

**Explanation of variances – pro forma**

Name of smaller authority: **Sutton Waldron Parish Council**

County area (local councils and parish meetings only):

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).

	2017/18 £	2018/19 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	2,055	3,895				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	2,900	2,400	-500	17.24%	YES		Please see attached.
3 Total Other Receipts	740	121	-619	83.65%	YES		Please see attached.
4 Staff Costs	1,260	1,365	105	8.33%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	540	1,525	985	182.41%	YES		Please see attached.
7 Balances Carried Forward	3,895	3,526			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	0	0				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and As	1,750	1,750	0	0.00%	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 of Variances

<b>2. Precept</b>	<b>2017/18</b>	<b>2018/19</b>	<b>Comments</b>
Precept	2900	2400	The budget for 2017/18 included £460 for road signs and a reserve of £750 as a contribution to Highways if the speed limit was reduced to 20mph. Neither of these sums were spent nor was the contingency of £500 and accordingly the reserves in 2017/18 went up to £3895 as opposed to £2055 in 2016/17. The anticipated expenses for 2018/19 as per the Precept Plan were £2450. Given the amount of the reserves the PC decided to decrease the Precept from £2900 to £2400.

<b>3. Total other receipts</b>	<b>2017/18</b>	<b>2018/19</b>	<b>Comments</b>
	740	121	
Grants received	678	0	In 2017/18 the PC received a grant for a new website - £678. The website was paid for in 2018/19 - £500 (ex VAT), £18 (ex VAT) was paid for a second email and the Clerk was compensated for her time - £105. The balance of the grant will be used as a contribution to the costs of the website going forward.
VAT	62	121	The VAT reclaim for 2016/17 was paid In 2017/18 the major expense being the website costs. In 2018/19 the major VAT reclaim was for £100 being the VAT paid on the costs of the new website.
Total	740	121	

<b>6. All other payments</b>	<b>2017/18</b>	<b>2018/19</b>	<b>Comments</b>
	540	1525	
Website	50	635	In 2017/18 the PC paid the website hosting fees for the freeola website. In 2018/19 the PC paid for a new website, two new emails - £622 and the last payment for the Freeola website - £13.
Spinney	0	320	In 2017/18 the PC paid for the Spinney to be tidied up.
Signs/bench/dog bin	87	143	The major expense in £2018/19 was the refurbishment of the bench - £124
Training	0	35	No training was undertaken in 2017/18.
Village Hall hire	20	0	There was no payment made for the hire of the Village Hall in 2018/19.
General Expenses	383	392	The Insurance in 2018/19 was £8 more than in 2017/18.
<b>Total</b>	<b>540</b>	<b>1525</b>	