

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	SOUTH STOKE PARISH COUNCIL – AVN107
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	Clerk
Name	MR GEOFFREY DAVIS
Address	TREGONHAWKE SOUTH STOKE BATH BA2 7DW
Telephone no.	01225 840201
Email address	SouthStokeClerk@hotmail.com

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

	Chair
Name	MR CHRISTOPHER WINPENNY
Address	UNDERHILL COTTAGE COMBE HAY LANE SOUTH STOKE BATH BA2 7NX
Telephone no.	01225 834893
Email address	chriswinp@btinternet.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	SOUTH STOKE PARISH COUNCIL – AVN107
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	Person carrying out the independent internal audit
Name	MR ROBERT WILLIAMS
Address	2 & 3 VICTORIA COTTAGES SOUTH STOKE BATH BA2 7DT
Telephone no.	01225 832921
Email address	rob.syb@btinternet.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	SOUTH STOKE PARISH COUNCIL – AVN107		
Prepared by: Name	MR GEOFFREY DAVIS	Date:	9 th MAY 2017
Role (Clerk/RFO etc)	CLERK and RFO		
Approved by: Name	MR CHRISTOPHER WINPENNY	Date:	22 nd MAY 2017
Role (RFO/Chair etc)	CHAIRMAN		
Balance per bank statements as at 31 March 2017	£	TOTAL £	
List balances on all bank accounts plus petty cash floats at 31 March 2017:			
Current Account HSBC	2566.53		
Deposit Account Bath Building Society	6940.81		
		£9,507	
Less: any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed)			
NONE			
		£0	
Add any unbanked cash at 31 March 2017: (List date & amount received)			
NONE			
		£0	
TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017		£9,507	

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

CASH BOOK (receipts and payments/income & expenditure schedules)	£
Opening Balance:	£9,621
Add: Receipts in the year:	15,336
Less: Payments in the year:	15,450
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017	£9,507
Must equal total net bank balances above and Section 2, Box 8	

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Schedule C1

Identifying which variances require explanation

Positive and negative variances must be explained

Authority name and reference	SOUTH STOKE PARISH COUNCIL – AVN107				
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	7,680	7,720	40	1%	NO
Box 3 -Total other receipts	7,958	7,616	-342	-4%	NO
Box 4 -Staff costs	7,548	8,420	872	12%	NO
Box 5 -Loan interest/ capital repayments	0	0	0	0%	NO
Box 6 -All other payments	6,536	7,030	494	8%	NO
Box 9 -Total fixed assets plus long-term investments and assets	1	1	0	0%	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	SOUTH STOKE PARISH COUNCIL – AVN107	
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	



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		
		SOUTH STOKE PARISH COUNCIL – AVN107
		£
A	Figure in Box 8 of 2017 column of the Annual Return	9,507
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	0
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)	0
D	TOTAL	9,507

	Figure in Box 7 of 2017 column of the Annual Return (must equal line D above)	9,507
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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	SOUTH STOKE PARISH COUNCIL – AVN107
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Purpose and nature of reserve	Held as short-term or long-term investment?*	Amount £
(a) TOTAL		

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)	
(c) Balance carried forward (Accounting Statements Box 7)	
(d) Amount of balances less total earmarked reserves (c – a)	
Ratio of balances less earmarked reserves to Precept/rates and levies (d / b)	
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	SOUTH STOKE PARISH COUNCIL – AVN107
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I confirm that the dates set for the period of exercise of public rights are as follows:

	Date
Announcement	4th June 2017
Commencement	5th June 2017
Ending on	14th July 2017

Signed by Clerk/RFO	
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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	SOUTH STOKE PARISH COUNCIL – AVN107
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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	SOUTH STOKE PARISH COUNCIL – AVN107
Person carrying out the internal audit	ROBERT WILLIAMS

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'*
F Petty Cash	All receipts credited directly or are banked and all payments made online or by cheque.

* 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