

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).

	2020/21 £	2021/22 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	14,452	14,719				Explanation of % variance from PY opening balance not required - Balance brought forward does not agree, query this	
2 Precept or Rates and Levies	13,419	13,418	-1	0.01%	NO		
3 Total Other Receipts	2,087	36	-2,051	98.28%	YES		VAT refund of £2,013.95 received in 20/21. No VAT refund received in 21/22 (arrived post year end)
4 Staff Costs	2,933	2,393	-540	18.41%	YES		March 2022 Salary paid in April (down £217), March 2020 and March 2021 both paid in 21/22 FY (up £434)
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	12,305	5,645	-6,660	54.12%	YES		21/22 had extensive tree work (£4462) and CATG project (£1375)
7 Balances Carried Forward	14,720	20,135			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	14,719	20,135				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and Assets	18,036	18,036	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)**