

Explanation of variances – pro forma

Name of smaller authority: **Rushmere St Andrew 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);
- 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).

	2018/19 £	2019/20 £	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	179,428	225,514					Explanation of % variance from PY opening balance not required - Balance brought forward agrees
2 Precept or Rates and Levies	116,600	120,000	3,400	2.92%	NO		
3 Total Other Receipts	67,018	47,093	-19,925	29.73%	YES		The difference in variance of the total receipts (less precept) was £19,925. This was mainly as a result from reduced income from burial receipts, grants and donations and less VAT refunds. The Parish Council received £12,409.40 less burial receipts than the previous year, £5,694.88 less grants and donations than the previous year and £2,375.20 less VAT refunds than the previous year and a reduction of £455 in allotment rent income. Increases in receipts from the previous year included an increase of £33.87 in water charges at the allotments, £34.28 increases in interest and £940.99 in miscellaneous income from advertising, allotment deposits, etc.
4 Staff Costs	35,865	41,668	5,803	16.18%	YES		Staff costs rose as a result of an increase in the number of hours that the Clerk and Assistant Clerk are employed that increased from 100 hours a month to 110 hours a month for both the Clerk and the Assistant Clerk, as well as NALC cost of living increases for the Clerk and Assistant Clerk, plus step increases in salaries for the Clerk and Assistant Clerk. Net salary payments increased from £28,400.26 to £31,904.84; PAYE and National Insurance payments (employees) increased from £3,787.83 to £5,094.76; National Insurance payments (employer) increased from £2,866.68 to £2,226.13; Pension paid by employer increased from £659.53 to £772.20; and Pension paid by employees increased from £791.51 to £1,029.60. Details of the amounts are shown in the Appendix - salary increases sheet.
5 Loan Interest/Capital Repayment	21,331	21,331	0	0.00%	NO		
6 All Other Payments	80,336	94,603	14,267	17.76%	YES		The difference in variance of the all other payments was due to increases in the expenditure at the playing fields & open spaces, ponds, cemetery in the parish, hire charges and VAT. The increase was accounted for by expenditure that increased at play areas and open spaces and asset improvements (£13,540.74) with the addition of an inclusive roundabout and a new basket ball hoop at the play areas, a tree survey that was carried out and associated tree works that was carried out in the parish, maintenance work to a multi play unit at a play area and maintenance work at the cemetery (£7,812.76) during the 2019-20 financial year. Increases in VAT expenditure came to £4,117.16 (this included VAT expenditure at the cemetery and allotments). Expenditure at the ponds increased by £1,300 with work that had to be carried out to trees and the pond edging. Expenditure in maintenance at the allotments increased by £965.50 with work that had to be carried out to the hedge, etc. Hire charges in 2019-20 increased by £774.50 for hiring of the halls and the parish office. Expenditure on election costs, metred water at the allotments and administration at the cemetery increased by £900.99. Expenditure on administrative costs reduced by £965.26, crime prevention reduced by £733.83. During the 2018-19 financial year the council held a Beacon event and obtained grant funding for this event with associated expenditure during the 2018-19 financial year relating to the event (£3,951.84) which meant this was a reduction in this expenditure in 2019-20. Expenditure on S137 also reduced in 2019-20 by £5,421.82 and general maintenance in the parish reduced by £3,622.40. Expenditure on training and litter reduced by £401.46.
7 Balances Carried Forward	225,514	235,005			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	225,514	235,005				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and Assets	129,761	137,979	8,218	6.33%	NO		
10 Total Borrowings	101,758	85,213	-16,545	16.26%	YES		20 year PWLB loan is now paying off increased capital each year. Final loan payment will be 10/05/2024

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable