

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	SUTTON BENGER PARISH COUNCIL WLT 228		
Prepared by: Name	LINDA BRAGG	Date:	
Role (Clerk/RFO etc)	CLERK		
Approved by: Name		Date:	
Role (RFO/Chair etc)			
Balance per bank statements as at 31 March 2017	£	TOTAL £	
List balances on all bank accounts plus petty cash floats at 31 March 2017:			
TREASURER'S A/C	2277.24		
BUSINESS BANK INSTANT A/C	22008.72		
NS+i A/C	9574.84		
			33880.80
Less: any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed)			
17/3/16 - 000975	1000.00		
10/3/16 - 000976	25.00		
31/3/16 - 000977	321.87		
25/3/16 - 000978	1320.00		2666.87
Add any unbanked cash at 31 March 2017: (List date & amount received)			
NIL			0
TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017			31213.93

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

CASH BOOK (receipts and payments/income & expenditure schedules)	£
Opening Balance:	NIL
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:
 Mrs Jo Farr, Grant Thornton UK LLP, Hartwell House, 55-61 Victoria Street, Bristol, BS1 6FT
 or email to Jo.farr@uk.gt.com

Identifying which variances require explanation

Positive and negative variances must be explained

Authority name and reference	SUTTON BENGER PARISH COUNCIL WLT228				
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	9509	10089	+580	6%	NO
Box 3 -Total other receipts	1395	16353	+14958	1072%	YES
Box 4 -Staff costs	3643	3699	+56	1.5%	NO
Box 5 -Loan interest/ capital repayments	NIL	NIL	-	-	NO
Box 6 -All other payments	6622	11580	+4958	75%	YES
Box 9 -Total fixed assets plus long-term investments and assets	7871	7871	0	0%	NO
Box 10 - Total borrowings	NIL	NIL	-	-	NO

Suggested layout for explanations of individual variances

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

Authority name and reference	SUTTON BENGER PARISH COUNCIL WLT228	
BOX NO	3	£
(b) Figure in 2017 column		16 353
(a) Figure in 2016 column		1 395
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		+ 14 958

Reasons (as many as are applicable)	Amount £
Reason 1 C.I.L. received 2016-17	14 195
Reason 2 Increase in Precept	403
Reason 3 Training course given to other Parish Councils	300
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	14 898
(f) Unexplained amount £ of total variance at (d - e)	60
Unexplained as % of 2016 figure (f / a *100) (must be below 15%)	4.3%
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	Yes



Suggested layout for explanations of individual variances

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

Authority name and reference	SUTTON BENGER PARISH COUNCIL WLT228	
BOX NO	b	£
(b) Figure in 2017 column		11580
(a) Figure in 2016 column		6622
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		4958

Reasons (as many as are applicable)	Amount £
Reason 1 Increase in grounds maintenance works carried out	1989
Reason 2 Projects to improve village - 20mph zone, car parking and village hall chairs.	2297
Reason 3 Extra training courses for Clerk and Cllrs.	695
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	4981
(f) Unexplained amount £ of total variance at (d - e)	-23
Unexplained as % of 2016 figure (f / a *100) (must be below 15%)	-0.35%
Confirm unexplained amount is less than 15% of 2016 figure YES - satisfactorily explained NO - provide further explanations	Yes

Schedules for submission to external auditor

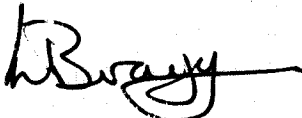
Schedule F1

Notification of the date for the commencement of public rights

Authority name and reference	SUTTON BENGER PARISH COUNCIL	WLT 228
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I confirm that the dates set for the period of exercise of public rights are as follows:

	Date
Announcement	2 nd June 2017
Commencement	3 rd June 2017
Ending on	14 th 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)