

### **Key contact details**

Telephone no.

**Email address** 

Schedule A

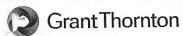
Please complete this form and send it back to us with the Annual Return to ensure we have the correct details for your authority – please print to ensure we can read it clearly

Authority name and reference	CROFT PARISH COUNCIL.		
	Clerk/ Responsible Financial Officer (RFO) – if Clerk and RFO are different please supply details on separate sheet		
Name	MRS CHRISTINE NEWTON		
Address	32 NEWTOWN SPLSBY PE23 SLE		
Telephone no.	01790 753364.		
Email address	newtonchrol e aol.com		
	Chair		
Name	NEIL DOWLMAN		
Address	MONSON HOUSE CHURCH LANE CROFT PEZH 4RS.		
Telephone no.	07957999142.		
Email address	neildowlman ebtinternet.com		
	Person carrying out the independent internal audit		
Name	VICTORIA CLARK.		
Address	ALLDAY U(RTUALPA. 2 FRITH BANK.		

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

01205 353885.

virtualpa e consultant.com.



# 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	CROFT PARISH	COLENCIL	_IN 095.	
Prepared by: Name	CHRISTING NEWTON	Date:	5/5/2017.	
Role (Clerk/RFO etc)	CLERK+ RFO.	Dute.		
Approved by: Name  Role (RFO/Chair etc)	NEIL DOWLHAN CHAIR.	Date:		
Balance per bank statemen	its as at 31 March 2017	£	TOTAL £	
	counts plus petty cash floats at 31		75 646.82	
(	unent Alc	5385.18		
As a Control of the C	Ben. Et Alc -	70249.12		
	Potricush.	12.52		
Less: any un-presented che (normally only current acco value. Use separate list if n	ount. List date, cheque number &		1258.18	
Ses	2 alt list			
Add any unbanked cash at (List date & amount receiv			NIC.	
			74.388.64	
	NCES AS AT 31 MARCH 2017	THE RESERVE THE PROPERTY OF TH	Type equation here.	

The net balances reconcile to the Cash Book for the year, as follows:	
CASH BOOK (receipts and payments/income & expenditure schedules)	£
Opening Balance:	77949
Add: Receipts in the year:	11314
Less: Payments in the year:	14874
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017  Must equal total net bank balances above and Section 2, Box 8	74 389

# Croft Parish Council Clerk to the Council – Mrs C Newton

32 Newtown

TEL: 01790 753364

Spilsby

E-Mail

Lincs PE23 5LE

NEWTONChrs1@aol.com

Croft Parish Council Ref LIN 095

### **Outstanding Cheques**

DATE	CHEQUE NUMBER	AMMOUNT
30.11.16	999	16.25
03.03.17	1007	267.31
30.03.17	1009	51.50
30.03.17	1010	240.13
30.03.17	1011	269.91
30.03.17	1012	202.20
30.03.17	1013	206.64
30.03.17	1014	4.24
TOTAL		1258.08



#### Schedule C1

# Identifying which variances require explanation

Positive and negative variances must be explained

and reference		PARISH	LIN	1095	
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)	required? Less than £250 and 15%? - NO More than 15%? - YES
<b>Box 2 -</b> Precept or Rates and Levies	7666	90%	420	548	MO
Box 3 -Total other receipts	9954	3228	-6726	-67.57	YES
Box 4 -Staff costs	3991	5843	1852	46,40	YES
Box 5 -Loan interest/ capital repayments	MILL	ME	Mr	MIL	No
Box 6 -All other payments	7468	9031	1563	20.92	YES
Box 9 -Total fixed assets plus long-term investments and assets	118612	118973	361	-,.30	NO.
Box 10 – Total borrowings	NIC	MILL	KIL	HIL	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	CROFT PARISH COUNCY	> L
вох по 3		£
(b) Figure in 2017 colu	mn	3228
(a) Figure in 2016 column		9954
(d) Total variance: 201 A positive figure is an a negative figure is a		6726

Reasons (as many as are applicable)	Amount £
Reason 1 GRANTS REC IN 2016 FOR NOTICE ROARD GRANT REC FOR FOOT PATH CUTTING	920.
Reason 2 BACK RENT FOR ALLOTHENTS IN 2016 NOW UP TO DATE IN 2017	13 17
Reason 3 BACK VAT CLAIM NOW UP TO DATE IN 2017	2825
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	6803
(f) Unexplained amount £ of total variance at (d - e)	77
Unexplained as % of 2016 figure (f / a *100) (must be below 15%)	6.77
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	YES.

Giant moment

# 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	CLOFT PARISH COUNTY	SIL
BOX NO	4	£
(b) Figure in 2017 column		5843
(a) Figure in 2016 column		3991
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		1852

Reasons (as many as are applicable)	Amount £
Reason 1 NEW MEMBER OF STAFF JOIN ED IN DECROIS PAID OUT \$522 FULL SALARY FOR 1617 1632.	1110
Reason 2 II MONTHS WAGES PAID TO LERE IN 2015/16 13283 IN 2016/17 2 4013.	730
Reason 3	
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	1840
(f) Unexplained amount £ of total variance at (d - e)	12
Unexplained as % of 2016 figure (f / a *100) (must be below 15%)	.03
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	YES.

Please complete all shaded boxes and send this form with your Annual Return to: Angela Ellison, Grant Thornton UK LLP, Royal Liver Building, LIVERPOOL L3 1PS or email to angela.j.ellison@uk.gt.com



#### Schedule C2

# Suggested layout for explanations of individual variances

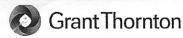
One sheet to be prepared for each variance that requires explanation.

Authority name and reference	CROPT PARISH COUNCIL LIN 095	
BOX NO		£
(b) Figure in 2017 (	column	9031
(a) Figure in 2016 column		7468
(d) Total variance: A positive figure is a negative figure is	Activities automotive contratements as .	1563

Reasons (as many as are applicable)	Amount £
Reason 1 Extra GARDEN WORK (N 2016/17	998
Reason 2 PURCHASE OF THE FOLLOWING OROCKERY 395 UILLAGE HALL SIGN 170.	565
Reason 3	
e a a	a a
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	1563
(f) Unexplained amount £ of total variance at (d - e)	NIL
Unexplained as % of 2016 figure (f / a *100) (must be below 15%)	NIL
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	YES.

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Schedule E

#### Analysis of earmarked reserves

Authority name	CROFT	COUNCIL	
and reference		MN 095.	

Purpose and nature of reserve	Held as short-term or long-term investment?*	Amount £
COMMUNITY BONIFIT FLOND	SHORT	65 667
ELECTIONS	SHORT	4500
ASSETT MANAGEMENT	SHORTERM.	1000
	•	
(a) TOTAL		71167

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)	8086
(c) Balance carried forward (Accounting Statements Box 7)	74389
(d) Amount of balances less total earmarked reserves (c – a)	3222
Ratio of balances less earmarked reserves to Precept/rates and levies (d / b)	0.39
Reason if over 3 times or less than 0.1	

# DECLARATION OF STATUS OF PUBLISHED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

# The Accounts and Audit Regulations 2015 (SI 2015 No.234)

The statement of accounts for CROFT PARISM published today is unaudited and may be subject to change.	COCENCIL. *
* insert name of Smaller Authority	
2. Signed by: Signature:	
Date:	
RESPONSIBLE FINANCIAL OFFICER	-

A&A 2015 Regulation 15(2)(a)(i)(aa)

### NOTICE OF DATE OF COMMENCEMENT OF PERIOD FOR THE

#### EXERCISE OF PUBLIC RIGHTS

#### ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

The Accounts and Audit Regulations 2015 (SI 2015 No.234) The Local Audit and Accountability Act 2014

NOTICE	NOTES
1. Date of announcement 9th June 2017 (a)	(a) Insert date of publishing of this Notice
<ul> <li>2. Sections 26 and 27 of the Local Audit and Accountability Act 2014 provide for:</li> <li>Inspection: Any persons interested may inspect and make copies of the Annual Return and all books, deeds, contracts, bills, vouchers and receipts etc. relating to them. For the year ended 31 March 2017 these documents will be available during the period specified in paragraph 4 on reasonable notice on application to the person in paragraph 3 below.</li> <li>Questions and objections to the external auditor: Local Government electors and their representatives have rights to:</li> </ul>	Sections 26 and 27 of the Local Audit and Accountability Act 2014 must be published with this Notice.
question the auditor about the accounting records: and	
object to the accounts or any item in them. Written notice of an objection must be given to the external auditor and a copy sent to the Authority. Objections must concern a matter of which the external auditor could make a public interest report or apply for a declaration that an item of account is unlawful.  The auditor can be contacted at the address in paragraph 5 below for this purpose.	Other documents must also be published with this Notice:  o approved Annual Governance Statement o approved Accounting Statements o Declaration of status of
The additor can be contacted at the address in paragraph o below for this purpose.	accounts
3. Person to which you can apply to inspect the accounts (b)  Name: CHRISTINE NEWTON  Position: CLERK +RFO	(b) Insert name, position, address and contact details such as telephone and email of the Clerk or other person to which any person may apply to inspect the accounts, and the details of the manner in which notice should be
Address: 32 NEWTOWN SPILSBY PEZ3 SLE Tel no: 01790 753364	given of an intention to inspect the accounting records and other documents
Email: Newtonchrole aol.com.	. 1
Any rights of inspection, objection, and questioning of the auditor may only be exercised within a single period of 30 working days: (Accounts and Audit Regulations 2015, Regulation 15(1))	Publics rights are set out in the Accounts and Audit Regulations 2015
commencing on (c) 9 + June 2017	(c) The commencement date is treated as being the day following the publication of this notice and other documents as noted at (a) above. (Regulation 15(3))
and ending on (d) 2017	(d) The period for exercise of public rights between (c) and (d) must be a single period of 30 working days (Regulation 14(1)) and must include the first 10 working days of July. Exclude weekends and
5. Your appointed auditor is: Grant Thornton UK LLP (for the attention of Mark Heap) Royal Liver Building, Liverpool L3 1PS Tel: 0151 224 7200	public holidays. (Reg. 15(1)(b))
For more detailed guidance on electors' rights and the special powers of auditors, copies of the publication Council Accounts – A Guide to Your Rights are available from the National Audit Office website.	