

# BURTON OVERY PARISH COUNCIL

## LEICESTERSHIRE

Additional information required for audit.

### 1. Bank Reconciliation Year Ended 31 March 2015

	£
Balance per bank statement at 31 March 2015 (taken from bank statement)	6,886.95
Outstanding items	Nil
Less unpresented cheques	
Plus uncleared payments	148.25
Petty Cash	
Plus any petty cash balance held at 31 March 2015	Zero
Balance per cash book (council's own records) at 31 March 2015 (Box 8)	6738.70

### 3. Significant Variances

#### a. Identification

Box on Section 1	2014 £	2015 £	Variance	% Variance	Explanation required
Box 2 Precept	2440	3500	1060	43	Yes
Box 3 Total other receipts	288	365	77	27	Yes
Box 4 Staff costs	566	1420	854	151	Yes
Box 5 Loan interest/capital repayments	Nil	Nil	Nil	Nil	No
Box 6 All other payments	3320	4000	680	20	Yes
Box 9 Total fixed assets	11670	12030	360	3	No

## b. Explanations

<b>Box 2 – Precept</b>	£	%
Figure in 2014 column	2440	
Figure in 2015 column	3500	
Variance	1060	43

<b>Reasons</b>	£
1. In 2013-14 the budget included an honorarium of £500 & in 2014-15 the parish council was registered as an employer and originally budgeted staff costs had risen to £1040.	540
2. In 2014-15 a sum of £200 was allocated to training	200
3. In 2014-15 an additional amount of £180 was added to cover internal audit costs	180
4. In 2013-14 all street light maintenance costs were taken from reserves, in 2014-15 £620 was allocated to maintenance costs.	620
5. In 2013-14 the budget for insurance was £600 and in 2014-15 this was reduced to £300	-300
Unexplained	180
Unexplained amount is less than 15% of 2014 figure	Yes

<b>Box 3 – Total other receipts</b>	£	%
Figure in 2014 column	288	
Figure in 2015 column	365	
Variance	77	27

<b>Reasons</b>	£
1. In 2014-15 receipts additionally included sale of left over Jubilee mugs	55
Unexplained	22
Unexplained amount is less than 15% of 2014 figure	Yes

<b>Box 4 – Staff costs</b>	£	%
Figure in 2014 column	566	
Figure in 2015 column	1420	
Variance	854	107

<b>Reasons</b>	£
1. Since October 2013 the clerk has been an appointed and paid employee. From Mar – Oct 2013 the chairman was acting as Clerk and no payment was made.	474
2. From Jan – Mar 2015 the Clerk was paid for one extra hour per week	130
3. The previous clerk left at the end of 2012-13 financial year and at this time no honorarium was paid. During 2014-15 a request for payment was made from the previous clerk and after taking legal advice a payment of £250 was made	250
Unexplained	0
Unexplained amount is less than 15% of 2014 figure	Yes

<b>Box 6 – All other payments</b>	£	%
Figure in 2014 column	3320	
Figure in 2015 column	4000	
Variance	680	20

<b>Reasons</b>	£
1. A donation of £500 was made towards the village World War 1 commemoration event	500
2. The previous clerk left at the end of 2012-13 financial year and at this time no mileage allowance was paid. During 2014-15 a request for payment was made from the previous clerk and after taking legal advice a payment of £103 was made	103
Unexplained	77
Unexplained amount is less than 15% of 2014 figure	Yes

#### 4. Details of Reserves

<b>Amount held at 31 March 2015</b> £	<b>Purpose of reserve</b>
500	Asset maintenance (excl street lights)
1000	Election expenses
2000	Planning / legal advice
1230	To offset planned budget shortfall
700	Contribution to village sign & hardstanding