

Explanation of variances – pro forma

Name of smaller authority: **Mautby Parish Council**

County area (local councils and): **Norfolk**

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

• variances of more than 15% between totals for individual boxes (except variances of less than £200);

• **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;

• a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2021/22 £	2022/23 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (<u>must include narrative and supporting figures</u>)
1 Balances Brought Forward	7,336	7,363				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	2,606	4,143	1,537	58.98%	YES		Addressing historically low precept and prudent budgeting - see 'Budget' tab for details
3 Total Other Receipts	5,005	5,575	570	11.39%	NO		
4 Staff Costs	1,791	2,648	857	47.85%	YES		Previous Clerk drew a nominal salary, Clerk now employed on national salary scales
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	5,793	5,331	-462	7.98%	NO		
7 Balances Carried Forward	7,363	9,102			YES	VARIANCE EXPLANATION NOT REQUIRED EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES	
8 Total Cash and Short Term Investments	7,362	9,101				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	295,798	437,767	141,969	48.00%	YES		Insurance revaluation on village hall to £411,836
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Explanation for 'high' reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

	£	£	£
Earmarked reserves:			
Village Hall Contingenc	£700.00		
Village Hall Repairs	£3,424.00		
Concurrent Functions I	£1,000.00		
		<u>5124</u>	
General reserve		3977	
		<u>3977</u>	
Total reserves (must agree to Box 7)			<u><u>9101</u></u>

Cost Code	Details	2020/21		2021/22			2022/23		
		Budget	Actual to 31.03.2021	Suggested Precept	Actual to end Q2	Estimated to 31.03.2022	Suggested Precept	Inc/Dec on 2020/21	Inc/Dec on 2019/20 Budget.
	Opening Balance		£7,205.11			£7,334.75	£7,047.14		
	EXPENDITURE								
	Salaries								
	Parish Clerk	1,020.00	768.20	1,020.00	660.38	1,454.73	1,650.00	13.42%	61.76%
	PAYE / NI	-	251.80	-	108.20	306.79	400.00	30.38%	#DIV/0!
	Mileage	-	-	-	12.38	49.52	50.00	0.97%	#DIV/0!
	Sub Total	1,020.00	1,020.00	1,020.00	780.96	1,811.04	2,100.00	15.96%	105.88%
	Other Payments								
	Administration	53.00	121.66	53.00	1.32	51.32	50.00	-2.57%	-5.66%
	Training	-	-	-	-	-	-	#DIV/0!	#DIV/0!
	Subscriptions	20.00	-	20.00	-	-	-	#DIV/0!	-100.00%
	Website	-	-	-	126.00	126.00	-	-100.00%	#DIV/0!
	Audit	30.00	30.00	30.00	30.00	30.00	50.00	66.67%	66.67%
	Hall Hire	-	-	-	-	-	-	#DIV/0!	#DIV/0!
	Village Hall	850.00	220.89	850.00	128.59	-	-	#DIV/0!	-100.00%
	Insurance	700.00	612.38	700.00	653.20	653.20	700.00	7.16%	0.00%
	Repairs and Replacements	395.00	510.00	395.00	46.00	60.00	200.00	108.33%	-49.37%
	Memorial Bench	-	-	-	-	75.00	-	-100.00%	#DIV/0!
	SAM2	-	3,328.00	-	-	-	-	#DIV/0!	#DIV/0!
	Churchyard Maintenance	2,222.00	1,096.00	2,222.00	-	2,156.00	2,200.00	2.04%	-0.99%
	Grass Cutting	820.00	1,880.00	820.00	-	820.00	820.00	0.00%	0.00%
	Tree Inspections & Maintenance	-	-	-	-	230.00	300.00	30.43%	#DIV/0!
	Bus Shelter	-	-	-	-	-	9,993.00	#DIV/0!	#DIV/0!
	Grants / Donations	-	-	-	-	-	-	#DIV/0!	#DIV/0!
	S137	-	60.00	-	-	60.00	60.00	0.00%	#DIV/0!
	Miscellaneous	-	-	-	881.71	881.71	-	-100.00%	#DIV/0!
	Concurrent Functions Mitigation	-	-	-	-	-	1,000.00	#DIV/0!	#DIV/0!
	Contingency	-	-	-	-	-	100.00	#DIV/0!	#DIV/0!
	VAT	-	778.98	-	-	-	-	#DIV/0!	#DIV/0!
	Sub Total	5,090.00	8,637.91	5,090.00	1,866.82	5,179.23	15,473.00	198.75%	203.99%
	TOTAL EXPENDITURE	6,110.00	9,657.91	6,110.00	2,647.78	6,990.27	17,573.00	151.39%	187.61%
	INCOME								
	Other	-	218.95	-	107.50	107.50	-	-1	#DIV/0!
	Grants and Donations	-	2,864.00	-	485.12	485.12	-	-1	#DIV/0!
	Bus Shelter - A Thompson	-	-	-	-	-	200.00	#DIV/0!	#DIV/0!
	Bus Shelter - A Grant	-	-	-	-	-	250.00	#DIV/0!	#DIV/0!
	Bus Shelter - PPS	-	-	-	-	-	4,996.50	#DIV/0!	#DIV/0!
	Bus Shelter - BID?	-	-	-	-	-	4,546.50	#DIV/0!	#DIV/0!
	Covid Grant	-	-	-	-	-	-	#DIV/0!	#DIV/0!
	Interest	-	-	-	0.02	0.04	-	1.00	#DIV/0!
	Concurrent Functions	-	-	-	-	-	-	#DIV/0!	#DIV/0!
	Burial Ground	2,187.00	2,187.00	2,187.00	2,187.00	2,187.00	2,187.00	0	0.00%
	Parks and Open Spaces	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	0	0.00%
	VAT	-	594.60	-	-	-	-	-	#DIV/0!
	Sub Total	3,437.00	7,114.55	3,437.00	4,029.64	4,029.66	13,430.00	233.28%	290.75%
	TOTAL INCOME	3,437.00	7,114.55	3,437.00	4,029.64	4,029.66	13,430.00		
	SHORTFALL GRANT PRECEPT	67.00	67.00	67.00	67.00	67.00	67.00		
	TOTAL INCOME	6,110.00	9,787.55	6,110.00	6,702.64	6,702.66	17,640.00		
	EXCESS / LOSS	-	129.64	-	-	287.61	67.00		
	Closing Balance		£7,334.75			£7,047.14	£7,114.14		
	Inc/Dec on Council Tax Bill			2.10%			58.98%		
	Tax Base	146.00		143.00			143.00		
	Band D	£17.85		£18.22			£28.97		