

Explanation of variances – pro forma

Name of smaller authority:  
County area (local councils and parish meetings only):  
Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

HALSALL Parish Council  
Lancashire

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;

	2023/24 £	2024/25 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	24,203	36,286				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	32,783	29,436	-3,347	10.21%	NO		
3 Total Other Receipts	19,286	29,932	10,646	55.20%	YES		
4 Staff Costs	9,476	20,184	10,708	113.00%	YES		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	30,510	47,083	16,573	54.32%	YES		
7 Balances Carried Forward	36,286	28,387				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	36,286	29,266				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and Assets	191,542	191,542	0	0.00%	NO		
10 Total Borrowings	0	0	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)

95,654  
67,267

Note from Internal Auditor on Internal Control objective H - Asset Register

The Asset register sent to the Internal auditor had a simple arithmetic mistake.

Total value of assets was reported as £268,910

But the list of assets had not changed since 2023/24 return and should have shown £191,542

The sum formula for the column had been corrupted by putting some sub-totals of asset categories into the column which inflated the total value.

Sub totals of asset categories were included to compare collections of assets with the way that the insurers provide a collective cover figure for different types of assets

2023/24

2024/25

## Narrative Change from 2023/24 to 2024/25

## Changes in income sorted by impact

"+"	£6032 contribution from Charity towards cost of using council employees for cleaning & admin support
"+"	£3250 insurance claim for storm damage
"+"	£1570 advertising revenue from Parish magazine, new feature since January 25
"+"	£1300 additional income from more people hiring St Aidans Hall
"+"	£712 in other income ( £200 water bill refund due to a mains water leak, £450 donation towards cost of electrical upgrade)
"_"	£1900 No grants received from Lancashire County Council
"_"	£320 less reclaimed VAT due to lower VAT'able expenditure

2023/2024

Code	Receipts	Rec'd to date
10	MH Refund Salary Costs	0.00
11	CIL	6,314.88
12	Precept	
13	Council Support Tax	1,433.00
14	Concurrent Grant	1,761.00
15	Received Grants	1,900.00
16	Hall Hire	3,599.50
17	Refunds	65.35
18	Interest Received	1,560.00
19	Other Receipts	93.67
119	Halsall News Adverts	0.00
126	VAT Refund	2557.22
66	Insurance Claim	0
<b>Total</b>		<b>19,284.62</b>

Difference	
6,032.40	MH Charity re-imbursing salary costs
0.00	same amount coincidence
0.00	
0.00	always same
0.00	always same
-1,900.00	no external grants received
1,300.00	Additional income from Hall Hire
623.65	MH hall fees paid to Council
-621.07	Lower interest rates, lower savings
712.41	£200 water refund, £450 415V project
1,570.00	Advertising revenue new from Jan 25
-319.66	Fewer VAT'able projects
3,250.00	One off Storm damage

2024/2025

Code	Receipts	Rec'd to date
10	MH Refund Salary Costs	6,032.40
11	CIL	6,314.88
12	Precept	
13	Council Support	1,433.00
14	Concurrent Grant	1,761.00
15	Reserves / Received Grants	0.00
16	Hall Hire	4,899.50
17	Refund/Transfer to MH Hire	689.00
18	Interest Received	938.93
19	Other Income	806.08
119	Halsall News Adverts	1,570.00
126	VAT Refund	2,237.56
66	Insurance Claim	3,250.00
<b>Total</b>		<b>29,932.35</b>

2023/24

## Narrative Change from 2023/24 to 2024/25

Parish Council and the Council's Sole Trustee Charity were separate organisations for payroll

Two Village Halls, one owned by Council, other owned by Charity . Charity turnover £25,000 pa. needs cleaning service and admin support.

Clerk advises Charity's & Council's Cleaning service is not HMRC compliant should be an employee - Charity to contribute to cost of shared cleaner

March 24 Charity's admin employee resigns and new employee starts April 2024 - has to be trained ny Council's Clerk

Sept 24 Charity's admin employee resigns - Clerk has to work overtime to cover duties. Charity re-imburses council for overtime

Change organisation structure - not training another separate admin employee for Charity, use Council employees and reclaim the costs

Jan 25 employ an Assistant Parish Clerk , get Charity to pay for admin support and cleaning (1/3rd of council wage cost)

2023/2024

			Clerk	NI & PAYE
21 Admin Staff	7583	April	0	0
22 NI 8 PAYE	1893	May	650	163
27 Cleaning Staff	0	June	651	163
Gross Staff Costs	9476	July	651	163
10 Charity Payments	0	August	651	163
Salary Cost	9476	Sept	651	163
		Oct	651	163
		Nov	918	230
		Dec	690	173
		Jan	690	173
		Feb	690	129
		March	690	210
			7583	1893
				9476

## Narrative Payments

Clerk started in May 2024, vacant role in April

Cleaning is a contract service but changed 2024/5 to employee status

November is backpay month for Clerk

December to March revised salary due pay award

## Narrative Receipts

No receipts- Charity has own employees

2024/25

2024/2025

		Cleaner	Clerk	Asst Clerk	NI & PAYE	Charity Payments
Admin Staff	12676	April	321	709	187	214
NI 8 PAYE	3487	May	321	709	259	239
Cleaning Staff	4020	June	380	709	130	214
Gross Staff Costs	20183	July	301	709	209	214
Charity Payments	-6032	August	360	709	189	214
Salary Cost	14151	Sept	321	1159	204	777
		Oct	321	1159	385	777
Net increase	4675	Nov	380	1413		778
of which 4020 is new cleaner employee		Dec	328	1370		778
		Jan	328	1072	200	1367
		Feb	330	734	780	550
		March	329	734	510	7
			4020	11186	1490	3487
					12676	6032

## Narrative Payments

April to August is Parish Clerk and Cleaner's Salaries

September- January Charity's employee resigned and Parish Clerk working overtime to cover Charity duties

November is backpay month for Clerk and Cleaner, then revised monthly cost due to pay award

January to March - Assistant Parish Clerk employed

## Narrative Receipts

January to August - Charity re-imburse cost of using Council's cleaner

Sep to December - Charity re-imburse costs of Cleaner + Clerk's overtime

Jan to March - Charity re-imburse agreed 1/3rd proportion of Cleaner, Clerk and Asst Clerk's salary costs

2023/24	2024/25
Narrative Change from 2023/24 to 2024/25	
Changes in income sorted by impact	
"+"	CIL : spent extra £6957 more on CIL projects, CIL balance was increasing, needed to spend more than we received.
"+"	Legal Fees : spent extra £2600 legal fees on a new 10 year lease ; spent £829 on PPL/PRS Music Licences which not paid before; spent £540 on planning application fees
"+"	St Aidans Hall: spent extra £3600 on new roof, due to storm damage later reclaimed from insurance
"+"	Grants & Gifts : spent extra £2400 on cost associated with transferring printing Halsall News from Church to Council - now receiving advertising revenue ( expecting £3000 p.a.)

2023/2024		
Code	Receipts	Spent
	Employee Costs (not salary)	515.43
	Councillor Costs	250.96
	Membership/Legal Fees	2,029.28
	Estate Management	5,995.02
	Key Supplier Payments	6,168.04
	St Aidans Hall	3,508.43
	Grants and Gifts	5,629.29
	CIL	6,414.00
Total		30,510.45
		30510

Difference	
51.61	similar
-163.97	similar
4,354.43	Legal Fees & Licences
-129.60	similar
-14.50	similar
3,736.48	storm damage to roof
1,781.06	Underspend grants, overspend on printing
6,956.88	Completed more CIL projects
16,572.39	
16573	

2024/2025		
Code	Spent	
Employee Costs (Ink,Paper,Travel)	567.04	
Councillor Costs	86.99	
Membership/Legal Fees	6,383.71	
Estate Management	5,865.42	
Key Supplier Payments	6,153.54	
St Aidans Hall	7,244.91	
Grants and Gifts	7,410.35	
CIL	13,370.88	
47,082.84		
47081		