

Schedules for submission to external auditor

Key contact details

Schedule A

Please complete this form and send it back to us with the Annual Return to ensure we have the correct details for your authority – please print to ensure we can read it clearly

Authority name and reference	GADDESBY PARISH COUNCIL
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	Clerk/ Responsible Financial Officer (RFO) – if Clerk and RFO are different please supply details on separate sheet
Name	MRS. TRUDY TOON - CLERK/RFO
Address	7, BARROW CRESCENT GADDESBY LEICESTER LE7 4WA
Telephone no.	01664 840490
Email address	gaddesbypc@hotmail.co.uk

	Chair
Name	MRS. PAT WALTON
Address	
Telephone no.	
Email address	via gaddesbypc@hotmail.co.uk

	Person carrying out the independent internal audit
Name	MR RICHARD WILLCOCKS
Address	REDWOOD PRYOR LTD. 10 PRYOR ROAD SILEBY LOUGHBOROUGH LEICS LE12 7NS
Telephone no.	07787 738181
Email address	rfw@redwoodpryor.co.uk

If there are any subsequent changes to the above please send us an updated form or e-mail the new details to angela.j.ellison@uk.gt.com

Schedules for submission to external auditor

Bank reconciliation template

OWN COPY
ATTACHED

Schedule B

The model can be applied for reconciliations carried out at any time of the year. Please complete all green cells.

BANK RECONCILIATION		FINANCIAL YEAR ENDING 31 MARCH 2017	
Authority name and reference			
Prepared by: Name Role (Clerk/RFO etc)		Date:	
Approved by: Name Role (RFO/Chair etc)		Date:	
Balance per bank statements as at 31 March 2017	£	TOTAL £	
List balances on all bank accounts plus petty cash floats at 31 March 2017:			
Less: any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed)			
Add any unbanked cash at 31 March 2017: (List date & amount received)			
TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017		Type equation here.	

The net balances reconcile to the Cash Book for the year, as follows:

CASH BOOK (receipts and payments/income & expenditure schedules)	£
Opening Balance:	
Add: Receipts in the year:	
Less: Payments in the year:	
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017	
Must equal total net bank balances above and Section 2, Box 8	

Please complete all shaded boxes and send this form with your Annual Return to:
Angela Ellison, Grant Thornton UK LLP, Royal Liver Building, LIVERPOOL L3 1PS
or email to angela.ellison@uk.gt.com

Schedule C1

Identifying which variances require explanation

Positive and negative variances must be explained

Authority name and reference	GADDESBY PARISH COUNCIL				
Box on Section 2 Accounting Statements	(a) 2016 £	(b) 2017 £	(c) Variance Increase(+) or decrease(-) (b - a) £	(d) Variance divided by 2016 figure times 100 (c / a * 100) %	Explanation required? Less than £250 and 15%? - NO More than 15%? - YES
Box 2 -Precept or Rates and Levies	13,200	13,200	—		
Box 3 -Total other receipts	648	1,425	+ 777	+119.9%	YES
Box 4 -Staff costs	5,566	5,596	+ 30	+ .53%	NO
Box 5 -Loan interest/ capital repayments	NIL	NIL	—		
Box 6 -All other payments	12,367	7,471	-4,896	-39.6%	YES.
Box 9 -Total fixed assets plus long-term investments and assets	171,579	171,579	—		
Box 10 - Total borrowings	NIL	NIL	—		



SEE ATTACHED SHEETS Schedule C2

Suggested layout for explanations of individual variances ✓

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

Authority name and reference	GADDESBY PARISH COUNCIL.	
BOX NO		£
(b) Figure in 2017 column		
(a) Figure in 2016 column		
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		

Reasons (as many as are applicable)	Amount £
Reason 1	
Reason 2	
Reason 3	
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	
(f) Unexplained amount £ of total variance at (d - e)	
Unexplained as % of 2016 figure ($f / a * 100$) (must be below 15%)	
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	

Reconciliation between boxes 7 and 8 on the Annual Return

This should only be applicable if accounting on an income and expenditure basis

Authority name and reference		GADDESBY PARISH COUNCIL
		£
A	Figure in Box 8 of 2017 column of the Annual Return	
B	Less Creditors at 31 March 2017 – owed by the Authority (please supply a detailed list of creditors – see below) Also subtract any receipts in advance	
C	Plus Debtors at 31 March 2017 – owed to the Authority (please supply a detailed list of debtors – see below) Also add any payments made in advance (prepayments)	
D	TOTAL	

Figure in Box 7 of 2017 column of the Annual Return (must equal line D above)	
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Creditors/receipts in advance list

Name	Invoice/receipt in advance reference	Date	£ amount
Total – agreed to B			

Debtor list/prepayments list

Name	Debtor/prepayment reference	Date	£ amount
Total – agreed to C			

Schedule E

Analysis of earmarked reserves

Authority name and reference	GADDESBY PARISH COUNCIL
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Purpose and nature of reserve	Held as short-term or long-term investment?*	Amount £
(a) TOTAL		NIL.

Note: * short-term investments would be included in Box 8 of the Accounting Statements in the Annual return; long-term investments would be in Box 9.

Please provide an explanation for any high level of general reserves if over 3 times (or less than 0.1) of the precept/rates and levies.

	£
(b) Precept/rates and levies (Accounting Statements Box 2)	13,200
(c) Balance carried forward (Accounting Statements Box 7)	16,172
(d) Amount of balances less total earmarked reserves (c - a)	16,172
Ratio of balances less earmarked reserves to Precept/rates and levies (d / b)	1.22
Reason if over 3 times or less than 0.1	

Schedule F1

Notification of the date for the commencement of public rights

Authority name and reference	GADDESBY PARISH COUNCIL
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I confirm that the dates set for the period of exercise of public rights are as follows:

	Date
Announcement	Friday, 16th June 2017
Commencement	Monday, 19th June 2017
Ending on	Friday, 28th July 2017

Signed by Clerk/RFO	Trudy R. Toon
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OR – send us a copy of your completed 'Notice' (Schedule F2 enclosed as public rights pack)



Explanation of 'No' on the Annual Governance Statement

Authority name and reference	GADDESBY PARISH COUNCIL
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Assertion 1-9	Explanation for 'No' response and action to address weaknesses



Schedule G2

'No' or 'Not covered' on the Annual Internal Audit Report

Authority name and reference	GADDESBY PARISH COUNCIL
Person carrying out the internal audit	

Internal Audit Objective Conclusion (A to K)	Explanation for 'No' and what the Authority is doing to address the weakness - or explanation for why 'Not covered'*

* Note: if the relevant objective is **applicable but has not been covered**, the person carrying out the internal audit must provide the Authority and the external auditor with details of:

- o why the objective has not been covered
- o when the most recent internal audit work was done in this area and
- o when it is next planned

Schedule C2

Suggested layout for explanations of individual variances

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

Authority name and reference	GADDESBY PARISH COUNCIL	
BOX NO	THREE	£
(b) Figure in 2017 column		1,425
(a) Figure in 2016 column		648
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		+777

Reasons (as many as are applicable)	Amount £
Reason 1 TWO NEW STREET LIGHT LANTERNS WERE PURCHASED ALONG WITH ONE NEW	
Reason 2 COLUMN. THE ADDITIONAL VAT ELEMENT BEING £904.	
Reason 3 THIS MAKING THE OVERALL VAT CLAIM FROM HMRC GREATER THAN WHAT WOULD BE	
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	NORMAL.
(f) Unexplained amount £ of total variance at (d - e)	
Unexplained as % of 2016 figure ($f / a * 100$) (must be below 15%)	
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	

Suggested layout for explanations of individual variances

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

Authority name and reference	GADDESBY PARISH COUNCIL.	
BOX NO	SIX	£
(b) Figure in 2017 column		7,471
(a) Figure in 2016 column		12,367
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		- 4,896.

Reasons (as many as are applicable)	Amount £
Reason 1 THE FIGURE IN THE 2017 COLUMN IS LESS BECAUSE DURING THE YEAR ENDING MARCH 2016, TWO NEW	
Reason 2 STREET LIGHTS WERE PURCHASED ALONG WITH ONE NEW COLUMN.	4,524.
Reason 2 REPAIRS WERE MADE TO A CHILDRENS WOODEN PLAY HOUSE.	1,005.
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	
(f) Unexplained amount £ of total variance at (d - e)	
Unexplained as % of 2016 figure (f / a * 100) (must be below 15%)	
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	

GADDESBY PARISH COUNCIL

Bank Reconciliation as at 31st March 2017			
Cash in hand 1st April 2016 (per Cash Book)			
	Current Account		2106.63
	Deposit Account		12507.61
	Other		-
ADD			
	RECEIPTS 01/04/16 – 31/03/17 (per Cash Book)		14625.74
LESS			
	Payments 01/04/16 - 31/03/17 (per Cash Book)		13067.63
A	Cash in hand 31st March 2017	£	16172.35
Cash in hand per Bank Statements – 31/03/17			
	Current Account		1480.27
	Deposit Account		15013.08
	Other		
Less unpresented cheques:- 101048, 101049, 101050, 101051, 101052			321.00
Add receipts in Cash Book not banked at 31/03/17 NONE			
B	Adjusted Bank Balance at 31st March 2017	£	16172.35
NOTE A must equal B			

GADDESBY PARISH COUNCIL
Receipts and Payments Account 2016/2017

2015/2016	RECEIPTS	2016/2017
£		£
13200.00	Precept	13200.00
374.74	MBC, Council Tax Support Grant	249.84
8.27	Bank Interest	5.47
265.42	VAT Refund	1170.43
Nil	Playground	Nil
Nil	Other Receipts	Nil
<hr/>		<hr/>
13848.43		14625.74
	PAYMENTS	
7363.89	General Administration	7340.81
6389.22	Street Lighting	2149.08
979.00	Grants to Village Halls etc	967.00
2030.50	Playground Expenditure	2171.50
Nil	Miscellaneous	126.69
1170.43	VAT	312.55
<hr/>		<hr/>
17933.04		13067.63
(4084.61)	Surplus/Deficit for the year 2016/2017	1558.11

Notes to the Receipts and Payments Account

1. There is a balance of £312.55 due to the Council in respect of VAT for 2016/2017.
2. Assets – at 31 March 2017, the following assets were held:

44 Streetlights	£49,369.29
War Memorial	£16,410.32
Play Area Land	£4,000.00
Play Equipment	£100,000.00
5 Seats	£1,000.00
8 Dog Waste Bins	£800.00

The above statement represents the financial position of the authority as at 31st March 2017 and reflects its income and expenditure during the year.

APPROVED BY THE COUNCIL

SIGNED _____
CHAIRMAN

DATE _____