

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

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);
- 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).

	20xx/xx £	20xx/xx £	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	5,264	5,478				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	7,708	8,300	592	7.68%	NO		
3 Total Other Receipts	349	24	-325	93.12%	YES		In 2018/19 the Parish Council received £172.16 in VAT reimbursement; £173 in donations; £2 in peppercorn rent; and £1.84 in bank account interest. In 2019/20 the PC received a £20 donation, £2 rent and £1.77 interest.
4 Staff Costs	3,529	4,183	654	18.53%	YES		In 2018/19 The Parish Council appointed a new Clerk part way through the year and there were no staff costs incurred in June 2018. In 2019/20 salary costs covered the whole financial year. The monthly rate of pay increased and the clerk was enrolled in NEST, incurring pension contributions of £221.04. In addition, the clerk was paid £121.20 for additional hours.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	4,314	4,466	152	3.52%	NO		
7 Balances Carried Forward	5,478	5,153			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	5,478	5,153				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	6,451	8,069	1,618	25.08%	YES		In 2019/20 the Parish Council invested £1618 in new assets and no disposals were made.
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable