

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	WESTON-SUB-EDGE PARISH COUNCIL GLS249
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	Clerk
Name	CHRIS TOMBS
Address	11 PEAR TREE CLOSE CHIPPING CAMPDEN GL55 6DB
Telephone no.	01386 840406
Email address	christombs11@gmail.com

	Responsible Financial Officer (RFO) – if different to Clerk
Name	
Address	
Telephone no.	
Email address	

	Chair
Name	BILL CARRUTHERS
Address	8 CIDER MILL ORCHARD WESTON-SUB-EDGE CHIPPING CAMPDEN GL55 6DZ
Telephone no.	01386 841026
Email address	bill@billcarruthers.com

Please complete all shaded boxes and send this form with your Annual Return to:
Mrs Jo Farr, Grant Thornton UK LLP, Hartwell House, 55-61 Victoria Street, Bristol, BS1 6FT
or email to Jo.farr@uk.gt.com



Schedules for submission to external auditor

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Key contact details (continued)

Schedule A

Authority name and reference	WESTON-SUB-EDGE PARISH COUNCIL GL5 2AF
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	Person carrying out the independent internal audit
Name	GEOFF WEAVER
Address	THE GRANGE BUCKLE STREET WESTON-SUB-EDGE CHIPPING CAMPDEN GL55 6PL
Telephone no.	01386 840293
Email address	geoffweaver12@gmail.com

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



Schedules for submission to external auditor

Bank reconciliation template

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	WESTON-SUB-EDGE PARISH COUNCIL GLS249		
Prepared by: Name	CHRIS TOMBS	Date:	17.4.17
Role (Clerk/RFO etc)	Chris Tombs		
Approved by: Name	WILLIAM CAREUTHERS	Date:	06 May 2017
Role (RFO/Chair etc)	CHAIR		
Balance per bank statements as at 31 March 2017	£	TOTAL £	
List balances on all bank accounts plus petty cash floats at 31 March 2017:			
SANTANDER 45017082	18350		
SANTANDER 52285486	6324		24674
Less: any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed)			
REFER SEPARATE LIST	524		524
Add any unbanked cash at 31 March 2017: (List date & amount received)			
ACROMA MOTOR INSURANCE	121		121
31.3.17			
TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017			24271

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

CASH BOOK (receipts and payments/income & expenditure schedules)	£
Opening Balance:	19147
Add: Receipts in the year:	13241
Less: Payments in the year:	8117
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017	24271
Must equal total net bank balances above and Section 2, Box 8	

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Weston-sub-Edge parish council cash book 2016/17

RECONCILIATION

Balance at start of year

Receipts
Payments

19147.04
13240.93
-8116.49
24271.48

Balance

Cash at bank Santander General a/c 45017082 as at 31.03.17
Cash at bank Santander Business Deposit a/c 52285486 as at 31.03.17
Uncleared receipts
Less uncleared payments

18349.95
6324.15
121.20
-523.82
24271.48

Balance

Other parish council accounts

Cash at bank Santander allotment a/c 93266089 as at 31.03.17
Cash at bank Santander recreation ground (maintenance) a/c 51646480 as at 31.03.17

639.40
29.91

Uncleared receipts

Acromas motor insurance

date	ref.	amount
31.03.17	chq	121.20
Total		121.20

Uncleared payments

Chris Tombs - clerk's salary
HMRC - clerk's PAYE
Glasdon UK Ltd - salt bin for Harris Lane
Chris Tombs - postage
GCC - Inclosure Award and map on CD
B Pettifer - fence repair re-quarry tree

date	ref.	amount
28.03.17	222158	116.67
28.03.17	222159	29.17
28.03.17	222162	177.82
28.03.17	222163	13.16
28.03.17	222164	54.00
31.03.17	222166	133.00
Total		523.82



Schedule C1

Identifying which variances require explanation

Positive and negative variances must be explained

Authority name and reference	WESTON-SUB-EDGE PARISH COUNCIL GL3249				
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 or 15%? - NO More than 15%? - YES
Box 2 -Precept or Rates and Levies	11412	11620	208	1.8%	NO
Box 3 -Total other receipts	1411	1621	210	14.9%	NO
Box 4 -Staff costs	1750	1750	0	0	NO
Box 5 -Loan interest/ capital repayments	0	0	0	0	NO
Box 6 -All other payments	6480	6367	113	1.7%	NO
Box 9 -Total fixed assets plus long-term investments and assets	31748	29236	2512	7.9%	NO
Box 10 - Total borrowings	0	0	0	0	NO



Schedule C2

Suggested layout for explanations of individual variances

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

Authority name and reference	WESTON-SUB-EDGE PARISH COUNCIL CLS 249	
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	



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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

Authority name and reference		WESTON SUB-EDGE PARISH COUNCIL GLS 249
		£
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	WESTON-SUB-EDGE PARISH COUNCIL GLS 249
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Purpose and nature of reserve	Held as short-term or long-term investment?*	Amount £
YOUTH CLUB OPERATING FUND	SHORT	3282
YOUTH CLUB MEMBERS' FUND		1635
PC VILLAGE HALL GRANT FUND	"	1173
PC FLOOD RESILIENCE FUND	"	1094
RESERVE OF CALOR PRIZE-GENERAL	"	100
RECREATION GROUND EQUIPMENT FUND	"	6500
CONSERVATION GROUP (CLOSED)	"	383
(a) TOTAL		14167

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)	11620
(c) Balance carried forward (Accounting Statements Box 7)	24271
(d) Amount of balances less total earmarked reserves (c - a)	10104
Ratio of balances less earmarked reserves to Precept/rates and levies (d / b)	0.87
Reason if over 3 times or less than 0.1	



Schedules for submission to external auditor

Schedule F1

Notification of the date for the commencement of public rights

Authority name and reference	WESTON-SUB-EDGE PARISH COUNCIL CLS 249
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I confirm that the dates set for the period of exercise of public rights are as follows:

	Date
Announcement	24 th MAY 2017
Commencement	5 th JUNE 2017
Ending on	14 th JULY 2017

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



Schedule G1

Explanation of 'No' on the Annual Governance Statement

Authority name and reference	WESTON-SUB-EDGE PARISH COUNCIL GLS 249
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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	WESTON-SUB-EDGE PARISH COUNCIL GLS249
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