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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	STOKE BLISS, KYRE & BOCKLETON PARISH COUNCIL – WRC 136

	Clerk
Name	Carole Hirst
Address	27 Ryecroft Way, Martley, Worcester, WR6 6BF
Telephone no.	07903 377066
Email address	stokeblissgroupclerk@gmail.com

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

	Chair
Name	John Burgess Adams
Address	Birchley Mill, Bockleton, Tenbury Wells, WR15 8PW
Telephone no.	01584 811066
Email address	jbadamsfarms@outlook.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

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Schedules for submission to external auditor

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Key contact details (continued) Schedule A

Authority name and reference	STOKE BLISS, KYRE & BOCKLETON PARISH COUNCIL – WRC 136

	Person carrying out the independent internal audit
Name	Diane Malley
Address	7 New Rd, Far Forest, Kidderminster, WORCS DY14 9TQ
Telephone no.	01299 269188
Email address	Diane.malley@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

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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	**STOKE BLISS, KYRE & BOCKLETON PARISH COUNCIL – WRC 136**		
Prepared by: Name Role (Clerk/RFO etc)	Carole Hirst Clerk	Date:	22/05/17
Approved by: Name Role (RFO/Chair etc)	John Burgess Adams Chair	Date:	05/06/17

Balance per bank statements as at 31 March 2017	**£**	**TOTAL £**
List balances on all bank accounts plus petty cash floats at 31 March 2017:		
T.S.B.Account	1524	
		1524
Less: any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed)		118.00
Cheque 413	118.00	
Add any unbanked cash at 31 March 2017: (List date & amount received)		
TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017		**1406.00**

The net balances reconcile to the Cash Book for the year, as follows:	
CASH BOOK (receipts and payments/income & expenditure schedules)	**£**
Opening Balance:	940
Add: Receipts in the year:	4589
Less: Payments in the year:	4123
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017 **Must equal total net bank balances above and Section 2, Box 8**	**1406**

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Schedules for submission to external auditor

Schedule C1

Identifying which variances require explanation

Positive and negative variances must be explained

Authority name and reference	STOKE BLISS, KYRE & BOCKLETON PARISH COUNCIL – WRC 136				
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	2318	2400	(+)82	3.537	NO
Box 3 -Total other receipts	2941	2242	(-)700	23.80	YES
Box 4 -Staff costs	1140	522	(-)618	54.21	YES
Box 5 -Loan interest/ capital repayments	-	-	-	-	-
Box 6 -All other payments	3531	3601	(+)70	1.98	NO
Box 9 -Total fixed assets plus long-term investments and assets	-	-	-	-	-
Box 10 – Total borrowings	-	-	-	-	-

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Schedule C2

Suggested layout for explanations of individual variances

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

Authority name and reference	**STOKE BLISS, KYRE & BOCKLETON PARISH COUNCIL – WRC 136**	
BOX NO	**4**	**£**
(b) Figure in 2017 column		522
(a) Figure in 2016 column		1140
(d) Total variance: 2017 figure less 2016 figure: (b - a) **A positive figure is an increase (+)** **a negative figure is a decrease (-)**		(-)618

Reasons (as many as are applicable)	**Amount £**
Reason 1 Clerk to the Parish left June 2016 and was not replaced until March 2017	(-)618
Reason 2	
Reason 3	
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	(-)618
(f) Unexplained amount £ of total variance at **(d - e)**	0
Unexplained as % of 2016 figure (**f / a *100**) (must be below 15%)	0
Confirm unexplained amount is less than 15% of 2016 figure **YES – satisfactorily explained** **NO – provide further explanations**	YES

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Schedules for submission to external auditor

Schedule C2

Suggested layout for explanations of individual variances

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

Authority name and reference	**STOKE BLISS, KYRE & BOCKLETON PARISH COUNCIL – WRC 136**	
BOX NO	**3**	**£**
(b) Figure in 2017 column		2241
(a) Figure in 2016 column		2941
(d) Total variance: 2017 figure less 2016 figure: (b - a) **A positive figure is an increase (+)** **a negative figure is a decrease (-)**		(-)700

Reasons (as many as are applicable)	**Amount £**
Reason 1 Parish Council received a grant for a de-fibrillator	(-)500
Reason 2	
Reason 3	
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	(-)500
(f) Unexplained amount £ of total variance at **(d - e)**	(-)200
Unexplained as % of 2016 figure (**f / a *100**) (must be below 15%)	(-)6.80
Confirm unexplained amount is less than 15% of 2016 figure **YES – satisfactorily explained** **NO – provide further explanations**	YES

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Schedules for submission to external auditor

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	**STOKE BLISS, KYRE & BOCKLETON PARISH COUNCIL – WRC 136**	
		£
A	Figure in **Box 8** of 2017 column of the Annual Return	1406
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**	1406

	Figure in Box 7 of 2017 column of the Annual Return (must equal line D above)	1406

Creditors/receipts in advance list

Name	Invoice/receipt in advance reference	Date	£ amount
Total – agreed to B			**0**

Debtor list/prepayments list

Name	Debtor/prepayment reference	Date	£ amount
Total – agreed to C			**0**

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Schedules for submission to external auditor

Schedule E

Analysis of earmarked reserves

Authority name and reference	STOKE BLISS, KYRE & BOCKLETON PARISH COUNCIL – WRC 136

Purpose and nature of reserve	Held as short-term or long-term investment?*	Amount £
	(a) TOTAL	0

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)	2344
(c) Balance carried forward (Accounting Statements Box 7)	1406
(d) Amount of balances less total earmarked reserves (c – a)	1406
Ratio of balances less earmarked reserves to Precept/rates and levies (d / b)	0.599
Reason if over 3 times or less than 0.1	

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Schedules for submission to external auditor

Schedule F1

Notification of the date for the commencement of public rights

Authority name and reference	**STOKE BLISS, KYRE & BOCKLETON PARISH COUNCIL – WRC 136**

I confirm that the dates set for the period of exercise of public rights are as follows:

	Date
Announcement	**6th June 2017**
Commencement	**13th June 2017**
Ending on	**24th July 2017**

Signed by Clerk/RFO	

OR – send us a copy of your completed 'Notice' (Schedule F2 enclosed as public rights pack)

Please complete all shaded boxes and send this form with your Annual Return to:
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Schedules for submission to external auditor

Schedule G1

Explanation of 'No' on the Annual Governance Statement

Authority name and reference	**STOKE BLISS, KYRE & BOCKLETON PARISH COUNCIL – WRC 136**

Assertion 1-9	**Explanation for 'No' response and action to address weaknesses**
2	The Council has no Financial Regulations Policy in place. New Clerk employed and has drafted a Financial Regulations Policy which will be taken to September 2017 Parish Council meeting for adoption.
3	Not all minutes of meetings and agendas were posted on the Council's website, no accounts maintained 2016/17 until new clerk started in March 2017 for 2016/17
3	Financial Regulations and Standing Orders Policies now drafted for adoption at September 2017 Parish Council meeting. Annual Parish Council meeting should have been held in May 2017- Being held 5th June 2017 – This is being debated and rectified at Annual Parish Council meeting on 5th June 2017
4	No evidence that this took place. Is being rectified for 2017 covering 2016/17 accounts etc
5	No Risk Assessment Policy in place. New Clerk has prepared a draft for adoption at September 2017 Parish Council meeting

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Schedules for submission to external auditor

Schedule G2

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

Authority name and reference	**STOKE BLISS, KYRE & BOCKLETON PARISH COUNCIL – WRC 136**
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:

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