

Key contact details Schedule A

Authority name and reference	UPLOWMAN PARISH COUNCIL
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Clerk	
Name	ROBERT HODGSON
Address	LOWER BEER, UPLOWMAN, TIVERTON, DEVON EX16 7PF
Telephone no.	01884 821239
Email address	UPLOWMANPC@BTCONNECT.COM

Responsible Financial Officer (RFO) - if different to Clerk	
Name	AS ABOVE

Chair	
Name	TREVOR MILNER
Address	Broadview House Updown EX16 7DN
Telephone no.	01884-821155

Person carrying out the independent internal audit	
Name	Mr Richard Clark
Address	Craigmoor House, Tiverton EX16 7DP

Bank reconciliation

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 2018	
Authority name and reference	UPLOWMAN PARISH COUNCIL		
Prepared by: Name	R. HODGSON	Date:	17/05/18
Role (Clerk/RFO etc)	CLERK & RFO		
Approved by: Name	T MILNER	Date:	18/05/18
Role (RFO/Chair etc)	CHAIR		
Balance per bank statements as at 31 March 2019		£	TOTAL £
List balances on all bank accounts plus petty cash floats at 31 March 2018:			
Current Account			4178
Petty Cash			0
Less: any un-presented cheques at 31 March 2018: (normally only current account. List date, cheque number & value. Use separate list if needed)			
15/03/18: C No 0440: UHRA			50
15/03/18: C No 0441: R Hodgson			544
15/03/18: C No 0442: J Veen			39
Add any unbanked cash at 31 March 2018: (List date & amount received)			
None			
TOTAL - NET BANK BALANCES AS AT 31 MARCH 2018			3545

<i>The net balances reconcile to the Cash Book for the year, as follows:</i>	
CASH BOOK (receipts and payments/income & expenditure schedules)	£
Opening Balance:	3214
Add: Receipts in the year:	2900
Less: Payments in the year:	2569
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2018	3545
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	UPLOWMAN PARISH COUNCIL				
Box on Section 2 Accounting Statements	(a) 2017 £	(b) 2018 £	(c) Variance Increase (+) or decrease (-) (b - a) £	(d) Variance divided by 2017 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	2812	2829	17	0.6	No
Box 3 -Total other receipts	3137	71	-3036	-97.7	Yes
Box 4 -Staff costs	1040	1070	30	2.9	No
Box 5 -Loan interest/ capital repayments	0	0	0	0	No
Box 6 -All other payments	4363	1499	-2864	65.3	Yes
Box 9 -Total fixed assets plus long-term investments and assets	3733	2722	0	0	No
Box 10 - Total borrowings	0	0	0	0	No

Schedule C2

Explanations of individual variances

Authority name and reference	UPLOWMAN PARISH COUNCIL	
BOX NO	3: OTHER RECEIPTS	£
(b) Figure in 2018 column		3137
(a) Figure in 2017 column		71
(d) Total variance: 2018 figure less 2017 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		-3036
Reasons (as many as are applicable)		Amount £
Reason 1 Section 106 moneys received from District for installation of benches at Hall in 2016/7		-2139
Reason 2 TAP fund grant from District for Refurbishment of telephone box in 2016/7		-300
Reason 3 Reclaim of VAT in 2016/7		-610
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)		-3049
(f) Unexplained amount £ of total variance at (d - e)		13
Unexplained as % of 2017 figure (f / a *100) (must be below 15%)		0.4
Confirm unexplained amount is less than 15% of 2016 figure YES - satisfactorily explained NO - provide further explanations		Yes

Authority name and reference	UPLOWMAN PARISH COUNCIL	
BOX NO	6: OTHER PAYMENTS	£
(b) Figure in 2018 column		4363
(a) Figure in 2017 column		1499
(d) Total variance: 2018 figure less 2017 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		-2864
Reasons (as many as are applicable)		Amount £
Reason 1 installation of benches at Hall in 2016/7		-2567
Reason 2 repairs to telephone box in 2016/7		-479
Reason 3		
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)		-3046
(f) Unexplained amount £ of total variance at (d - e)		182
Unexplained as % of 2017 figure (f / a *100) (must be below 15%)		4.1
Confirm unexplained amount is less than 15% of 2016 figure YES - satisfactorily explained NO - provide further explanations		Yes

Schedule E

Analysis of earmarked reserves

Authority name and reference	UPLOWMAN PARISH COUNCIL
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Purpose and nature of reserve	Held as short-term or long-term	Amount £
General Reserve	Short	3500
(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)	2829
(c) Balance carried forward (Accounting Statements Box 7)	3545
(d) Amount of balances less total earmarked reserves (c - a)	3545
Ratio of balances less earmarked reserves to Precept/rates and levies (d / b)	1.25
Reason if over 3 times or less than 0.1 N/A	

Schedule F1

Notification of the date for the commencement of public rights

Authority name and reference	UPLOWMAN 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	20/05/18
Commencement	04/06/18
Ending on	13/07/18

Signed by Clerk/RFO	
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Schedule G1

Explanation of 'No' on the Annual Governance Statement

Authority name and reference	
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Assertion 1-9	Explanation for 'No' response and action to address weaknesses

Schedule G2

'No' or 'Not covered' on the Annual Internal Audit Report

Authority name and reference	
Person carrying out the internal	

Internal Audit Objective Conclusion (A to K)	Explanation for 'No' and what the Authority is doing to address the weakness - or explanation for why 'Not covered'*

* Note: if the relevant objective is **applicable but has not been covered**, the person carrying out the internal audit must provide the Authority and the external auditor with details of:

- o why the objective has not been covered
- o when the most recent internal audit work was done in this area and
- o when it is next planned