

GRANT THORNTON 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	Tur Langton Parish Council
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	Clerk/ Responsible Financial Officer (RFO) – if Clerk and RFO are different please supply details on separate sheet
Name	Alison Gibson
Address	56, Naseby Way, Great Glen, Leicester. LE8 9GS
Telephone no.	07763177707
Email address	clerk@turlangtonparishcouncil.org.uk

	Chair
Name	CLlr Tessa Bladon
Address	Rose Cottage, Shangton Road, Tur Langton , Leicester. LE8 0PN
Telephone no.	01858 545303
Email address	tessa_bladon@talk21.com

	Person carrying out the independent internal audit
Name	Mr John Lowe
Address	11, Lodge Farm Road, Leicester. LE5 2GB
Telephone no.	07930964790
Email address	none

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

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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		Tur Langton Parish Council ETM/LAR/LCS262		
Prepared by: Name	Alison Gibson	Date:	14/4/17	
Role (Clerk/RFO etc)	Clerk / RFO			
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:				
Market Harborough Building Society		2738.21		
HSBC Account		2310.91		
Petty Cash		50		
			5099.12	
Less: any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed)				
Cheque 100060, 7/3/17		120.00		
			120.00	
Add any unbanked cash at 31 March 2017: (List date & amount received)				
n/a				
TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017			4,979.12	

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

CASH BOOK (receipts and payments/income & expenditure schedules)	£
Opening Balance:	14,263.28
Add: Receipts in the year:	8487.17
Less: Payments in the year:	17,771.33
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017	4,979.12
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	Tur Langton Parish Council ETM/LAR/LCS262				
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	4100	4100	0	0	no
Box 3 -Total other receipts	17675	4387	-13288	75.18	yes
Box 4 -Staff costs	2110	2270	160	7.6	no
Box 5 -Loan interest/ capital repayments	0	0	0	0	no
Box 6 -All other payments	9641	15501	5860	60.8	yes
Box 9 -Total fixed assets plus long-term investments and assets	2423	2431	8	0.33	no
Box 10 – Total borrowings	0	0	0	0	no

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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	Tur Langton Parish Council ETM/LAR/LCS262	
BOX NO	3	£
(b) Figure in 2017 column		4,387
(a) Figure in 2016 column		17,675
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		-13288

Reasons (as many as are applicable)	Amount £
Reason 1 - Local Council Tax Support Grant paid in 2015/16 but not in 2016/17	- 28.78
Reason 2 - Two grants received for Neighbourhood Planning of £9,700 (Lottery Awards for all) and £6,000 (Locality)	- 15,700
Reason 3 - Grass Reimbursement received in 2015/16 of £501.93 (paid late for 2014/15 year) and £278.85 (for 2015/16 year). No payment received in 2016/17 year (it was not paid in time to reach account by 31/3/17)	- 780.78
Reason 4 - Transparency code grant funding of £388.48 received 15/16 year and £490.24 in 16/17 year	+ £101.76
Reason 5 - Donations towards defibrillator of £2,020 received in 16/17, none in 15/16	+ £2020.00
Reason 6 - Vat refund of £766.51 received in 15/16 year, £1862.71 in 16/17	+£1096.20
Reason 6 – Interest of £10.79 received 15/16, £14.22 in 16/17	+£3.43
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	13288.17
(f) Unexplained amount £ of total variance at (d - e)	0.17
Unexplained as % of 2016 figure ($f / a * 100$) (must be below 15%)	0.00096
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	Yes

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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	Tur Langton Parish Council - ETM/LAR/LCS262	
BOX NO	6	£
(b) Figure in 2017 column		15,501
(a) Figure in 2016 column		9641
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		5860

Reasons (as many as are applicable)	Amount £
Reason 1 - Neighbourhood Planning spend in 15/16 = £7,080, spend in 16/17 = £11,160	+ 4080
Reason 2 - Purchase of Defibrillator + Awareness Sessions = £2,020	+ 2020
Reason 3 – Works to shrubs at Village Hall in 16/17 - £400	+ 400
Reason 4 - £20 hall hire for meetings in 15/16 (new charge introduced during year. £120 in 16/17	+ 100
Reason 5 – Purchase of Wheelie Bin Stickers in 15/16 - £70	- £70
Reason 6 - Election Expenses in 2015/16 of £125. None in 2016/17	- £125
Reason 7 – Laptop purchased in 2015/16 = £319	- 319
Reason 8 - £260 solicitor fees paid in 2015/16 re Village Hall Lease, none in 16/17	- 260
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	£5826
(f) Unexplained amount £ of total variance at (d - e)	34
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

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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		
		£
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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Analysis of earmarked reserves

Authority name and reference	Tur Langton Parish Council ETM/LAR/LCS262
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Purpose and nature of reserve	Held as short-term or long-term investment?*	Amount £
Village Hall	no	2,000
IT Equipment	no	200
Election	no	1163
Repairs and Maintenance	no	60
Final element of Awards for All Grant for Neighbourhood Plan to be spent in 2017/18	no	355
Final element of Transparency Fund Grant to be spent in 2017/18	no	216
(a) TOTAL		3,994

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)	4100
(c) Balance carried forward (Accounting Statements Box 7)	4979
(d) Amount of balances less total earmarked reserves (c – a)	985
Ratio of balances less earmarked reserves to Precept/rates and levies (d / b)	0.24
Reason if over 3 times or less than 0.1	

Notification of the date for the commencement of public rights

Authority name and reference	Tur Langton Parish Council ETM/LAR/LCS262
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I confirm that the dates set for the period of exercise of public rights are as follows:

	Date
Announcement	18/6/17
Commencement	19/6/17
Ending on	28/7/17

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	Tur Langton Parish Council ETM/LAR/LCS262
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Assertion 1-9	Explanation for 'No' response and action to address weaknesses
	n/a

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Schedule G2

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

Authority name and reference	Tur Langton Parish Council ETM/LAR/LCS262
Person carrying out the internal audit	Mr John Lowe

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'*
	none

* 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