



Grant Thornton

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	KILMERSON PARISH COUNCIL JOM 157		
Prepared by: Name	T. S. NICHOLLS	Date:	2.6.17
Role (Clerk/RFO)	CLEAR		
Approved by: Name	[Signature]	Date:	2/6/17
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:			
CURRENT	3364.65		
RESERVE	15112.20		
			18476.65
Less: any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed)			
	NONE		
Add any unbanked cash at 31 March 2017: (List date & amount received)			
	NONE		
TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017			

The net balances reconcile to the Cash Book for the year, as follows:	
CASH BOOK (receipts and payments/income & expenditure schedules)	£
Opening Balance:	14980.59
Add: Receipts in the year:	13005.45
Less: Payments in the year:	9509.26
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017	18476.78
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:
 Mrs Jo Farr, Grant Thornton UK LLP, Hartwell House, 55-61 Victoria Street, Bristol, BS1 6FT
 or email to Jo.farr@uk.gt.com



Identifying which variances require explanation

Positive and negative variances must be explained

Authority name and reference	KILMERDON PARISH COUNCIL SEM 15y				
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	9850	12145	+2295	23%	Y
Box 3 -Total other receipts	3963	860	-3103	78%	Y
Box 4 -Staff costs	3476	3661	+185	5%	N
Box 5 -Loan interest/ capital repayments	NIL	NIL	NIL	NIL	N
Box 6 -All other payments	5691	5848	+157	2.75%	N
Box 9 -Total fixed assets plus long-term investments and assets	51526	51526	NIL	NIL	N
Box 10 - Total borrowings	NIL	NIL	-	-	N



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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	KILMERDON PARISH COUNCIL		Jan 15 th
BOX NO	2	£	
(b) Figure in 2017 column			12145
(a) Figure in 2016 column			9850
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)			+ 2295

Reasons (as many as are applicable)	Amount £
Reason 1 Increase in reserves to cater for replacement of play equipment in next 15 years.	2000
Reason 2 Forecast of costs increased by 3% to allow for inflation.	295
Reason 3	
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	2295
(f) Unexplained amount £ of total variance at (d - e)	NIL
Unexplained as % of 2016 figure (f / a *100) (must be below 15%)	NIL
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	YES

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Suggested layout for explanations of individual variances

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

Authority name and reference	KILMERDON PARISH COUNCIL JAN 15 th	
BOX NO	3	£
(b) Figure in 2017 column		860
(a) Figure in 2016 column		3963
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		-3103

Reasons (as many as are applicable)	Amount £
Reason 1 We received a flood grant in 2016. Not repeated in 2017	-3500
Reason 2 We received Council Tax Support Grant	+456
Reason 3	
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	-3044
(f) Unexplained amount £ of total variance at (d - e)	59
Unexplained as % of 2016 figure (f / a *100) (must be below 15%)	1.5%
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	YES



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Schedule E

Analysis of earmarked reserves

Authority name and reference	KILMERDON PARISH COUNCIL	DOM 157
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Purpose and nature of reserve	Held as short-term or long-term investment?*	Amount £
Maintenance of recreation ground	SHORT	5000
Maintenance of play equipment	SHORT	2600
General reserve of approximately 6 months of precept	-	.
	SHORT	7512
(a) TOTAL		15112

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