

<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. Clive Hazzard
<b>Address</b>	Bramble Furlong, Castle Street, Mere, Warminster, Wiltshire BA12 6JP
<b>Telephone no.</b>	07779763955
<b>Email address</b>	clive@northstreetnurseries.co.uk
	<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 2019</b>		
<b>Authority name and reference</b>	<b>Mere Town Council</b>			
Prepared by: Name Role (Clerk/RFO etc)	Lindsey Wood Clerk/RFO	Date:	15.4.19	
Approved by: Name Role (RFO/Chair etc)		Date:		
<b>Balance per bank statements as at 31 March 2019</b>		<b>£</b>	<b>TOTAL £</b>	
Deposit Account (Business Call Account)		63976.70		
General Account (Treasurers Account)		6592.88		
Imprest Account (Treasurers Account)		2415.20		
National Savings Account		52842.91		
Utilita		45.82	125873.51	
<b>Less: any un-presented cheques at 31 March 2019:</b>				
General Account				
31.3.19 - 4457		-545.76		
31.3.19 – 4458		-44.21		
31.3.19 – 4459		-465.60		
31.3.19 – 4460		-4656.00		
31.3.19 – 4461		-211.20		
31.3.19 – 4462		-94.67		
31.3.19 – 4463		-146.36		
31.3.19 – 4464		-52.08		
31.3.19 – 4465		-48.73		
31.3.19 – 4466		-67.68		
31.3.19 – 4467		-369.58		
31.3.19 – 4468		-84.32		
31.3.19 – 4469		-267.13		
31.3.19 – 4470		-49.90	-7103.22	
Imprest Account				
27.3.19 – 3250		-95.40		
31.3.19 – 3251		-551.09		
31.3.19 – 3252		-3356.34	-4002.83	
<b>Add any unbanked cash at 31 March 2019:</b> (List date & amount received)				
31.3.19 Allotment rent		20.80		
2.4.19 Allotment rents		1420.76	1441.56	
<b>TOTAL - NET BANK BALANCES AS AT 31 MARCH 2018</b>			<b>116209.02</b>	

SCHEDULE 2 - VARIANCES

Identifying which variances require explanation

Authority name and reference	Mere Town Council				
Box on Section 2 Accounting Statements	(a) 2018 £	(b) 2019 £	(c) Variance Increase(+) or decrease(-) (b - a) £	(d) Variance divided by 2018 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	121,205	137,207	16,002	13.20%	NO
Box 3 -Total other receipts	41,046	46,005	4,959	12.08%	NO
Box 4 -Staff costs	83,142	86,610	3,468	4.17%	NO
Box 5 -Loan interest/ capital repayments	NIL	NIL	NIL	NIL	NO
Box 6 -All other payments	66,256	85,480	19,224	29.01%	YES
Box 9 -Total fixed assets plus long-term investments and assets	1,449,181	1,480,487	31,306	2.16%	NO
Box 10 – Total borrowings	NIL	NIL	Nil	Nil	NO

BOX 6 – ALL OTHER PAYMENTS – EXPLANATION OF VARIANCES	
REASON	DIFFERENCE
<b>Buildings</b> Our expenditure on buildings was much higher during the year ending 31.3.19 because we had our War Memorial refurbished at a cost of £6235	6235

<p><b>Donations</b></p> <p>Our donations to the Recreation Ground Charity for which the Town Council is a sole trustee increased during the financial year ending 31.3.19 because the Charity needed to replace a dilapidated tractor shed for which it did not have enough funds. The Town Council therefore increased its donation from £11000 to £15750</p>	4750
<p><b>Duchy Manor</b></p> <p>Our expenditure for Duchy Manor Grounds was significantly higher during the year ending 31.3.19 because we paid a contractor to fill in the old outdoor swimming pool which had fallen into disrepair. This project was carried out so that the Town Council can complete an outdoor gym project in its place during the next financial year. The cost to fill in the swimming pool and level the site was £3880</p>	3880
<p><b>Grounds Expenses</b></p> <p>Our grounds expenses were much higher during the year ending 31.3.19 because we had a significant amount of tree surgery work carried out which had been identified in the tree condition survey report carried out during the previous financial year (see Health &amp; Safety reason). The tree surgery works amounted to £4345.00</p>	4345
<p><b>Grounds machinery maintenance</b></p> <p>Our expenditure on grounds machinery was significantly higher during the year ending 31.3.19 largely because two major items of machinery required major repairs; the gearbox on the groundsman's work vehicle which cost £1111.69 and major repairs to our tractor which cost £832.34</p>	1112 832
<p><b>Health &amp; Safety</b></p> <p>Our Health &amp; Safety expenditure during the year ending 31.3.19 was significantly lower than the previous year. This is because because we had a fixed wire electrical safety test carried out on our buildings at a cost of £905 and we had a tree condition survey report carried out on our land at a cost of £1900 during the year ended 31.3.18</p>	-905 -1900
Total amount explained	18349
Unexplained amount	875
Unexplained as % of 2018 figure	1.32%

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 2019 column of the Annual Return	116,209.02
<b>B</b>	<b>Less</b> Creditors at 31 March 2019 – owed by the Authority (please supply a detailed list of creditors – <a href="#">see below</a> ) Also subtract any receipts in advance	-17782.69
<b>C</b>	<b>Plus</b> Debtors at 31 March 2019 – owed to the Authority (please supply a detailed list of debtors – <a href="#">see below</a> ) Also add any payments made in advance (prepayments)	18729.19
<b>D</b>	<b>TOTAL</b>	117155.52

	Figure in <b>Box 7</b> of 2019 column of the Annual Return <b>(must equal line D above)</b>	117156.00
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Creditors/receipts in advance list

Name	Invoice/receipt in advance reference	£ amount
John Jordan	Chairman's Expenses 2018/19	530.00
Nest Pensions	Workplace pension	84.18
Mere Peace Memorial Sports & Recreation Ground Charity	Donation for 2018/19	15750.00
Various	Allotment rentals paid in advance	1418.51
<b>Total – agreed to B</b>		<b>17782.69</b>

Debtor list/prepayments list

Name	Debtor/prepayment reference	£ amount
Mere & District Railway Modellers Club	Rental for old band hut	25.00
Mere Business	Sponsorship for free parking in car parks	50.00
Mere Peace Memorial Sports & Recreation Ground Charity	Maintenance charges for 2018/19	15689.90
HMRC	VAT claim – Q4 2018/19	2964.29
<b>Total – agreed to C</b>		<b>18729.19</b>

SCHEDULE 4 – 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:**

	<b>Date</b>
<b>Announcement</b>	<b>Friday, 14<sup>th</sup> June 2019</b>
<b>Commencement</b>	<b>Monday, 17<sup>th</sup> June 2019</b>
<b>Ending on</b>	<b>Friday, 26<sup>th</sup> July 2019</b>

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