## Additional information to be submitted with Part 3 AGAR

## Basic and Intermediate levels

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| **Item required.** | **DUNS TEW PARISH COUNCIL RESPONSES.** |
| 1. State the basis of accounts – Income and Expenditure (I&E) **or** Receipts and Payments (R&P). | RECEIPTS AND PAYMENTS |
| 1. Bank reconciliation (N.B. a [pro-forma](https://www.moore.co.uk/sectors/public-sector/smaller-authorities) document is available online). *Where you have* ***income or expenditure of £2m or above*** *then we will also require copy bank statements supporting the reconciliations.* | PLEASE SEE ATTACHED DOCUMENT CALLED:  DUNS TEW PARISH COUNCIL Bank-Reconciliation-Proforma-2024\_v2. |
| 1. Explanations of significant variances – with numerical support:   For boxes 2 – 10 in the Accounting Statements, where the 2024 figure is 15% greater than, or 15% less than, the 2023 figure **unless** 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 [pro-forma](https://www.moore.co.uk/sectors/public-sector/smaller-authorities) document is available online). | PLEASE SEE ATTACHED DOCUMENT CALLED:  DUNS TEW PARISH COUNCIL Explanation-of-Variances-Proforma –  Explanations in COLUMN O. |
| 1. *Where you have* ***income or expenditure of £2m or above*** *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:*    1. *independent of the council.*    2. *competent to undertake the role.*    3. *has a current and appropriate letter of engagement*    4. *the authority has considered and agreed the IA programme of work against its identified risks.*    5. *Copies of the minutes of the meetings considering the IA’s findings together with evidence that any recommendations have been addressed.* | N/A |
| 1. A reconciliation between boxes 7 and 8 – this must be quantified (N.B. a [pro-forma](https://www.moore.co.uk/sectors/public-sector/smaller-authorities) document is available online). | N/A.  Accounting Statements NOT prepared on an income and expenditure basis. |
| 1. An explanation of any ‘No’ answers in Section 1 (Annual Governance Statement). | N/A |
| 1. An explanation of any ‘No’ answers in the Annual Internal Audit Report. | N/A |
| 1. A breakdown of the types of reserves held between general reserves, earmarked reserves and restricted (ring-fenced) reserves (N.B. a [pro-forma](https://www.moore.co.uk/sectors/public-sector/smaller-authorities) document is available online). | PLEASE SEE ATTACHED DOCUMENT CALLED:  DUNS TEW PARISH COUNCIL Breakdown-of-Reserves-Held-Proforma |
| 1. Where any investments are included as part of the Box 9 figure, please provide a summary of these amounts. | N/A |
| 1. Whether you use the general power of competence. | YES |
| 1. The dates for the period for the exercise of public rights (N.B. a [pro-forma](https://www.moore.co.uk/sectors/public-sector/smaller-authorities) document is available online). | DATES: commencing on **Monday 3 June 2024**  and ending on **Friday 12 July 2024**  PLEASE SEE ATTACHED DOCUMENT CALLED: DUNS TEW PARISH COUNCIL Notice-of-Public-Rights |
| 1. 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 |
| 1. This sheet must be completed and a copy provided with your AGAR submission. | YES |