

Attachment 2 (i)

Explanation of variances - proforma

Name of Council: TRIMINGHAM PARISH COUNCIL

The NALC/SLCC “Practitioners’ Guide 2008” provides guidance on explaining significant variances. This is not just a matter for the audit, as it is good practice for the RFO to provide the council with explanations for differences between one year’s actual expenditure/income and the next, and between budgeted and actual expenditure/income in a year, as part of the normal budgetary control arrangements and when setting the precept.

Please explain any variances of more than 15% between the totals for individual boxes. We do not require an explanation for variances of less than £200, however, in some cases there may be ‘compensating’ variances which leave the overall total for a box relatively unchanged - for example, where there was a major one-off project in 2008/09 (e.g. contribution to village hall extension of £30,000), but a totally different expense of a similar size in 2009/10 (e.g. purchase of playground equipment of £28,000). In such cases it would be helpful to provide an explanation of movements with each box. We would also ask you to explain any change where there is a movement to or from zero.

| Section 1 | 2018/19 £ | 2019/20 £ | Variance (+/-)£ | Detailed explanation of variance (with amounts £) |
|--|--------------|--------------|--------------------|---|
| Box 2 Precept | 8,632 | 9,393 | 761 | Agreed increase in the Precept |
| Box 3 Other Income | 839 | 2,918 | 2,079 | New Trod – Contribution by Village Hall 1,750 Kearns Foundation – Planning Application 298 Others – net 31 ----- 2,079 ===== |
| Box 4 Staff Costs | 3,700 | 3,861 | 161 | |
| Box 5 Loan/interest Capital | NIL | NIL | NIL | |
| Box 6 Other Payments | 5,116 | 9,549 | 4,433 | New Trod – Norfolk County Council 3,750 Election Costs 841 Others (net) (158) ----- |

| | | | | |
|---|--------|--------|-----|---|
| | | | | 4,433 ===== |
| Box 7 Balances carried forward | 9,393 | 8,427 | 966 | (If part of the year-end balances are earmarked for specific purposes rather than being a general reserve, please provide a breakdown.) |
| Box 9 Fixed assets & long term assets | 98,717 | 98,717 | NIL | |
| Box 10 Total borrowings | N/A | N/A | N/A | |