

Explanation of variances – pro forma

Name of smaller authority: **Congham 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);
- **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).

	2020/21 £	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	12,897	13,369				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	6,028	6,025	-3	0.05%	NO		
3 Total Other Receipts	20	21	1	5.00%	NO		
4 Staff Costs	2,868	4,598	1,730	60.32%	YES	Previous clerk: overtime (81 hrs) £933.93, additional month £228.31, clerk handover (44 hrs) £517.50, backpay £47.67. Total £1727.41.	
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	2,708	2,999	291	10.75%	NO		
7 Balances Carried Forward	13,369	11,818			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments						VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and			0	0.00%	NO		
10 Total Borrowings			0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable