

Hinton Blewett Parish Council

Mrs Jo Farr
Grant Thornton UK LLP
Hartwell House
55-61 Victoria Street
Bristol
BS1 6FT

6th June 2017

Dear Mrs Farr,

ANNUAL RETURN 2016-17 - AVN061

Please find enclosed our Annual Return and associated schedules as requested.

You will see that two of the 2016 figures have been re-stated and I am writing to explain why this is. This year, on examination of the staff costs it came to my attention that the figure in Box 4 had included costs for our Accounts software and website, on looking further I discovered that this had been the case last year as well. Therefore, I have re-stated the figures in the 2016 column to move the incorrect costs in Box 4 to Box 6.

Please accept my apologies for this error and please do not hesitate to contact me if you require any further information.

Yours sincerely,

Emily Merko
Clerk

Chairman: Liz Brimmell, Abbots Barn Cottage, Hinton Blewett, Bristol BS39 5AL
Tel: 01761 453926. Email: EBrimmell@btinternet.com

Parish Clerk: Emily Merko, 18 Inner Elm Terrace, Westfield, BA3 3XT
Tel 01761 433761. Email: clerk@hintonblewettpc.co.uk

www.hintonblewettpc.co.uk

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	HINTON BLEWETT PARISH COUNCIL AVN061
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	Clerk
Name	Emily Merko
Address	18 Inner Elm Terrace Westfield BA3 3XT
Telephone no.	01761 433761
Email address	clerk@hintonblewettpc.co.uk

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

	Chair
Name	Elizabeth Brimmell
Address	Abbots Barn Cottage Hinton Blewett Bristol BS39 5AL ess
Telephone no.	01761 453926
Email address	ebrimmell@btinternet.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	HINTON BLEWETT PARISH COUNCIL AVN061
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	Person carrying out the independent internal audit
Name	Nigel Westray
Address	West Close Hinton Blewett BS32 5AS
Telephone no.	01761 452557
Email address	nigelwestray@btinternet.com

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		HINTON BLEWETT PARISH COUNCIL AVN061	
Prepared by: Name	Emily Merko	Date:	07/04/2017
Role (Clerk/RFO etc)	Clerk/RFO		
Approved by: Name	David Huffadine	Date:	23/05/2017
Role (RFO/Chair etc)	Councillor / Finance Monitor		
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 Account		1,853.93	1,853.93
Deposit Account		4,112.53	5,966.46
Less: any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed)			
28/03/2017 000478		90.00	90.00
28/03/2017 000475		1.40	91.40
Add any unbanked cash at 31 March 2017: (List date & amount received)			
31/03/2017 £452.85		452.85	452.85
TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017			6,327.91

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

CASH BOOK (receipts and payments/income & expenditure schedules)	£
Opening Balance:	3926
Add: Receipts in the year:	9,983
Less: Payments in the year:	7,581
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017	6,328
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	HINTON BLEWETT PARISH COUNCIL AVN061				
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 or 15%? - NO More than 15%? - YES
Box 2 -Precept or Rates and Levies	7,985	8,067	82	1%	NO
Box 3 -Total other receipts	1,726	1,916	190	11%	NO
Box 4 -Staff costs	2,956*	3,051	95	3.2%	NO
Box 5 -Loan interest/ capital repayments	0	0	0	0%	NO
Box 6 -All other payments	7,699*	4,530	-3,169	41%	YES
Box 9 -Total fixed assets plus long-term investments and assets	10,236	13,431	3,195	31%	YES
Box 10 – Total borrowings	0	0	0	0%	NO

* re-stated – see covering letter

Schedule C2

Suggested layout for explanations of individual variances

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

Authority name and reference	HINTON BLEWETT PARISH COUNCIL AVN061	
BOX NO	6 -All other payments	£
(b) Figure in 2017 column		4,530
(a) Figure in 2016 column		7,699
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		-3,169

Reasons (as many as are applicable)	Amount £
Reason 1 Purchase of play equipment last year (2015-16) (none purchased in 2016-17)	2,324
Reason 2 Creation of a new website and associated costs.	244
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	2,568
(f) Unexplained amount £ of total variance at (d - e)	601
Unexplained as % of 2016 figure ($f / a * 100$) (must be below 15%)	7.8%
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	HINTON BLEWETT PARISH COUNCIL AVN061	
BOX NO	9 -Total fixed assets	£
(b) Figure in 2017 column		13,431
(a) Figure in 2016 column		10,236
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		3,195

Reasons (as many as are applicable)	Amount £
Reason 1 New interpretative sign at viewpoint	-885
Reason 2 Updated advice on recording of assets purchased with donated funds. Although funds were donated the asset was purchased by the Parish Council so should therefore be recorded at purchase value not at 0. Asset register re-organised for the following items: Defibrillator (£1,170) Bench on village green (£881) Projector (£259)	-2,310
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	3,195
(f) Unexplained amount £ of total variance at (d - e)	0
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 E

Analysis of earmarked reserves

Authority name and reference	HINTON BLEWETT PARISH COUNCIL AVN061
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Purpose and nature of reserve	Held as short-term or long-term investment?*	Amount £
Playing Field – funds for purchase / renewal of equipment	Short-term	348.24
Laptop & Printer – contingency for renewal of these essential items	Short-term	850.00
Recruitment – contingency for possible recruitment of a new Clerk	Short-term	150.00
Public Rights of Way – funds for additional works at footpaths such as stiles and horse gates	Short-term	600.00
Defibrillator – contingency for future replacement of defibrillator	Short-term	75.00
Grants – grants promised but not yet paid out	Short-term	275.00
Training – surplus budget earmarked for future training needs.	Short-term	270.00
(a) TOTAL		2,568.24

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)	8,067
(c) Balance carried forward (Accounting Statements Box 7)	6,328
(d) Amount of balances less total earmarked reserves (c – a)	3,760
Ratio of balances less earmarked reserves to Precept/rates and levies (d / b)	0.5
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	HINTON BLEWETT PARISH COUNCIL AVN061
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I confirm that the dates set for the period of exercise of public rights are as follows:

	Date
Announcement	4 th June
Commencement	5 th June
Ending on	14 th July

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

Schedule G1

Explanation of 'No' on the Annual Governance Statement

Authority name and reference	HINTON BLEWETT PARISH COUNCIL AVN061
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Assertion 1-9	Explanation for 'No' response and action to address weaknesses
	n/a

‘No’ or ‘Not covered’ on the Annual Internal Audit Report

Authority name and reference	HINTON BLEWETT PARISH COUNCIL AVN061
Person carrying out the internal audit	Nigel Westray

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’*
F. Petty cash	N/A because the Parish Council does not keep petty cash.

* 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