

## Explanation of variances – pro forma

Name of smaller authority: TENBURY TOWN COUNCIL

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

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;
- 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).

	2021/22 £	2022/23 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	213,032	273,800				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	192,980	195,695	2,715	1.41%	NO		
3 Total Other Receipts	40,301	71,570	31,269	77.59%	YES		See additional spreadsheet
4 Staff Costs	80,462	97,057	16,595	20.62%	YES		See additional spreadsheet
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	92,051	143,846	51,795	56.27%	YES		See additional spreadsheet
7 Balances Carried Forward	273,800	300,162			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	367,662	293,672				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	1,319,459	1,322,330	2,871	0.22%	NO		
10 Total Borrowings			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)**

## VARIANCES

### 3. TOTAL OTHER RECEIPTS

	£
Interest	5,293 Increase in interest received
Grants	13,990 Arts Council Jubilee grant - £7,295/County Council Jubilee grant - £1,195/Warm Space grant - £500/Property Flood Resilience Grant - £5,000
Donations	28 Visitor donations to Pump Rooms
Lengthsman	375 Increase in Lengthsman grant from County Council
Mayor's Fundraising	30 Additional fundraising
CIL	(22,611) CIL monies received in 2021/22
Contribution	250 Contribution from County Council towards speed signs
Recoveries - Changing Rooms	(132) Reduction in electricity recoveries
Recoveries - Cleaning	30 Increase in cleaning recoveries from football club
Recoveries - Insurance	34,568 Insurance claim - Regal (£31,072)/Play Area (£3,496)
Fees & Charges - Room Hire	300 Additional room hire fees - The Pump Rooms/Pavilion
Fees & Charges - Equip	(25) Reduction in hire of crockery
Fees & Charges - Weddings	123 Increase in wedding bookings
Rent	(4) Reduction in Regal rent
Insurance Retention	(4,780) Insurance retention monies received in 2021/22
Football Club	192 Increase in football club licence agreement fee
Rugby Club	23 Increase in rugby club licence agreement fee
Mayfair	(1,062) Reduced number days for Fair in 2022/23
Car Boot	220 Additional car boots held in 2022/23
Burgage Hire	20 Increase in hire fee
Hire Palmers	33 Additional hire
Bowling Green	247 Increase in use of bowling green by individuals
Bowling Clubs	(533) Reduction in bowling clubs
Tennis Courts	(141) Reduced use of tennis courts
Cemetery	3,554 Purchase of Exclusive Rights
VAT Adjust	1,281 VAT adjustment in 2021/22
	<u>31,269</u>

## VARIANCE

### 4. STAFF COSTS

	Variance	
	£	
Salary	13,372	Regrade of 2 posts & National Pay award - £12,112/Increase in minimum wage - £1,750/Vacancies - (£710)/Additional hours cover - £220
NIC	1,978	Additional employer National Insurance Contributions due to salary increases
Pension	1,245	Additional employer Pension Contributions due to salary increases
	<u>16,595</u>	

## VARIANCES

### 6. ALL OTHER PAYMENTS

	£
Training	230 Members Training
Advertising	(41) Reduction in advertising venue
Bank Charges	29 Increase in bank charges/returned cheque fees
Insurances	728 Increase in insurance policy
Postages	14 Increase in postage
Printing & Stationery	316 Photocopier charges & office stationery
Protective Clothing	223 New Grounds staff - protective clothing
Refreshments	94 Additional refreshments & Warm Space
Equipment	(157) Reduction in equipment
Equipment Maint.	1,126 Service & repair grounds equipment (mowers etc)
Lone Worker Alarm	144 Increase in Lone Worker Devices fee(4)
Software Maint.	104 MTD/Finance sotware increase
Subscriptions	7 Increase in subscription fees
Telephone & Interne	(216) Reduction in mobile phone bill
Internal Audit	43 Increase in internal audit fee
Legal Fees	1,638 Legal fees for licence agreements
Payroll Services	225 External salaries review - £200/increase in payroll provider £25
Consultant Fees	(700) VAT Consultancy fees re: previous year
Website	70 Additional fees for Operation London Bridge
Mayor's Expenses	459 Additional Mayoral events/contributions
R&M Bus Shelter	(43) Reduced cleaning on bus shelter
Street Ligting - Elec	455 Additional electricity costs for footway lighting
Street Light - Repair	(515) Reduction in footwat lighting repairs
Lengthsman Schem	168 Increase in Lengthsman cost
Grant - Regal	(3,000) Reduction in grant to The Regal
Mayor's Donations	240 Increase in Mayor's donations to groups
Community Grants	15,000 Additional community grants
Community Event	9,396 Platinum Jubilee Event
Electricity	1,692 Increase in electricity costs
Equip Main Pump	(22) Pump Rooms alarms maintenance
Cleaning Supplies	153 Additional cost cleaning materials for buildings
Gas	110 Increase in gas tariff
NNDR	548 Reduction in transitional relief Non Domestic Rates Car Park
R&M	34,316 Water ingress repairs to The Regal - £29,538/Electrical works The Pump Rooms - £2,191/Changing Room repairs £1,271/Grounds Maintenance - £1,316
R&M Play Areas	4,047 Replacement equipment and repairs
R&M Trees	1,615 Additional tree safety works
R&M Pavilion/Shed	1,700 Accrual credit in previous year - (£914)/ repairs to the pavilion - £786
R&M Tennis Courts	761 Additional spraying of tennis courts

Fuel	184	Increase in cost of mower fuel
Licence	411	Premises licence - Pump Rooms
Floral Features	44	Additional plants/hanging baskets Jubilee
Skate Park	376	Repairs to skatepark
Property Surveyor	(2,050)	Surveyor property valuations in previous year
Water Rates	156	Increase in changing rooms water usage
Flood	(10,331)	Retention monies re: flood works in previous year
VAT Partial Exempti	(2,046)	VAT charges previous year
Partial Exemption A	(5,906)	Previous years Adjustment

51,795