

## Information to be submitted with Part 3 AGAR

### Basic and Intermediate levels

Item required.	Included Y/N or response
1. State the basis of accounts – Income and Expenditure (I&E) or Receipts and Payments (R&P)	I & E
2. Bank reconciliation (note a pro-forma is available on our website).	✓
3. Explanations of significant Variances:  <i>For boxes 2 – 10 in the Accounting Statements, where the 2018 figure is 15% greater than, or 15% less than, the 2017 figure <b>unless</b> the variance is less than £500</i>	✓
4. A Reconciliation between boxes 7 and 8 – this must be quantified.	✓
5. An explanation of any 'No' answers in Section 1 (Annual Governance Statement)	✓
6. An explanation of any 'No' answers in the Annual Internal Audit Report.	✓
7. An explanation of the level of reserves held if more than twice the total income of the Authority.	N/A
8. Whether you use the general power of competence.	No
9. The dates for the period for the exercise of public rights.	See attached
10. This sheet, duly completed	✓

### Intermediate level only

The additional information required for Intermediate Level Reviews	Included Y/N or response
11. If last year's limited assurance review was qualified to any degree or contained other matters, please advise on what action has been taken <b>AND</b> supply the relevant minute references.	
12. Provide a copy of the terms and scope of engagement of the Internal Auditor and dates of any reports provided by him (other than the completion of the AGAR). If none, state 'NONE'.	
13. If the greater of Gross Income and Expenditure exceeded £1M:	
a. outline the budget setting process.	
b. provide the minute approving the budget and the precept.	