

## Additional information to be submitted with Part 3 AGAR

### Basic and Intermediate levels

Item required.	DUNS TEW PARISH COUNCIL RESPONSES.
1. State the basis of accounts – Income and Expenditure (I&E) <u>or</u> Receipts and Payments (R&P).	RECEIPTS AND PAYMENTS
2. Bank reconciliation (N.B. a <a href="#">pro-forma</a> document is available online). <i>Where you have <b>income or expenditure of £2m or above</b> then we will also require copy bank statements supporting the reconciliations.</i>	PLEASE SEE ATTACHED DOCUMENT CALLED: DUNS TEW PARISH COUNCIL Bank-Reconciliation-Proforma-2024_v2.
3. Explanations of significant variances – <u>with numerical support</u> . For boxes 2 – 10 in the Accounting Statements, where the 2024 figure is 15% greater than, or 15% less than, the 2023 figure <b>unless</b> the variance is less than £500. Please also provide an explanation if the variance is greater than £100,000 regardless of whether this is less than 15%. (N.B. a <a href="#">pro-forma</a> document is available online).	PLEASE SEE ATTACHED DOCUMENT CALLED: DUNS TEW PARISH COUNCIL Explanation-of-Variances-Proforma –  Explanations in COLUMN O.
4. <i>Where you have <b>income or expenditure of £2m or above</b> then we will also require a copy of the full independent report of your internal auditor(IA). Supporting evidence of the council's assessment that the IA is:</i> a. <i>independent of the council.</i> b. <i>competent to undertake the role.</i> c. <i>has a current and appropriate letter of engagement</i> d. <i>the authority has considered and agreed the IA programme of work against its identified risks.</i> e. <i>Copies of the minutes of the meetings considering the IA's findings together with evidence that any recommendations have been addressed.</i>	N/A
5. A reconciliation between boxes 7 and 8 – this must be quantified (N.B. a <a href="#">pro-forma</a> document is available online).	N/A. Accounting Statements NOT prepared on an income and expenditure basis.
6. An explanation of any 'No' answers in Section 1 (Annual Governance Statement).	N/A
7. An explanation of any 'No' answers in the Annual Internal Audit Report.	N/A
8. A breakdown of the types of reserves held between general reserves, earmarked reserves and restricted (ring-fenced) reserves (N.B. a <a href="#">pro-forma</a> document is available online).	PLEASE SEE ATTACHED DOCUMENT CALLED: DUNS TEW PARISH COUNCIL Breakdown-of-Reserves-Held-Proforma
9. Where any investments are included as part of the Box 9 figure, please provide a summary of these amounts.	N/A
10. Whether you use the general power of competence.	YES
11. The dates for the period for the exercise of public rights (N.B. a <a href="#">pro-forma</a> document is available online).	DATES: commencing on <b><u>Monday 3 June 2024</u></b> and ending on <b><u>Friday 12 July 2024</u></b>  PLEASE SEE ATTACHED DOCUMENT CALLED: DUNS TEW PARISH COUNCIL Notice-of-Public-Rights
12. Explanation for any delay between approval of Section 2 (accounts) and the commencement of the period for the exercise of public rights, other than to satisfy Regulation 12 of The Accounts and Audit Regulations 2015.	N/A
13. This sheet must be completed and a copy provided with your AGAR submission.	YES

