

## Explanation of variances – pro forma

Name of smaller authority: **Saxmundham Town 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**: 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).

	2020 £	2021 £	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	101,236	146,108				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	207,497	224,500	17,003	8.19%	NO		
3 Total Other Receipts	38,726	44,305	5,579	14.41%	NO		
4 Staff Costs	60,965	40,456	-20,509	33.64%	YES		The Council used an agency Clerk between April- November to cover . Despite interviewing and appointing in August the new Clerk started mid-November so only a quarter of the Clerks's salary costs were incurred. Clerks wages were £11973.95, Assistant Clerks's wages were 14,824.59, HMRC contribution were £12002.79, and pension contributions were £1654.98
5 Loan Interest/Capital Repayment	21,377	21,377	0	0.00%	NO		
6 All Other Payments	119,009	179,133	60,124	50.52%	YES		During the shut down the Town Council took the opportunity to refurbish the Town Council Offices and spent an additional £5900 for the removal of asbestos, £1275 on new security fencing and £11,214 replacement windows. New laptops were required for the staff to allow remote working which cost £955.  The Council also spent an additional £3268 on outdoor furniture in their open spaces due to the pandemic. The Council also created a Covid- 19 emergency fund of £11500 to fund services for the vulnerable within the Town. In addition £18,000 of CIL income was spent on the following partnership projects in the community : £3000 Children's play area, £4000 kitchen upgrade at the Fromas centre, £4000 towards a new community arts facility in the Town and £7000 was spent on the upgrade of the Market Hall. The additional agency costs to cover the Clerk vacancy was £28,628 however £20,509 staff underspend was set against this expenditure leaving an additional £8119. <b>The total extra cost of these items was £60,231</b>
7 Balances Carried Forward	146,108	173,947			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	148,234	174,740				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	407,464	425,175	17,711	4.35%	NO		
10 Total Borrowings	109,850	90,892	-18,958	17.26%	YES		The Council is choosing to pay of the Public works loan at £21,377 per year.

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable