

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).

	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 (must include narrative and supporting figures)																								
1 Balances Brought Forward	6,562	6,829				Explanation of % variance from PY opening balance not required - Balance brought forward agrees																									
2 Precept or Rates and Levies	3,000	3,000	0	0.00%	NO																										
3 Total Other Receipts	88	140	52	59.09%	YES	Explanation not required, difference less than £200	<table border="1"> <tr> <td>Additional Grants - Litterpicking equipment</td> <td>38.43</td> </tr> <tr> <td>VAT Reclaim - more purchases</td> <td>16.68</td> </tr> <tr> <td>Business Saver Interest - less savings</td> <td>-3.58</td> </tr> <tr> <td></td> <td>51.53</td> </tr> </table>	Additional Grants - Litterpicking equipment	38.43	VAT Reclaim - more purchases	16.68	Business Saver Interest - less savings	-3.58		51.53																
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4 Staff Costs	1,618	1,763	145	8.96%	NO																										
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO																										
6 All Other Payments	1,203	1,467	263	21.95%	YES		<table border="1"> <tr> <td>Clerk's Expenses - less purchases</td> <td>-13.60</td> </tr> <tr> <td>Hall Hire - zoom meetings</td> <td>-51.80</td> </tr> <tr> <td>Internal Audit Fee - annual increase</td> <td>2.80</td> </tr> <tr> <td>S137 Grants - give more grants</td> <td>360.00</td> </tr> <tr> <td>SALC Subscription - annual increase</td> <td>2.98</td> </tr> <tr> <td>Maintenance - tree felling</td> <td>175.00</td> </tr> <tr> <td>Litter picking equipment</td> <td>47.42</td> </tr> <tr> <td>ESC Election Fees - no election</td> <td>-54.40</td> </tr> <tr> <td>CIL Money - no expenditure</td> <td>-214.00</td> </tr> <tr> <td>VAT on payments - less purchases</td> <td>-58.16</td> </tr> <tr> <td>written off cheque - none this year</td> <td>67.20</td> </tr> <tr> <td></td> <td>263.44</td> </tr> </table>	Clerk's Expenses - less purchases	-13.60	Hall Hire - zoom meetings	-51.80	Internal Audit Fee - annual increase	2.80	S137 Grants - give more grants	360.00	SALC Subscription - annual increase	2.98	Maintenance - tree felling	175.00	Litter picking equipment	47.42	ESC Election Fees - no election	-54.40	CIL Money - no expenditure	-214.00	VAT on payments - less purchases	-58.16	written off cheque - none this year	67.20		263.44
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7 Balances Carried Forward	6,829	6,739			YES	<p>VARIANCE EXPLANATION NOT REQUIRED</p> <p>EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES</p>	See reserves tab																								
8 Total Cash and Short Term Investments	6,829	6,738				VARIANCE EXPLANATION NOT REQUIRED																									
9 Total Fixed Assets plus Other Long Term Investments and	11,260	11,260	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

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