

## 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

<b>Authority name and reference</b>	<b>St Ewe Parish Council CWL152</b>
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Clerk	
<b>Name</b>	Mrs Christine Wilson
<b>Address</b>	Lower Burlorne Tregoose Washaway BODMIN PL30 3AJ
<b>Telephone no.</b>	01208 831 283
<b>Email address</b>	clerk@st-ewe-parish.co.uk

Responsible Financial Officer (RFO) – if different to Clerk	
<b>Name</b>	SAME
<b>Address</b>	
<b>Telephone no.</b>	
<b>Email address</b>	

Chair	
<b>Name</b>	Will Richards
<b>Address</b>	Trudgian Farm St Ewe ST AUSTELL PL26 6EU
<b>Telephone no.</b>	01726 843 397
<b>Email address</b>	trudgianfarm@aol.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](mailto:Jo.farr@uk.gt.com)

## Key contact details (continued)

## Schedule A

<b>Authority name and reference</b>	<b>St Ewe Parish Council CWL152</b>
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	<b>Person carrying out the independent internal audit</b>
<b>Name</b>	Paul Roberts
<b>Address</b>	Rose Cottage Higher Tolcarne St Columb TR9 6DD
<b>Telephone no.</b>	01637 860 576
<b>Email address</b>	proberts.40@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](mailto:jofarr@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	
<b>Authority name and reference</b>		<b>St Ewe Parish Council CWL152</b>	
Prepared by: Name	Mrs Christine Wilson	Date:	10 April 2017
Role (Clerk/RFO)	Clerk		
Approved by: Name	CLlr Will Richards	Date:	15 May 2017
Role (Chair/Parish Council)	Chair, St Ewe PC		
<b>Balance per bank statements as at 31 March 2017</b>		<b>£</b>	<b>TOTAL £</b>
List balances on all bank accounts plus petty cash floats at 31 March 2017:			
Balance Chequing Account		8,634	
Balance Bus Instant Access Account		301	
			8,935
<b>Less:</b> any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed )			
13 Mar 2017, cheque # 000582		76	
13 Mar 2017, cheque # 000584		141	
			217
<b>Add</b> any unbanked cash at 31 March 2017: (List date & amount received)			
		0.00	
<b>TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017</b>			<b>£ 8,718</b>

<i>The net balances reconcile to the Cash Book for the year, as follows:</i>	
<b>CASH BOOK (receipts and payments/income &amp; expenditure schedules)</b>	
Opening Balance:	7,291
Add: Receipts in the year:	8,227
Less: Payments in the year:	6,800
<b>CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017</b>	<b>£ 8,718</b>
<b>Must equal total net bank balances above and Section 2, Box 8</b>	



## Schedule C1

## Identifying which variances require explanation

Positive and negative variances must be explained

Authority name and reference	St Ewe Parish Council CWL152				
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	5,104	5,104	0	0%	NO
Box 3 -Total other receipts	3,529	3,123	-406	12%	NO
Box 4 -Staff costs	3,008	2,901	-107	4%	NO
Box 5 -Loan interest/ capital repayments	Nil	Nil			NO
Box 6 -All other payments	3,907	3,898	-9	0%	NO
Box 9 -Total fixed assets plus long-term investments and assets	2,427	2851	424	17%	YES
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.

<b>Authority name and reference</b>	<b>St Ewe Parish Council CWL152</b>	
<b>BOX NO</b>	<b>9</b>	<b>£</b>
(b) Figure in 2017 column		2,851
(a) Figure in 2016 column		2,427
<b>(d) Total variance: 2017 figure less 2016 figure: (b - a)</b> A positive figure is an increase (+) a negative figure is a decrease (-)		424

Reasons (as many as are applicable)	Amount £
Reason 1  May 2016 – Purchase of LED projector for paperless planning	424
Reason 2	
Reason 3	
<b>(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)</b>	424
<b>(f) Unexplained amount £ of total variance at (d - e)</b>	0
Unexplained as % of 2016 figure ( $f / a * 100$ ) (must be below 15%)	0%
<b>Confirm unexplained amount is less than 15% of 2016 figure</b> YES – satisfactorily explained NO – provide further explanations	YES

**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

<b>Authority name and reference</b>		<b>St Ewe Parish Council CWL152</b>
		<b>£</b>
<b>A</b>	Figure in <b>Box 8</b> of 2017 column of the Annual Return	Not required
<b>B</b>	<b>Less</b> Creditors at 31 March 2017 – owed by the Authority (please supply a detailed list of creditors – <a href="#">see below</a> ) Also subtract any receipts in advance	
<b>C</b>	<b>Plus</b> Debtors at 31 March 2017 – owed to the Authority (please supply a detailed list of debtors – <a href="#">see below</a> ) Also add any payments made in advance (prepayments)	
<b>D</b>	<b>TOTAL</b>	0.00

	<b>Figure in Box 7 of 2017 column of the Annual Return</b> <b>(must equal line D above)</b>	
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[Creditors/receipts in advance list](#)

Name	Invoice/receipt in advance reference	Date	£ amount
<b>Total – agreed to B</b>			<b>0.00</b>

[Debtor list/prepayments list](#)

Name	Debtor/prepayment reference	Date	£ amount
<b>Total – agreed to C</b>			<b>0.00</b>

Analysis of earmarked reserves

<b>Authority name and reference</b>	<b>St Ewe Parish Council CWL152</b>
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Purpose and nature of reserve	Held as short-term or long-term investment?*	Amount £
Election Cost Reserve	Short-term	3,500
Working Capital	Short-term	1,500
<b>(a) TOTAL</b>		<b>5,000.00</b>

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>(b) Precept/rates and levies (Accounting Statements Box 2)</b>	<b>5,104</b>
<b>(c) Balance carried forward (Accounting Statements Box 7)</b>	<b>8,718</b>
<b>(d) Amount of balances less total earmarked reserves (c – a)</b>	<b>3,718</b>
<b>Ratio of balances less earmarked reserves to Precept/rates and levies (d / b)</b>	<b>0.7 : 1</b>
<b>Reason if over 3 times or less than 0.1</b>	
Not required.	


**Schedule F1**

**Notification of the date for the commencement of public rights**

<b>Authority name and reference</b>	<b>St Ewe Parish Council CWL152</b>
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**I confirm that the dates set for the period of exercise of public rights are as follows:**

	<b>Date</b>
Announcement	<b>30 June 2017</b>
Commencement	<b>3 JULY 2017</b>
Ending on	<b>11 AUGUST 2017</b>

<b>Signed by Clerk/RFO</b>	
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**OR – send us a copy of your completed ‘Notice’ (Schedule F2 enclosed as public rights pack)**



## Schedule G1

## Explanation of 'No' on the Annual Governance Statement

Authority name and reference	St Ewe Parish Council CWL152
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Assertion 1-9	Explanation for 'No' response and action to address weaknesses
	N / A

**‘No’ or ‘Not covered’ on the Annual Internal Audit Report**

Authority name and reference	<b>St Ewe Parish Council CWL152</b>
Person carrying out the internal audit	<b>Mr Paul Roberts</b>

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’*
	N / A

\* 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