

BANK RECONCILIATION

Local Council name: Albourne Parish Council

Financial year ending 31st March 2018

Prepared by: Iain McLean (Clerk and RFO)

Date 31st March 2018

Balances per last Bank Statements as at 31/03/18

	£	£
Current account	25,135.72	
Savings account	2,652.85	
		27,788.57
Less: Un-presented cheques as at 31/03/18		
Cheque number 000775	(427.83)	
		427.83
Add: Un-banked cash at 31/03/18		0
Net balance as at 31/03/18		<u>27,360.74</u>

CASH BOOK

Opening balance 1/04/17	35,663.49
Add: Receipts in the year	15,133.33
Less: Payments in the year	(23,436.08)

Closing balance per cash book as at 31/03/18

27,360.74

Explanation of Variances (for the financial year 01.04.17 to 31.03.18)

ABOURNE PARISH COUNCIL

The Practitioners' guide provides guidance on explaining significant variances. "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).
- If the total reserves (box 7) figure is more than twice the annual precept value (Box 2)."

Section 2	2016/17 £	2017/18 £	Variance £	Variance £	Detailed explanation of variances (with amounts £)
Box 2 Precept rates or rates and levies	15022	15022	0	0	N/A
Box 3 Total other receipts	16634	111	-16523	-99%	This is explained by the receipt in <u>2016/17</u> of a grant from WSCC in the sum of £9,797 in respect of the Operation Watershed (flooding alleviation project in the Parish, and a VAT refund from HMRC of £6,186. Receipts were back to normal in 2017/18.
Box 4 Staff costs	5101	5222	+121	+2%	N/A
Box 5 Loan interest/capital repayments	0	0	0	0	N/A
Box 6 All other payments	8598	18214	+9616	+111%	This is explained by the expenditure of the money in 2017/18 under Operation Watershed (see Box 3 above) in the said sum of £9,797.
Box 9 Total fixed assets & long term investments & assets	61220	61220	0	0	N/A
Box 10 Total borrowings	0	0	0	0	N/A
Explanation for high reserves	Box 7 is more than twice box 2 because..... (The Box 7 figure is £27,360 so not applicable.)				

Smaller authority name:

ALBOURNE PARISH COUNCIL

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement <u>6th June 2018</u> (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2018, these documents will be available on reasonable notice by application to:</p> <p>(b) <u>IAIN MCLEAN, CLERK & RFO</u> <u>07702190707</u> <u>albournepc@gmail.com</u></p> <p>commencing on (c) <u>7th June 2018</u></p> <p>and ending on (d) <u>18th July 2018</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>Moore Stephens, (Ref SW/cc) Rutland House, Minerva Business Park, Lynch Wood, Peterborough PE2 6PZ</p> <p>5. This announcement is made by (e) <u>IAIN MCLEAN, CLERK</u> <u>& RFO</u></p>	<p>(a) Insert date of placing of the notice which must be not less than 14 days before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ address, as appropriate, of the person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 14 days after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice - this person must be the responsible financial officer of the smaller authority</p>