

Explanation of variances – pro forma

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

County area (local councils and parish meetings only): **East Suffolk**

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 (must include narrative and supporting figures)																								
1 Balances Brought Forward	7,817	8,216																													
2 Precept or Rates and Levies	3,514	3,514	0	0.00%	NO																										
3 Total Other Receipts	30	1	-29	96.67%	YES	Explanation not required, difference less than £200	VAT wasn't reclaimed (-£25.76) and less interest (-\$3.78)																								
4 Staff Costs	1,619	3,466	1,847	114.08%	YES		<table border="1"> <tr> <td>Clerk's Salary (longterm sick)</td> <td>-</td> <td>660.70</td> </tr> <tr> <td>Locum Clerk's Salary</td> <td></td> <td>1,778.22</td> </tr> <tr> <td>HMRC</td> <td></td> <td>729.40</td> </tr> <tr> <td></td> <td></td> <td>1,846.92</td> </tr> </table>	Clerk's Salary (longterm sick)	-	660.70	Locum Clerk's Salary		1,778.22	HMRC		729.40			1,846.92												
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5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO																										
6 All Other Payments	1,525	784	-741	48.59%	YES		<table border="1"> <tr> <td>Clerk's Office Costs - fewer charges</td> <td>-</td> <td>98.48</td> </tr> <tr> <td>General Expenses - less expenditure</td> <td>-</td> <td>167.30</td> </tr> <tr> <td>Internal Audit - cheaper auditor</td> <td>-</td> <td>35.00</td> </tr> <tr> <td>Maintenance - none</td> <td>-</td> <td>30.33</td> </tr> <tr> <td>Miscellaneous - website update</td> <td></td> <td>156.20</td> </tr> <tr> <td>S137 Grants/Donations - less made</td> <td>-</td> <td>563.07</td> </tr> <tr> <td>Vat to reclaim - less purchases</td> <td>-</td> <td>4.07</td> </tr> <tr> <td></td> <td>-</td> <td>742.05</td> </tr> </table>	Clerk's Office Costs - fewer charges	-	98.48	General Expenses - less expenditure	-	167.30	Internal Audit - cheaper auditor	-	35.00	Maintenance - none	-	30.33	Miscellaneous - website update		156.20	S137 Grants/Donations - less made	-	563.07	Vat to reclaim - less purchases	-	4.07		-	742.05
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7 Balances Carried Forward	8,216	7,481			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	8,216	7,481				VARIANCE EXPLANATION NOT REQUIRED																									
9 Total Fixed Assets plus Other Long Term Investments and	257,129	6,623	-250,506	97.42%	YES		Locum Clerk transcribed the incorrect amount in 2019-20 - it should have been £6,365. In 2020-21 £258 added, as items were missed off.																								
10 Total Borrowings	6,517	0	-6,517	100.00%	YES		Locum Clerk's error - no borrowings.																								

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)