

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	MIDDIE RAJEN PARISH COUNCIL - LIN253		
Prepared by: Name Role (Clerk/RFO etc)	JO TROTTER - RFO	Date:	16/5/17
Approved by: Name Role (RFO/Chair etc)	MICHAEL STAMP CHAIRMAN	Date:	16/5/17
Balance per bank statements as at 31 March 2017	£	TOTAL £	
List balances on all bank accounts plus petty cash floats at 31 March 2017:			
CURRENT ACCOUNT	12,007.78	12,007.78	
BMM	17,623.49	17,623.49	
NO PETTY CASH FLOAT			
Less: any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed)			
NONE	NONE	NONE	
Add any unbanked cash at 31 March 2017: (List date & amount received)			
NONE	NONE	NONE	
		29,631.25	
TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017		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:	26,574.47
Add: Receipts in the year:	19,850.78
Less: Payments in the year:	16,794.00
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017	£29,631.25
Must equal total net bank balances above and Section 2, Box 8	



Schedule C1

Identifying which variances require explanation

Positive and negative variances must be explained

Authority name and reference	MIDDLE RIVEN PARISH COUNCIL - LINDS				
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	13,470	13,800	330.00	3%	NO
Box 3 -Total other receipts	6098	6081	-47.00	-1%	NO
Box 4 -Staff costs	5574	5686	112.00	2%	NO
Box 5 -Loan interest/ capital repayments	1381	1381	0	-	NO
Box 6 -All other payments	9117	9727	610	7%	NO
Box 9 -Total fixed assets plus long-term investments and assets	40107	40144	37	-	NO
Box 10 - Total borrowings	6131	5011	-1120	-19%	YES



Schedule C2

Suggested layout for explanations of individual variances

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

Authority name and reference	MIDDLE RASEN PARISH COUNCIL - LN253	
BOX NO	10	£
(b) Figure in 2017 column		5011
(a) Figure in 2016 column		6131
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		-1120

Reasons (as many as are applicable)	Amount £
Reason 1 STATUTORY AMOUNT PAID AS PER LOAN AGREEMENT (INCLUDES INTEREST)	1381.00
Reason 2	
Reason 3	
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	1381.00
(f) Unexplained amount £ of total variance at (d - e)	—
Unexplained as % of 2016 figure (f / a *100) (must be below 15%)	—
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	YES

Analysis of earmarked reserves

Authority name and reference	MIDDLE RASEN PARISH COUNCIL - LIN 253
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Purpose and nature of reserve	Held as short-term or long-term investment?*	Amount £
NOTICEBOARDS PURCHASE	SHORT TERM	570
	(a) TOTAL	570

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)	13800
(c) Balance carried forward (Accounting Statements Box 7)	29,632
(d) Amount of balances less total earmarked reserves (c - a)	29,062
Ratio of balances less earmarked reserves to Precept/rates and levies (d / b)	2.16
Reason if over 3 times or less than 0.1	



Notification of the date for the commencement of public rights

Authority name and reference	MIDDLE RASEN PARISH COUNCIL - LIN253
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I confirm that the dates set for the period of exercise of public rights are as follows:

	Date
Announcement	2 JUNE 2017
Commencement	5 JUNE 2017
Ending on	14 JULY 2017

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