

**Annual Return ye 31.3.17**  
**Schedules for submission to external auditor**

**Schedule A: Key contact details**

Authority name and reference	St Mellion Parish Council CWL173
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Clerk (and RFO)	
Name	Christine Douglas
Address	
Telephone no.	07539 480310
Email address	

Chair	
Name	Ian Waite
Address	
Telephone no.	
Email address	

Person carrying out the independent internal audit	
Name	Steve Hudson Accounting
Address	
Telephone no.	
Email address	

**Schedule B: Bank reconciliation template**

Authority name and reference	St Mellion Parish Council CWL173		
Prepared by (name and role)	C Douglas, Parish Clerk	Date	19.4.17
Approved by (name and role)	St Mellion Parish Council	Date	25.4.17

Balance per bank statements as at 31 March 2017	£	TOTAL £
List balances on all bank accounts plus petty cash floats at 31 March 2017		
Primary (revenue) bank account	15,966	
Secondary (capital) bank account	24,600	40,566
Less any unrepresented cheques at 31 March 2017 (list date, cheque no., value)		
n/a	0	0
Add any unbanked cash at 31 March 2017 (list date and amount received)		
n/a	0	0
<b>TOTAL - NET BANK BALANCES AS AT MARCH 2017</b>		<b>40,566</b>

<b>The net balances reconcile to the cash book for the year, as follows.</b>	
Cash book (receipts and payments schedules)	£
Opening balance	12,036
Add receipts in the year	46,634
Less payments in the year	18,104
<b>CLOSING BALANCE PER CASH BOOK AT 31 MARCH 2017</b>	<b>40,566</b>
Must equal total net bank balances above and in Section 2 Box 8	

## Schedule C1: Identifying which variances require explanation

Authority name and reference		St Mellion Parish Council CWL173			
Box on Section 2 Accounting Statements	2016 £	2017 £	Variance increase (+) or decrease (-) £	Variance divided by 2016 figure times 100 %	Explanation req'd? < £250 - NO > 15% - YES < 15% - NO
Box 2 Precept	9,800	9,800	0	0%	No
Box 3 Total other receipts	2,608	36,834	34,226	1,312%	Yes
Box 4 Staff costs	4,036	5,126	1,090	27%	Yes
Box 5 Loan interest/ capital repayments	0	0	0	0%	No
Box 6 All other payments	3,549	12,978	9,429	266%	Yes
Box 9 Total fixed assets *	4,384	4,717	333	8%	No
Box 10 Total borrowings	0	0	0	0%	No

\* Total fixed assets for 2016 restated from £4,484 to £4,383 (i.e. reduced by £100) to account for grit/salt bin identified as owned by a community group, not the Parish Council.

## Schedule C2: Explanation of individual variances

Authority name and reference		St Mellion Parish Council CWL173
BOX NO.	3 (total other receipts)	
	£	
Figure in 2017 column	36,834	
Figure in 2016 column	2,608	
<b>Total variance (2017 figure less 2016 figure)</b>	<b>34,226</b>	
<b>Reasons (as many as are applicable)</b>	<b>Amount £</b>	
Compensation payment from developer for disturbance to parish during solar farm installation (allocated to a 'community grant scheme' for parish projects)	25,000	
Received from Cornwall Council from Section 106 'community benefit' fund attached to planning permission for solar farm installation in the parish (spent on 3no. cast iron finger post refurbishment)	4,128	
Local Devolution Fund grant from Cornwall Council as a contribution to feasibility study for a 'safe passageway' for cyclists and pedestrians between Callington and Saltash	5,000	
Locality grant for housing needs assessment in the parish	1,640	
Goodwill gesture from Lloyds Bank for inconvenience caused during switch of bank account from HSBC	200	
VAT reclaim £98.23 in ye 31.3.16 vs £343.57 in ye 31.3.17	245	
Cornwall Council paperless planning grant received in ye 31.3.16 but not in ye 31.3.17	-700	
Cornwall Council 'community chest' grant received in ye 31.3.16 but not in ye 31.3.17	-500	
Cornwall Council 'community chest' grant received in ye 31.3.16 but not in ye 31.3.17	-303	
Government grant for website creation and management (£598.70 in ye 31.3.16 vs £187.38 in ye 31.3.17)	-411	
<b>TOTAL AMOUNT £ EXPLAINED (total of reasons above)</b>	<b>34,299</b>	
Unexplained amount £ of total variance	-73	
Unexplained as % of 2016 figure (must be below 15%)	-2.8%	
<b>Confirm unexplained amount is less than 15% of 2016 figure YES - satisfactorily explained NO - provide further explanation</b>	<b>Yes</b>	

<b>Authority name and reference</b>	St Mellion Parish Council CWL173	
<b>BOX NO.</b>	4 (staff costs)	£
Figure in 2017 column		5,126
Figure in 2016 column		4,036
Total variance (2017 figure less 2016 figure)		1,090
<b>Reasons (as many as are applicable)</b>		<b>Amount £</b>
First year of pension scheme for Clerk at 8% of salary		334
Higher Clerk's pay per hour for May to February 2017 vs same period in 2016 (£9.30 vs £9.029 per hour) and greater hours (412 vs 334)		815
TOTAL AMOUNT £ EXPLAINED (total of reasons above)		1,149
Unexplained amount £ of total variance		-59
Unexplained as % of 2016 figure (must be below 15%)		-1.5%
<b>Confirm unexplained amount is less than 15% of 2016 figure</b> <b>YES - satisfactorily explained</b> <b>NO - provide further explanation</b>		Yes

<b>Authority name and reference</b>	St Mellion Parish Council CWL173	
<b>BOX NO.</b>	6 (all other payments)	£
Figure in 2017 column		12,978
Figure in 2016 column		3,549
Total variance (2017 figure less 2016 figure)		9,429
<b>Reasons (as many as are applicable)</b>		<b>Amount £</b>
Contribution to Cornwall Council's feasibility study for a 'safe passageway' between Callington and Saltash (funded from LDF grant recorded in Box No. 3 variances)		5,000
Refurbishment of 3no. cast iron finger posts in the parish (funded from Section 106 monies recorded in Box No. 3 variances)		4,128
Payment to Cornwall Community Land Trust for a housing needs assessment in the parish (funded from a Locality grant recorded in Box No. 3 variances)		1,640
Park bench for The Glebe (funded from developer compensation payment recorded in Box No. 3 variances)		400
Criminal record checks for 4no. Parish Councillors		196
Laptop/projector/2cases/pointer/P&P purchased in ye 31.3.16 not repeated in ye 31.3.17		-772
Parish Council website creation and management £187.38 in ye 31.3.17 vs £598.70 in ye 31.3.16		-411
Fee to grant bid writer for funding application for safe passageway feasibility study commissioned in ye 31.3.16 but not repeated in ye 31.3.17		-500
Survey Monkey subscription for safe passageway survey taken out in ye 31.3.16 but not repeated in ye 31.3.17		-300
TOTAL AMOUNT £ EXPLAINED (total of reasons above)		9,381
Unexplained amount £ of total variance		48
Unexplained as % of 2016 figure (must be below 15%)		1.4%
<b>Confirm unexplained amount is less than 15% of 2016 figure</b> <b>YES - satisfactorily explained</b> <b>NO - provide further explanation</b>		Yes

**Schedule E: Analysis of earmarked or restricted reserves**

<b>Authority name and reference</b>	St Mellion Parish Council CWL173	
<b>Purpose and nature of reserve</b>	<b>Held as short-term or long-term investment?</b>	<b>Amount £</b>
Residual of compensation payment received from solar farm developer which is earmarked for the Parish Council's 'community grant scheme'	Short-term	24,600
	<b>TOTAL</b>	24,600

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/a](#)