

Explanation of variances – pro forma

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

County area (local councils and parish meetings only): **Suffolk**

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).

	2020/21 £	2021/22 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	40,980	29,575				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	25,000	20,000	-5,000	20.00%	YES		Following the preparation of the budget, the Council approved a reduction of £5,000 in the precept. The Council had in previous years been experiencing unprecedented high costs following additional charges made by the External Auditor following the receipt of repeated complaints made by three residents. The Council would then go on to maintain the precept at this level in 2022/23. There was therefore an overall decrease of £5,000 in Precept or Rates and Levies.
3 Total Other Receipts	7,665	14,579	6,914	90.20%	YES		There was a decrease of £79 in allotment fees following a lower uptake of the service. There was an increase of £7,084 in grants received following the receipt of £9,987 in support of the Neighbourhood Plan. There were no donations received following the donation of £25 received in 2020/21. £3,319 had been received in CIL receipts, whereas none had been received in 2020/21. There was a decrease of £3,385 in VAT refunds following a reduction in VAT-chargeable expenditure. There was therefore an overall increase of £6,914 in Total Other Receipts.
4 Staff Costs	6,796	7,747	951	13.99%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	37,274	19,179	-18,095	48.55%	YES		There was an increase of £32 in staff expenses, of which £29 was attributable to the Parish Clerk's mileage costs when he physically attended one of the Council's meetings rather than attend remotely which was usually the case. There was a decrease of £6 in office expenses relating to a minor fluctuation in stationery and postage costs. There was an increase of £222 in allotments as water charges for 2019/20 and 2020/21 were both paid this year. There was a decrease of £11,577 in professional fees following a one-off, and previously disputed, payment of £11,715 to the external auditor in 2020/21 relating to work carried out in 2017/18 following the receipt of repeated complaints made by three residents. There was an increase in £79 in health and safety following an inspection of both the green and the playing fields, whereas an inspection of only the green had taken place in 2020/21. There was a decrease of £14,705 in the shared running costs of the Heritage Hut following a donation of earmarked reserves of £15,804.63 in 2020/21 to the charity responsible for the day to day operation of the building. £16 was paid to hire the village hall for a meeting, whereas none had been paid in 2020/21. There was an increase of £245 in insurance following an increase in the buildings insurance cover of the Heritage Hut following renovation. £2,685 had been paid on playground equipment in 2020/21, whereas none had been paid this year. £8,307 was paid to demolish and remove the Pavion, remove some play equipment and pay outstanding water rates, whereas there had been no similar costs paid in 2020/21. There was a decrease of £352 in information technology as arrangements had not been made to make reimbursement payments for services during the second half of the year relating to various software packages and backup utilities. There was an increase of £33 in subscriptions, of which £27 was attributable to the Society of Local Council Clerks, an amount which was based on the Responsible Financial Officer's parish council employees' salary pro-rata basis. £10 was paid in training costs, whereas none had been paid in 2020/21. There was an increase of £1,693 in village maintenance, of which £1,667 was attributable to approved non-routine grounds maintenance work, whereas all the work carried out in 2020/21 related to the routine grass cutting service which was subject to an expected uplift this year. £125 was paid in community events, whereas an invoice for the same hire of a toilet in 2020/21 had not been received. £1,000 was paid relating to the Neighbourhood Plan, whereas there had not been any costs in 2020/21. There was a decrease of £532 in VAT paid following a reduction in VAT-chargeable expenditure. There was therefore an overall decrease of £18,095 in All Other Payments.
7 Balances Carried Forward	29,575	37,228			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	29,575	37,228			NO	VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	53,671	48,040	-5,631	10.49%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable