

BURTON OVERY PARISH COUNCIL

LEICESTERSHIRE

Additional information required for audit.

1. Notification of change of Clerk and RFO

The name of the current Clerk and RFO is Kate Barker.

2. Bank Reconciliation Year Ended 31 March 2014

	£
Balance per bank statement at 31 March 2014 (taken from bank statement)	8294
Outstanding items	
Less unpresented cheques	Nil
Plus uncleared payments	Nil
Petty Cash	
Plus any petty cash balance held at 31 March 2014	Zero
Balance per cash book (council's own records) at 31 March 2014 (Box 8)	8294

3. Significant Variances

a. Identification

Box on Section 1	2013 £	2014 £	Variance	% Variance	Explanation required
Box 2 Precept	2500	2440	-60	-2.4	No
Box 3 Total other receipts	211	288	77	36	Yes
Box 4 Staff costs	396	566	170	43	Yes
Box 5 Loan interest/capital repayments	Nil	Nil	Nil	Nil	No
Box 6 All other payments	2913	3320	407	14	Yes
Box 9 Total fixed assets	3243	11670	8427	260	Yes

b. Explanations

Box 3 – Total other receipts	£	%
Figure in 2013 column	211	
Figure in 2014 column	288	
Variance	77	36

Reasons	£
1. In 2012-13 receipts comprised - a grant for a Jubilee oak	187
- income from sale of Jubilee mugs	21
- interest	3
2. In 2013-14 receipts comprised – VAT repayment	225
- Council Tax Support Grant	60
- interest	3

Box 4 – Staff costs	£	%
Figure in 2013 column	396	
Figure in 2014 column	566	
Variance	170	43

Reasons	£
The council is now an employer and since October 2013 the clerk has been an appointed and paid employee. Previously the Clerk was a volunteer and given a small honorarium. The Vice-Chairman was acting Clerk from March 2013 to the end of September 2013 and received no payment.	77

Box 6 – All other payments	£	%
Figure in 2013 column	2913	
Figure in 2014 column	3320	
Variance	407	14

Reasons	£
1. An increased donation was given to the village hall	750
2. Reduced cost of insurance	-298

Box 9 – Total fixed assets	£	%
Figure in 2013 column	3243	
Figure in 2014 column	11670	
Variance	8427	260

Reasons	£
1. Restated at insurance value as we have no documentary evidence of actual costs	8427

4. Details of Reserves

Amount held at 31 March 2014 £	Purpose of reserve
500	Asset maintenance (excl street lights)
500	Election expenses
2000	Planning / legal advice
500	Street lighting maintenance
280	To offset planned budget shortfall