

Explanation of variances – pro forma

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

County area (local councils and parish meetings only): **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);
- 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	34,476	35,009				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	15,976	16,446	470	2.94%	NO		
3 Total Other Receipts	239	8,108	7,869	3292.47%	YES		2019-2020 £239 received from Southern Water; balance of donation towards a bench. 2020-2021 VAT reclaim backdated to 2017 £3,107.60, Donation from WW Martin/Orbit Homes South for Highways Improvement Plan £5,000. Net increase of £7,869.
4 Staff Costs	4,679	5,905	1,226	26.20%	YES		2019-2020 Parish Council was without a Clerk for 4 months. Net increase of £1,226.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	11,003	7,150	-3,853	35.02%	YES		This variance can be explained by the unprecedented year of economic inactivity due to the Coronavirus pandemic and the restrictions that were necessary to prevent spread. Reduction in majority of categories; 2020-21 Locum Clerk fees and Clerk expenses -£1,587, Meadow maintenance -£458, Insurance -£223, Audit fees -£288, Hall hire -£348, Subscriptions -£642, Other -£1,229 (-£4,775) offset by £350 (cancelled Training 2019-20) Events £360, Training £72 and Maintenance £140 (£922). Net decrease of £3,853.
7 Balances Carried Forward	35,009	46,508			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	
8 Total Cash and Short Term Investments	35,009	46,508				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and Reserves	24,634	24,658	24	0.10%	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