

Explanation of variances – pro forma

Name of smaller authority: **Kirkby Thore Parish Council**
 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);
- 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	9,563	13,884				Explanation of % variance from PY opening balance not required - Balance brought forward agrees																					
2 Precept or Rates and Levies	12,718	12,722	4	0.03%	NO																						
3 Total Other Receipts	3,799	9,107	5,308	139.72%	YES	<table border="1"> <thead> <tr> <th colspan="2">Increases in other receipts:</th> <th colspan="2">Decreases in other receipts:</th> </tr> </thead> <tbody> <tr> <td>Bank Interest</td> <td>£23</td> <td>CTRS Grant</td> <td>£5</td> </tr> <tr> <td>Defibrillator</td> <td>£45</td> <td>Footway Lighting Grant</td> <td>£725</td> </tr> <tr> <td>Recreation Field Project</td> <td>£6,000</td> <td>VAT Reclaim</td> <td>£31</td> </tr> <tr> <td>Total</td> <td>£6,068</td> <td>Total</td> <td>£761</td> </tr> </tbody> </table> <p>Overall increase in income = £6,068 - £760 = £5,308</p>	Increases in other receipts:		Decreases in other receipts:		Bank Interest	£23	CTRS Grant	£5	Defibrillator	£45	Footway Lighting Grant	£725	Recreation Field Project	£6,000	VAT Reclaim	£31	Total	£6,068	Total	£761	
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4 Staff Costs	2,701	3,652	951	35.21%	YES	Increase in parish clerk hours by 8 hours per month (from 22 to 30). Increase in cost of £951.																					
5 Loan Interest/Capital Repayment	669	669	0	0.00%	NO																						
6 All Other Payments	8,826	8,881	55	0.62%	NO																						
7 Balances Carried Forward	13,884	22,511			NO	VARIANCE EXPLANATION NOT REQUIRED																					
8 Total Cash and Short Term Investments	13,884	22,511			NO	VARIANCE EXPLANATION NOT REQUIRED																					
9 Total Fixed Assets plus Other Long Term Investments and	77,963	77,963	0	0.00%	NO																						
10 Total Borrowings	7,377	6,926	-451	6.11%	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)

Parish Clerk: *L. Lillie*
 Chair : *G. Madsen*
 Internal Auditor: *[Signature]*