

Explanation of variances – pro forma

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

County area (local councils and): **Norfolk**

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 (must include narrative and supporting figures)
1 Balances Brought Forward	3,427	4,484				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	2,198	3,453	1,255	57.10%	YES	Unknown - the Council did not set a budget for 2019/20	
3 Total Other Receipts	1,251	674	-577	46.12%	YES	The Council did not form at the May 2019 elections and has therefore not been operating between May 2019 until its first meeting in XXX 2020 (delayed due to Coronavirus). A normal year would have seen a receipt of £422 for land rent in October, and recycling credits of approx £175. These will be received in the 2020/21 year.	
4 Staff Costs	962	324	-638	66.32%	YES	The Clerk was paid in May 2019 and no further payments were made as no Clerk was appointed.	
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	1,430	631	-799	55.87%	YES	No further payments were made after May 2019 as the Council has not operated since then.	
7 Balances Carried Forward	4,484	7,656				VARIANCE EXPLANATION NOT REQUIRED EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES	
					YES		
8 Total Cash and Short Term Investments	4,484	7,657				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	12,336	12,336	0	0.00%	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

Explanation for ‘high’ reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

	£	£	£
Earmarked reserves:			
Reserve 1			
Reserve 2			
Reserve 3			
Reserve 4			
Reserve 5			
Reserve 6			
Reserve 7			
			0
General reserve	7656		The Council continued to receive precept during the time it was not operating.
		7656	
Total reserves (must agree to Box 7)			7656