

Explanation of variances – pro forma

Name of smaller authority: BOBBING
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);
- 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	88,875	95,222				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	18,000	19,231	1,231	6.84%	NO		
3 Total Other Receipts	650	611	-39	6.00%	NO		
4 Staff Costs	3,591	4,434	843	23.48%	YES		3 months £299.42 = £898.26; 1 month £400.68 (cost of living rise backpaid); 8 months £391.90p (hours increased from 5 to 7.5 p/w = £4434.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	8,712	5,198	-3,514	40.34%	YES		Use of home as office £95.26 (£72.13 - figures shown in brackets 2017/18); telephone £88 (£96); petty cash £283.94 (£196.67); Cllr/Clerk Training 0 (£35); Chairs expenses £13.78 (£16.05); insurance £445.55 (428.41); Hall Hire £400 (£200); landscaping £1020 (£1040); subscriptions £893.92 (£813.14); professional fees £1409.05 (£676.20); donations 0 (£1418.27); donations S.137 £250 (£250); projects £140 (£3470.22); Contingencies £70 (0); printing £88 (0).
7 Balances Carried Forward	95,222	105,432				VARIANCE EXPLANATION NOT REQUIRED EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES	
					YES		
8 Total Cash and Short Term Investments	95,222	105,432				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	10,108	10,108	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