

Explanation of variances – pro forma

Name of smaller authority: **Gt Witchingham Parish Council**
 County area (local councils and): **Norfolk**

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).

	2018/2019 £	2019/2020 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (<u>must include narrative and supporting figures</u>)
1 Balances Brought Forward	20,277	13,678				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	6,000	11,000	5,000	83.33%	YES		Under precepting had not allowed for regular expenditure and subsequently reserves were depleted. Action taken to precept at adequate level and build to restore reserves
3 Total Other Receipts	5,916	10,642	4,726	79.89%	YES		Income (incl of VAT) reimbursed from third party for Bus shelter damage £3342 & CIL £2128
4 Staff Costs	9,532	8,060	-1,472	15.44%	YES		Payment for x/s hours worked in 17/18 paid in 18/19.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	8,983	6,522	-2,461	27.40%	YES		£7000 PPS included in 18/19. 19/20 Payment £3342 for new bus shelter
7 Balances Carried Forward	13,678	20,738			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	13,678	20,738				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	12,936	15,720	2,784	21.52%	YES		Bus shelter £4433 removed May 2018. New purchase £2785 added June 2019
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:			
Reserve 1	2260.63	CIL held for GWVH	
Reserve 2	1887.35	By election FUND	
Reserve 3	12989.97	Play Area FUND Donations/raised money	
Reserve 4			
Reserve 5			
Reserve 6			
Reserve 7			
			<hr/>
			17137.95
General reserve	3600.09	Y/E bank bal 1523.45 less un-presented chqs 619.31 plus held Gen Reserve 2695.95	
			<hr/>
			3600.09
Total reserves (must agree to Box 7)			<hr/> <hr/>
			20738.04
			To agree box 7 = R/O 20738