

Explanation of variances – pro forma

Name of smaller authority: **Poringland Parish Council**

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

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;

	2022/23 £	2023/24 £	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	1,053,678	856,031				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	195,450	214,567	19,117	9.78%	NO		
3 Total Other Receipts	130,749	227,129	96,380	73.71%	YES		Receipts in 2023/24 were higher than that in 2022/23 for the following reasons: * Commuted sum for new play park £52,820 * Interest on savings increased by £11,261 * Burial Ground income increased by £6,078 in 23/24 * Community Centre income from hirers increased by £13,125 * Cafe income increased by £3,179 * bar income increased by £3,333 * Event income increased by £3,040 * Verge cutting contract from County Council increased by £550 for the year
4 Staff Costs	178,084	203,630	25,546	14.34%	NO		
5 Loan Interest/Capital Repayment	8,713	8,713	0	0.00%	NO		
6 All Other Payments	337,049	204,178	-132,871	39.42%	YES		As per the variance analysis from the March 2023 AGAR 2022/23 experienced higher expenditure than normal due to the following: * Long Term Investment of £110,000 with Hampshire Trust made in July 2022 expensed from the accounts to be added to asset register. * Additional £3,000 spent in year on IT software (purchase ledger software, email hosting and HR/Payroll software). * Increase in training of £1,307 relating to new employees and the Assistant Clerk undertaking the CiLCA qualification. * Increased cost in general admin including insurance, stationery and phone and broadband totalling £1,922 * Kitchen refurbishment in 2022 at a total cost of £18,925 * Second office refit in 2023 at a total cost of £13,235 * Community centre gas and electricity costs have risen in 2022/23 by £6,917 * Increased maintenance & cleaning costs on the community centre of £4,863 * Unexpected tree work undertaken at the Burial Ground of £2,250 * Unexpected pond maintenance undertaken in 2022 not conducted in the previous year totalling £1,080 * Playing Field Pavilion gas and electricity costs have risen in 2022/23 by £2,377 * Legal expenses relating to a lease for the bowls club to the men's shed £1,372 * Unexpected maintenance work at the pavilion and playing field totalling £2,575 (tree work and replacement fence, replacement water heater, & gutter repairs) * Replacement of defib batteries of £1,208 Expenditure in 2023/24 was higher than that in 2022/23 for the following reasons: * £10,250 purchase of Parish Council Van * Community centre gas and electricity costs have risen in 2023/24 by £11,754 * Additional budget line for the Parish Council Van to cover insurance, tax, running costs, etc of £2,298 * Introduction of a professional coffee machine in the community cafe £2,096 * Increase in IT software with the additional purchase of HR, Payroll and email software £1,657 * Increase in the verge cutting contract of £1,040 * Unexpected tree remedial work totalling £1,270
7 Balances Carried Forward	856,031	881,206				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	866,298	875,499				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	2,110,773	2,145,000	34,227	1.62%	NO		
10 Total Borrowings	38,031	31,171	-6,860	18.04%	YES		Reduction in loan value as per capital & interest payment documented in Box 5, no additional borrowings have be made in 2023/24

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable