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);

• **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, **DO NOT OVERWRITE THESE BOXES**	**Explanation from smaller authority (must include narrative and supporting figures)**
1 Balances Brought Forward	23,621	25,852				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	14,000	15,000	1,000	7.14%	NO		
3 Total Other Receipts	5,906	9,912	4,006	67.83%	YES		This figure is inflated due to a payment error. A cheque for £4500 for the Village Hall donation from the Council was paid to itself. Taking this into consideration actual income would be £9,912 less £4500.
4 Staff Costs	5,069	3,407	-1,662	32.79%	YES		The Council was without a Clerk for a period of 3 months and so no staff costs were incurred during this period.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	12,606	16,284	3,678	29.18%	YES		This figure is inflated due to a payment error. A cheque for £4500 for the Village Hall donation from the Council was paid to itself. Taking this into consideration actual expenditure would be £16,284 less £4500.
7 Balances Carried Forward	25,852	31,073			YES	VARIANCE EXPLANATION NOT REQUIRED **EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES**	
8 Total Cash and Short Term Investments	25,852	31,072				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and As	21,810	22,387	577	2.65%	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)