

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:** 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).

	2019/20 £	2020/21 £	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	5,560	5,669				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	11,645	14,000	2,355	20.22%	YES		The Parish Council took on additional responsibilities for Play Area Equipment at Freethorpe and Wickhampton Play Areas. This was the estimated additional cost at time of setting the precept in January 2020.
3 Total Other Receipts	133	27,747	27,614	20762.20%	YES		Due to unavailability / illness of the clerk in 2019/20 some income was not collected. This was righted in 2020/21 with a backdated Recycling Credits claim (£928), a VAT reclaim (£5885) and a Section 106 payment (£10635). A CIL payment was also received in 2020/21 (£10070), along with a district councillor member grant for tree wardens (£196). Interest was £32. These items make up the £27,747 receipts for 2020-21. The only receipts in 2019-20 were interest and recycling credits (£133).
4 Staff Costs	2,090	2,841	751	35.92%	YES		Due to unavailability / illness of the clerk in 2019/20 staff costs were not fully accounted for in 2019/20. In 2020/21 a Temporary Clerk was recruited to put the accounts in order and review and improve the administration of the Council. Approximately £843 was expended on extra hours, approved by the Parish Council. Salaries totalled £2,312, and HMRC payments £528. The 2019/20 accounts didn't break down salary from HMRC but included mileage of £120 and Salary of £1970. There were no mileage costs in 2020/21.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	9,579	16,630	7,051	73.61%	YES		Due to unavailability / illness of the clerk in 2019/20 some outstanding actions and payments were left to 2020/21. There were two new payments in 2020/21 which were not present in 2019/20, namely External audit (£875) and Training (£195). There was a significant difference on play equipment as an overdue bill was paid contributing to £4,267 on play equipment compared to £232 in 2019/20. The VAT paid was £1372 compared to £384, mainly relating to Play Equipment. Section 137 donations increased from £545 to £1065, partly due to an additional response of £250 to support the local foodbank during lockdown. The remaining difference of £438 is made up of smaller differences across a number of expenditure heads.
7 Balances Carried Forward	5,669	27,945			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	5,670	27,946				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	795,600	795,600	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)