

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);
- **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	15,069	12,306				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	10,500	11,500	1,000	9.52%	NO		
3 Total Other Receipts	1,292	21,536	20,244	#####	YES		Last year no additional grants were received from New Forest District Council. This year Covid Support grants were received from New Forest District Council: £1334 +£558+6239+2096 = £20,227. Also £10,000 Business Support grant. TOTAL £20,227
4 Staff Costs	7,345	7,649	304	4.14%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	7,210	6,071	-1,139	15.80%	YES		Last year the elections cost £1,713; this year no elections. (-£1,713). Last year £282 was paid for room hire. This year no meetings were allowed so no cost. (-£282). Payments last year included £1,450 grant to Community Shop (-£1,450). Donations to local bodies were £400 last year and £2,928 this year. (+2,528). Variance = -£1,713 -£282 -£1,450 +2,528 = -£917. Other expenditure varied slightly.
7 Balances Carried Forward	12,306	31,622			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	Of £20,227 Covid Support grants received from District Council, only £2,928 had been passed on to local bodies by 31 March 2021. The remaining funds (£17,299) will be distributed during 2021/21.
8 Total Cash and Short Term Investments	12,306	31,622				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