

Explanation of variances – pro forma

Name of smaller authority: **MEDBOURNE PARISH COUNCIL**

County area (local councils and parish meetings only): _____

Please provide **full explanations, including numerical values**, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

| Section 2 | 2016/17 £ | 2017/18 £ | Variance £ | Variance % | Detailed explanation of variance (with amounts £) |
|--|---|----------------------|-----------------------|-----------------------|--|
| Box 2 <i>Precept or Rates and Levies</i> | | | | | |
| Box 3 <i>Total other receipts</i> | 15073 | 4662.95 | | | See notes overleaf. |
| Box 4 <i>Staff costs</i> | | | | | |
| Box 5 <i>Loan interest/ capital repayments</i> | | | | | |
| Box 6 <i>All other payments</i> | 14555.64 | 22011.14 | | | See notes overleaf. |
| Box 9 <i>Total fixed assets & long term investments & assets</i> | | | | | |
| Box 10 <i>Total borrowings</i> | | | | | |
| Explanation for 'high' reserves | <p>Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:</p> <p>Designated funds of £892.09 held in the Main Account at 31.03.2018 for 'The Hollows' wildlife project (being transferred out in 2018-19).</p> <p>Designated funds of £5492.46 held in the Mower Fund Account at 31.03.2018 for sports club expenses (likely to be transferred out in 2018-19).</p> | | | | |

EXPLANATORY NOTES

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| <p>Explanation of correction to 2016-17 figures 'brought forward'</p> | <p>As noted in the submitted report of the 2017-18 accounts by the Internal Auditor, the accounts from 2016-17 had remained unreconciled, and had required substantial work to be undertaken to address this by the incoming Parish Clerk.</p> <p>This had involved identifying a number of issues including :</p> <p>(a) an under-recording of grant income for work to develop the local Neighbourhood Plan;</p> <p>(b) a necessary balanced-recording of an internal transfer between the Parish Council's (included now as both receipt and payment);</p> <p>(c) adjustments to the total of yearly payments to record all payments made in the year;</p> <p>(d) the necessary inclusion of the Mower Fund account and reserves within the overall bank and account reconciliations, which had not been included within previous returns.</p> <p>A figure of £17.02 has not been sufficiently identified within the 2016-17 reconciliations, and may stem from a period prior to 2016-17.</p> <p>The overall result of the above adjustments has required a reassessment of the previous Box 7 figure originally submitted for 2016-17 – this was submitted as £19131 but should have been £29699.09.</p> |
| <p>Box 3</p> | <p>The amended figure for 2016-17 now includes an additional £4925 within the total of grants received, plus a figure £250 assigned to the transfer between accounts.</p> <p>The key variance between 2016-17 and 2017-18 figures are that a smaller degree of grant funds of £4075 were received in 2017-18 than the overall total of £14925 received in 2016-17 to complete the work on the Neighbourhood Plan.</p> |
| <p>Box 6</p> | <p>The amended figure for 2016-17 now includes an additional £772.64 within the total calculation of payments made.</p> <p>The variance between 2016-17 and 2017-18 figures are principally the legacy of payments required of £12935.59 made in 2017-18 (against £6947.34 made in 2016-17) to cover the final costs of the remaining consultancy support to complete the Neighbourhood Plan.</p> |