

## Explanation of variances – pro forma

Name of smaller authority: **HOO ST WERBURGH**

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).

	2020/21 £	2021/22 £	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	179,485	202,231				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	92,701	95,945	3,244	3.50%	NO		
3 Total Other Receipts	16,601	96,398	79,797	480.68%	YES		see separate report
4 Staff Costs	48,436	63,778	15,342	31.67%	YES		In September 2021 the Parish Council employed an additional part time Warden at a cost of £9000 pa, and the Clerk was taken on full time in Januray 22. The budget fingure for staff costs was therefore increased to £74000 for 22/23.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	38,120	33,514	-4,606	12.08%	NO		
7 Balances Carried Forward	202,231	297,282			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	see separate report
8 Total Cash and Short Term Investments	197,310	294,099				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	180,872	180,872	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