

## Explanation of variances – pro forma

Name of smaller authority: **Hemingford Abbots Parish Council**  
 County area (local councils and parish meetings only):

Insert figures from Section 1 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).

	2017/18 £	2018/19 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority ( <u>must include narrative and supporting figures</u> )
1 Balances Brought Forward	35,976	35,976				Explanation of % variance from PY opening balance not required - Balance brought forward does not agree, query this	
2 Precept or Rates and Levies	17,500	18,250	750	4.29%	NO		
3 Total Other Receipts	6,316	3,311	-3,005	47.58%	YES		In 2018/19 only other receipts were from VAT & bank interest. No textile credit.
4 Staff Costs	4,068	6,093	2,025	49.78%	YES		Increased staffing costs due to Locum Clerk services for 5 months whilst seeking new Clerk
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	18,412	10,071	-8,341	45.30%	YES		Greater costs involved in 2017/18 for street lighting maintenance, playing field, legal and insurance costs.
7 Balances Carried Forward	37,312	41,373			YES	<b>VARIANCE EXPLANATION NOT REQUIRED</b> <b>EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES</b>	To provide reserves to maintain/replace street lighting.
8 Total Cash and Short Term Investments	35,976	41,373				<b>VARIANCE EXPLANATION NOT REQUIRED</b>	
9 Total Fixed Assets plus Other Long Term Investments and	132,788	133,249	461	0.35%	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

**BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)**