

Explanation of variances – pro forma

Name of smaller authority: **Aldcliffe with Stodday Parish Council**

County area (local councils and parish meetings only): **Lancashire**

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).

| | 2019/20 | 2020/21 | 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 | 10,516 | 5,835 | | | | Explanation of % variance from PY opening balance not required - Balance brought forward does not agree, query this | |
| 2 Precept or Rates and Levies | 5,200 | 5,400 | 200 | 3.85% | NO | | |
| 3 Total Other Receipts | 369 | 11,967 | 11,598 | 3143.09% | YES | | Extraordinary receipts in 2020/21 include: Neighbourhood Development Planning (NDP) grant funding (£5,945); funding from United Utilities to enable the Council to resolve drainage problems causing chronic flooding to a parish footpath (£4,650); and a higher than normal level of VAT refund due to NDP consultancy fees paid in 2019/20 (£843) |
| 4 Staff Costs | 2,145 | 2,554 | 409 | 19.07% | YES | | The Parish Clerk is contracted to provide 14 hours per month. The actual hours worked during 2020/21 were 250.25 at an additional gross salary cost of £842. Of this, 35.5 hours (£363) were provided to support to the NDP Working Group, which was a similar level to that provided in 2019/20. Additional work was generated throughout the year in managing the Parish Council's response to the Covid-19 emergency and new ways of working. This accounted for an additional 47 hours work at a gross salary cost of £479. |
| 5 Loan Interest/Capital Repayment | 0 | 0 | 0 | 100.00% | YES | Explanation not required, difference less than £200 | |
| 6 All Other Payments | 8,105 | 12,884 | 4,779 | 58.96% | YES | | 1) With the extraordinary receipts from grant funding during 2020/21, the Parish Council spent £5,111 on consultancy services and printing/postage on the NDP project (compared to £3,163 in 2019/20). Net increase £1,948 2) Funding from United Utilities was used to engage a contractor to resolve drainage problems causing chronic flooding to a parish footpath, at a cost of £4,560. Work on the same drain in 2019/20 had cost £380. Net increase £4,180 3) £765 less was spent on the Lengthsman's services during 2020/21, partially due to Covid-19 restrictions. Net reduction -£765. 4) No meeting room costs were incurred in 2020/21 compared with £235 in 2019/20. Net reduction -£235 5) Four-yearly election costs of £120 in 2019/20 were not repeated in 2020/21. Net reduction - £120 The above variances account for a year-on-year increase of £5,008. The balance is accounted for minor variances over a variety of budget headings. |
| 7 Balances Carried Forward | 5,835 | 7,764 | | | NO | VARIANCE EXPLANATION NOT REQUIRED | |
| 8 Total Cash and Short Term Investments | 5,835 | 7,764 | | | | VARIANCE EXPLANATION NOT REQUIRED | |
| 9 Total Fixed Assets plus Other Long Term Investments and | 0 | 0 | 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

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)