# Explanation of variances – pro forma

Name of smaller authority:                Topcroft Parish Council
County area (local councils and parish meetings only):      Norfolk

**Insert figures from Section 1 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).

| | 2017/18 £ | 2018/19 £ | 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 | 3,920 | 3,300 | | | | Explanation of % variance from PY opening balance not required - Balance brought forward agrees | |
| 2 Precept or Rates and Levies | 2,250 | 2,567 | 317 | 14.09% | NO | | |
| 3 Total Other Receipts | 623 | 104 | -519 | 83.31% | YES | | District Council Grant reduced   -44<br>Vat reclaim less (no big purchase)   -259<br>No transparency grant   -120<br>No District Councillor grant   -100<br>Increased bank interest   4 |
| 4 Staff Costs | 1,187 | 1,260 | 73 | 6.15% | NO | | |
| 5 Loan Interest/Capital Repayment | 0 | 0 | 0 | 0.00% | NO | | |
| 6 All Other Payments | 2,306 | 1,646 | -660 | 28.62% | YES | | Given less grants   -700<br>Grass needed less cutting   -36<br>Insurance increase   50<br>NALC Sub increase   1<br>Defib fitting in 2017/18   -103<br>ICO - Data Protection Registration   35<br>Increased internal audit fee   17<br>VAT reclaim   10<br>Purchased a printer   67 |
| 7 Balances Carried Forward | 3,300 | 3,165 | | | NO | VARIANCE EXPLANATION NOT REQUIRED | |
| 8 Total Cash and Short Term Investments | 3,300 | 3,165 | | | | VARIANCE EXPLANATION NOT REQUIRED | |
| 9 Total Fixed Assets plus Other Long Term Investments and | 4,543 | 4,543 | 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**