



ELHAM PARISH COUNCIL

VARIANCE AND RESTATEMENT NOTES TO ACCOMPANY THE ANNUAL RETURN to 31st MARCH 2017

Variances

1. These have been identified on the enclosed proforma as required. Advisory actions from the previous return have been actioned as required by PKF Littlejohn. This includes amending the asset values to show purchase price where applicable.
2. In addition an error was identified within Year End 31 March 2016 bank reconciliation which showed an unpresented cheque number 1287 in the sum of £751.50, this is in fact included in the 2016/2017 accounts and adjustment made accordingly under advice of our internal auditor.

Catherine Skinner

Clerk

26th June 2017

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Bank reconciliation – pro forma

Elham Parish Council

Financial year ending 31 March 2017

Prepared by Catherine Skinner - Clerk (Name and role)

Date 26/6/2017

Balance per bank statements as at 31 March 2017:

£

£

39 604

Petty cash float (if applicable)

nil

Less: any unpresented cheques at 31 March 2017

nil

Add: any un-banked cash at 31 March 2017

nil

Net balances as at 31 March 2017 (Box 8)

39 604

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK:

Opening Balance 1 April 2016 (Prior year Box 8)

42 165

Add: Receipts in the year

16 252

Less: Payments in the year

18 813

Closing balance per cash book [receipts and payments book] as at 31 March 2017 (must equal net balances above – Box 8)

£39 604

Explanation of variances – pro forma

Elham Parish Council

The 'Practitioners' Guide' provides guidance on explaining significant variances. 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);
- if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2).

Section 2	2015/16 £	2016/17 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 Precept or Rates and Levies	24503	8124	16379	- 66%	Shepway District Council Paid 2016/17 precept first payment on 31 March 2016.
Box 3 Total other receipts	2593	8128	5535	+ 213%	Adjusted in accordance with PCF advisory.
Box 4 Staff costs	10903	9455	1448	- 13%	n/a
Box 5 Loan interest/ capital repayments	-	-	-	-	-
Box 6 All other payments	12168	9358	2810	- 23%	Re-dated and amended in accordance with PCF advisory.
Box 9 Total fixed assets & long term investments & assets	31192	33372	2181	+ 7%	n/a.
Box 10 Total borrowings	-	-	-	-	-
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because £20000 held in reserves. The Parish Council is responsible for the churchyard wall which is being repaired. Estimated costs for 1st phase are £10K which has been ring fenced.				