

Explanation of variances – pro forma

Name of smaller authority: **Swannington with Alderford & Lt Witchingham Parish Council**
County area (local councils and parish meetings only): **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);
- 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 <u>(must include narrative and supporting figures)</u>
1 Balances Brought Forward	35,655	37,593				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	4,600	4,713	113	2.46%	NO		
3 Total Other Receipts	9,421	8,908	-513	5.45%	NO		
4 Staff Costs	6,401	4,976	-1,425	22.26%	YES		19/20 incl payment for 79.45 x/s hours worked in 18/19. 19/20 13.5 x/s hours paid in 20/21
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	5,682	6,819	1,137	20.01%	YES		20/21 incls removal of boardwalk £1332.60
7 Balances Carried Forward	37,593	39,419			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	
8 Total Cash and Short Term Investments	37,593	39,419				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	28,469	25,197	-3,272	11.49%	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

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	500.00	By election FUND	
Reserve 2	962.50	Equipment (Office & Non Office) FUND	
Reserve 3	3632.50	Obligations for land owned by or leased by the Council (ex Commons)	
Reserve 4	1000.00	Village Sign FUND	
Reserve 5	1750.00	Village Enhancement FUND	
Reserve 6	200.00	Training FUND	
Reserve 7	27229.84	Commons FUND (separate account)	
		<u>35274.84</u>	
General reserve	4144.03	Y/E bank bal 807.64 less unpresented chqs 195.04 plus uncashed chqs £0 plus held Gen Reserve 3531.43	
		<u>4144.03</u>	
Total reserves (must agree to Box 7)		<u>39418.87</u>	To agree box 7 = R/O 39419