



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	STONE BY CHARTLEY PARISH COUNCIL STF164
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	Clerk/ Responsible Financial Officer (RFO) – if Clerk and RFO are different please supply details on separate sheet
Name	J. BLOUNT
Address	42, OLD ACRE LANE, BROXTON, STAFFORD. ST17 0TW
Telephone no.	01785 662160
Email address	jblount2160@gmail.com

	Chair
Name	CLLR. G. MEDDINGS,
Address	PINE LODGE, CHARTLEY STAFFORD ST18 0LP
Telephone no.	01889 500243
Email address	abbeylandscapes@btinternet.com

	Person carrying out the independent internal audit
Name	Mr. A. TOPLIS
Address	STREETHAY LODGE, STREETHAY LICHFIELD, WS13 8LR
Telephone no.	01543 414651
Email address	alan.toplis@toplis.co.uk

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

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	STONE BY CHARTLEY PARISH COUNCIL STF164.		
Prepared by: Name	J. BLOUNT	Date:	5/6/17
Role (Clerk/RFO etc)	RFO		
Approved by: Name	CLLR. G. MEDDINGS	Date:	6/6/17.
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:			
LLOYDS TREASURERS A/C			12268-75
Less: any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed)			
ABBAY LANDSCAPES			80-00
Add any unbanked cash at 31 March 2017: (List date & amount received)			
			0
TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017	12188-75 +221	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:	11281-27
Add: Receipts in the year:	9712-88
Less: Payments in the year:	8805-40
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017	12188-75
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:
 Angela Ellison, Grant Thornton UK LLP, Royal Liver Building, LIVERPOOL L3 1PS
 or email to angela.j.ellison@uk.gt.com

Identifying which variances require explanation

Positive and negative variances must be explained

Authority name and reference	STOWE BY CHARTLEY PARISH COUNCIL STP164				
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	7971	7971	0	0	No
Box 3 -Total other receipts	2336	1742	-594	25.43%	YES
Box 4 -Staff costs	3344	3378	34	1.02%	No
Box 5 -Loan interest/ capital repayments	0	0	0		No
Box 6 -All other payments	6451	5429	-1022	15.84%	YES
Box 9 -Total fixed assets plus long-term investments and assets	7280	11321	4041	55.5%	YES
Box 10 - Total borrowings	0	0	0		No



Suggested layout for explanations of individual variances

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

Authority name and reference	STOWE BY CHARTLEY PARISH COUNCIL STF164	
BOX NO	3	£
(b) Figure in 2017 column		1742
(a) Figure in 2016 column		2336
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		-594

Reasons (as many as are applicable)	Amount £
Reason 1 ONE-OFF GRANT IN 2016 FOR INTERPRETATION PANEL	500
Reason 2	
Reason 3	
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	500
(f) Unexplained amount £ of total variance at (d - e)	-94
Unexplained as % of 2016 figure (f / a * 100) (must be below 15%)	4.02%
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	STOWE BY CHARTLEY PARISH COUNCIL STF164	
BOX NO	6	£
(b) Figure in 2017 column		5429
(a) Figure in 2016 column		6451
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		-1022

Reasons (as many as are applicable)	Amount £
Reason 1 DEFIBRILLATOR PURCHASED AND INSTALLED IN 2016	-654
Reason 2	
Reason 3	
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	-654
(f) Unexplained amount £ of total variance at (d - e)	-368
Unexplained as % of 2016 figure (f / a *100) (must be below 15%)	5.7%
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	STONE BY CHARTLEY PARISH COUNCIL STF164	
BOX NO	9	£
(b) Figure in 2017 column		11321
(a) Figure in 2016 column		7280
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		4041

Reasons (as many as are applicable)	Amount £
Reason 1 UPDATE OF ASSET REGISTER USING HISTORIC DATA	4041
Reason 2	
Reason 3	
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	4041
(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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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		STOWE BY CHARTLEY PARISH COUNCIL STFI164
		£
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			

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Schedule E

Analysis of earmarked reserves

Authority name and reference	STOUR BY CHARTLEY PARISH COUNCIL STFI64
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Purpose and nature of reserve	Held as short-term or long-term investment?*	Amount £
REACTION RESERVE	SHORT TERM	5000
REPLACEMENT OF ASSETS	SHORT TERM	3000
	(a) TOTAL	8000

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)	7971
(c) Balance carried forward (Accounting Statements Box 7)	12188
(d) Amount of balances less total earmarked reserves (c - a)	4188
Ratio of balances less earmarked reserves to Precept/rates and levies (d / b)	0.51
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	STONE BY CHARTLEY PARISH COUNCIL STF166
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I confirm that the dates set for the period of exercise of public rights are as follows:

	Date
Announcement	7/6/17
Commencement	8/6/17
Ending on	19/7/17

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



Explanation of 'No' on the Annual Governance Statement

Authority name and reference	STOWR BY CHARTLEY PARISH COUNCIL STF164
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Assertion 1-9	Explanation for 'No' response and action to address weaknesses
4	CONFUSION BETWEEN RFO AND WEBMASTER TOGETHER WITH UNSUITABLE HARDWARE MEANT THAT AUDIT INFORMATION WAS NOT PUT ON WEB SITE.

Schedules for submission to external auditor

Schedule G2

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

Authority name and reference	STOWE BY CHARTLEY PARISH COUNCIL STF164.
Person carrying out the internal audit	MR. A. TOPLIS

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'*
WEB SITE CONFORMANCE TO TRANSPARENCY CODE.	THE COUNCIL ARE BIDDING FOR A GRANT FOR A NEW COMPUTER AND TRAINING FOR THE CLERK ON WEB DESIGN SOFTWARE.

* 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