

## Explanation of variances – pro forma

Name of smaller authority:

Cliffsend Parish Council

County area (local councils and parish meetings only): Kent

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 (must include narrative and supporting figures)
1 Balances Brought Forward	29,437	34,476				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	15,510	15,976	466	3.00%	NO		
3 Total Other Receipts	12,889	239	-12,650	98.15%	YES		2018-2019 Additional payments received included £4,467 - final payment of \$106 for Chapman Meadow. The Cliffsend Shop Association gave £7,922 when the Village Shop closed to purchase benches for the village. The sum of £500 was provided by KCC for the purchase of a shed. In 2019-2020 the only additional income to the precept was £239 - received from Southern Water; the balance of their donation towards a bench. Net reduction of £12,650.
4 Staff Costs	7,113	4,679	-2,434	34.22%	YES		2018-2019 The Parish Council was forced to use temporary staff to provide Clerk services until the end of September 2018 (Locum Costs £1,695; this should not have been allocated to Staff Costs). A new Clerk was appointed in August 2018 and required external support during a handover period (Staff Costs £5,418). 2019-2020 Parish Council without a Clerk for 4 months (Staff Costs £4,679). Net reduction of £2,434.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	16,247	11,003	-5,244	32.28%	YES		This variance can be explained by the extra expenses incurred in 2018-2019 in comparison with 2019-2020; differences are - Defibrillator (£2,632), the purchase of Grit Bins (£884). Relocation/Refurbishment of bench outside the Village Hall, mounts for three benches in the same location, providing and installing a further approved bench by TDC (£1034.00). Purchase of a World War Memorial Bench (£1054). Solicitor fees of £718 were incurred in an attempt to update the 125 year Lease for the Chapman Meadow. Two Annual Insurance Premiums were paid in 2018-2019 £596, Training £1,183, Caretaker and Maintenance Fees of £911, Subscriptions of £118 and a Grant of £300, Expenses £178 (Total £9,608). This was offset by the 2019-2020 May by-election costing the Parish Council - £2,980, Locum Clerk Fees -£1268, Professional Fees -£73 and Rental Fees -£43 (Total -£4,364). Net reduction of £5,244.
7 Balances Carried Forward	34,476	35,009			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	34,476	35,009				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	23,136	24,634	1,498	6.47%	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