

Explanation of variances – pro forma

Name of smaller authority: **Homersfield Parish Council**
 County area (local councils and parish meetings only): **Bungay & Wainford Ward**
 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 onwards:** 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).

	2020/21 £	2021/22 £	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	8,216	7,481				Explanation of % variance from PY opening balance not required - Balance brought forward agrees																													
2 Precept or Rates and Levies	3,514	4,458	944	26.86%	YES		New projects in the village (phonebox, bridge posts, wood) and increased Clerk hours.																												
3 Total Other Receipts	1	1,006	1,005	100500.00%	YES		<table border="1"> <tr><td>Grants/CIL Payments</td><td>922.00</td></tr> <tr><td>VAT Reclaim</td><td>34.07</td></tr> <tr><td>Business Saver Interest</td><td>-0.98</td></tr> <tr><td>Bank Credit</td><td>50.00</td></tr> <tr><td>Total</td><td>1,005.09</td></tr> </table> More active PC with new Clerk in place, obtaining grants, claimed VAT back and payment from bank for poor service.	Grants/CIL Payments	922.00	VAT Reclaim	34.07	Business Saver Interest	-0.98	Bank Credit	50.00	Total	1,005.09																		
Grants/CIL Payments	922.00																																		
VAT Reclaim	34.07																																		
Business Saver Interest	-0.98																																		
Bank Credit	50.00																																		
Total	1,005.09																																		
4 Staff Costs	3,466	2,698	-768	22.16%	YES		<table border="1"> <tr><td>Clerk's Salary</td><td>2,698.02</td></tr> <tr><td>Clerk & Locum Clerk's Salary/HMRC</td><td>3,466.44</td></tr> <tr><td>Total</td><td>-768.42</td></tr> </table> No locum Clerk this year, as new Clerk employed.	Clerk's Salary	2,698.02	Clerk & Locum Clerk's Salary/HMRC	3,466.44	Total	-768.42																						
Clerk's Salary	2,698.02																																		
Clerk & Locum Clerk's Salary/HMRC	3,466.44																																		
Total	-768.42																																		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO																														
6 All Other Payments	784	5,033	4,249	541.96%	YES		<table border="1"> <tr><td>Clerk's Office Costs</td><td>62.16</td></tr> <tr><td>Clerk's Expenses</td><td>-24.03</td></tr> <tr><td>ICO Data Protection</td><td>-5.00</td></tr> <tr><td>Insurance</td><td>251.80</td></tr> <tr><td>Maintenance</td><td>70.69</td></tr> <tr><td>Miscellaneous</td><td>-90.68</td></tr> <tr><td>S137 Grants/Donations</td><td>13.07</td></tr> <tr><td>Subscriptions</td><td>138.10</td></tr> <tr><td>Training</td><td>50.00</td></tr> <tr><td>Homersfield Wood</td><td>350.00</td></tr> <tr><td>Phonebox refurbishment</td><td>2370.20</td></tr> <tr><td>Oak Posts</td><td>690.00</td></tr> <tr><td>Vat to reclaim</td><td>373.59</td></tr> <tr><td>Total</td><td>4249.90</td></tr> </table> More active PC and new projects undertaken and completed. Insurance increased by a vast amount.	Clerk's Office Costs	62.16	Clerk's Expenses	-24.03	ICO Data Protection	-5.00	Insurance	251.80	Maintenance	70.69	Miscellaneous	-90.68	S137 Grants/Donations	13.07	Subscriptions	138.10	Training	50.00	Homersfield Wood	350.00	Phonebox refurbishment	2370.20	Oak Posts	690.00	Vat to reclaim	373.59	Total	4249.90
Clerk's Office Costs	62.16																																		
Clerk's Expenses	-24.03																																		
ICO Data Protection	-5.00																																		
Insurance	251.80																																		
Maintenance	70.69																																		
Miscellaneous	-90.68																																		
S137 Grants/Donations	13.07																																		
Subscriptions	138.10																																		
Training	50.00																																		
Homersfield Wood	350.00																																		
Phonebox refurbishment	2370.20																																		
Oak Posts	690.00																																		
Vat to reclaim	373.59																																		
Total	4249.90																																		
7 Balances Carried Forward	7,481	5,214			NO	VARIANCE EXPLANATION NOT REQUIRED																													
8 Total Cash and Short Term Investments	7,481	5,214				VARIANCE EXPLANATION NOT REQUIRED																													
9 Total Fixed Assets plus Other Long Term Investments and Assets	6,633	7,323	690	10.40%	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)