

Explanation of variances – pro forma

Name of smaller authority: **Englefield Parish Council**
 County area (local councils and **West Berkshire**)

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 (<u>must include narrative and supporting figures</u>)
1 Balances Brought Forward	5,350	4,499				Explanation of % variance from PY opening balance not required - Balance brought forward does not agree, query this	
2 Precept or Rates and Levies	3,000	3,650	650	21.67%	YES		Precept increased following budgeting process to ensure we had sufficient income to cover anticipated costs whilst retaining an appropriate levels of reserves
3 Total Other Receipts	209	150	-59	28.07%	YES	Explanation not required, difference less than £200	
4 Staff Costs	2,128	1,790	-338	15.87%	YES		Clerk on maternity leave for two months
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	1,932	1,366	-566	29.31%	YES		Training - CILCA mentoring course paid for in 2018/19 and printed reference resources to support Clerk purchased in 2018/19
7 Balances Carried Forward	4,499	5,143			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	4,499	5,143				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	1,970	1,971	1	0.05%	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)