

## **VALIDATION CHECKS FOR QRC2 RETURN**

The QRC2 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 QRC2 2008-09 varies significantly from that provided on QRC4 2007-08 and QRC1 2008-09 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 QRC2 by post.**

### **Comparisons with QRC4 2007-08 and QRC1 2008-09**

#### ***Quarter comparison***

The council tax and non-domestic rates receipts collected between June and September (i.e. quarter 2 data) on QRC2 2008-09 are compared with the corresponding data for quarter 2 on the QRC4 2007-08. The community charge receipts on QRC2 2008-09 are compared with quarter 2 data on QRC1 2008-09. 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>