

## Explanation of variances – pro forma

Name of smaller authority: **ROYAL WOOTTON BASSETT TOWN COUNCIL**

County area (local councils and parish meetings only): **WILTSHIRE**

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?
1 Balances Brought Forward	1,598,412	1,821,610			
2 Precept or Rates and Levies	994,067	1,021,005	26,938	2.71%	NO
3 Total Other Receipts	149,537	164,359	14,822	9.91%	NO
4 Staff Costs	522,428	552,862	30,434	5.83%	NO
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO
6 All Other Payments	397,978	529,835	131,857	33.13%	YES
7 Balances Carried Forward	1,821,610	1,924,277			NO
8 Total Cash and Short Term Investments	2,015,525	2,149,908			
9 Total Fixed Assets plus Other Long Term Investments and As	3,787,746	3,825,887	38,141	1.01%	NO
10 Total Borrowings	0	0	0	0.00%	NO

6 - Explanation of Variance		Variance £131,857 increase		
Expenditure				
Item	2021/2022	2022/2023	Variance	Reason for increase
Contract services	6384	9925	3541	Allotment works were carried out in 2022/23
Electricity	9667	19815	10148	Increase in utility costs due to economic situations
Gas	5014	6601	1587	Increase in utility costs due to economic situations
Janitorial	1430	2389	959	Toilets fogged in 22/23. Toilets closed for majority of 21 due to Covid so less cleaning & supplies costs
Health & Safety	999	3982	2983	H&S contractor in 22/23 to review all h&s
Postage	852	1184	332	Bought a lot of stamps in 22/23. Postage costs increased in April. Less postage in 21 due to Covid and lockdown.
Stationery & Printing	1932	2866	934	Less work done/ stationery used in 21 due to Covid lockdown
Insurance	23362	32677	9315	Quotes obtained but all came in a lot higher, just general inflationary rises
Recruitment Advertising	0	549	549	New Clerk recruitment campaign in 2022.
Publicity	7837	9815	1978	Public consultation on new building - Manor House
Website	798	1479	681	Public consultation on new building - Manor House - paid web designer for responses
Grounds maintenance	598	842	244	New fencing purchased and others maintained
Equipment hire	2800	4608	1808	Digger hire for allotment works, and skips. New waste contractor for allotments.
High Street trees	2400	6176	3776	Tags added to trees. More annual maintenance was required on tree works.
Vehicles - fuel, tax, maintenance	10558	14025	3467	Two vehicles had repair works. Fuel costs risen substantially as cannot use red diesel any more.
Bank charges	738	905	167	More small purchases were made by card so card fees higher. Less spent in 21/22 due to lockdown.
Professional fees	38516	111821	73305	New building - Manor House - architects, project manager, architects etc costs
Civic functions	1904	3416	1512	Ran a town cryer competition in 22. Less costs in 21/22 due to lockdown.
Regalia & Artefacts	870	2854	1984	Bought various medals and Coronation scroll. Twinning scroll. New wig and tabs more town cryer.
Election expenses	0	834	834	Admin cost of co-option process. Admin costs for starting the process - not needed as one candidate
Road closure costs	1135	1990	855	Inflationary increases.
Office equipment	0	240	240	Bought new chairs this year.
Neighbourhood plan	3224	13880	10656	Renewing the plan so incurred costs this year e.g. consultants fees, public consultation etc.
			131855	

## Explanation for 'high' reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

	£	£	£
<b>Earmarked reserves:</b>			
Periodic Maintenance Fund	57,500		
Revenue and Resources	20,000		
Amenities	149,105		
Disability Provision	5,250		
Rolling Revenue Reserve	179,961		
COVID-19 Support Grant	2,845		
Youth Services	22,365		
Superannuation Commitments	131,431		
Community Forum	3,375		
Revenue and Resources Projects	308,634		
Amenities Projects	18,114		
Repatriation Donation	900		
Precept Support Reserve	82,705		
Useable Capital Receipts	79,603		
Community Hall Fund	<u>500,000</u>		
		1,561,788	
<b>General reserve</b>	<u>362,487</u>		
		362,487	
Rounding		<u>2</u>	
		2	
<b>Total reserves (must agree to Box 7)</b>			<u><u>1,924,277</u></u>