

Explanation of variances – pro forma

Name of smaller authority: **Pettistree 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).

	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 (must include narrative and supporting figures)
1 Balances Brought Forward	7,814	4,026					
2 Precept or Rates and Levies	2,551	2,542	-9	0.35%	NO		
3 Total Other Receipts	1,500	15,888	14,388	959.20%	YES		There were increases in grants received amounting to £850, donations received amounting to £789, VAT refunds received amounting to £1,016, CIL receipts amounting to £11,722 and bank interest received amounting to £11. There was therefore an overall increase of £14,388 in Total Other Receipts.
4 Staff Costs	960	2,336	1,376	143.33%	YES		Salary payments of £960 were made to staff during the previous year. They were made to the former Parish Clerk until his death in October 2021. There were no salary payments made to a Parish Clerk for the remainder of the previous year. In addition, a Responsible Financial Officer (RFO) was appointed in March 2022 and was paid for the month of March 2022. Salary payments of £2,336 continued to be made to the RFO during the whole of the year. There were no salary payments made to a Parish Clerk for the whole of the year. There was therefore an overall increase of £1,376 in Staff Costs.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	6,879	3,623	-3,256	47.33%	YES		There were increases of £76 in staff expenses, £306 in office expenses, £261 in professional fees, £19 in insurance costs, £34 in subscription fees, £400 in grass cutting costs relating to both years, £672 in Section 137 payments and £176 in newsletter costs. There were decreases of £150 in training costs, £100 in donations made, £240 in dog and litter bin emptying costs, £8 in village maintenance costs and £767 in VAT paid. A marquee was purchased for £1,208 and a speed indicator sign was purchased for £3,200 during the previous year. There were speed indicator sign costs of £190 and a projector was purchased for £283 during the year. There was therefore an overall decrease of £3,256 in All Other Payments.
7 Balances Carried Forward	4,026	16,497			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	4,026	16,497				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	17,965	18,942	977	5.44%	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

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:			
CIL Receipts (R/F)	11,722		
Community Fund (R/F)	379		
Elections	1,500		
		13,601	
General reserve	2,896		
		2,896	
Total reserves (must agree to Box 7)			16,497