

Explanation of variances – pro forma

Name of smaller authority: **Mellis 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 (<u>must include narrative and supporting figures</u>)
							0
1 Balances Brought Forward	20,091	15,954				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	8,435	7,900	-535	6.34%	NO		
3 Total Other Receipts	299	1,238	939	314.05%	YES		In 2019/20, there was an overall increase in total other receipts. Total other receipts have increased from £299 (2018/19) to £1,238. VAT refunds received have increased from £299 (2018/19) to £1,238. In 2019/20, there was therefore an overall increase of £939.
4 Staff Costs	3,021	3,037	16	0.53%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	9,850	3,207	-6,643	67.44%	YES		In 2019/20, there was an overall reduction in all other payments. All other payments have reduced from £9,850 (2018/19) to £3,207. Administration costs have reduced from £1,020 (2018/19) and this represents approximately 3% of the reduction. Training costs have reduced from £601 (2018/19) and this represents approximately 7% of the reduction. Village maintenance costs have reduced from £6,727 (2018/19) and this represents approximately 76% of the reduction. VAT costs have reduced from £1,238 (2018/19) and this represents approximately 14% of the reduction. In 2019/20, there was therefore an overall reduction of £6,643.
7 Balances Carried Forward	15,954	18,848			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	15,954	18,848				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	13,645	14,104	459	3.36%	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:			
Newstead Land	4,000		
Mellis Common	1,000		
Well	1,000		
Car Park & Access Track	3,998		
Elections	1,400		
IT Upgrade/Replacement	500		
Bins Replacement	500		
Phone Box Maintenance	200		
Grit Bins Replacement	200		
		12,798	
General reserve	6,050	6,050	
Total reserves (must agree to Box 7)			18,848