

Explanation of variances – pro forma

Name of smaller authority: **Minstead Parish Council**

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);
- 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 (must include narrative and supporting figures)
1 Balances Brought Forward	12,914	13,083				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	10,000	10,000	0	0.00%	NO		
3 Total Other Receipts	1,475	3,486	2,011	136.34%	YES		Grants total £2,000 received this year, as against £208 last year = +£1,792. VAT refund was £306 this year, as against £87 last year = +£219. Variance = +£1,792 + £219 = +£2011
4 Staff Costs	6,619	7,005	386	5.83%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	4,687	4,495	-192	4.10%	NO		
7 Balances Carried Forward	13,083	15,069			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	13,083	15,069				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	16,931	16,931	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