

Bank reconciliation – pro forma

Name of smaller authority: COLESHILL PARISH COUNCIL

County area (local councils and parish meetings only): BUCKINGHAMSHIRE

Financial year ending 31 March 2018

Prepared by L. JACKSON - RESPONSIBLE FINANCIAL OFFICER (Name and role)

Date 25-4-18

Balance per bank statements as at 31 March 2018:	£	£
DEPOSIT -	10739	
CURRENT -	<u>11667</u>	22406

Petty cash float (if applicable) N/A

Less: any un-presented cheques at 31 March 2018

557

Add: any un-banked cash at 31 March 2018

Net balances as at 31 March 2018 (Box 8)

21849

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK:

Opening Balance 1 April 2017 (Prior year Box 8)	12598
Add: Receipts in the year	19343
Less: Payments in the year	<u>10092</u>
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	<u>21849</u>

(See [example](#) for guidance if required)

Explanation of variances – pro forma

Name of smaller authority: CORESHILL PARISH COUNCIL

County area (local councils and parish meetings only): BUCKINGHAMSHIRE

Please provide **full explanations, including numerical values**, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

Section 2	2016/17 £	2017/18 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)										
Box 2 Precept or Rates and Levies	8975	10,000	+1025	+11.4	-										
Box 3 Total other receipts	1939	9343	+7404	+71.8	SEE ATTACHED										
Box 4 Staff costs	4652	4789	+137	+2.8	-										
Box 5 Loan interest/ capital repayments	-	-	-	-	-										
Box 6 All other payments	6992	5303	-1689	-24.1	SEE ATTACHED										
Box 9 Total fixed assets & long term investments & assets	21593	21742	+149	-	-										
Box 10 Total borrowings	0	0	-	-	-										
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end: <table style="float: right; margin-left: 20px;"> <tr> <td>JACK ADAMS FIELD GRANTS</td> <td>£7438</td> </tr> <tr> <td>REPLACEMENT CHRISTMAS LIGHTS FUND</td> <td>£1010</td> </tr> <tr> <td>TRANSPORT SAFETY GRANT</td> <td>£1690</td> </tr> <tr> <td>WAR MEMORIAL MAINTENANCE FUND</td> <td>£600</td> </tr> <tr> <td></td> <td><u>£10738</u></td> </tr> </table>					JACK ADAMS FIELD GRANTS	£7438	REPLACEMENT CHRISTMAS LIGHTS FUND	£1010	TRANSPORT SAFETY GRANT	£1690	WAR MEMORIAL MAINTENANCE FUND	£600		<u>£10738</u>
JACK ADAMS FIELD GRANTS	£7438														
REPLACEMENT CHRISTMAS LIGHTS FUND	£1010														
TRANSPORT SAFETY GRANT	£1690														
WAR MEMORIAL MAINTENANCE FUND	£600														
	<u>£10738</u>														

COLESHILL PARISH COUNCIL
Village Hall, Barrack Hill, Coleshill HP7 0LN

Explanation of significant variances in the accounting statements- for year ending 31st March 2018.

Box 3

During the financial year 2017-18 the Council started an Activity Trail & Fitness project in the Jack Adams Field. Applications for funding were sent to Tesco Bags of Help Scheme and Paradigm Foundation which were successful and raised a total of £6198. In addition £1240 was raised at a fundraiser at the Harvest Supper. The total amount raised was £7438.

Box 6

Expenditure was underspent due to some maintenance items that were budgeted for not being required although it is likely will be required during the financial year 2018-19.

- £700 had been budgeted for pond work if required.
- £400 had been budgeted for tree work maintenance.
- £500 had been budgeted as Coleshill PC contribution for installing bollards at Hill Meadow. As a less expensive quote was received LAF have agreed to fund the full installation costs.

Annual Internal Audit Report 2017/18

COLESHILL PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	YES		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	YES		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	YES		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	YES		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	YES		PETTY CASH NOT HELD
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	YES		
H. Asset and investments registers were complete and accurate and properly maintained.	YES		
I. Periodic and year-end bank account reconciliations were properly carried out.	YES		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	YES		

K. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			N/A

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

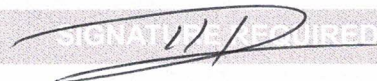
Date(s) internal audit undertaken

11/06/2018

Name of person who carried out the internal audit

PHILIP HOOD F.M.A.A.T

Signature of person who carried out the internal audit



Date

11/06/2018

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).