

Explanation of variances – pro forma

Name of smaller authority: [REDACTED]

County area (local councils and parish meetings only): [REDACTED]

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).

	2017/18 £	2018/19 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (<u>must include narrative and supporting figures</u>)
1 Balances Brought Forward	8,606	10,634				Explanation of % variance from PY opening balance not required - Balance brought forward does not agree, query this	
2 Precept or Rates and Levies	4,500	4,500	0	0.00%	NO		
3 Total Other Receipts	1,960	1,216	-744	37.97%	YES		In 2017/18 a £400 donation was received alongside £400 from the Locality Budget to support the purchase of the community defibrillator that was then purchased in 2018/19.
4 Staff Costs	2,325	1,704	-621	26.69%	YES		Bus shelter maintenance expenditure was re-categorised from 'Staff Costs' to 'All Other Payments' on the basis that the expense relates to a contractor not an employee, explaining £530 of movement. Differences in the clerk's expense claims explain the majority of the remaining difference.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	2,107	5,882	3,775	179.15%	YES		Community defibrillator purchased and installed for £2,346, £584 increase in audit fees, £262 increase in village maintenance expenditure and a £100 increase in grants awarded. Also, bus shelter maintenance expenditure was re-categorised from 'Staff Costs' to 'All Other Payments' on the basis that the expense relates to a contractor not an employee, explaining £530 of movement. Small savings were then made on other expense items such as administration expenses.
7 Balances Carried Forward	10,634	8,763			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	10,634	8,763				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	5,613	7,959	2,346	41.80%	YES		Community defibrillator purchased and installed for £2,346.
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)

Explanation for 'high' reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

[illegible]