

Schedule C1

Identifying which variances require explanation

Positive and negative variances must be explained

Authority name and reference	LANGLEY BURRELL WITHOUT PARISH COUNCIL - WLT139				
Box on Section 2 Accounting Statements	(a) 2016 £	(b) 2017 £	(c) Variance Increase(+) or decrease(-) (b - a) £	(d) Variance divided by 2016 figure times 100 (c / a *100) %	Explanation required? Less than £250 and 15%? - NO More than 15%? - YES
Box 2 -Precept or Rates and Levies	7500	9975	+ 2475	+ 33%	YES
Box 3 -Total other receipts	4862	1811	- 3051	- 63%	YES
Box 4 -Staff costs	(2905)	(4426)	+ 1521	+ 52%	YES
Box 5 -Loan interest/ capital repayments	✓	✓	✓	✓	NO
Box 6 -All other payments	(8367)	(6776)	- 1591	- 19%	YES
Box 9 -Total fixed assets plus long-term investments and assets	5592	5592	✓	✓	NO
Box 10 - Total borrowings	✓	✓	✓	✓	NO



Schedule C2

**Suggested layout for explanations of individual variances**

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

<b>Authority name and reference</b>	LANGLEY BURRELL WITHOUT PARISH COUNCIL - WLT139	
<b>BOX NO</b>	2	£
(b) Figure in 2017 column		9975
(a) Figure in 2016 column		7500
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		+ 2475

Reasons (as many as are applicable)	Amount £
Reason 1 RESOLUTIONS OF THE PARISH COUNCIL MINUTE 9.02, 19/01/2015 = £ 7500 MINUTE 10.02, 04/01/2016 = £ 9975	+ 2475
Reason 2	
Reason 3	
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	+ 2475
(f) Unexplained amount £ of total variance at (d - e)	—
Unexplained as % of 2016 figure (f / a *100) (must be below 15%)	—
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	



# Schedules for submission to external auditor

## Schedule C2

### Suggested layout for explanations of individual variances

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

Authority name and reference	LANGLEY BURRELL WITHOUT PARISH COUNCIL - WLT 139	
BOX NO	3	£
(b) Figure in 2017 column		1811
(a) Figure in 2016 column		4862
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		- 3051

Reasons (as many as are applicable)	Amount £
Reason 1 YEAR - ON - YEAR REDUCTION IN NEIGHBOURHOOD PLAN INCOME	- 3560
Reason 2	
Reason 3	
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	- 3560
(f) Unexplained amount £ of total variance at (d - e)	+ 509
Unexplained as % of 2016 figure (f / a *100) (must be below 15%)	10.5%
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	



# Schedules for submission to external auditor

## Schedule C2

### Suggested layout for explanations of individual variances

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

Authority name and reference	LANGLEY BURIAL WITHOUT PARISH COUNCIL - WLT139	
BOX NO	4	£
(b) Figure in 2017 column		( 4426 )
(a) Figure in 2016 column		( 2905 )
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		+ 1521

Reasons (as many as are applicable)	Amount £
Reason 1 AGREED BACK PAY TO RETIRING CLERK	+ 1344
Reason 2	
Reason 3	
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	+ 1344
(f) Unexplained amount £ of total variance at (d - e)	+ 177
Unexplained as % of 2016 figure (f / a *100) (must be below 15%)	6.1%
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	

Please complete all shaded boxes and send this form with your Annual Return to:  
Mrs Jo Farr, Grant Thornton UK LLP, Hartwell House, 55-61 Victoria Street, Bristol, BS1 6FT  
or email to [Jo.farr@uk.gt.com](mailto:Jo.farr@uk.gt.com)



## Suggested layout for explanations of individual variances

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

Authority name and reference	LANGLEY BURRELL PARISH COUNCIL - WLT139	
BOX NO	6	£
(b) Figure in 2017 column		(6776)
(a) Figure in 2016 column		(8367)
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		- 1591

Reasons (as many as are applicable)	Amount £
Reason 1 YEAR-ON-YEAR REDUCTION IN NEIGHBOURHOOD PLAN COSTS	- 2144
Reason 2 2016/17 COSTS INCURRED CONTESTING MAJOR PLANNING APPLICATION	+ 1022
Reason 3	
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	- 1122
(f) Unexplained amount £ of total variance at (d - e)	- 469
Unexplained as % of 2016 figure (f / a *100) (must be below 15%)	5.6%
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	