

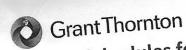
Key contact details

Schedule A

Please complete this form and send it back to us with the Annual Return to ensure we have the correct details for your authority - please print to ensure we can read it clearly

Authority name and reference	ORBY PARISH COUNCIL.
	Clerk/ Responsible Financial Officer (RFO) – if Clerk and RFO are different please supply details on separate sheet
Name	CHRISTINE NEWTON
Address	32 NEWTOWN SPILSBY PE23 SLE
Telephone no.	01790 75 3364.
Email address	newtonchrsle aol.com.
	Chair
Name	COLIN DAVIE
Address	LITTLE HOLH FARM HOM FIELD LANE ORBY SKEGNESS PERH SJIB
Telephone no.	01754 810433
Email address	ellre davie e uncolnshire gov. uk.
	Person carrying out the independent internal audit
Name	MPS I CLARK
Address	ALL DAY VIRTUAL PA 2 FRITH BANK BOSTON. PEZZ TBA
Telephone no.	01205 353885
Email address	virtual paceon sultant.com

If there are any subsequent changes to the above please send us an updated form or e-mail the new details to angela.j.ellison@uk.gt.com



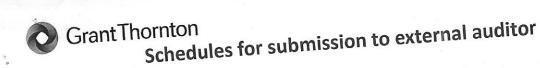
Bank reconciliation template

Schedule B

The model can be applied for reconciliations carried out at any time of the year. Please

mplete all green cells.		AARCH 2017		
	NDING 31 N	MARCH Zoz.		
K RECONCILIATION FINANCIAL YEAR E	Cou	DC1-		
erence CLRISTINE NEW	on.	Date:	1/5	5/17
Role (Clerk/RFO etc) Name COLIN DAVIE		Date:		
Pala (PEO/Chair etc) CHAIR.	T	£		TOTAL£
alance per bank statements as at 31 March 2017 ist balances on all bank accounts plus petty cash floats at 32	1			
4-rch 2017:		116.38	3	5781.38
current Alc SAVINGS	3	065.0	>	5101
Less: any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number	· &	12.50		
(normally only current account value. Use separate list if needed)	· &	12.50	3	
value. Use separate list if needed) 339	· &	79,6	30	1,42.57
(normally only current account value. Use separate list if needed)	· &	213.19	30	44257
Add any unbanked cash at 31 March 2017:	· &	79,6	30	44257
value. Use separate list if needed) 339 345 347	- &	79,6	30	44257
Add any unbanked cash at 31 March 2017:	. &	79,6	30	5338.81

The net balances reconcile to the Cash Book for the year, as follows:	£
ASH BOOK (receipts and payments/income & expenditure schedules) Opening Balance:	4601 .91
Add: Receipts in the year:	2960.6b
Less: Payments in the year:	2223.76
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017 Must equal total net bank balances above and Section 2, Box 8	5338.81.



Schedule C1

Identifying which variances require explanation

Positive and negative variances must be explained

thority name d reference	DRBY P	arish C	(c)	(0	283 ance	Explanation required?
ox on Section 2 Accounting Statements	(a) 2016 £	(b) 2017 £	Variance Increase(+) or decrease(-) (b-a) £	divid 2016 time	led by figure es 100 a *100)	Less than £250 and 15%? - NO More than 15%? - YES
Box 2 -Precept or Rates and	2014	2300	236		12	NO
Box 3 -Total	626	660	34	C	,05	No
other receipts Box 4 -Staff	1496	1616	120	(3,08	No
Box 5 -Loan interest/ capital repayments	NIF	NIL	-			No
Box 6 -All other payments	(229	608	624).	0.50	YES
Box 9 -Total fixed assets plus long-term investments and		3997	1 1/10	<u></u>	VIF	
Box 10 – Total borrowings	M	L NI	L MI	-	MIF	- No



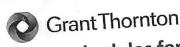
Schedule C2

Suggested layout for explanations of individual variances

One sheet to be prepared for each variance that requires explanation.

£
108
60.6
1229
-621
Amount

negative figure is a decrease (,)	Amount
easons (as many as are applicable)	L
were made in 2015 lib. (\$137) No Donations made in 2016 17	600
Reason 2	
	5
Reason 3	
() Lef reasons above)	600
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	
(f) Unexplained amount f of total variance at (d - e)	21
Unexplained as % of 2016 figure (f / a *100)	1.7
(must be below 15%)	VES.
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	150



Schedule E

Analysis of earmarked reserves

Analysis of ed	
Authority name and reference	ORBY PARISH COUNCIL.

Held as short-term or long-term investment?*	Amount £
	2000-
short-term	100-
	-
	1
(a) TOTAL	2100-
	or long-term investment?*

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.

n 0.1) of the precept/rates and levies.	£
) Precept/rates and levies (Accounting Statements Box 2)	2064
Balance carried forward (Accounting Statements Box 7)	5338
d) Amount of balances less total earmarked reserves (c – a)	3238
atio of balances less earmarked reserves to Precept/rates and evies (d / b)	0.62

ORBY PARISH COUNCIL

NOTICE OF DATE OF COMMENCEMENT OF PERIOD FOR THE

EXERCISE OF PUBLIC RIGHTS

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

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

The Accounts and Accountability Act 2014 The Local Audit and Accountability Act 2014	NOTES
NOTICE	of publishing of this
 Date of announcement MAY 31 84 2017 (a) Sections 26 and 27 of the Local Audit and Accountability Act 2014 provide for: Inspection: Any persons interested may inspect and make copies of the Annual Return and all books, deeds, contracts, bills, vouchers and receipts etc. relating to Return. For the year ended 31 March 2017 these documents will be available during the period specified in paragraph 4 on reasonable notice on application to the person in paragraph 3 below. Questions and objections to the external auditor: Local Government electors and 	(a) Insert date of publishing of this Notice Sections 26 and 27 of the Local Audit and Accountability Act 2014 must be published with this Notice.
 Questions and objections to their representatives have rights to: question the auditor about the accounting records: and object to the accounts or any item in them. Written notice of an objection must be given to the external auditor and a copy sent to the Authority. Objections must concern a matter of which the external auditor could make a public interest report or apply for a declaration that an item of account is unlawful. The auditor can be contacted at the address in paragraph 5 below for this purpose. 	Other documents must also be published with this Notice: approved Annual Governance Statement approved Accounting Statements Declaration of status of accounts
3. Person to which you can apply to inspect the accounts (b) Name: CHRISTINE NEUTON Position: CLERK+RFO Address: 30 NEUTOUN SPLSBY PEZS STO Tel no: O1790 753364. Email: Noustonaliste and . com	(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
4. Any rights of inspection, objection, and questioning of the auditor may only be exercised within a single period of 30 working days: (Accounts and Audit Regulations 2015, Regulation 15(1)) commencing on (c)	Publics rights are set out in the Accounts and Audit Regulation 2015 (c) The commencement date is treated as being the day follow the publication of this notice at other documents as noted at (above. (Regulation 15(3)) (d) The period for exercise of pub rights between (c) and (d) mus be a single period of 30 worki days (Regulation 14(1)) and n include the first 10 working of
5. Your appointed auditor is: Grant Thornton UK LLP (for the attention of Mark Heap) Royal Liver Building, Liverpool L3 1PS Tel: 0151 224 7200 For more detailed guidance on electors' rights and the special powers of auditors, copies publication Council Accounts – A Guide to Your Rights are available from the National	of July. Exclude weekends at public holidays. (Reg. 15(1)(b)

Local Audit and Accountability Act 2014 (c. 2) - to be displayed with Notice of date of commencement

- (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

- (a) to inspect or copy any part of any record or document containing information which is protected on the grounds of commercial relate.
- (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.

- (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
- (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-

(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.

- (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 27 Right to make objections at audit government elector for an area to which the accounts relate makes an objection to the local auditor which meets the requirements in
- (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—
- (b) the cost of the auditor considering the objection would be disproportionate to the sums to which the objection relates, or (a) the objection is frivolous or vexatious,

(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.