

Explanation of variances – pro forma

Name of smaller authority: **Kingston Parish Council**

County area (local councils and parish municipalities 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);
- 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	10,882	13,854				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	7,150	7,500	350	4.90%	NO		
3 Total Other Receipts	3,101	4,081	980	31.60%	YES	Increase in number of grant applications	
4 Staff Costs	672	1,018	346	51.49%	YES	Clerk Vacancy for 3 months	
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	6,407	7,496	1,089	17.00%	YES		
7 Balances Carried Forward	13,854	16,921			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	Reserves held for invoices to be submitted
8 Total Cash and Short Term Investments	13,854	16,921				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	11,679	11,679	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