

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	Chapel Allerton Parish Council
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	Clerk
Name	Samantha Peake
Address	21 Gloversfield Shipham Somerset BS25 1SU
Telephone no.	01934844671
Email address	chapelallertonparishclerk@yahoo.com

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

	Chair
Name	Mrs Fiona Torrens-Spence

Address	Sleepy Hollow Stone Allerton Axbridge Somerset BS26 1UG
Telephone no.	01934 741120
Email address	fionachapelallerton@yahoo.com

PTO

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 2018	
Authority name and reference	Chapel Allerton Parish Council		
Prepared by: Name	Samantha Peake	Date:	27 th April 2018
Role (Clerk/RFO etc)			
Approved by: Name	Fiona Torrens-Spence	Date:	14 th May 2018
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:	10577	10577	
Less: any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed)			

Add any unbanked cash at 31 March 2017: (List date & amount received)		
TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017		10577

<i>The net balances reconcile to the Cash Book for the year, as follows:</i>	
CASH BOOK (receipts and payments/income & expenditure schedules)	£10577
Opening Balance:	13335.84
Add: Receipts in the year:	3721.14
Less: Payments in the year:	6479.08
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017 Must equal total net bank balances above and Section 2, Box 8	10577.90

Schedule C1

Identifying which variances require explanation

Positive and negative variances must be explained

Authority name and reference	Chapel Allerton Parish Council				
Box on Section 2 Accounting Statements	(a) 2017 £	(b) 2018 £	(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	3500	3000	500	-14%	No
Box 3 -Total other receipts	821	721	100	12%	no
Box 4 -Staff costs	966	1115	149	15.42%	Yes
Box 5 -Loan interest/ capital repayments					
Box 6 -All other payments	1917	5364	3447	179%	Yes
Box 9 -Total fixed assets plus long-term investments and assets	19846	20296	450	0.2%	no
Box 10 – Total borrowings					

Schedule C2

Suggested layout for explanations of individual variances

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

Authority name and reference	Chapel Allerton Parish Council	
BOX NO	6	£
(b) Figure in 2018 column		5364
(a) Figure in 2017 column		1917
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		3447

Reasons (as many as are applicable)	Amount £
Reason 1 £3284.00 spent on fingerposts	486.00
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	3284
(f) Unexplained amount £ of total variance at (d - e)	163
Unexplained as % of 2017 figure (f / a *100) (must be below 15%)	8%
Confirm unexplained amount is less than 15% of 2016 figure 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

Authority name and reference		Chapel Allerton Parish Council SOM 058
		£
A	Figure in Box 8 of 2017 column of the Annual Return	133335
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	13335.00
	Figure in Box 7 of 2017 column of the Annual Return (must equal line D above)	13335.00

Creditors

Schedule E

Analysis of earmarked reserves

Authority name and reference		Chapel Allerton Parish Council
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.

Reserves for fingerpost renovations	1500
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(b) Precept/rates and levies (Accounting Statements Box 2)	3000
(c) Balance carried forward (Accounting Statements Box 7)	10577
(d) Amount of balances less total earmarked reserves (c – a)	9077
Ratio of balances less earmarked reserves to Precept/rates and levies (d / b)	0.5
Reason if over 3 times or less than 0.1 The Parish Council have spent more than usual this year and therefore have taken steps next year in reducing the precept request.	

Schedule F1

Notification of the date for the commencement of public rights

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

	Date
Announcement	
Commencement	
Ending on	

Signed by Clerk/RFO	
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