

**Explanation of variances – pro forma**

Name of smaller authority: **Melton Parish Council**  
 County area (local councils are): **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;

	2022/23 £	2023/24 £	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	579,930	223,883					Explanation of % variance from PY opening balance not required - Balance brought forward agrees
2 Precept or Rates and Levies	104,536	117,261	12,725	12.17%	NO		
3 Total Other Receipts	58,281	75,214	16,933	29.05%	YES		The main reasons why Receipts are higher in 2023/24 than 2022/23 is because the Council received more income from the Pavilion and more grants and donations towards a play park refurbishment. A full breakdown is shown below: Recreation Income in 2022/23 was £4,079 but £4,992 in 2023/24. Increase of £913. This is due to money received for a new noticeboard in 2023/24. Office Admin income (rental income and recharges) in 2022/23 was £17,862.65 but £19,614.76 in 2023/24. Increase of £1,752.11. This is because recharges to our tenants were higher in 2023/24 than 2022/23, largely due to inflation. Full Council income (hire of meeting rooms, bank and building society interest, bank compensation, legal contributions) in 2022/23 was £1,496.02 but £6,203.04 in 2023/24. An increase of £4,707.02. This is because there was no compensation or legal contributions in 2022/23 and the meeting room was hired more frequently in 2023/24 than in 2022/23. Bank and building society interest in 2022/23 was only £1,031.53 compared to £4,546.04 in 2023/24. The increase is due to interest rate rises. Pavilion Income in 2022/23 was £2,426.71 but £10,664.55 in 2023/24. Increase of £8,237.84. This is because the Pavilion was built in 2022 and was only available to hire from January 2023 so the 2022/23 figures only have three months of income versus 12 months of income in 2023/24. Grants and Donations Income in 2022/23 was £14,319.25 but £25,649.47 in 2023/24. An increase of £11,330.22. We received a higher number of donations and grants in 2023/24 than 2022/23 to help cover the costs of refurbishing the play park at Buresford Drive. Community Infrastructure Levy Income in 2022/23 was £18,097.63 but only £8,090.96 in 2023/24. A decrease of £10,006.67. We received lower CIL payments in 2023/24 due to a reduction in properties being built or expanded in the parish compared to the previous year.
4 Staff Costs	64,342	72,542	8,200	12.74%	NO		
5 Loan Interest/Capital Repayment	19,639	19,639	0	0.00%	NO		
6 All Other Payments	434,883	71,011	-363,872	83.67%	YES		council constructed and paid for a Pavilion using CIL reserves in 2022/23 and the final payments for the Pavilion in 2023/24 were for the retainer and minor finishing works. A full breakdown is as follows: 2022/23 2023/24 DifferenceExplanation Accruals-9485-17140-7655More adjustments were made in 2022/23 than in 2023/24 CIL - bench deficits paid and noticeboards2989 971619.01-1370.96Purchases against CIL in 2022/23 were higher than in 2023/24 eg bought gazebos in 2022/23 but not in 2023/24. Chairs Allowance182,2653.79-128.47More expenses associated with APM and Pavilion opening in 22/23 than 23/24. Data Protection35350 Postage65,539.2-46.33Sent less mail in 2023/24 Stationery249,34501.88252.54More printing in 23/24 due to Pavilion (eg booking forms) Phone/BB892,08912,8920.81Inflation increase in 2023/24 Computer support127,5442,25314.75Required work to computer in 2023/24 but not in 2022/23 Software Licences218,6566.66-151.99Paid for fewer licences in 2023/24 than in 2022/23 Domain hosting4404400 Computer hardware615,8215.82Purchased new computer speakers in 2023/24 Office cleaning1482,041415.56-66.48Less cleaning in 2023/24 than in 2022/23 Office maintenance and estate charges39502321.92-1628.08Estate charges higher in 2022/23 - account reconciliation in 23/24 resulted in credits on the account Business Rates6611,756942,34330.59Annual increase Office Utility Costs1644,381707,2262.84Inflation increase Payroll20121615Inflation increase Audit3201740820High payments in 2022/23 meant the audit fees paid in 23/24 were significantly higher Subscriptions1142,621249,75107.13Inflation increase Member expenses3041,6511.65More travel expenses in 2023/24 than in 2022/23 Member training32,44289256.56Members attended more training in 2023/24 than in 2022/23
7 Balances Carried Forward	223,883	253,166				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	240,815	254,960				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	1,080,887	1,088,800	7,913	0.73%	NO		
10 Total Borrowings	395,604	387,695	-7,909	2.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable