

## Explanation of variances – pro forma

Name of smaller authority: **BURSTALL PARISH COUNCIL**

County area (local councils and parish meetings only): **BABERGH DISTRICT 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 £	2020 £	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	8,593	9,550					
2 Precept or Rates and Levies	5,982	4,729	-1,253	20.95%	YES		The 2018/19 precept demand was completed incorrectly. The Council had agreed to demand £4,636 (although not minuted) however the form was completed to demand <b>£5,982</b> . The error was not picked up at the time. The 2019/20 precept was set at an uplift of 2% on the figure agreed for 2018/19 - £4,636 + 2% = <b>£4,729</b> .
3 Total Other Receipts	0	0	0	0.00%	NO		
4 Staff Costs	1,404	1,314	-90	6.41%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	3,621	2,215	-1,406	38.83%	YES		2018/19 expenditure in excess of 2019/20 - repairs to village sign £667; Burstall PCC grass cutting grant £350; audit £70; grass cutting £200; training £74; village event expenses £63 = <b>£1,424</b> . 2019/20 expenditure in excess of 2018/19 - insurance £10; website £6 = <b>£16</b> . <b>£1,424 - £16 = £1,408</b>
7 Balances Carried Forward	9,550	10,750			YES	<b>VARIANCE EXPLANATION NOT REQUIRED</b> <b>EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES</b>	The Council holds reserves to meet the costs of an election, replacement of village assets, insurance excess and a full years precept.
8 Total Cash and Short Term Investments	9,550	10,750				<b>VARIANCE EXPLANATION NOT REQUIRED</b>	
9 Total Fixed Assets plus Other Long Term Investments and Assets	3,990	3,990	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