

Explanation of variances – pro forma

Name of smaller authority:

Donhead St Andrew Parish Council

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).

	2018/19 £	2019/20 £	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	9,222	10,002				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	8,000	9,000	1,000	12.50%	NO		
3 Total Other Receipts	318	10,241	9,923	3120.44%	YES		A donation from a resident received of £10,000 in 2019 20.
4 Staff Costs	2,860	7,945	5,085	177.80%	YES		Two Clerk salaries paid during 2019 20 whilst new Clerk learning the job.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	4,678	7,753	3,075	65.73%	YES		Two new benches purchased totalling £879, an additional £485 spent this year on training new Clerk, mobile phone required for new clerk £280, an additional £574 spent on office supplies this year including replacement laptop, reference book, printer cartridges, a delayed reimbursement of expenses to clerk meant that two lots of adobe software at £181 each were paid in 2019/20. Additional £411 spent on Cemetery to mark out cremations area and plant wild seed and flower bulbs. An extra £251 paid out on VAT due to greater overall expenditure.
7 Balances Carried Forward	10,002	13,545			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	10,002	13,545				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	3,866	5,166	1,300	33.63%	YES		Two new benches totalling £1055, new laptop £400 and mobile £280.
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable