

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
	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 LET 4WA
Telephone no.	01664 840490
Email address	gaddesbypca hotmail.co.uk
	Chair
Name	MRS. PAT WALTON
Address	CONTROLLER
Telephone no.	CC THE
Email address	gaddebype wholmail.co.uk.
	Person carrying out the independent internal audit
Name	MR RICHARD WILLCOCKS
Address	REDWOOD PRYOR LTD. 10 PRYOR ROAD SILEBY LOUGHBOROUGH LEICS LEIZ TN
Telephone no.	07787 738181
Email address	rfwaredwoodpryor.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

Grant Thornton

Schedules for submission to external auditor

Bank reconciliation template



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

BANK RECONCILIATION	FINANCIAL YEAR E	IDING 31 N	IARCH 2017	
Authority name and reference				dig.
Prepared by: Name Role (Clerk/RFO etc)			Date:	
Approved by: Name Role (RFO/Chair etc)			Date:	
Balance per bank statements as a	t 31 March 2017		£	TOTAL £
List balances on all bank accounts March 2017:	plus petty cash floats at 31			
				9
Less: any un-presented cheques a (normally only current account. L value. Use separate list if needed	ist date, cheque number &			
Add any unbanked cash at 31 Mar (List date & amount received)	rch 2017:			
		*10***	31	
	*			
TOTAL - NET BANK BALANCES AS	AT 31 MARCH 2017			Type equation here.
The net balances reconcile to	the Cash Book for the year,	as follow:	5 :	
CASH BOOK (receipts and payme			1194	£
		Balance:		
	Add: Receipts in			
	Less: Payments in	tne year:		
CLOSING BALANCE PER CASH BOO Must equal total net bank balance		3		



Schedule C1

Identifying which variances require explanation

Positive and negative variances must be explained

Authority name and reference	GADD	ESBY F	PARISH	COUN	CIL
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	HIL	MIL	-		
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	HIL	NIL	_		

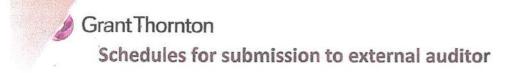


SEE ATTACHED SHEETS Schedule C2

Suggested layout for explanations of individual variances

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

and reference	GADDESBY PARISI	1 COUNCIL.
BOX NO		£
(b) Figure in 2017 co	olumn	
(a) Figure in 2016 co	olumn	
(d) Total variance: 2 A positive figure is a a negative figure is	50의 Negl (20m matter) 20 Negl (20m) 및 (20m) 및 (20m) (20m)	
Reasons (as many a	s are applicable)	Amount £
Reason 1		
Reason 2		
Reason 3		
(e) TOTAL AMOUNT	£ EXPLAINED (total of reasons above)	
(f) Unexplained amo	ount £ of total variance at (d - e)	
Unexplained as % of (must be below 15%	f 2016 figure (f / a *100)	
Confirm unexplaine YES – satisfactorily NO – provide furthe		



Schedule D

Reconciliation between boxes 7 and 8 on the Annual Return

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

	hority name I reference	GADDESBY A	PARISH	1 COUNCIL
				£
Α	Figure in Box	8 of 2017 column of the Annual I	Return	
В	(please suppl	s at 31 March 2017 – owed by the y a detailed list of creditors – see any receipts in advance		
С	(please suppl	at 31 March 2017 – owed to the a y a detailed list of debtors – see l payments made in advance (prep	below)	
D	TOTAL			
	Figure in Box (must equal I	7 of 2017 column of the Annual ine D above)	Return	
Cre	editors/receip	ts in advance list		
Na	me	Invoice/receipt in advance reference	Date	£ amount
То	tal – agreed t	о В		
De	btor list/prep	ayments list		
The second	ime	Debtor/prepayment reference	Date	£ amount
			-	
_				
-				
То	tal – agreed t	o C		

Schedule E

Analysis of earmarked reserves

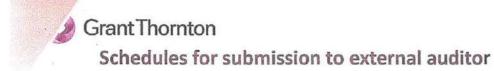
Authority name and reference	GADDESBY	PARISH	COUNCIL	
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Purpose and nature of reserve	Held as short-term or long-term investment?*	Amount £
		X
	(a) TOTAL	NIL.

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 evies (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. M. Toon.	
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OR — send us a copy of your completed 'Notice' (Schedule F2 enclosed as public rights pack)

AIA

Schedule G1

Explanation of 'No' on the Annual Governance Statement

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



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'*				

- 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

^{*} 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:



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 PA	RISH COUNCIL.
BOX NO	THREE	£
(b) Figure in 2017 of	olumn	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 LANTERUS WERE PURCHASEI ALONG WITH ONE NEW	
THE ADDITIONAL VAT	
ELEMENT BEING £904.	
THIS MAKING THE OVERALL VAT CLAIM FROM HMRC GREATER THAN WHAT WO	ULD BE
(é) 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%)	2 2
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	



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 PARI	SH COUNCIL.
BOX NO	SIX	£
(b) Figure in 2017 c	olumn	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 £	
BESSON THE FIGURE IN THE 2017		
COLUMN IS LEBS BECAUSE		
DURING THE YEAR ENDING		
MARCH 2016, TWO NEW		
STREET LIGHTS WERE PURCH	PSED	
ALONG WITH ONE NEW		
COLUMN.	4,524	
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		
В	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
-		
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
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	