Explanation of variances – pro forma

Name of smaller authority: **Herne & Broomfield Parish Council**
County area (local councils and Kent

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).

	2018/19 £	2019/20 £	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	884,959	428,087				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	151,495	160,035	8,540	5.64%	NO		
3 Total Other Receipts	43,502	43,773	271	0.62%	NO		
4 Staff Costs	70,903	59,223	-11,680	16.47%	YES		We only had one member of staff early in the year and the new member is only part time, plus the full time member of staff has now reduced hours from 37 to 25 pw, which is why there was a decrease in staff costs PAYE reduced by £1,095.77, Pension contrinutions reduced by £506.42, Salary for clerk's Assistane reduced by £2,911.88
5 Loan Interest/Capital Repayment	76,510	76,510	0	0.00%	NO		
6 All Other Payments	504,456	97,438	-407,018	80.68%	YES		The new building has now been paid for in full this years payments were £45,866, compared to £406,294 the previous year.
7 Balances Carried Forward	428,087	398,724			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**	£398,724 less debtors £16,290.32 plus creditors £2,883.63
8 Total Cash and Short Term Investments	423,995	384,255				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	1,943,692	1,943,692	0	0.00%	NO		
10 Total Borrowings	1,368,694	1,325,374	-43,320	3.17%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable