

**Explanation of variances – pro forma**

Name of smaller authority: **PARISH COUNCIL OF CHURCHAM**

County area (local councils and parish meetings only):

**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, <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	5,395	5,242					
2 Precept or Rates and Levies	9,000	9,270	270	3.00%	NO		
3 Total Other Receipts	185	197	12	6.49%	NO		
4 Staff Costs	5,129	5,120	-9	0.18%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	4,209	1,930	-2,279	54.14%	YES		<p><b>1)</b> The 2017/18 financial year (FY) figure has been restated as an additional £1071 has now been added that was previously allocated at the end of last FY to 'Staff Costs'. This has been done as this amount was for temporary administrative support during the clerk's absence and GAPTC have advised that this is not a staff cost; hence it has been moved to 'All Other Payments' and the figure restated. <b>2)</b> In 2017/18 £315 was spent on meeting costs for hall hire, however, the 2018/19 FY invoice for £315 was received too late to pay in that FY and therefore will be paid in FY 2019/20. <b>3)</b> In the FY 2017/18 £650 was spent on grants, whereas in the FY 2018/19 no grant payments were awarded by the council. <b>4)</b> In 2017/18 a new laptop was purchased, with relevant software, for £469. [All figures have been rounded off to the nearest pound]</p>
7 Balances Carried Forward	5,242	7,659			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	5,242	7,659				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and Assets	20,862	20,812	-50	0.24%	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**