

## Explanation of variances – pro forma

Name of smaller authority: **Three Saints South Elmham Parish Council**

County area (local councils and parish meetings only): **East Suffolk Council**

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, <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority (must include narrative and supporting figures)																				
1 Balances Brought Forward	6,240	6,562				Explanation of % variance from PY opening balance not required - Balance brought forward agrees																					
2 Precept or Rates and Levies	3,200	3,000	-200	6.25%	NO																						
3 Total Other Receipts	75	88	13	17.33%	YES	Explanation not required, difference less than £200	Noted																				
4 Staff Costs	1,643	1,618	-25	1.52%	NO																						
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO																						
6 All Other Payments	1,310	1,203	-107	8.17%	NO																						
7 Balances Carried Forward	6,562	6,829			YES	<b>VARIANCE EXPLANATION NOT REQUIRED</b>	<table border="1"> <thead> <tr> <th colspan="2">Restricted Reserves</th> </tr> </thead> <tbody> <tr> <td>Defibrillator Reserve (Saving for)</td> <td>448.96</td> </tr> <tr> <td>Transparency Grant (Clerk's equipment)</td> <td>466.65</td> </tr> <tr> <td>Common Maintenance</td> <td>3,000.00</td> </tr> <tr> <td>Election</td> <td>945.60</td> </tr> <tr> <td>Strimmer</td> <td>500.00</td> </tr> <tr> <td>Grants</td> <td>200.00</td> </tr> <tr> <td><b>Total Restricted Reserves</b></td> <td><b>5,561.21</b></td> </tr> <tr> <td><b>General Reserves</b></td> <td><b>1,267.93</b></td> </tr> <tr> <td><b>Total</b></td> <td><b>6,829.14</b></td> </tr> </tbody> </table>	Restricted Reserves		Defibrillator Reserve (Saving for)	448.96	Transparency Grant (Clerk's equipment)	466.65	Common Maintenance	3,000.00	Election	945.60	Strimmer	500.00	Grants	200.00	<b>Total Restricted Reserves</b>	<b>5,561.21</b>	<b>General Reserves</b>	<b>1,267.93</b>	<b>Total</b>	<b>6,829.14</b>
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8 Total Cash and Short Term Investments	6,562	6,829				<b>VARIANCE EXPLANATION NOT REQUIRED</b>																					
9 Total Fixed Assets plus Other Long Term Investments and	11,139	11,260	121	1.09%	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

**BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)**