

Exmoor Parish Council

Bank Reconciliation Year ended 31st March 2017

	£
Balance per bank statement at 31st March 2017 (taken from Bank Statement)	2139.39
Outstanding Items	
Less Unpresented Cheques	0.00
Plus uncleared payments into the bank	0.00
Petty Cash	
Plus any Petty Cash balance held at 31st March 2017	0.00
Balance per cash book at 31st March 2017	2139.39
B Duke	
Chairman	06/06/2017
C Hornsby	
Responsible Financial Officer	06/06/2017

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Exmoor Parish Council
Summary of Income and Expenditure for the year ended 31 March 2017

	2015/16	2016/17
Income		
Opening Balance	459.23	1,623.08
Precept	2,035.00	2,035.00
Interest received	0.00	0.00
Grants received	500.00	0.00
	<u>2,994.23</u>	<u>3,658.08</u>
Expenditure		
Insurance	281.50	279.00
Subscriptions/Miscellaneous	38.20	39.44
Training	100.00	15.00
Parish Lengthsman	0.00	201.25
Clerks Salary	700.00	495.00
Clerks Expenses	151.45	189.00
Bank Charges	0.00	0.00
Noticeboard Cost		300.00
Election Costs	100.00	0.00
	<u>1371.15</u>	<u>1,518.69</u>
Closing balances as at 31.03.17		
Reserve Account	0.00	0.00
Current Account	<u>1623.08</u>	<u>2,139.39</u>
	<u>1623.08</u>	<u>2,139.39</u>
Unbanked cheque(s) as at 31.03.17	110.00	0.00
Bank statement as at 31.03.17	1733.08	2139.39

Exmoor Parish Council Explanation of Variances

2016/17

Box		2016	2017	variance (2017 less 2016)	% (Variance divided by 2016 figure multiplied by 100)	Explanation required? Less than £250 NO More than 15% YES Less than 15% NO
2	Precept or Rates or Levies	2035	2035	0	0%	NO
3	Total other receipts	500	0	-500	-100%	YES
4	Staff costs	700	495	-205	-29%	YES
5	Loan interest / capital repayments	0	0	0	0%	NO
6	All other payments	671	1024	353	53%	YES
9	Total fixed assets plus long term investments and assets	0	0	0	0%	NO

BOX NUMBER	3
	£
Figure in 2016 column	500
Figure in 2017 column	0
Variance (2017 figure less 2016 figure)	-500
REASON	Amount £
Reason 1	The £500 for 2016 accounts was due to a grant for a noticeboard. The parish council have no other income.
Reason 2	
Reason 3	
Reason 4	
Unexplained	
Confirm unexplained amount is less than 15% of 2015 figure	

BOX NUMBER	4
	£
Figure in 2015 column	700
Figure in 2016 column	495
Variance (2016 figure less 2015 figure)	-205
REASON	Amount £
Reason 1	A new clerk employed in July 2016 receives quarterly payments in Oct, Jan, April and July. The pay for Jan, Feb and March 2017 will be in the next financial year.
Reason 2	
Reason 3	
Reason 4	
Unexplained	
Confirm unexplained amount is less than 15% of 2015 figure	

BOX NUMBER	6
	£
Figure in 2015 column	671
Figure in 2016 column	1024
Variance (2016 figure less 2015 figure)	351
REASON	Amount £
Reason 1	Payment of new noticeboard. Without this payment the variance would have been 8%
Reason 2	
Reason 3	
Reason 4	
Unexplained	
Confirm unexplained amount is less than 15% of 2015 figure	

Exmoor Parish Council Annual Return 2017

Explanation for Amendments

1. At the original Council meeting of the 25th May 2017 there were only two councillors present and did not have a quorum and so the meeting had to be rescheduled for the 6th June 2017. This is when all the necessary paper work was signed. I apologise for the heavy handed correction on the audit of the date as I had already put the original meeting date in.

2. The bank reconciliation date error was not noticed until the second meeting on the 6th June. It was too late to amend them and so I am afraid they had to be corrected on the night. Both the Chairman and Clerk initialled the amendments. The actual signing date was not noticed until the clerk was sending off the paper work on the following day. Again, I apologise for these errors.

Charlotte Hornsby

Clerk & RFO

Asset Register for Exmoor Parish Council as at 31 March 2017

Exmoor Parish Council has no fixed assets or investments.

Details of any earmarked or restricted reserves held by

Exmoor Parish Council at 31 March 2017

Exmoor Parish Council has no earmarked or restricted reserves.

