</b>	<b>Outstanding items</b> <b>Less</b> unrepresented cheques (List each outstanding cheque) <b>Unrepresented Cheques 2024 – 2025 – Cyngor Tref Dolgellau</b> <table> <thead> <tr> <th>Cheque Number</th><th>Description</th><th>£ Sum</th></tr> </thead> <tbody> <tr> <td>104192</td><td>Riding for Disabled</td><td>£100</td></tr> <tr> <td>104195</td><td>Grwp yt Aran</td><td>£100</td></tr> <tr> <td>1004230</td><td>Starboard Systems</td><td></td></tr> <tr> <td></td><td>(scribe)</td><td>910.80</td></tr> <tr> <td>104254</td><td>Air Ambulance</td><td>100</td></tr> <tr> <td>104256</td><td>Dolgellau Guides</td><td>440</td></tr> <tr> <td><b>TOTAL</b></td><td></td><td><b>£1650.80</b></td></tr> </tbody> </table>	Cheque Number	Description	£ Sum	104192	Riding for Disabled	£100	104195	Grwp yt Aran	£100	1004230	Starboard Systems			(scribe)	910.80	104254	Air Ambulance	100	104256	Dolgellau Guides	440	<b>TOTAL</b>		<b>£1650.80</b>	<u>1650.80</u>
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<b>C</b>	<b>Plus</b> uncleared payments into bank (to agree with attached list)	<u>0.00</u>																								

<sup>2</sup> The bank reconciliation provided must equal line 9 on the annual return. Therefore, you need to either provide a reconciliation for every account held by the Council or combine them all on one sheet.

<b>D</b>	<b>Petty cash</b> <b>Plus any petty cash balance held at 31 March</b>	<u><b>N/A</b></u>
<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 )	<u><b>69,853</b></u>

## 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	11,120	8,406	-2714	24.41	YES
Line 4 Staff costs	6,945	7,382	+437	6.29	NO
Line 5 Loan interest/ capital repayments	0.00	0.00	0.00	0.00	NO
Line 6 Total other payments	63,888	69,821	+5,933	9.29	NO
Line 8 Debtors and stock balances	0.00	0.00	0.00	0.00	NO
Line 10 Creditors	0.00	0.00	0.00	0.00	NO
Line 12 Total fixed assets and long term assets	69,207	74,999	+5,792	8.37	NO
Line 13 Total borrowing	0.00	0.00	0.00	0.00	NO

## Suggested layout for explanations

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

Line 3	£
Figure in This Year column	8,406
Figure in Last Year column	11,120
Variance (This Year figure less Last Year figure) A positive figure is an increase, a negative figure is a decrease	-24.41

Reasons (as many as are applicable)	Amount £
Reason 1	Reduction in Car Parking Fees income
Reason 2	Delay in applying for VAT reimbursement
Reason 3	
Reason 4	
Unexplained	
Confirm unexplained amount is less than 15% of Last Year figure	

Please note that explanations should be quantified and should consider one off items in both the current and prior years. Explanations that do not quantify each element of the variance will not be accepted as a full explanation and will likely result in a qualified opinion. Examples of unacceptable explanations include:

- Expenditure increased because the Council spent more on staff.
- Other payments increased because of park benches and grass cutting,