

WOOLSTHORPE BY BELVOIR PARISH COUNCIL

YEAR END BALANCE 31.3.16

INCOME

VAT	408.44
Community cleaner	517.40
Precept	5000.00
Bank interest	.61
Laptop grant	350.00

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	6276.45
B/fwd	4876.50

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11152.95

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EXPENDITURE

VAT	425.93
Comm.cleaner	406.00
HMRC	55.00
Room hire	66.00
Insurance	562.18
Anglian Water	61.51
Christmas	200.56
Clerks sal & exp	1195.30
Play area	2023.76
Maintenance	693.50
Churchyard	800.00
Internal audit	50.00
SKDC	72.00
Refreshments Apr	20.00
British Tele	1.00
Lincs Ass	114.83

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	6747.57
c/fwd	4405.38

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11152.95

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Bank reconciliation

4639.88

Less

234.50

4405.38

Cheque Nos 799,798,796,795,793,792,789 total £234.50

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**WOOLSTHORPE BY BELVOIR PARISH COUNCIL**

**Chairman: Mr G Ward  
2 Sedgebrook Road  
Woolsthorpe by Belvoir  
Grantham Lincs NG32 1NH  
Telephone 01476870595**

**Clerk: Mrs B M Taylor  
Devon Farm, 24 Devon Lane  
Bottesford  
Nottm NG13 0BZ  
01949 842229**

**E.mail:barbarataylor127@btinternet.com**

UNPRESENTED CHEQUES YEAR ENDED 31.3.16

789	5.50
792	5.50
793	19.21
795	137.79
796	5.50
798	36.00
799	25.00

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Total 234.50

**Section 5**

**BANK RECONCILIATION YEAR ENDED 31 MARCH 2016**

**LOCAL AUTHORITY NAME** WOOLSTHORPE BY BELVOIR

**COUNTY** LINCOLNSHIRE

		£
A	Balance on the bank statement at 31 March 2016 (taken from bank statement)	4639.88
	<b>Outstanding items</b>	
B	Less unpresented cheques (to agree with attached list)	234.50
C	Plus uncleared payments into bank (to agree with attached list)	NIL
D	Petty cash	
	Plus any petty cash balance held at 31 March 2016	NIL
E	Balance in the cash book (Authority's own records) at 31 March 2016 (Calculated as A-B+C+D=E and agrees with Box 8 on the Annual Return)	4405.38

## Section 5

### c) Explanations of significant variances on the Accounting Statements - continued

#### Suggested layout for explanations

One sheet to be prepared for **each variance** that requires explanation.

<b>BOX NO</b> ..... <u>3</u> .....	£
Figure in 2016 column	1726
Figure in 2015 column	1382
Variance (2016 figure less 2015 figure) A positive figure is an increase, a negative figure is a decrease	+ 344.

Reasons (as many as are applicable)	Amount £
Reason 1 <u>GRANT for new laptop</u>	350
Reason 2	
Reason 3	
Reason 4	
Unexplained	- 6
Confirm unexplained amount is less than 15% of 2015 figure	<u>YES</u>

### Council Tax Support Grant (Applies only to Parish Councils and Meetings)

The Council Tax Support Grant, if received, is paid over at the same time as the Precept. Please note that **only the Precept should be recorded in Box 2 (Precept or Rates and Levies)** on the Annual Return.

**Council Tax Support Grant must be included in Box 3 (Total other receipts).**

The Council Tax Support Grant, if paid, may be annotated separately on the documentation sent to the Council by the District/Borough Council when the payments are made. If it is not you will need to contact your District/Borough Council to find out how much Council Tax Support Grant has been paid for 2015/16.

## Section 5

### c) Explanations of significant variances on the Accounting Statements

We require explanations for significant variances (increases or decreases) of more than 15% between 2015 and 2016 in Boxes 2, 3, 4, 5, 6 and 9. Variances of less than 15% or less than £250 need not be explained.

Your explanations must be quantified, i.e. state how much of the variance is covered by each specific explanation. Your explanations must ensure that the variances for each Box are explained and quantified to within 15%.

Guidance is available at paragraph 6 on the back of the 2016 Annual Return and in the *Practitioners' Guide* – available on line at the NALC website.

You can set out your explanations of variances in any way you wish, but they should be clear and complete and easy to follow.

Our suggested method of how to identify variances that require explanation, and suggested layout for providing explanations are set out below and on page 12.

#### Identifying which variances require explanation

Positive and negative variances must be explained

Box on Section 2	2015 £	2016 £	Variance Increase (+) or decrease (-) (2016 less 2015) £	% (Variance divided by 2015 figure multiplied by 100)	Explanation required? Less than £250? - NO Less than 15% - NO More than 15% - YES
Box 2 Precept or Rates or Levies	4399	4550	+ 151	3.43	No
Box 3 Total other receipts	1382	1726	+ 344	24.89	Yes
Box 4 Staff costs	911	1033	+ 122	13.39	No
Box 5 Loan interest/ capital repayments	-	-	-	-	-
Box 6 All other payments	5332	5714	+ 382	7.16	No
Box 9 Total fixed assets plus long term investments and assets	13122	13122	NIL	NIL	No