

Explanation of variances – pro forma

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

	2019/20 £	2020/21 £	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	25,003	27,763					
2 Precept or Rates and Levies	8,229	8,311	82	1.00%	NO		
3 Total Other Receipts	5,730	7,929	2,199	38.38%	YES		In 2021 insurance monies were received of £633.86. There was a grant received towards defibrillators of £1750.00, and donations increased by £100.00. There was an increase in VAT refund of £274.80 due to two years payments being received. There was £23.36 less interest received and no precept grant so £436.00 less income in 2021/2021. The monies received for premises licence was £100.00 less this year.
4 Staff Costs	2,860	3,251	391	13.67%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	8,339	12,345	4,006	48.04%	YES		In 2021 office expense costs decreased by £232.38 and newsletters by £450.00. Subscriptions were down by £465.52 as 20/21 subs paid in 19/20. There was no training in 20/21 saving £355.00. There were no election costs on 20/21 saving £182.24. In 20/21 an additional £1548.36 was spent on playarea repairs/SAM2 device repairs and a new noticeboard (paid with insurance monies received £633.86). Grounds maintenance costs increased by £126.98 and donations (inc. s137) up by £55.28. There was no hall hire in 20/21 however the invoice for 19/20 was paid in this year of £180.00. Projects costs increased by £3780.00 to the previous year which included the purchase of 2 defibrillators (grant received towards this cost of £1750.00 and £500.00 paid for a village gateway through the Parish Partnership scheme.
7 Balances Carried Forward	27,763	28,407				VARIANCE EXPLANATION NOT REQUIRED EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES	
8 Total Cash and Short Term Investments	27,763	28,407				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and Assets	72,189	80,388	8,199	11.36%	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)