Explanation of variances – pro forma

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

County area (local councils and p West 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);
- **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).

	2020 £	2021 £	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	11,434	12,897							Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	6,023	6,028	5	0.08%	0	0	0	NO		
3 Total Other Receipts	34	20	-14	41.18%	0	0	1	YES	Explanation not required, difference less than £200	
4 Staff Costs	1,851	2,868	1,017	54.94%	0	1	1	YES		Due to Covid 19 the Parish Council did not meet in March -Staff pay Feb - May delayed to May 2020
5 Loan Interest/Capital Repayment			0	0.00%	0	0	0	NO		
6 All Other Payments	2,743	2,708	-35	1.28%	0	0	0	NO		
7 Balances Carried Forward	12,897	13,369							VARIANCE EXPLANATION NOT REQUIRED	
								YES	**EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES**	CIL grant of £2322 of which £24 spent to gain documents, further research to seek ownership of fuel allotment.
8 Total Cash and Short Term Investments									VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and Ass			0	0.00%	0	0	0	NO		
10 Total Borrowings			0	0.00%	0	0	0	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)

Explanation for 'high' reserves					
(Please complete the highlighted boxes.)					
Box 7 is more than twice Box 2 because the authority held the followin					
			£	**£**	**£**
Earmarked reserves:					
	Reserve 1				
	Reserve 2				
	Reserve 3				
	Reserve 4				
	Reserve 5				
	Reserve 6				
	Reserve 7				
				0	
General reserve					
				0	
Total reserves (must agree to Box 7)					**0**