

VALIDATION CHECKS FOR QRC1 RETURN

The QRC1 form is subject to a validation process as detailed below. On receipt of your form we carry out a number of checks to satisfy ourselves that the form has been completed correctly. Where the data on QRC1 2012-13 varies significantly from that provided on QRC3 and QRC4 2011-12 we seek an explanation for the variance. If an explanation has not been provided on the electronic form, we will always contact the named local authority contact to resolve an error or seek an explanation for all entries that fail our validation test.

To minimise this, it would be helpful if officers completing the form ensure that the information is checked against the following notes and, where necessary, provide an explanation for data that will fail our validation checks.

GENERAL NOTE

Please note there is no need to send a printed version of the QRC1 by post.

Comparisons with QRC3 2011-12 and QRC4 2011-12

Quarter comparison

The council tax and non-domestic rates receipts collected between April and June (i.e. quarter 1 data) on QRC1 2012-13 are compared with the corresponding data for quarter 1 on the QRC4 2011-12. The community charge receipts on QRC1 2012-13 are compared with quarter 1 data on QRC3 2011-12. An explanation will be required where the information has changed by more than the following amounts:

<i>Council Tax</i>	<i>- 15% increase or 10% decrease</i>
<i>Non Domestic Rates</i>	<i>- 25% (either up or down)</i>
<i>Community Charge</i>	<i>- 50% (either up or down) and over £50,000</i>