

Explanation of variances – pro forma

Name of smaller authority: **Donhead St Andrew Parish 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:** 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).

	2019/20 £	2020/21 £	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	10,002	13,545				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	9,000	12,000	3,000	33.33%	YES		The PC agreed to increase the precept as various items were insufficiently budgeted for - Staff salary budget increased by £2,170pa as clerk not able to carry out essential tasks in hours previously budgeted for, therefore hours increased. Previously no budget for website and software (Office, Adobe and Accounting) so this has been increased to £830pa. There was no budget for staff expenses so this has been increased to £200pa.
3 Total Other Receipts	10,241	966	-9,275	90.57%	YES		A one off donation of £10,000 was received by the Parish Council from a resident in the previous year.
4 Staff Costs	7,945	5,429	-2,516	31.67%	YES		This has reduced as an employee left (the previous clerk who assisted with training the current clerk)
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	7,753	8,859	1,106	14.27%	NO		
7 Balances Carried Forward	13,545	12,223			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	13,545	12,223				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	5,166	7,474	2,308	44.68%	YES		Four fingerposts have been replaced (totalling £3,450) increasing the overall asset value.
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable