

<b>Authority name and reference</b>	<b>Mere Town Council</b>
	<b>Clerk</b>
<b>Name</b>	Mrs. Lindsey Wood
<b>Address</b>	Mere Town Council, Duchy Manor, Springfield Road, Mere, Warminster, Wiltshire BA12 6EW
<b>Telephone no.</b>	01747 860701
<b>Email address</b>	lindseywood@merewilts.org
	<b>Responsible Financial Officer (RFO) – if different to Clerk</b>
<b>Name</b>	As above
<b>Email address</b>	
	<b>Chair</b>
<b>Name</b>	Mr. John Jordan
<b>Address</b>	The Cottage, Castle Street, Mere, Warminster, Wiltshire BA12 6JF
<b>Telephone no.</b>	07840722835
<b>Email address</b>	chair@merewilts.org
	<b>Person carrying out the independent internal audit</b>
<b>Name</b>	Mrs. Mary White
<b>Address</b>	Monkswell Cottage, Holwell, Mill Lane, Mere, Warminster, Wiltshire. BA12 6DA
<b>Telephone no.</b>	01747 861257
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SCHEDULE 1 – BANK RECONCILIATION

<b>BANK RECONCILIATION</b>		<b>FINANCIAL YEAR ENDING 31 MARCH 2018</b>		
<b>Authority name and reference</b>	<b>Mere Town Council</b>			
Prepared by: Name Role (Clerk/RFO etc)	Lindsey Wood Clerk/RFO	Date:	23.4.18	
Approved by: Name Role (RFO/Chair etc)		Date:		
<b>Balance per bank statements as at 31 March 2018</b>		<b>£</b>	<b>TOTAL £</b>	
List balances on all bank accounts plus petty cash floats at 31 March 2018:				
Deposit Account (Business Call Account)		54187.13		
General Account (Treasurers Account)		7643.83		
Imprest Account (Treasurers Account)		383.49		
National Savings Account		52462.45	114676.90	
<b>Less:</b> any un-presented cheques at 31 March 2018: (normally only current account. List date, cheque number & value. Use separate list if needed )				
General Account				
5.3.18 - 4307		1921.13		
22.3.18 - 4310		1750.00		
31.3.18 – 3421		64.97		
31.3.18 – 3422		84.66		
31.3.18 – 3423		208.93		
31.3.18 – 3424		369.74		
31.3.18 – 3425		70.74		
31.3.18 – 3426		419.73		
31.3.18 – 4315		60.35		
31.3.18 – 4316		108.00		
31.3.18 – 4317		92.97		
31.3.18 – 4318		261.76		
31.3.18 - 4319		378.00		
31.3.18 - 4320		57.90	-5848.88	
Imprest Account				
28.3.18 - 3221		93.00		
31.3.18 - 3222		549.20	-642.20	
<b>Add</b> any unbanked cash at 31 March 2018: (List date & amount received)		0.00		
<b>Add</b> any unbanked cash at 31 March 2018: (List date & amount received)		0.00		
<b>TOTAL - NET BANK BALANCES AS AT 31 MARCH 2018</b>			<b>108185.82</b>	

<i>The net balances reconcile to the Cash Book for the year, as follows:</i>	
<b>CASH BOOK (receipts and payments/income &amp; expenditure schedules)</b>	<b>£</b>
Opening Balance:	98538.02
Add: Receipts in the year:	165091.56
Less: Payments in the year:	-155443.76
<b>CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2018</b>	<b>108185.82</b>
<b>Must equal total net bank balances above and Section 2, Box 8</b>	

SCHEDULE 2 - VARIANCES

## Identifying which variances require explanation

Authority name and reference	Mere Town Council				
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
<b>Box 2</b> -Precept or Rates and Levies	117,126	121,205	4079	3.48%	NO
<b>Box 3</b> -Total other receipts	36,445	41,046	4,601	12.62%	NO
<b>Box 4</b> -Staff costs	76,410	83,142	6,732	8.81%	NO
<b>Box 5</b> -Loan interest/ capital repayments	NIL	NIL	NIL	NIL	NO
<b>Box 6</b> -All other payments	75,979	66,256	-9,723	12.79%	NO
<b>Box 9</b> -Total fixed assets plus long-term investments and assets	1,408,924	1,449,181	40,257.00	2.86%	NO
<b>Box 10</b> – Total borrowings	NIL	NIL	Nil	Nil	NO

SCHEDULE 3 – RECONCILIATION BETWEEN BOXES 7 AND 8

Authority name and reference		Mere Town Council
		£
<b>A</b>	Figure in <b>Box 8</b> of 2018 column of the Annual Return	108185.82
<b>B</b>	<b>Less</b> Creditors at 31 March 2018 – owed by the Authority (please supply a detailed list of creditors – <a href="#">see below</a> ) Also subtract any receipts in advance	-16278.50
<b>C</b>	<b>Plus</b> Debtors at 31 March 2018 – owed to the Authority (please supply a detailed list of debtors – <a href="#">see below</a> ) Also add any payments made in advance (prepayments)	14125.63
<b>D</b>	<b>TOTAL</b>	106032.95

	Figure in <b>Box 7</b> of 2018 column of the Annual Return <b>(must equal line D above)</b>	106034.00
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Creditors/receipts in advance list

Name	Invoice/receipt in advance reference	£ amount
John Jordan	Chairman's Expenses 2017/18	515.00
Mere School	Utilities for facilities	354.04
SSE	Xmas lighting – unmetered electricity supply	32.24
HMRC	PAYE Q4 2017/18	3053.56
Mere Peace Memorial Sports & Recreation Ground Charity	Donation for 2017/18	11000.00
Various	Allotment rentals paid in advance	1323.66
<b>Total – agreed to B</b>		<b>168278.50</b>

Debtor list/prepayments list

Name	Debtor/prepayment reference	£ amount
Mere Football Club (Adult)	Contribution towards football facilities	664.00
Mere Football Club (Youth)	Contribution towards football facilities	664.00

<b>Mere Cricket Club</b>	<b>Contribution towards cricket facilities</b>	<b>324.00</b>
<b>Mere Peace Memorial Sports &amp; Recreation Ground Charity</b>	<b>Maintenance charges for 2017/18</b>	<b>10814.54</b>
<b>HMRC</b>	<b>VAT claim – Q4 2017/18</b>	<b>1659.09</b>
<b>Total – agreed to C</b>		<b>14125.63</b>

SCHEDULE 4 – ANALYSIS OF EARMARKED RESERVES

<b>Authority name and reference</b>	<b>Mere Town Council</b>
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Purpose and nature of reserve	Held as short-term or long-term investment?*	Amount £
Asset Replacement Reserve – Play Equipment, Office & Grounds Machinery	Short-term	16070.00
Kingsmere Open Space Maintenance	Short-term	1605.00
White Road Gardens Play Area	Short-term	10589.00
Admin – Audit fees, legal fees, election fees, training etc.	Short-term	4322.50
Buildings – Chapels, Walls, War Memorial, Clock Tower, Pavilion	Short-term	19170.00
Grounds maintenance & machinery	Short-term	12670.00
Car Parks	Short-term	2650.00
Cemetery	Short-term	5005.00
Health & Safety – Tree Inspections, Legionella Testing etc.	Short-term	2000.00
Public Toilets	Short-term	2110.00
Rivers Group	Short-term	860.00
<b>(a) TOTAL</b>		<b>77051.50</b>

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>(b) Precept/rates and levies (Accounting Statements Box 2)</b>	<b>121205.00</b>
<b>(c) Balance carried forward (Accounting Statements Box 7)</b>	<b>108186.00</b>
<b>(d) Amount of balances less total earmarked reserves (c – a)</b>	<b>31134.50</b>
<b>Ratio of balances less earmarked reserves to Precept/rates and levies (d / b)</b>	<b>0.256</b>

**Reason if over 3 times or less than 0.1**

SCHEDULE 5 – NOTIFICATION OF THE DATE FOR THE COMMENCEMENT OF PUBLIC RIGHTS

<b>Authority name and reference</b>	<b>Mere Town Council</b>
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**I confirm that the dates set for the period of exercise of public rights are as follows:**

	Date
Announcement	<b>15<sup>th</sup> June 2018</b>
Commencement	<b>Monday, 18<sup>th</sup> June 2018</b>
Ending on	<b>Friday, 27<sup>th</sup> July 2018</b>

<b>Signed by Clerk/RFO</b>	<b>Lindsey Wood</b>
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