

Explanation of variances – pro forma

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

County area (local councils are): **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

	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	132,927	100,856				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	35,500	35,500	0	0.00%	NO		
3 Total Other Receipts	15,425	15,063	-362	2.35%	NO		
4 Staff Costs	19,597	28,558	8,961	45.73%	YES		Clerk - increase of £5214.23, due to increase in hours from January 2020 and a percentage of salary being coded to projects in 18-19. Pension - increase of £700.18 due to increase in statutory payments. Parish Ranger (Steve Bunclark) - increase of £2089.01 due to 4 months employment in 18-19 and 6 months in 19-20, also greater number of hours in 19-20 for project work. Locum (Sarah Hunt) - increase of £1162.59 to cover Clerk's compassionate leave. Previous Clerk (Daphne Wyatt) - decrease of £204.56 due to an outstanding tax claim in 18-19
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	63,399	51,933	-11,466	18.09%	YES		In 18/19 the Council completed a Neighbourhood Plan at a cost that financial year of £15,764.
7 Balances Carried Forward	100,856	70,928			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	100,856	70,928				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	226,421	232,515	6,094	2.69%	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)