

## Explanation of variances – pro forma

Name of smaller authority: **Hopton cum Knettishall 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).

	2019/20 £	2020/21 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	52,981	54,803				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	7,500	7,500	0	0.00%	NO		
3 Total Other Receipts	775	1,862	1,087	140.21%	YES	Money for benches received from the District Council. VAT reclaim was higher due to the payment amounts and cemetery income was higher than expected.	
4 Staff Costs	3,098	3,831	733	23.66%	YES	Paying a Clerk for the whole year. Had been a gap between Clerks in 2019. The litter picker is doing an extra hour a month to ensure dustbins are out for collection	
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	3,355	4,465	1,110	33.09%	YES	Paid out for benches which were a one off cost although the money was received from the District Council. Cost of Zoom. Purchase of printer for the Clerk	
7 Balances Carried Forward	54,803	55,868			YES	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	54,803	55,868				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	10,949	10,949	0	0.00%	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