Explanation of variances – pro forma

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

County area (local councils and parish meetings only):

Insert figures from Section 1 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	5,076	5,157				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	4,373	4,807	434	9.92%	NO		
3 Total Other Receipts	3,909	1,575	-2,334	59.71%	YES		See Attached
4 Staff Costs	1,505	2,163	658	43.72%	YES		Following the resignation of the Parish Clerk the Parish Council increased the number of hours that the Clerk would work per month.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	6,696	3,344	-3,352	50.06%	YES		See attached
7 Balances Carried Forward	5,157	6,032			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	0	0				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	51,689	51,743	54	0.10%	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