

Explanation of variances – pro forma

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

County area (local councils and parish meetings only): Norfolk

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 BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	55,503	79,285				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	54,400	58,870	4,470	8.22%	NO		
3 Total Other Receipts	5,671	3,757	-1,914	33.75%	YES		In year 2020/21 the Council had received two grants 1)Repairs to church wall £650.00 and 2)Norfolk Community Foundation £525.00. The remaining difference is between VAT returns and Burials.
4 Staff Costs	19,265	20,616	1,351	7.01%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	17,024	31,332	14,308	84.05%	YES		The Council has 5 main headings for payments: 1) Admin has increased this year by £202.44. 2) Employment has increased this year by £1350.86 (this is due to the Parish Council appointing a locum whilst a new clerk was employed). 3) Maintenance has increased this year by £8348.83 (this is due to the Council appointing a gardener aswell as a handyman to attend to the village needs. The Council has become more active than last year due to covid. Repairs carried out to Church wall, Tommy signs and figures for remembrance, Iron and building works to cemetery wall). 4) Youth Club has increased this year by £2044.25 (this is due to being back up and running since covid). 5) Projects has increased by £924.87 (projects carried out were a new footpath, xmas lighting event and preparations for the Jubilee event).
7 Balances Carried Forward	79,285	89,964			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	79,285	89,964				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and As	112,689	141,661	28,972	25.71%	YES		The figure entered for 2021-22 is Insurance value costs. The Parish Council had carefully reviewed the asset register and decided to have two lists, one for cost and one for Insurance. The following changes made were 1)Bus shelters £30769.25 increased to £41000.00. 2)Church Plain sign £5000.00 increased to £9000.00. 3)Seating (benches / picnic tables) £4745.54 increased to £7650.00. 4)Additional assets purchased to the value of £1669.45. The asset register at cost price totals to £115,491.66, which I believe should have been entered onto the AGAR form as opposed to the Insurance value.
10 Total Borrowings	0	0	0	0.00%	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			
Reserve 2			
Reserve 3			
Reserve 4			
Reserve 5			
Reserve 6			
Reserve 7			
			0
General reserve			0
Total reserves (must agree to Box 7)			<u>0</u>