

Annual Account Supporting Information

Key contact details

Schedule A

Authority name and reference	West Bagborough Parish Council. Somerset
	Clerk
Name	Peter Hamilton
Address	Gardeners Cottage, Triscombe, Bishops Lydeard Taunton TA5 3HG
Telephone no.	01984618619
Email address	westbagboroughpc@gmail.com
	Chair
Name	Martin King
Address	1 Milton Cottages West Bagborough Taunton TA4 3EF
Telephone no.	01823432392
Email address	martinking2@btinternet.com
	Person carrying out the independent internal audit
Name	Jane Kimber
Address	Littlecourt, West Bagborough Taunton TA4 3EQ
Telephone no.	01823432281
Email address	Janekimber1@gmail.com

Annual Account Supporting Information

Bank reconciliation

Schedule B

FINANCIAL YEAR ENDING 31 MARCH 2018			
Authority name and reference	West Bagborough Parish Council. Somerset		
Prepared by: Name	Peter Hamilton	Date:	30 th April 2018
Role (Clerk/RFO etc)	Clerk		
Approved by: Name	Martin King	Date:	24 th May 2018
Role (RFO/Chair etc)	Chair		
Balance per bank statements as at 31 March 2018	£	TOTAL £	
List balances on all bank accounts plus petty cash floats at 31 March 2017:			
Unity Trust Bank. 20370804	15764	15764	
Less: any un-presented cheques at 31 March 2018: (normally only current account. List date, cheque number & value. Use separate list if needed)			
Add any unbanked cash at 31 March 2018: (List date & amount received)			
TOTAL - NET BANK BALANCES AS AT 31 MARCH 2018		15764	

<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:	15764
Add: Receipts in the year:	8708
Less: Payments in the year:	4370
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2018	20102
Must equal total net bank balances above and Section 2, Box 8	

Schedules for submission to external auditor

Schedule C1

Identifying which variances require explanation

Authority name and reference	West Bagborough Parish Council. Somerset				
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 or 15%? - NO More than 15%? - YES
Box 2 -Precept or Rates and Levies	3500	3500	Nil	Nil	NO
Box 3 -Total other receipts	6658	5208	1450	22%	Yes
Box 4 -Staff costs	700	700	Nil	Nil	No
Box 5 -Loan interest/ capital repayments	n/a				
Box 6 -All other payments	4257	3670	587	14%	No
Box 9 -Total fixed assets plus long-term investments and assets	21298	16138	5160	24%	Yes
Box 10 – Total borrowings	n/a				

Schedules for submission to external auditor

Schedule C2

Explanations of individual variances

Authority name and reference	West Bagborough Parish Council. Somerset	
BOX NO	Three. Receipts	£
(b) Figure in 2018 column		6658
(a) Figure in 2017 column		5208
(d) Total variance: 2018 figure less 2017 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		1450-

Reasons (as many as are applicable)	Amount £
Reason 1 Reduction in miscellaneous grants or none received this year	1816-
Reason 2 VAT Refund	601-
Reason 3 Grabnts received inc Council Tax support/TDBC mtce etc	967+
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	1450-
(f) Unexplained amount £ of total variance at (d - e)	Nil
Unexplained as % of 2017 figure ($f / a * 100$) (must be below 15%)	Nil
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	n/a

Schedules for submission to external auditor

Schedule C2

Explanations of individual variances

Authority name and reference	West Bagborough Parish Council. Somerset	
BOX NO	Nine. Asset register.	£
(b) Figure in 2018 column		16138
(a) Figure in 2017 column ****		21298
(d) Total variance: 2018 figure less 2017 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		5160-

Reasons (as many as are applicable)	Amount £
Reason 1 Swing and Slide condemned as unsafe and scrapped	5160-
**** Special Note. The correct asset value for 2017 is 21298 and NOT 21368 shown on last years accounts. The printer had been registered as an asset. The error was addition total.	
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	5160-
(f) Unexplained amount £ of total variance at (d - e)	Nil
Unexplained as % of 2017 figure ($f / a * 100$) (must be below 15%)	nil
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	n/a

Schedules for submission to external auditor

Schedule D

Reconciliation between boxes 7 and 8 on the Annual Return

Authority name and reference	West Bagborough Parish Council. Somerset	
		£
A	Figure in Box 8 of 2018 column of the Annual Return	20102
B	Less Creditors at 31 March 2018 – owed by the Authority (please supply a detailed list of creditors – see below) Also subtract any receipts in advance	Nil
C	Plus Debtors at 31 March 2018 – owed to the Authority (please supply a detailed list of debtors – see below) Also add any payments made in advance (prepayments)	Nil
D	TOTAL	20102

	Figure in Box 7 of 2017 column of the Annual Return (must equal line D above)	20102
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Creditors/receipts in advance list

Name	Invoice/receipt in advance reference	Date	£ amount
			nil
Total – agreed to B			nil

Debtor list/prepayments list

Name	Debtor/prepayment reference	Date	£ amount
Total – agreed to C			nil

Schedules for submission to external auditor

Schedule E

Analysis of earmarked reserves

Authority name and reference	West Bagborough Parish Council. Somerset
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Purpose and nature of reserve	Held as short-term or long-term investment?*	Amount £
Playpark from WBPC reserves	short	5000
Playpark from CIL grants	Short	4129
Playpark and Avon & Somerset Police Grant	Short	1000
Playpark and grant from Bagborough Rovers FC	Short	1235
(a) TOTAL		11364

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)	3500
(c) Balance carried forward (Accounting Statements Box 7)	20102
(d) Amount of balances less total earmarked reserves (c – a)	8738
Ratio of balances less earmarked reserves to Precept/rates and levies (d / b)	2.5
Reason if over 3 times or less than 0.1	
n/a	

Schedules for submission to external auditor

Schedule F1

Notification of the date for the commencement of public rights

Authority name and reference	West Bagborough Parish Council. Somerset
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I confirm that the dates set for the period of exercise of public rights are as follows:

	Date
Announcement	1st June 2018
Commencement	4th June 2018
Ending on	13th July 2018

Signed by Clerk/RFO	
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Schedules for submission to external auditor

Schedule G1

Register of Assets.

Authority name and reference	West Bagborough Parish Council. Somerset
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Description	Acquisition Date	Value £
Jubilee Walk. OS7573 part of footpath West of church	1887	1
War memorial Plot (as trustee). (Gifted)	Ca1920	1
Childrens Playground	1972	450
Playing Field OS5964 approx 3 acres. Acquisition part of larger transaction	1980	1800
Climbing structure (pirate ship), basket swing and play table	2012	7300
Basketball Pitch (surface and basket pole etc.)	2002	3783
9 seats and benches (Jubilee Walk)	Unknown	9
Ex BT Public phone Box. (£1 transfer from BT)	2009	1
Street Light	1988	250
Set of Gang Mowers	1989	400
2xNotice boards	1995	620
Millenium Quilt (Gifted)	2002	1
New Large Notice Board at Village Hall.	2015	1070
HP OfficeJet Pro 6830 Printer	2016	70
HP 250G4 laptop with W10 and Office	2016	382
TOTAL VALUE		16138

Notes for 2017/2018.

Swing and slide condemned and scrapped as unsafe on inspection.

Correct value for assets at 31/03/2017 was £21298 as shown on the register. An incorrect figure of £21368 was shown on the audit return.

Schedules for submission to external auditor

Schedule G2

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

Authority name and reference	West Bagborough Parish Council. Somerset
Person carrying out the internal audit	

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