

Explanation of variances – pro forma

Name of smaller authority: **Deopham & Hackford Parish Council**
 County area (local councils and): **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 (<u>must include narrative and supporting figures</u>) |
|---|--------------|--------------|---------------|---------------|--------------------------|--|--|
| 1 Balances Brought Forward | 2,923 | 10,807 | | | | Explanation of % variance from PY opening balance not required - Balance brought forward agrees | |
| 2 Precept or Rates and Levies | 5,485 | 7,423 | 1,938 | 35.33% | YES | | Addition of new categories to budget: Maintenance of sports pavillion £500, Purchase of equipment £500, General village maintenance £400, Provision for computer purchase £250, Provision to make grants £200, Office costs £200. Remaining small increases to other budget categories due to inflation. |
| 3 Total Other Receipts | 7,896 | 1,037 | -6,859 | 86.87% | YES | | CIL of £6338.35 received in 2019-20, none received in 2020-21. VE Day event grant of £200 received in 2019-20, none received in 2020-21. Donations received of £483.35 in 2019-20, none received in 2020-21. |
| 4 Staff Costs | 2,043 | 2,372 | 329 | 16.10% | YES | | Salary costs for 2019-20 lower due to having no clerk between May-Sept 2019 whilst recruiting. The Council used a locum on minimal hours for essential tasks only, leading to a reduction in salary costs for 2019-20. Clerk in role for whole of 2020-21. |
| 5 Loan Interest/Capital Repayment | 0 | 0 | 0 | 0.00% | NO | | |
| 6 All Other Payments | 3,454 | 3,772 | 318 | 9.21% | NO | | |
| 7 Balances Carried Forward | 10,807 | 13,123 | | | NO | VARIANCE EXPLANATION NOT REQUIRED | |
| 8 Total Cash and Short Term Investments | 10,807 | 13,123 | | | | VARIANCE EXPLANATION NOT REQUIRED | |
| 9 Total Fixed Assets plus Other Long Term Investments and | 746 | 746 | 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