



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

Authority name and reference	MARSTON MAGNA PARISH COUNCIL
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	Clerk
Name	HUCY GIBBONS
Address	ROSE COTTAGE, PENDOMER, YEovil, SOMERSET, BA22 9PH
Telephone no.	01935 863106
Email address	

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

	Chair
Name	MR SAM CRABB
Address	WICKHAM FARM, MARSTON MAGNA, YEovil, SOMERSET, BA22 8DT
Telephone no.	01935 850274
Email address	sdc@samcrabb.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



Schedules for submission to external auditor

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Key contact details (continued)

Schedule A

Authority name and reference	MARSTON MAGNA PARISH COUNCIL
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	Person carrying out the independent internal audit
Name	MR H. PRIVETT
Address	THE MANOR HOUSE MARSTON MAGNA YEVA SOM. BAZZ 8DW
Telephone no.	01935 850294
Email address	—

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



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	MARSTON MAGNA PARISH COUNCIL		
Prepared by: Name Role (Clerk/RFO etc)	LUCY GIBBONS	Date:	05/05/17
Approved by: Name Role (RFO/Chair etc)	S. CRABB	Date:	22/05/17
Balance per bank statements as at 31 March 2017	£	TOTAL £	
List balances on all bank accounts plus petty cash floats at 31 March 2017:			
60 24 37 68797966	£9772.98	£9772.98	
Less: any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed)		£9772.98	
001075 27/3/17	£524.42	£524.42	
001076 27/3/17	£65.00	£65.00	
Add any unbanked cash at 31 March 2017: (List date & amount received)		589.42	
TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017		£9183.56	

The net balances reconcile to the Cash Book for the year, as follows:

CASH BOOK (receipts and payments/income & expenditure schedules)	£
Opening Balance:	9822.45
Add: Receipts in the year:	8200.06
Less: Payments in the year:	8838.95
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017	9183.56
Must equal total net bank balances above and Section 2, Box 8	

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Schedule C1

Identifying which variances require explanation

Positive and negative variances must be explained

Authority name and reference					
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	6080 7005	782 7030	+25	0.36%	NO
Box 3 -Total other receipts	2236	1170	-1066	-48%	YES
Box 4 -Staff costs	1108	2621	+1513	+137%	YES
Box 5 -Loan interest/ capital repayments	NIL	NIL	-	-	-
Box 6 -All other payments	4391	6218	+1827	+42%	YES
Box 9 -Total fixed assets plus long-term investments and assets	41835	42235	+400	+0.96	YES
Box 10 - Total borrowings	NIL	NIL	-	-	-



Schedule C2

Suggested layout for explanations of individual variances

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

Authority name and reference	MARSTON MAGNA PARISH COUNCIL	
BOX NO	3	£
(b) Figure in 2017 column	22365	
(a) Figure in 2016 column	1170	
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)	- 1066	

Reasons (as many as are applicable)	Amount £
Reason 1 GRANT FUNDING RECEIVED IN 2016 (TRANSPARENCY FUNDING)	- 1940
Reason 2 GRANT FUNDING RECEIVED IN 2017 (HEALTH & WELLBEING DEFIB. TRAINING)	+ 800
Reason 3 VAT REBATE CLAIMED IN 2017 (NOTHING RECLAIMED IN 2016)	+ 100
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	1040
(f) Unexplained amount £ of total variance at (d - e)	26
Unexplained as % of 2016 figure (f / a * 100) (must be below 15%)	2.2%
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	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	MARSTON MAGNA PARISH COUNCIL	
BOX NO	4	£
(b) Figure in 2017 column	2621	
(a) Figure in 2016 column	1108	
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)	+ 1513	

Reasons (as many as are applicable)	Amount £	
Reason 1 SALARY PAID IN APRIL 2016 - THAT WAS EARNED JAN-MARCH 16. NOT PAID TILL APRIL DUE TO MEETING DATES.	ACTUAL 2016 + 560 1668	ACTUAL 2017 - 560 2061
Reason 2 THE CLERK WAS ONLY EMPLOYED FOR 9 MONTHS IN 2015/16, AGAINST A FULL 12 MONTHS IN 2016/17.	393	
Reason 3		
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	1513	
(f) Unexplained amount £ of total variance at (d - e)	-	
Unexplained as % of 2016 figure (f / a * 100) (must be below 15%)	0%.	
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	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	MARSTON MAGNA PARISH COUNCIL	
BOX NO	6	£
(b) Figure in 2017 column	6218	
(a) Figure in 2016 column	4391	
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)	+1827	

Reasons (as many as are applicable)	Amount £
Reason 1 FEE FOR WEBSITE DESIGN & SET UP	827
Reason 2 1ST AD TRAINING	500
Reason 3 DEFIBRILLATOR DONATION	400
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	1727
(f) Unexplained amount £ of total variance at (d - e)	100
Unexplained as % of 2016 figure (f / a *100) (must be below 15%)	1.6%
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	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	MARSTON MAGNA PARISH COUNCIL	
BOX NO	9	£
(b) Figure in 2017 column		42235
(a) Figure in 2016 column		41835
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		+400

Reasons (as many as are applicable)	Amount £
Reason 1 THE PARISH COUNCIL PAID A DONATION TO THE BRITISH HEART FOUNDATION TO GET A DEFIBRILATOR FOR THE VILLAGE	400.00
Reason 2	
Reason 3	
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	400.00
(f) Unexplained amount £ of total variance at (d - e)	NIL
Unexplained as % of 2016 figure (f / a * 100) (must be below 15%)	0%
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	YES.



Schedules for submission to external auditor

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		MARSTON MAGNA PARISH COUNCIL
		£
A	Figure in Box 8 of 2017 column of the Annual Return	9183
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	NIL
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)	NIL
D	TOTAL	9183

Figure in Box 7 of 2017 column of the Annual Return (must equal line D above)	9183
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Creditors/receipts in advance list

Name	Invoice/receipt in advance reference	Date	£ amount
Total – agreed to B			

Debtor list/prepayments list

Name	Debtor/prepayment reference	Date	£ amount
Total – agreed to C			

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Schedule E

Analysis of earmarked reserves

Authority name and reference	MARSTON MAGNA PARISH COUNCIL
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Purpose and nature of reserve	Held as short-term or long-term investment?*	Amount £
PLAYPARK MAINTENANCE / REPAIRS	SHORT	1000
FLOOD IMPROVEMENTS	SHORT	2000
PAINTING OF FOOTBRIDGE	SHORT	500
(a) TOTAL		3500

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)	7030
(c) Balance carried forward (Accounting Statements Box 7)	9183
(d) Amount of balances less total earmarked reserves (c - a)	2153
Ratio of balances less earmarked reserves to Precept/rates and levies (d / b)	0.31
Reason if over 3 times or less than 0.1	
N/A.	



Schedules for submission to external auditor

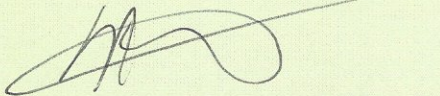
Schedule F1

Notification of the date for the commencement of public rights

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

	Date
Announcement	04/06/17
Commencement	05/06/17
Ending on	14/07/17

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