

Explanation of variances – pro forma

Name of smaller authority: **Witton 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).

	2017/19 £	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	2,929	3,427				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	1,694	2,198	504	29.75%	YES	The Council set a budget of an additional £500 to cover projects work. At the time of signing off and publishing the AGAR no budget information for that year was available (May 2020)	
3 Total Other Receipts	1,125	1,252	127	11.29%	NO		
4 Staff Costs	1,000	1,000	0	0.00%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	1,321	1,392	71	5.37%	NO		
7 Balances Carried Forward	3,427	4,485			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	3,427	4,484				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and Reserves	9,337	12,336	2,999	32.12%	YES	Addition of 1 no red phone box, valued £3000 for insurance purposes	
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:		<u> </u>	
			0
General reserve	4485	<u> </u>	
		4485	
Total reserves (must agree to Box 7)		<u> </u>	<u><u>4485</u></u>