

Explanation of variances – pro forma

Name of smaller authority: **HaWSTEAD PC**

County area (local councils and parish meetings only):

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	15,163	18,449				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	7,200	7,400	200	2.78%	NO		
3 Total Other Receipts	4,448	2,938	-1,510	33.95%	YES		grant was received in 21/22 in contrast to 20/21 (-£841); More bottle bank income was recieved in
4 Staff Costs	3,461	3,461	0	0.00%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	4,901	3,907	-994	20.28%	YES		£984.54; orchard -£47.01; Xmas decs -£88.96; Vat -£242; grant +£600; wages +£34.66; Admin -
7 Balances Carried Forward	18,449	21,419			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	The main factor is that the gross cutting invoice for the 2021 was not received before 31/3/22
8 Total Cash and Short Term Investments	18,449	21,419				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	23,739	23,482	-257	1.08%	NO		
10 Total Borrowings			0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable