

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).

	2019/03 £	2020/03 £	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	13,083	15,069				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	10,000	10,500	500	5.00%	NO		
3 Total Other Receipts	3,486	1,292	-2,194	62.94%	YES		Last year £2,000 was received as grants and £306 VAT refund .(Total £2,306). This year no grants were received and VAT refund was £112. (Total £111). Difference - £2,194
4 Staff Costs	7,005	7,345	340	4.85%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	4,495	7,210	2,715	60.40%	YES		Last year expenditure was routine (administration costs and parish expenditure). Routine costs increase each year, but this year there was additional expenditure beyond routine: Elections £1,713 + grant to Community Shop £1,450. Total £3,163.
7 Balances Carried Forward	15,069	12,306			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	15,069	12,306				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