

## Explanation of variances – pro forma

Name of smaller authority: Crafield Parish Council

County area (local councils and parish meetings only): East Suffolk Council

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);
- 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 <b>(must include narrative and supporting figures)</b>																								
1 Balances Brought Forward	5,623	10,818				Explanation of % variance from PY opening balance not required - Balance brought forward agrees																									
2 Precept or Rates and Levies	3,200	3,500	300	9.38%	NO																										
3 Total Other Receipts	5,933	3,627	-2,306	38.87%	YES		<table border="1"> <tr><td>Wayleave - not longer receiving</td><td>- 110.66</td></tr> <tr><td>Allotment Rents - more allotments</td><td>64.75</td></tr> <tr><td>VAT reclaim - no big purchase</td><td>- 102.83</td></tr> <tr><td>HHCFT Grant - grants not available</td><td>- 4,925.00</td></tr> <tr><td>Various Grants/CIL - grants for projects</td><td>2,793.83</td></tr> <tr><td>Business Saver Interest - less savings</td><td>- 5.70</td></tr> <tr><td>Petty cash - spent</td><td>- 20.00</td></tr> <tr><td><b>Total</b></td><td><b>- 2,305.61</b></td></tr> </table>	Wayleave - not longer receiving	- 110.66	Allotment Rents - more allotments	64.75	VAT reclaim - no big purchase	- 102.83	HHCFT Grant - grants not available	- 4,925.00	Various Grants/CIL - grants for projects	2,793.83	Business Saver Interest - less savings	- 5.70	Petty cash - spent	- 20.00	<b>Total</b>	<b>- 2,305.61</b>								
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4 Staff Costs	2,157	2,351	194	8.99%	NO																										
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO																										
6 All Other Payments	1,781	7,523	5,742	322.40%	YES		<table border="1"> <tr><td>Clerk's Expenses - storage boxes</td><td>9.66</td></tr> <tr><td>Hall Rent - undercharged year before</td><td>25.20</td></tr> <tr><td>Internal Audit Fee - annual increase</td><td>2.80</td></tr> <tr><td>Maintenance - less needed</td><td>- 33.94</td></tr> <tr><td>Miscellaneous - less needed</td><td>- 64.97</td></tr> <tr><td>Play Area Maintenance - bark chippings</td><td>1,069.20</td></tr> <tr><td>S137 Grants/Donations - less requested</td><td>- 200.00</td></tr> <tr><td>Subscriptions - annual increase</td><td>5.21</td></tr> <tr><td>VAT on payments - purchases</td><td>162.26</td></tr> <tr><td>HHCFT Grant - bought bus shelter</td><td>4,843.29</td></tr> <tr><td>ESC Election Fees - no election</td><td>- 76.16</td></tr> <tr><td><b>Total</b></td><td><b>5,742.55</b></td></tr> </table>	Clerk's Expenses - storage boxes	9.66	Hall Rent - undercharged year before	25.20	Internal Audit Fee - annual increase	2.80	Maintenance - less needed	- 33.94	Miscellaneous - less needed	- 64.97	Play Area Maintenance - bark chippings	1,069.20	S137 Grants/Donations - less requested	- 200.00	Subscriptions - annual increase	5.21	VAT on payments - purchases	162.26	HHCFT Grant - bought bus shelter	4,843.29	ESC Election Fees - no election	- 76.16	<b>Total</b>	<b>5,742.55</b>
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7 Balances Carried Forward	10,818	8,072			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	Please see reserves tab.																								
8 Total Cash and Short Term Investments	10,818	8,072				VARIANCE EXPLANATION NOT REQUIRED																									
9 Total Fixed Assets plus Other Long Term Investments and	50,717	53,212	2,495	4.92%	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)