

Explanation of variances – pro forma

Name of smaller authority:

WEST DEAN 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).

	2018/19 £	2019/20 £	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	8,807	8,451				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	9,374	9,700	326	3.48%	NO		
3 Total Other Receipts	5,721	6,433	712	12.45%	NO		
4 Staff Costs	2,412	4,360	1,948	80.76%	YES		Clerk/RFO contracted hours increased to take account of increased workload (BAU as well as ongoing projects). Plus Clerk/RFO pay rise to reflect CiLCA.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	13,039	13,087	48	0.37%	NO		
7 Balances Carried Forward	8,451	7,137			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	8,451	7,137				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	50,761	50,761	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

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)