

Section 4
Information required for audit

b) Explanations of significant variances - continued

Suggested layout for explanations

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

BOX NO <u>3</u>	£
Figure in 2014 column	543
Figure in 2015 column	459
Variance (2014 figure less 2015 figure)	84

Reasons (as many as are applicable)	Amount £
Reason 1	Adjustments to 2014 Council Tax support
Reason 2	less VAT reclaimed 2014
Reason 3	
Reason 4	
Unexplained	
Confirm unexplained amount is less than 15% of 2014 figure	

Council Tax Support Grant

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 (Annual Precept)** on the Annual Return.

Council Tax Support Grant should 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 2014/15.

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b) Explanations of significant variances - continued

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

BOX NO4.....	£
Figure in 2014 column	3 8 3 1
Figure in 2015 column	4 1 2 6
Variance (2014 figure less 2015 figure)	2 9 5

Reasons (as many as are applicable)	Amount £
Reason 1	
Reason 2	Increase in Clerk's salary
Reason 3	One-off consolidated payment
Reason 4	
Unexplained	
Confirm unexplained amount is less than 15% of 2014 figure	

Council Tax Support Grant

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BOX NO6.....	£
Figure in 2014 column	4071
Figure in 2015 column	1600
Variance (2014 figure less 2015 figure)	- 2471

Reasons (as many as are applicable)	Amount £
Reason 1	No S137 grants paid
Reason 2	No donations made
Reason 3	No training taken
Reason 4	
Unexplained	
Confirm unexplained amount is less than 15% of 2014 figure	

Council Tax Support Grant

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BOX NO 9	£
Figure in 2014 column	5851
Figure in 2015 column	5573
Variance (2014 figure less 2015 figure)	278

Reasons (as many as are applicable)	Amount £
Reason 1	Items written off
Reason 2	
Reason 3	
Reason 4	
Unexplained	
Confirm unexplained amount is less than 15% of 2014 figure	

Council Tax Support Grant

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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 2014/15.