

Explanation of variances – pro forma

Name of smaller authority: [redacted]
 County area (local councils and parish meetings only): [redacted]
 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: 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).

| | 2019/20 £ | 2020/21 £ | 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 | 157,188 | 373,455 | | | | | |
| 2 Precept or Rates and Levies | 77,998 | 86,948 | 8,950 | 11.47% | NO | | |
| 3 Total Other Receipts | 293,278 | 237,399 | -55,879 | 19.05% | YES | | There was a reduction of £61,984 in CIL income in 202/21. Without this the change between 20/21 and 19/20 would be well below 15%. Difference of 19.05% due to fluctuating CIL income (£245,651 in 19/20 and £183,667 in 20/21), reduction in bank interest (£464 in 19/20 and £37 in 20/21), increase in building society interest (£0 in 19/20 and £429 in 20/21), increase in rent income (£3156 in 19/20 and £15,587 in 20/21), increase in service recharges (£1562 in 19/20 and £2346 in 20/21). In addition we received a £10k covid-19 business support grant in 20/21. There were no profits from the Fete in 20/21 (£1306 in 19/20) as no Fete took place this year. Sundry income has reduced from £6107 in 19/20 to £30 in 20/21. Tennis court income increased from £1653 in 19/20 to £2775 in 20/21. In 20/21 we received a grant of £19,640 for tennis court refurbishments which was classed as a Sundry Grant. Only £955 Sundry Grants were received in 19/20. No play equipment grants were received in 20/21 but a grant of £14,252 was received in 19/20. Other grants were received in 19/20 totalling £8770 for drainage works and WW1 projects. No such grants were received in 20/21. |
| 4 Staff Costs | 45,264 | 51,412 | 6,148 | 13.58% | NO | | |
| 5 Loan Interest/Capital Repayment | 18,485 | 19,639 | 1,154 | 6.24% | NO | | |
| 6 All Other Payments | 91,260 | 71,539 | -19,721 | 21.61% | YES | | Expenditure varied in 20/21 from 19/20 due to a number of factors including the Covid-19 pandemic and that there were no rent or office move costs in 20/21 as we purchased an office in 19/20. Expenditure that was lower in 20/21 than 19/20: Member expenses and training, grant giving to the local newsletter, postage, general maintenance, utility and office cleaning costs were lower in 20/21 due to the Covid pandemic. There were no website development costs in 20/21 as the new website launched in 19/20. Bank charges were lower in 20/21 than 19/20 (down to £84 from £166) as more transactions were made through the bank account that has lower bank charges. In 19/20 the audit charges were £3015 but only £1100 in 20/21 because in 19/20 we had an interim audit. Internal audit and the external audit cost was high due to our turnover being abnormally high from a PwLB loan for the purchase of the office (£4294). Legal and professional costs in 19/20 were higher than in 20/21 (£2835 vs £770) due to the office purchase. There were no costs for the Good Neighbour Scheme in 20/21 but £1,242 was spent in 19/20. There were lower Neighbourhood Plan costs in 20/21 than 19/20 (£437 vs £5,329) due to public consultations and preparatory refresh work that was done in 19/20. Spend on the play area was £15883 in 19/20 vs £265 for 20/21. New play equipment (zip wire and nest swing) was purchased in 19/20. Drainage works were carried out on the playing field in 19/20 (£3830) but none in 20/21. Tree works were carried out in 19/20 (£1650) but none were required in 20/21. In 19/20 we purchased a number of new picnic benches and seating (£3697) but only one was purchased in 20/21 (£405). Expenditure on the WW1 memorial activities was £3192 in 19/20 but nothing in 20/21. Expenditure that was higher in 20/21 than 19/20: Staff training in 20/21 was higher than 19/20 (£625 vs £155) because the Asst Clerk has undertaken the CIL CA qualification. A Speed Indicator Device was purchased in 20/21 which accounts for the spend of £2135. No device was purchased in 19/20. Additional greenspace works were carried out in 20/21 to improve the ground conditions and control weeds so the spend in 20/21 was higher (£2066 vs £1538). The Pavilion building at the playing fields is due to be demolished and rebuilt so architect's fees were incurred in 20/21 (£1883). The tennis courts were refurbished in 20/21 incurring expenditure of £19640. The tree risk assessment in 20/21 included newly divested land and therefore the scope of the work was much higher than in 19/20 (£4869 vs £819). A WW1 Beacon was purchased in 20/21 for £880 and the memorial was restored for £417. |
| 7 Balances Carried Forward | 373,455 | 555,212 | | | 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 | 374,817 | 580,843 | | | | VARIANCE EXPLANATION NOT REQUIRED | |
| 9 Total Fixed Assets plus Other Long Term Investments and | 783,187 | 792,505 | 9,318 | 1.19% | NO | | |
| 10 Total Borrowings | 417,974 | 410,737 | -7,237 | 1.73% | NO | | |

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

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: | £ | £ | £ |
|---|--------|-------|--------|
| Reserve 1 WW2 War Memorial | 500 | | |
| Reserve 2 Melton Road crossings | 40000 | | |
| Reserve 3 CIL reserves - to be allocated to project | 276554 | | |
| Reserve 4 Divested Land sinking fund | 26070 | | |
| Reserve 5 Landscaping and parking project | 50000 | | |
| Reserve 6 Pavilion project | 98117 | | |
| Reserve 7 | | | 491241 |
| General reserve | | 63971 | |
| Total reserves (must agree to Box 7) | | 63971 | 555212 |