

**Althorne Parish Council**  
The Parish Hall, Summerhill, Althorne, CM3  
E-mail [althornecouncil@btinternet.com](mailto:althornecouncil@btinternet.com)  
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Mr M Bartlett  
Limited Assurance Audit Co-ordinator  
Audit Commission  
Room 215  
Tamar Science Park  
1 Davy Road  
Derriford  
Plymouth  
Devon  
PL6 8XB

25<sup>th</sup> June 2008

Dear Mr Bartlett

Audit of 2009 Annual Return for Althorne Parish Council

Please find below the explanations of variances as required:

1. Explanation for the variance of more than 15% between last year's figures and this year in Section 1 Box 3.

Variation – increase of £4,288 due to the following items:-

Funding received from Awards For All	5,622
Grass cutting refund	(1,000)
VAT	(448)
	<hr/>
	4,172

2. Explanation for the variance of more than 15% between last year's figures and this year in Section 1 Box 4.

Variation – increase of : £1,526 due to payments of £365.65 in respect of wages for March 2008, £285.32 for a previous cheque that did not clear, £231.14 for overtime and backdated pay increase. The remainder of the difference, £652.59 (23%) can be accounted for as the previous clerk was paid £264.00 per month whereas the present Clerk is paid for 8 hours per week at a slightly higher rate, resulting in effectively 13 months payments.

I trust this explanation provides adequate information. If you require further information I will be pleased to supply it.

Yours sincerely,

Mrs M Cheadle  
Clerk to Althorne Parish Council

**LOCAL COUNCILS IN ENGLAND AND WALES  
ANNUAL RETURN (R&P)  
For the Year Ended 31 March 2009  
Althorne Parish Council Accounts**

**SECTION 1 - THE STATEMENT OF ACCOUNTS +  
Attachment 2 - Explanation of variances - proforma**

Copy columns A & B to the Annual Return

Copy columns D & E to Attachment 2 - Explanation of variances - proforma, if applicable.\*

\* This refers to any items in red in column C.

These items are either +/- 15% variance over the previous year and require explanation. See Attachment 2.

Annual Return				Attachment 2 - Explanation of variances - proforma			
Section 1	A		B		C	D	E
	2007/08	£	2008/9	£	Variance if over 15%	Variance (+/-) £	Explanation of Variance (with amounts £) Items in Red in column C require explanation. See the notes at the bottom of Attachment 2.
1	Balances brought forward	7434	6333		↓		Items shown against Red require explanation
2	(+) Annual Precept	7750	15500		100%	7750	
3	(+) Total other receipts	3563	7463		109%	3900	
4	(-) Staff costs	2838	4364		54%	1526	
5	(-) Loan interest/ capital repayments	0	0				
6	Total other payments	9575	8630			-945	
7	(=) Balances carried forward	6333	16303		157%	9970	
8	Total Cash & Investments	6333	16303		157%	9970	
9	Total Fixed Assets	115949	117294			1345	
10	Total Borrowings	0	0				

Movements to and from zero will be indicated above right and should be explained on the Attachment 2 - Explanation of variances - proforma  
Ignore overall variances of less than £150.

Provide details where there was a large receipt last year and a large expenditure this year so does not show as a large % difference.

DETAILS HERE SHOULD BE COPIED TO THE OFFICIAL FORMS.