

## Explanation of variances – pro forma

Name of smaller authority: **Creeting St Peter 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. <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority ( <b>must include narrative and supporting figures</b> )
1 Balances Brought Forward	18,154	19,989					
2 Precept or Rates and Levies	5,176	5,200	24	0.46%	NO		
3 Total Other Receipts	950	783	-167	17.58%	YES	Explanation not required, difference less than £200	
4 Staff Costs	2,058	1,585	-473	22.98%	YES		Salary payments of £2,058 were made to the former Parish Clerk until her departure during the previous year. There were no other salary payments made to any staff following her departure during the previous year. A final payment of £31 was made to the former Parish Clerk during the year in April 2022. There were no more salary payments made during the year until two members of staff taking on the separate roles of Parish Clerk and Responsible Financial Officer commenced employment in September 2022. Together, they received salary payments of £1,554 during the year. There was therefore an overall decrease of £473 in Staff Costs.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	2,233	8,877	6,644	297.54%	YES		Grass cutting costs for the previous year amounting to £324 (inc VAT) were paid during the year. There were also standalone costs experienced during the year. They related to community costs of £640 (inc VAT) on the occasion of the Platinum Jubilee, the upgrading of street lighting at a cost of £5,227 (inc VAT) and the replacement of defibrillator pads which amounted to £60 (inc VAT). There were also increased staff and office expenses which were paid to the two new members of staff following their appointment during the year. There was therefore an overall increase of £6,644 in All Other Payments.
7 Balances Carried Forward	19,989	15,510			YES	<b>VARIANCE EXPLANATION NOT REQUIRED</b> <b>EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES</b>	
8 Total Cash and Short Term Investments	19,989	15,510				<b>VARIANCE EXPLANATION NOT REQUIRED</b>	
9 Total Fixed Assets plus Other Long Term Investments and	28,863	32,911	4,048	14.02%	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:

	£	£	£
<b>Earmarked reserves:</b>			
Play Area (R/F)	4,625.56		
Lottery (R/F)	3,724.56		
Fen Alder Carr (R/F)	2,774.53		
Elections	1,500.00		
		12,624.65	
<b>General reserve</b>	2,885.25		
		2,885.25	
<b>Total reserves (must agree to Box 7)</b>			<b><u>15,509.90</u></b>