

**Bank reconciliation – ~~Example~~**

This reconciliation must include **all** bank and building society accounts and other short-term investments\*. It **must** agree to Box 8 in the column headed "Year ending 31 March 2020" in Section 2 of the Annual Return. It will also agree to Box 7 where the accounts are prepared on a receipts and payments (cash) basis.

Parish Council Name Dalton Piercy Parish Council

Financial year ending 31 March 2020

Prepared by J. White, Clerk + RFO (Name and Position) Date 16.06.2020

Balance per bank statements as at 31 March 2020:		£	£
e.g. Current account		3,895.83	
High interest account			
Building society premium a/c			
		<u>3,895.83</u>	
Petty cash float (if applicable)		30.00	
Less: any unpresented cheques at 31 March 2020 (normally only current account)			
Cheque number 1105, 1119, 1121, 1122, 1123		-2,189.45	
		<u>1,736.38</u>	
Add: any un-banked cash at 31 March 2020		0.00	
e.g. Allotment rents banked 31 March 2020 (but not credited until 1 April)			
Net balances as at 31 March 2020			<u>1,736.38</u>

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

**CASH BOOK**

Opening Balance 1 April <sup>2019</sup> <del>2020</del>	1,150.45
Add: Receipts in the year	39,880.92
Less: Payments in the year	- 39,294.99
Closing balance per cash book [receipts and payments book] as at 31 March 2020 (must equal net balances above)	<u>1,736.38</u>

\* **Note:** Long-term investments should be excluded from the bank reconciliation and from Section 2, Boxes 1, 7 and 8. They must be shown in Section 2, Box 9 and recorded in the asset and investment register.

## Explanation of significant variances in the accounting statements - Section 2

Parish Council name: Dalton Piercy Parish Council

Please explain any variances of more than 15% between the totals for individual boxes in Section 2. We do not require explanations for variances of less than £200; however, in some cases there may be 'compensating' variances which leave the overall total for a box relatively unchanged – e.g. where there was a major one-off project in one year (e.g. contribution to village hall extension of £30,000), but a totally different expense of a similar size in the next (e.g. purchase of playground equipment of £28,000). In such cases, it would be helpful to provide an explanation of movements within each box. **We also ask you to explain any change where there is a movement to or from zero.** Please either use the proforma below, or complete a separate schedule if more space is required.

Section 2	2018/19 £	2019/20 £	Variance (+/-) £	Detailed explanation of variance (for each reason noted please include monetary values (to nearest £10))
Box 2 Precept	6,554	7,500	946	Increase in insurance and Maintenance costs
Box 3 Other income	39,229	32,381	-6,848	fewer grant applications.
Box 4 Staff costs	4,896	2,626	-2,270	No handover to new employer No extra costs due to court case.
Box 5 Loan interest/ capital	—	—	—	
Box 6 Other payments	42,224	39,295	-2,929	Fewer projects undertaken (grant applications)
Box 7 Balances carried forward	1,121	3,896	2,775	If some of the year-end balances are earmarked for specific purposes rather than as a general reserve, please provide a breakdown.
Box 9 Fixed assets & long term assets	42,633	50,351	7,718	Explain all movements in this category and not just those above 15% A number of acquisitions in relation to projects and grant applications as described above.
Box 10 Total borrowing	—	—	—	

Local Council name: Dalton Piercy Parish Council

**Confirmation of contact details**

Please confirm the contact details for the Clerk, RFO (if not the clerk) and Chair, to assist us in ensuring that our records are kept up to date:

Clerk's name: Mrs Jennifer White	RFO's name (if not clerk) Clerk	Chair's name Mr Darab Rezaei
Clerk contact address: 6 College Close Dalton Piercy Hartlepool TS27 3JA	RFO contact address: ..... ..... ..... ..... ..... ..... .....	Chair contact address: Three Gates farm Dalton Piercy Hartlepool TS27 3HW
Telephone: Primary contact number: 07879632229 Mobile/Alternative number: .....	Telephone: Primary contact number: ..... Mobile/Alternative number: .....	Telephone: Primary contact number: 07887690418 Mobile/Alternative number: .....
Clerk e-mail: daltonpiercyclerk@gmail.com	RFO e-mail: .....	Chair e-mail: darabrezaei@yahoo.co.uk

**Please return this form together with the Annual Governance & Accountability Return and other information requested.**

Local council name: Dalton Piercy Parish Council

**Notice of appointment of date for the exercise of public rights**  
**Accounts for the year ended 31<sup>st</sup> March 2020**

The Local Audit and Accountability Act 2014, and  
 The Accounts and Audit (England) Regulations 2015 (SI 234)

<p>1. Date of announcement: <u>20<sup>th</sup> August 2020</u> (a)</p> <p>2. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2020 these documents will be available on reasonable notice on application to:</p> <p>(b) <u>Mrs J. White (Clerk)</u>  <u>6 College Close</u>  <u>Dalton Piercy</u>  <u>TS27 3JA</u></p> <p>commencing on (c) <u>20<sup>th</sup> August 2020</u></p> <p>and ending on (d) <u>1<sup>st</sup> October 2020</u></p> <p>3. Local Government Electors and their representatives also have:</p> <ul style="list-style-type: none"> <li>• the opportunity to question the auditor about the accounts; and</li> <li>• the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Council (f).</li> </ul> <p>The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.</p> <p>4. The audit is being conducted under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office' Code of Audit Practice. Your audit is being carried out by:</p> <p>Mazars LLP, Salvus House, Aykley Heads, Durham, DH1 5TS</p> <p>5. This announcement is made by (e) <u>J. White. CLERR</u></p>	<p>(a) Insert date of placing of this notice on your website.</p> <p>(b) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts.</p> <p>(c) And (d) The inspection period must be 30 working days in total and commence no later than 1 September 2020.</p> <p>(e) Insert name and position of person placing the notice</p>
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**Dalton Piercy Parish Council**

**Internal Audit Additional Comments for the period ended 31st March 2020**

Whilst I have completed my internal audit and the bank reconciles to the cash book prepared by the clerk, there are a few concerns which have precluded my ability to certify all aspects of financial control as satisfactory.

These include;

- No invoice for a payment to Wave for the sum of £35.80, just a payment reminder.
- No amount specified for reimbursing residents for maintaining the village plant tubs. Just meeting minutes that state same rate as previous year.
- No invoices for payments made to Hartlepool Borough Council in relation to planning applications although this has been explained by the clerk.
- Email received from Meryl Gardens 24.03.20 regarding costs rather than an invoice.



L Blakemore

34 Sledmere Close, Billingham, TS23 3LA

2<sup>nd</sup> August 2020