

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).

	2017/18 £	2018/19 £	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	5,544	5,350				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	2,800	3,000	200	7.14%	NO		
3 Total Other Receipts	590	209	-381	64.58%	YES		£590 relates to transparency grant used to set up Parish Council website, which was a one-off income. FY2018/19 receipts include only VAT rebate of £164 and refund of a duplicate payment.
4 Staff Costs	1,560	2,128	568	36.41%	YES		Back holiday pay for previous clerk
5 Loan Interest/Capital Repayment			0	0.00%	NO		
6 All Other Payments	2,024	1,932	-92	4.55%	NO		
7 Balances Carried Forward	5,350	4,499			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	5,350	4,499				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	1,970	1,970	0	0.00%	NO		
10 Total Borrowings			0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable