

# Attachment 1.1

## 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 2022" 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, but not when an income and expenditure basis is used.

Parish Council Name Dalton Piercy Parish Council

Financial year ending 31 March 2022

Prepared by J. White (Name and Position) Date 19.05.22

Balance per bank statements as at 31 March 2022:

|                              |   |           |
|------------------------------|---|-----------|
| e.g. Current account         | £ | £         |
| High interest account        |   | 38,698.77 |
| Building society premium a/c |   |           |

Petty cash float (if applicable)

|                                                                                |  |      |       |
|--------------------------------------------------------------------------------|--|------|-------|
| Less: any unpresented cheques at 31 March 2022 (normally only current account) |  | 1240 | 40.00 |
| Cheque number                                                                  |  | 1159 | 39.00 |

Add: any un-banked cash at 31 March 2022

|                                                                            |  |        |
|----------------------------------------------------------------------------|--|--------|
| e.g. Allotment rents banked 31 March 2022 (but not credited until 1 April) |  | 134.90 |
|----------------------------------------------------------------------------|--|--------|

Net balances as at 31 March 2022

38,563.87

*The net balances reconcile to the Cash Book (a receipts and payments account, which should be maintained even if your authority uses income and expenditure accounting) for the year, as follows:*

### CASH BOOK

|                                                                                                                |                  |
|----------------------------------------------------------------------------------------------------------------|------------------|
| Opening Balance 1 April 2021                                                                                   | 13,517.29        |
| Add: Receipts in the year                                                                                      | 50,853.34        |
| Less: Payments in the year                                                                                     | - 25,671.86      |
| Closing balance per cash book [receipts and payments book] as at 31 March 2022 (must equal net balances above) | <u>38,698.77</u> |
|                                                                                                                | 79.00            |
|                                                                                                                | <u>38,619.77</u> |



Attachment 1.2

Explanation of significant variances in the accounting statements –  
AGAR Section 2

Parish Council name: Dalton Piercy Parish Council

Please explain any variances of more than 15% or anything over £100k 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                          | 2020/21<br>£ | 2021/22<br>£ | Variance<br>(+/-) £ | Detailed explanation of variance<br>(for each reason noted please include monetary values (to nearest £10))   |
|------------------------------------|--------------|--------------|---------------------|---------------------------------------------------------------------------------------------------------------|
| Box 2<br>Precept                   | 7,751        | 9,500        | +1,749              | following Annual Budget an increase in funds were required.                                                   |
| Box 3<br>Other income              | 42,536       | 41,353       | -1,183              | fewer project grants claimed this financial year.<br>Majority (£35,000.00) from a grant of equipment payment. |
| Box 4<br>Staff costs               | 2,606        | 2,435        | -171                | fewer hours worked<br>- no overtime.                                                                          |
| Box 5<br>Loan interest/<br>capital | —            | —            | —                   | —                                                                                                             |
| Box 6<br>Other payments            | 36,190       | 23,237       | -12,953             | Fewer project payments.<br>(village improvements funded by grants)                                            |



|                                          |        |        |         |                                                                                                                                                                                                                                                               |
|------------------------------------------|--------|--------|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Box 7<br>Balances carried forward        | 13,197 | 38,620 | +25,423 | If some of the year-end balances are earmarked for specific purposes rather than as a general reserve, please provide a breakdown. You do not need to explain the year-on-year variance for this box                                                          |
| Box 9<br>Fixed assets & long term assets | 69,867 | 65,648 | -4,219  | Removal of 'The Battsfencing' as it has been stolen. On advice from the Police it will not be replaced - have crime ref. no. As not replaced, no insurance claim.<br>Explain <u>all</u> movements in this category and not just those above 15% or over £100k |
| Box 10<br>Total borrowing                | —      | —      | —       | —                                                                                                                                                                                                                                                             |



## Attachment 2

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:<br><u>Mrs Jennifer White</u>                                                                                                                                                          | RFO's name (if not clerk):                                                            | Chair's name:<br><u>Mrs Lyn Noble</u>                                                                                                                        |
| Clerk working hours<br>(e.g. Mon-Fri 9-5pm):<br><u>Wednesday</u><br><u>9-12</u>                                                                                                                     | RFO working hours<br>e.g. Mon-Fri 9-5pm):<br>.....<br>.....                           |                                                                                                                                                              |
| Parish Council registered<br>address:<br><u>6 College Close</u><br><u>Dalton Piercy</u><br><u>TS27 3JA</u>                                                                                          | Parish Council registered<br>address:<br>.....<br>.....<br>.....<br>.....             | Chair contact postal and email<br>address:<br><u>9 Manor fields</u><br><u>Dalton Piercy</u><br><u>TS27 3JD</u><br><br>Email:<br><u>lyn255noble@gmail.com</u> |
| Telephone:<br>Primary contact number:<br><u>07879632229</u><br>Mobile/Alternative number:<br>.....                                                                                                  | Telephone:<br>Primary contact number:<br>.....<br>Mobile/Alternative number:<br>..... | Telephone:<br>Primary contact number:<br><u>07949397204</u><br>Mobile/Alternative number:<br>.....                                                           |
| Generic e-mail address for the Authority (please only provide a personal e-mail address if the clerk / RFO does not have access to a generic e-mail account).<br><u>daltonpiercyclerk@gmail.com</u> |                                                                                       |                                                                                                                                                              |

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



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### Attachment 3

#### Confirmation regarding the exercise of public rights

Parish Council name: Dalton Piercy Parish Council

The Parish Council must inform the electorate of an exact 30 working day period during which public rights may be exercised. This is inclusive of the start and finish dates.

The inspection period **must** commence no later than 1 July 2022.

The elector's rights must start **EXACTLY** one day after the annual return has been published on your website (or other free to access website used by the Council) with the statutory notice at Attachment 3.2. Publication of the annual return must be as soon as practical after the unaudited annual return has been approved by the Parish Council.

Working days are defined as Monday – Friday. They do not include Saturdays, Sundays and Bank Holidays.

(see calendar guide overleaf)

The inspection period commences on: 28-06-2022

And ends on: 08-08-2022

Signed: J Witta Date: 27-06-2022

Position held: Clerk to DPPC.



# Attachment 3.2

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 2022

The Local Audit and Accountability Act 2014, and

The Accounts and Audit (England) Regulations 2015 (SI 234)

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Date of announcement: <u>27.06.22</u></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>(a) (a) Insert date of placing of this notice on your website.</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 2022 these documents will be available on reasonable notice on application to:</p>                                                                                                                                                                                                                   |                                                                                                                                         |
| <p>(b) <u>Mrs J. White, Clerk to DPPC</u><br/><u>6 College Close, Dalton Piercy, TS27 3JA</u><br/><u>tel: 07870632229</u></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>commencing on (c) <u>28.06.22</u></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                         |
| <p>and ending on (d) <u>08.08.22</u></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p>(c) And<br/>(d) The inspection period must be 30 working days in total and commence no later than 1 July 2022.</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 Authority (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 auditor's limited assurance review 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 review is being carried out by:</p> <p>Mazars LLP, The Corner, Bank Chambers, 26 Mosley Street, Newcastle upon Tyne, NE1 1DF<br/>Email: <a href="mailto:local.councils@mazars.co.uk">local.councils@mazars.co.uk</a></p>                                         |                                                                                                                                         |
| <p>5. This announcement is made by (e) <u>J. White</u></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <p>(e) Insert name and position of person placing the notice</p>                                                                        |