

Explanation of variances – pro forma

Name of smaller authority: **Stoke St Gregory Parish Council, Somerset**

Please provide full explanations, including numerical values, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

Section 2	2016/17 £	2017/18 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 <i>Precept or Rates and Levies</i>	9940	10500	+560	6%	NA
Box 3 <i>Total other receipts</i>	10685	5975	-4710	44%	See explanation sheet
Box 4 <i>Staff costs</i>	2900	3490	+590	20%	See explanation sheet
Box 5 <i>Loan interest/ capital repayments</i>	0	0	0	NA	NA
Box 6 <i>All other payments</i>	21761	9447	-12314	57%	See explanation sheet
Box 9 <i>Total fixed assets & long term investments & assets</i>	10376	12247	+1871	18%	See explanation sheet
Box 10 <i>Total borrowings</i>	0	0	0	NA	NA
Explanation for 'high' reserves	<p>Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:</p> <p>Unspent election costs reserve (£1200 annually) has accumulated over several years and while some is still in place for this purpose the remainder has been intended as a contingency fund for potential costs associated in particular with flood management/response but would also be in place to support more recent projects such as the allotments, new website creation and maintenance, and playground equipment purchase and maintenance.</p>				

Stoke St Gregory Parish Council
Somerset

Year ended 31 March 2017

Bank reconciliation

	£
Balance per bank statement at 31 March 2017 (taken from bank statement)	24,122
Outstanding items	
Less unpresented cheques	234
Plus uncleared payments into bank	NIL
Balance per cashbook (council's own records) at 31 March 2016 (Box 8 on annual return)	23,888

Unpresented cheques

Cheque number 890 (Reeves Feast)	25
Cheque number 935 (Playing Field Management Committee)	209
Total	234

Stoke St Gregory Parish Council**Explanation for variances greater than 15%****2017-18****Box No 3 (Total other receipts)**

	£
Figure in 2017 column	10685
Figure in 2018 column	5975
Variance (2018 figure less 2017 figure)	-4710
Reason	Amount
Grant for Playing Field mistakenly paid to PC this year	+1210
Council Tax Support Grant was less this year.	-210
VAT refund was more this year	+3081
Grant received last year from Church School House Fund towards purchase of playground equipment.	-2000
Grant from TDBC towards purchase of playground equipment received last year.	-7098
Grant received last year from Transparency Fund for cost of Parish Council laptop.	-150
Contribution towards church clock maintenance from PCC was less this year.	-50
PCC general donation to PC this year.	+100
Donations towards First Aid Training this year.	+130
More Newsletter sponsorship received last year.	-171
Burial fees received were more this year	+339
Memorial fees received were more this year	+72
Interment of ashes this year, none last year.	+37
Total	-4710

Box No 4 (Staff costs)

	£
Figure in 2017 column	2900
Figure in 2018 column	3490
Variance (2018 figure less 2017 figure)	590
Reason	Amount
Clerk salary raised according to advice from SALC that starting salary point should have been higher (£590)	+590
Total	+590

Stoke St Gregory Parish Council**Box No 6 (Total payments less staff costs)**

Sheet2

	£
Figure in 2017 column	21761
Figure in 2018 column	9447
Variance (2018 figure less 2017 figure)	-12314
Reason	Amount
Increased subscription fees to SALC	+9
Decreased subscription fees to Community Council for Somerset	-40
Increased subscription fees to Society for Local Council Clerks	+1
Grant to Allotments Association this year	+2258
Grant to Playing Field increased this year	+2084
Donation to Somerset Community Justice Partnership last year but not this year.	-25
Donation to Reeves Feast this year	+25
Training costs decreased this year	-62
Insurance increase	+18
Hall rental more this year	+67
Stationery and stamps cost more this year	+9
Website hosting costs less this year	-124
Website maintenance cost less this year	-26
Website domain registration paid last year but not this year	-41
Website privacy fee increased this year	+2
Transfer of TDBC grant to Playing Field Committee mistakenly paid to PC this year	+1210
Housing needs survey paid for last year and not this year.	-1000
Footpath maintenance less this year	-180
Repairs & maintenance of Church Clock more this year	+422
Village newsletter printing cost more this year	+64
Refreshments for annual parish meeting cost more this year	+19
Adoption of telephone kiosk this year	+1
No defibrillator maintenance costs this year	-236
Burial ground grass cutting cost more this year	+184
No burial ground maintenance costs this year	-256
VAT paid this year was less this year	-2906
First Aid training this year	+325
Playground equipment paid for last year but not this year	-14109
Wheelie bin stickers purchased last year	-32
Stand in for clerk this year	+25
Total	-12314

Stoke St Gregory Parish Council

Box No 9 (Fixed assets)

	£
Figure in 2017 column	10376
Figure in 2018 column	12247
Variance (2018 figure less 2017 figure)	+1871
Reason	Amount
Allotments fencing purchased this year	+1870
Telephone kiosk adopted	+1
Total	+1871