

Explanation of variances – pro forma

Name of smaller authority: **BOURTON ON THE WATER PARISH COUNCIL**

County area (local councils and parish meetings only): **GLOUCESTERSHIRE**

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>	108,594	121,544	+ 12,950	+ 12%	No explanation required.
Box 3 <i>Total other receipts</i>	116,551	154,632	+ 38,081	+ 33%	The 2016-17 figure mistakenly did not include outstanding sums owing of £36,822. It was anticipated that payment would shortly be forthcoming and the sums were therefore not included on that year's Annual Return, in error. These sums (which relate to a tenant's disputed unpaid service charges) remain outstanding to date and have been included in the 2017-18 figures. This results in a variance in excess of 15% and therefore requires explanation. A breakdown of the debtors and creditors reported for 2017-18 is attached to the Reconciliation between Boxes 7 & 8, showing the correct actual debtor and creditor sums. This schedule includes the historic debts totalling £36,822 (marked with asterisks), hence this discrepancy will not be repeated in future years. The actual receipt variance is therefore $154,632 - (116,551 + 36,822) = £1,259$. Copies of the relevant invoices can naturally be provided to support this explanation, if required.
Box 4 <i>Staff costs</i>	64,451	62,828	+ 1,623	+ 2.5%	No explanation required
Box 5 <i>Loan interest/ capital repayments</i>	0	0	0	0	N/A
Box 6 <i>All other payments</i>	201,178	182,587	- 18,591	- 9%	No explanation required

Box 9 <i>Total fixed assets & long term investments & assets</i>	546,898	602,924	+ 56,026	+ 10.2%	No explanation required
Box 10 <i>Total borrowings</i>	0	0	0	0	N/A
Explanation for 'high' reserves	<p>Box 7 = 212,687 Box 2 = 121,544</p> <p>Box 7 is not more than double Box 2 – an explanation is not therefore required.</p>				