

**GREAT BEDWYN PARISH COUNCIL  
CHAIR CLLR CHARLES HOWELL, THE OLD CHAPEL,  
BROWN'S LANE, GREAT BEDWYN, MARLBOROUGH,  
SN8 3LR**

**EMAIL: [bedwynclerk@gmail.com](mailto:bedwynclerk@gmail.com) or [finedigital@btconnect.com](mailto:finedigital@btconnect.com)**

*copy* To be sent on with accounts  
23 June 2016

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

Dear Sir/Madam

I am Chair of Great Bedwyn Parish Council. We have no clerk at present.

Our previous Clerk/RFO Mrs Sue Webb resigned 16/5/2016 having prepared the attached accounts which we are returning by the deadline of 1/7/2016. The documents that require signature were signed by her and I (as the newly elected chair) at the Great Bedwyn Parish council meeting of 12/5/2016. The following text was prepared by Mrs Webb.

The Council acknowledges receipt of your section 3 for financial year 2014/2015 notes and respond as follows.

Late Approval of Accounts

Rectified and financial year 2015/2016 are attached

Trust Funds

Confirm Assertion 9, Section 2. N/A is the correct response.

Bank Reconciliations

Now in order for financial year 2015/2016.

Cancelled cheques from previous year are reconciled and the bank reconciliation is now correct for financial year 2015/2016, acknowledging a reconciliation adjustment of 58p

Internal Controls

Adequate records of receipts and payments are now in place and maintained.

PAYE

Great Bedwyn Parish Council is now operating a PAYE system under the HMRC RTI, small business system. The HMRC employer PAYE reference is 475/RB36991

Section 1 – Accounting Statements

It is acknowledged the correct figures for financial year 2014/2015 are:

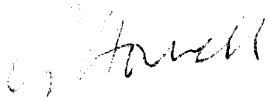
Box 1 - £27,842

Boxes 7 & 8 - £29,613

And have been reinstated and are the figures to be referred to in future years.

I trust this assist in your approval of the Great Bedwyn Parish Council financial year 2015/2016 accounts.

Yours faithfully



Great Bedwyn Parish Council

**GREAT BIDWYN PARISH COUNCIL**  
**NOTICE OF DATE OF COMMENCEMENT OF PERIOD FOR THE**  
**EXERCISE OF PUBLIC RIGHTS**  
**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2016**

**The Accounts and Audit Regulations 2015 (SI 2015 No.234)**  
**The Local Audit and Accountability Act 2014**

NOTICE	NOTES
<p>1. Date of announcement <u>03 JUNE 2016</u> (a)</p> <p>2. Sections 26 and 27 of the Local Audit and Accountability Act 2014 provide for:</p> <ul style="list-style-type: none"> <li>• Any person interested has the opportunity to inspect and make copies of the Annual Return and all books, deeds, contracts, bills, vouchers and receipts etc. relating to them. For the year ended 31 March 2016 these documents will be available on reasonable notice on application to the person in paragraph 3 below.</li> <li>• Local Government Electors and their representatives have rights to: <ul style="list-style-type: none"> <li>• question the auditor about the accounts: and</li> <li>• object 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 Smaller Authority.</li> </ul> </li> </ul> <p>The auditor can be contacted at the address in paragraph 5 below for this purpose.</p> <p>3. Person to which you can apply to inspect the accounts (b)</p> <p>Name: <u>CHARLES HOWELL</u></p> <p>Position: <u>CHAIR G.B.P.C.</u></p> <p>Address: <u>THE CHAPEL, BROWNS LANE, GREAT BIDWYN SARBUR</u></p> <p>Tel no: <u>0773 682 5577</u></p> <p>Email: <u>finedigital@btconnect.com</u></p> <p>4. Any rights of inspection, objection, and questioning of the auditor may only be exercised within a single period of 30 <u>working</u> days:</p> <p>commencing on (c) <u>6 JUNE</u> 2016</p> <p>and ending on (d) <u>15 JULY</u> 2016</p> <p>5. Your appointed auditor is:</p> <p>Barrie Morris  Grant Thornton UK LLP  Hartwell House  55 – 61 Victoria Street  Bristol BS1 6FT  Tel: 0117 305 7600</p>	<p>(a) Insert date of placing of this notice</p> <p>Sections 26 and 27 of the Local Audit and Accountability Act 2014 must be published with this Notice</p> <p>(b) Insert name, position, address and contact details such as telephone and email of the Clerk or other person to which any person may apply to inspect the accounts, and the details of the manner in which notice should be given of an intention to inspect the accounting records and other documents</p> <p>(c) Insert date at least 1 working day after the Date of announcement in paragraph 1 above and between 3 June 2016 and 1 July 2016.</p> <p>(d) The inspection period between (c) and (d) must be 30 consecutive working days and must include the first 10 working days of July. Exclude weekends.</p>

For more detailed guidance on electors' rights and the special powers of auditors, copies of the publication Council Accounts – A Guide to Your Rights are available from the National Audit Office website.

## Local Audit and Accountability Act 2014 (c. 2)

### 26 Inspection of documents etc

- (1) At each audit of accounts under this Act, other than an audit of accounts of a health service body, any persons interested may—
  - (a) inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records, and
  - (b) make copies of all or any part of those records or documents.
- (2) At the request of a local government elector for any area to which the accounts relate, the local auditor must give the elector, or any representative of the elector, an opportunity to question the auditor about the accounting records.
- (3) The local auditor's reasonable costs of complying with subsection (2) are recoverable from the relevant authority to which the accounts relate.
- (4) This section does not entitle a person—
  - (a) to inspect or copy any part of any record or document containing information which is protected on the grounds of commercial confidentiality, or
  - (b) to require any such information to be disclosed in answer to any question.
- (5) Information is protected on the grounds of commercial confidentiality if—
  - (a) its disclosure would prejudice commercial confidentiality, and
  - (b) there is no overriding public interest in favour of its disclosure.
- (6) This section does not entitle a person—
  - (a) to inspect or copy any part of any record or document containing personal information, or
  - (b) to require any personal information to be disclosed in answer to any question.
- (7) Information is personal information if it identifies a particular individual or enables a particular individual to be identified (but see subsection (8)).
- (8) Information is not personal information merely because it relates to a business carried on by an individual as a sole trader.
- (9) Information is personal information if it is information about an officer of the relevant authority which relates specifically to a particular individual and is available to the authority because—
  - (a) the individual holds or has held an office or employment with that authority, or
  - (b) payments or other benefits in respect of an office or employment under any other person are or have been made or provided to that individual by that authority.
- (10) For the purposes of subsection (9)—
  - (a) “the relevant authority” means the relevant authority whose accounts are being audited, and
  - (b) payments made or benefits provided to an individual in respect of an office or employment include any payment made or benefit provided in respect of the individual ceasing to hold the office or employment.

### 27 Right to make objections at audit

- (1) This section applies if, at an audit of accounts under this Act other than an audit of accounts of a health service body, a local government elector for an area to which the accounts relate makes an objection to the local auditor which meets the requirements in subsection (2) and which—
  - (a) concerns a matter in respect of which the auditor could make a public interest report, or
  - (b) concerns a matter in respect of which the auditor could apply for a declaration under section 28.
- (2) The requirements are that—
  - (a) the objection is made in writing, and
  - (b) a copy of the objection is sent to the relevant authority whose accounts are being audited.
- (3) The local auditor must decide—
  - (a) whether to consider the objection, and
  - (b) if the auditor does so, whether to take action within paragraph (a) or (b) of subsection (1) in response.
- (4) The local auditor may decide not to consider the objection if, in particular, the auditor thinks that—
  - (a) the objection is frivolous or vexatious,
  - (b) the cost of the auditor considering the objection would be disproportionate to the sums to which the objection relates, or
  - (c) the objection repeats an objection already considered—
    - (i) under this section by a local auditor of the authority's accounts, or
    - (ii) under section 16 of the Audit Commission Act 1998 by an auditor appointed under that Act in relation to those accounts.
- (5) Subsection (4)(b) does not entitle the local auditor to refuse to consider an objection which the auditor thinks might disclose serious concerns about how the relevant authority is managed or led.
- (6) If the local auditor decides not to take action within paragraph (a) or (b) of subsection (1), the auditor may recommend that the relevant authority should instead take action in response to the objection.
- (7) The local auditor's reasonable costs of exercising functions under this section are recoverable from the relevant authority.

*put on  
board  
3/June/2016  
[Signature]*

GREAT BEDWYN PARISH COUNCIL

DECLARATION OF STATUS OF PUBLISHED ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2016

The Accounts and Audit Regulations 2015 (SI 2015 No.234)

1. The statement of accounts for GREAT BEDWYN PARISH COUNCIL \*  
published today is unaudited and may be subject to change.

\* insert name of Smaller Authority

2. Signed by:

Signature: G. Manell

Date: March 3/6/2016 2016

RESPONSIBLE FINANCIAL OFFICER: CHAIR

# Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual return for the year ended 31 March 2016

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Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'\* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

## The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. Smaller authorities must approve Section 1 before Section 2.
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Sections 1 and 2 of this annual return no later than 30 June 2016.

## Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2016, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

**Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.**

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication or public display of Sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2016.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guides that can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

# Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of  
smaller authority here:

GREAT BEDWYN PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
		NA	

This annual governance statement is approved by this smaller authority and recorded as minute reference:

CO4/16C.  
dated 12/5/16

Signed by:

Chair

[Signature]

dated

12/5/16

Signed by:

Clerk

[Signature]

dated

12/5/16

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

# Section 2 – Accounting statements 2015/16 for

Enter name of smaller authority here:

GREAT BEDWYN PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	27042	29613	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	15212	15425	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2731	6231	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	4800	4657	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	11372	19502	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	29613	27110	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	29613	27110	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	57841	57841	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings			The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

*[Signature]*

Date 12/5/16.

I confirm that these accounting statements were approved by this smaller authority on this date:

12/5/16.

and recorded as minute reference:

024.16C.

Signed by Chair of the meeting approving these accounting statements.

*[Signature]*

Date 12/5/16.



## Section 3 – External auditor certificate and report 2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of  
smaller authority here:

GREAT BEDWYN PARISH COUNCIL

### Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

### External auditor report

(Except for the matters reported below)\* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

External auditor signature

External auditor name

Date

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

# Annual internal audit report 2015/16 to

Enter name of smaller authority here:

GREAT BEDWYN PARISH COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.		✓	Not held.
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit

EDWARD FERGUSON.

Signature of person who carried out the internal audit

*Ed Ferguson*

Date

20/04/2016

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

## Guidance notes on completing the 2015/16 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide\* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unapproved or unexplained amendments will be returned and may incur additional costs. **Smaller authorities must approve the annual governance statement before approving the accounts.**
3. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness before sending it to the external auditor.
4. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
5. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (**Section 2 on page 3**). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide\*.
6. Explain fully significant variances in the accounting statements on **page 3**. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide\* to assist you.
7. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge **From 2016 onwards, you must inform the auditor of the date set for the commencement of the period for the exercise of public rights.**
8. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2015) equals the balance brought forward in the current year (Box 1 of 2016).
9. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	
	All additional information requested, <b>including the dates set for the period for the exercise of public rights</b> , has been provided for the external auditor?	
Section 1	For any statement to which the response is 'no', an explanation is provided?	
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2016 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	

\*Note: Practitioners' Guides are available from your local NALC, SLCC or ADA representatives or from [www.nalc.gov.uk](http://www.nalc.gov.uk) or [www.slcc.co.uk](http://www.slcc.co.uk) or [www.ada.org.uk](http://www.ada.org.uk).

**BANK RECONCILIATION****Page 1 of 2**Local Council Name: **GREAT BEDWYN PARISH COUNCIL**

Financial Year Ending: 31 March 2016

Prepared by: Mrs. S Webb (*Parish Clerk / Responsible Financial Officer*)

Date: 12 May 2016

**Balance per Bank Statements as at 31 March 2016:**

Current Account	£ 12,635.46	
Deposit Account	£ 14,475.36	
Less unpresented cheques		
None		£0.00
<b>Net balances as at 31 March 2016</b>		<b><u>£27,110.82</u></b>

***The net balances reconcile to the Receipts and Payments account for the year, as follows:*****Receipts and Payments Account:**

Opening Balances 1 April 2015:		
Current Account	£ 15,469.11	
Deposit Account	£ 14,468.14	
	<u>£ 29,937.25</u>	
Less: unpresented cheques		
1158	30	
1159	30	
1160	30	
1161	30	
1171	204	
		£324.00
Total Balances 1 April 2015	<u>£ 29,613.25</u>	
Add:		
Receipts in the year	£ 22,090.57	
Less:		
Cancelled cheques		
823,831,939	£ 435.00	
Less:		
Payments in the year	£ 24,158.58	
Reconciliation Adjustment	-£ 0.58	
<b>Closing balance per Receipts and Payments Book as at 31 March 2016:</b>		<b><u>£ 27,110.82</u></b>

**EXPLANATION OF VARIANCES**Local Council Name: **GREAT BEDWYN PARISH COUNCIL**

Financial Year Ending: 31 March 2016

<b>Section 1</b>	<b>2014/15</b>	<b>2015/16</b>	<b>Variance</b>	<b>Variance %</b>	<b>Detailed explanation of variance</b>
<b>Box 2 Precept</b>	£ 15,212	£ 15,425	£213	1	
<b>Box 3 Other income</b>	£ 2,731	£ 6,231	£3,500	128	VAT Reclaim for FY13,14,15
<b>Box 4 Staff costs</b>	£ 4,800	£ 4,657	-£143	-3	
<b>Box 5 Loan interest / capital</b>	£ -	£ -	£0	0	
<b>Box 6 Other payments</b>	£ 11,372	£ 19,502	£8,130	71	Playgroup equipment purchase, Play ground repair additional village maintenance
<b>Box 9 Fixed Assets and Long Term Assets</b>	£ 57,641	£ 57,641	£0	0	
<b>Box 10 Total borrowings</b>	£ -	£ -	£0	0	

**Reconciliation between Box 7 and Box 8 in Section 1 (year ended 31 March 2016):**

None

**GREAT BEDWYN PC**

**Bank Reconciliation as at 31 March 2015**

**Bank balances as at 31 March 2014**

<b>Current A/c</b>	<b>15,469.11</b>
<b>Savings A/c</b>	<b>14,468.14</b>
	<b><u>29,937.25</u></b>

Less: Unpresented cheques

1158	30.00
1159	30.00
1160	30.00
1161	30.00
1171	204.00

**-324.00**

Any other adjustment

**0.00**

**Cashbook balance as at 31st March 2014**

**29,613.25**

Opening cashbook balance as at 1st April 2014

27,406.49

Plus: receipts in financial year to 31st March 2015

17,943.63

**45,350.12**

-16,171.87

**Cashbook balance 31st March 2014**

**29,178.25**

**GREAT BEDWYN PARISH COUNCIL**

**Summary Receipts and Payments Account for the year ended 31  
March 2016**

**1 of 2**

	Year ended 31st March 2016	
	£	£
<b>RECEIPTS</b>		
Precept		15,425.26
Top Up Grant		574.76
Agency Services reimbursement		-
Interest on investments		6.64
Loans taken out		-
Capital receipts		49.98
Other receipts:		
Allotment Rental	846.00	
Surgery Support	780.00	
VAT Refund for 2014/15		1,626.00
		3,972.93
Less:		
Cancelled cheques 823,,831,939		435.00
<b>TOTAL RECEIPTS</b>		<b>21,655.57</b>
<b>PAYMENTS</b>		
General Admin:		
Admin. & Office equip.	1,212.87	
Travel/Working Home Allowance	70.00	
Training/Conference fees	-	
Subscriptions	567.36	
Audit Ext,Int	654.00	
		2,504.23
Wages & Salaries		4,656.66
Chairman's Allowance		-
Grants/donations S137 Payments		1,636.50
Election		-
Insurance		732.08
BT Kiosk		1.00
Neighbourhood Plan		860.00
Neighbourhood Co ord		1,457.57
Parish Village Hall Hire		147.00
VAT Paid during 2015/16 Tax year		2,069.99
Project Costs Playground Equipment		3,449.47
Project Costs Benchs		1,185.47
Village Maintenance		4,068.00
Allotments		940.00
Misc Items		450.61
Reconciliation Adjustment		- 0.58
<b>TOTAL PAYMENTS</b>		<b>24,158.00</b>

Previous Year		Current Year
29,937.25	Balance brought forward at 1 April 2015	29,613.25
20,309.43	Add Total receipts	22,090.57
28,651.28	Total	51,703.82
	Less cancelled cheques 823,831,939	435.00
16,891.19	Less Total payments	24,158.58
<b>11,760.09</b>	<b>Balance carried forward at 31 March 2016</b>	<b>27,110.24</b>
	<b><u>These cumulative funds are represented by :</u></b>	
2,875.98	Current account balance	12,635.46
5,465.87	Deposit account balance	14,475.36
50.00	Less unrepresented cheques	-
<b>8,291.85</b>	<b>Total</b>	<b>27,110.82</b>

**Receipts & Payments for Reconciliation for Great Bedwyn Parish Council  
Year ended 31st March 2016**

Opening balance 1st April 2015 (corrected)	29,613.25
Add Total Receipts	22,090.57
Less cancelled cheques 823,831,939	435.00
Sub Total	21,655.57
Less: Total Payments	24,158.58
Reconciliation Adjustment	- 0.58
<b>Balance at 31st March 2016</b>	<b>27,110.82</b>

**Bank reconciliation for Great Bedwyn Parish Council  
Year ended 31st March 2016**

Current account balance	12,635.46
Deposit Account Balance	14,475.36
Less unrepresented cheques	-
None	-
<b>Balance at 31st March 2015</b>	<b>27,110.82</b>

The above statement represents fairly the financial position of the authority as at 31st March 2016 and reflects its receipts and payments during the year

Signed  
Chairman



Date

12/5/16

Signed  
Responsible Financial Officer



Date

12/5/16



**SUPPORTING STATEMENT for Year ending 31st March 2016****31-Mar-16****1 INTEREST AND INVESTMENT INCOME**

Interest &amp; Investment Income - General Fund

£ 6.64

**2 AGENCY WORK**

None

Nil

**3 TENANCIES**

During the year there were no tenancies held by the Council

**4 ADVERTISING & PUBLICITY**

No costs for advertising and publicity were incurred during the year.

**5 LEASES**

At the year end no leases were in operation.

**6 S137 PAYMENTS**

Section 137 of the Local Government Act 1972 enables local Councils to spend up to the product of **£7.36** per head of electorate for the benefit of people in the area on activities or projects not specifically authorised by other powers. Number on current electoral register -1016

The limit for this Council in the year ending 31st March 2016 was **£7477.76** and the payments made were as follows:

<u>Payee</u>	<u>Nature of Payment</u>		
Youth Group	Donation	£	1,000.00
Defibrillator Training	Donation	£	90.00
St Katherine PC	Grant	£	200.00
GB Playgroup	Grant	£	146.50
PCAP	Grant	£	200.00
		<b>£</b>	<b>1,636.50</b>

**7 PENSIONS**

For the year ending 31st March 2016 the Council had no outstanding liabilities for Pension Contributions.

GREAT BEDWYN PARISH COUNCIL

SUPPORTING STATEMENT for Year ending 31st March 2016

**31-Mar-16**

**8 FIXED ASSETS**

(a) Purchases in the Year: None.

(b) Disposals in the Year: None.

(c) At 31st March 2016 the following assets were held:

**9 LAND & BUILDINGS**

New Surface Shawgrove playground	£	6,811.00
Fence,recreation ground	£	1,581.00
	<b>£</b>	<b>8,392.00</b>

**10 VEHICLES, PLANT, FURNITURE & EQUIPMENT**

Gritter	£	-
	<b>£</b>	<b>-</b>

**11 INFRASTRUCTURE ASSETS**

Victorian Lamp	£	2,182.00
Signpost Village centre	£	2,326.00
6xGranite bollards and chains	£	1.00
Canal Plaque	£	3,000.00
Sign Safeguarding	£	57.00
2 x Public Seats	£	1,081.00
36x Bollards		
Metal Gates		
2 x Litter Bins	£	769.00
	<b>£</b>	<b>9,416.00</b>

**12 COMMUNITY ASSETS**

Play Equipment	£	39,833.00
	<b>£</b>	<b>39,833.00</b>

**TOTAL ASSET VALUE**

**£ 57,641.00**

**13 DEBTS OUTSTANDING**

None.

**14 DEBTORS AND PAYMENTS IN ADVANCE**

VAT Recovery - 2012-14	£ 3,972.93
Other	Nil
	£ 3,972.93

**15 CREDITORS & ACCRUED EXPENSES**

None.

**16 BORROWINGS**

None

£0.00

**17 MOVEMENTS ON CAPITAL RESERVE**

At the end of the year the Council had capital reserves of:

£28,110.00

**18 MOVEMENT ON EARMARKED RESERVES**

At the end of the year the Parish Council has no earmarked reserves.


**19 CONTINGENT LIABILITIES**

As at 31st March 2016 there were no Contingent Liabilities.

**20 CAPITAL COMMITMENTS**

As at 31st March 2016 the Council had capital commitments of :

£0.00

Signed   
Chairman

Date 12/5/16

Signed   
Responsible Financial Officer

Date 12/5/16