

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);
- **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).

	31/03/2021 £	31/03/2021 £	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)
		RESTATE					
1 Balances Brought Forward	4,585	5,641				Explanation of % variance from PY opening balance not required - Balance brought forward does not agree, query this	
2 Precept or Rates and Levies	1,850	1,950		100	5.41%	NO	
3 Total Other Receipts	3,000	0	-3,000	100.00%	YES	S106 grant received last year for community garden	
4 Staff Costs	1,056	528	-528	50.00%	YES	Clerk sick leave	
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	3,681	267	-3,414	92.75%	YES		
7 Balances Carried Forward	4,698	6,796			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	4,585	6,796				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	4	54	50	1250.00%	YES	Explanation not required, difference less than £200	
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

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:

	£	£	£
Earmarked reserves:			
Highways CEF balance	626.24		
Laptop & printer scar	660		
St Andrews donation	200		
Uncleared chqs	1594		
Cash balance held	2865.75		
Reserve 6			
Reserve 7			
			<u>5945.99</u>
General reserve	850		
			<u>850</u>
Total reserves (must agree to Box 7)			<u><u>6795.99</u></u>