

Analysis of variances

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).

Authority name and reference	West Knoyle Parish Council				
Box on Section 2 Accounting Statements	(a) 2021 £	(b) 2022 £	(c) Variance Increase(+) or decrease(-) (b - a) £	(d) Variance divided by 2021 figure times 100 (c / a *100) %	Explanation required? Less than £250 or 15%? - NO More than 15%? - YES
Box 2 -Precept or Rates and Levies	4550	4300	-250	5.00%	NO
Box 3 -Total other receipts	477	73	-404	84.69%	YES
Box 4 -Staff costs	880	920	40	4.54%	NO
Box 5 -Loan interest/ capital repayments	NIL	NIL	NIL	NIL	NO
Box 6 -All other payments	2091	4267	2176	104.06%	YES
Box 9 -Total fixed assets plus long-term investments and assets	28401	28851	450	1.58%	NO
Box 10 – Total borrowings	NIL	NIL	Nil	Nil	NO
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:				
	Purpose and nature of reserve	Held as short-term or long-term investment?	Amount £		

	Equipment renewals for Playing Field	Long-term	3450
	Asset replacement (Defib)	Long-term	400
	Playing field repairs & maintenance + possible tree works	Short term	680
	Contingency Fund	Short-term	550
	Training, books & manuals, website	Short-term	300
	Defibrillator (replacement pads/parts)	Short-term	650
	Donations for community projects/village hall	Short-term	700
	Telephone kiosk maintenance	Short-term	150
	Working reserves	Short-term	3920
	Total		10800

Authority name and reference	West Knoyle Parish Council	
BOX NO	3 (All other receipts)	£
(b) Figure in 2022 column		73
(a) Figure in 2021 column		477
(d) Total variance: 2022 figure less 2021 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		-404 (84.69%)

Reasons (as many as are applicable)	Amount £
VAT claim During the 2020-21 financial year, the Parish Council received a VAT claim of £473.83 – this was a VAT claim on the payments made during the 2019/20 financial year.	473.83
During the 2021-22 financial year, the Parish Council received a VAT claim of £71.76 which was a VAT claim on the payments made during the 2020/21 financial year.	-71.76

(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	+402.07
(f) Unexplained amount £ of total variance at (d - e)	-1.93
Unexplained as % of 2021 figure (f / a *100) (must be below 15%)	0.40%
Confirm unexplained amount is less than 15% of 2021 figure YES – satisfactorily explained NO – provide further explanations	YES

Authority name and reference	West Knoyle Parish Council	
BOX NO	6 (All other receipts)	£
(b) Figure in 2022 column		4267
(a) Figure in 2021 column		2091
(d) Total variance: 2022 figure less 2021 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		+2176 (104.06%)

Reasons (as many as are applicable)	Amount £
In 2020/21 the general admin. Expenditure was £632.48	
In 2021/22 the general admin. Expenditure was £968.39 – this was largely attributed to the fact that it was necessary for the Parish Council to create a new website in 2021/22 in order to meet the accessibility guidelines laid out in the Public Sector Bodies Accessibility Regulations.	
Difference explained £335.91	-335.91
In 2021/22 The Parish Council made an expenditure of £450.00 for a new noticeboard to go outside the Village Hall. This has been allocated as capital spending and the noticeboard has been added to the Parish Council's asset register.	
Difference explained £450	-450.00

In 2021/22 the Parish Council needed to replace parts for the Public Access Defibrillator – these parts cost £235.00 Difference explained £235	-235
In 2021/22 the Parish Council paid a contractor to replace component parts for the Play Equipment in the Play Area Difference explained £1100	-1100
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	-2120.91
(f) Unexplained amount £ of total variance at (d - e)	55.09
Unexplained as % of 2021 figure (f / a *100) (must be below 15%)	2.63%
Confirm unexplained amount is less than 15% of 2021 figure YES – satisfactorily explained NO – provide further explanations	YES

Prepared by Lindsey Wood, Responsible Financial Officer and Parish Clerk, West Knoyle Parish Council

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