

## Explanation of variances – pro forma

Name of smaller authority: Melton Parish Council

County area (local councils and 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);
- 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).

	2017/18 £	2018/19 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	87,864	170,115				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	71,417	73,366	1,949	2.73%	NO		
3 Total Other Receipts	81,452	453,380	361,928	395.76%	YES		In 2017/18 other income was as follows: CIL 79,892 Interest 59 Grants 5,105 Sundry income 66 Hire of sports facilities 3,571 Fete profits 2,579 TOTAL 91,452  Income in 2018/19: CIL 3,652 Interest 399 PWLB Loan 424,851 Good Neighbour Scheme 1,242 Hire of sports facilities 3,606 WW1 Memorial 2,642 Grants 16,130 Sundry income 211 Fete profits 647 TOTAL 453,380
4 Staff Costs	29,546	31,432	1,886	6.38%	NO		
5 Loan Interest/Capital Repayment	1,882	941	-941	50.00%	YES		This is a reducing balance of a previous loan from the PWLB. Final payment made May 2019.

6 All Other Payments	49,180	507,300	458,110	931.31%	YES	<p>2018/19 is far higher due to the Council purchasing freehold accommodation. Breakdown is:</p> <p>Training costs £456  Staff expenses £197  Member expenses £139  Office rent, service charges and utilities £16,269  Office move £8,573  Office admin expenses £1,180  ICT expenses £1,659  Purchase of accommodation £443,066  Neighbourhood Planning £174  Greenspace Management £5,877  Woodland Management £1,200  S137 Expenditure £700  Other grants £1,100  Signage and sundries £1,602  WW1 Projects £1,649  Insurance £,2637  Subs and fees £2,198  Pavilion costs £648  Land improvements £16,200  Annual Fete profit dispersements £1,777  TOTAL £507,300  Of this £507,300, £443,066 is attributable to the freehold purchase. The balance of expenditure totalled £64,234 and of that remaining expenditure £17,649 has been funded by project specific grants. Otherwise expenditure would have been within 15% of the previous year.</p>
7 Balances Carried Forward	170,115	157,188			YES	<p>VARIANCE EXPLANATION NOT REQUIRED  EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES</p>
8 Total Cash and Short Term Investments	164,829	155,601			YES	<p>VARIANCE EXPLANATION NOT REQUIRED</p>
9 Total Fixed Assets plus Other Long Term Investments and	333,581	769,521	435,940	130.68%	YES	<p>The figure for 2018/19 is far higher than the 2017/18 due to:</p> <p>Purchase of 17 Riduna Park £429,520  Riduna Park Office and meeting room equipment and furniture totalling £2,920  Noticeboard £500  Beacon of Light for the WW1 commemorations £1,955  Bench £634  Bins £205  Signage £205  TOTAL £435,939</p>
10 Total Borrowings	920	425,000	424,080	46095.65%	YES	<p>This is due to the loan of £425,000 from the PWLB for the purchase of 17 Riduna Park</p>

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:

	£	£	£
<b>Earmarked reserves:</b>			
Reserve 1 EMR WW1 Heritage event	289		
Reserve 2 EMR Behind the names	3582		
Reserve 3 Melton Heritage Group	1000		
Reserve 4 CIL reserves - to be allocated to projects	81220		
Reserve 5 Melton Good Neighbour Scheme	1242		
Reserve 6			
Reserve 7			
		87333	
<b>General reserve</b>	69855		
		69855	
<b>Total reserves (must agree to Box 7)</b>			<b>157188</b>