

## Explanation of variances – pro forma

Name of smaller authority: **Hatfield & District Group Parish Council**  
 County area (local councils and): **North Herefordshire**

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);
- **New from 2020/21**: variances of £100,000 or more require explanation regardless of the % variation year on year;
- 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, <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority ( <u>must include narrative and supporting figures</u> )
1 Balances Brought Forward	13,352	16,091				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	7,500	6,000	-1,500	20.00%	YES	Reduction of Precept. It had been raised to cover Election Costs etc.	
3 Total Other Receipts	106	277	171	161.32%	YES	Explanation not required, difference less than £200	
4 Staff Costs	3,366	3,791	425	12.63%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	1,501	1,767	266	17.72%	YES	Election Expenses	
7 Balances Carried Forward	16,091	16,810			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>	Reserves re Election Costs and software replacement where necessary. Precept reduced to reflect reserve levels
8 Total Cash and Short Term Investments	16,091	16,810				<b>VARIANCE EXPLANATION NOT REQUIRED</b>	
9 Total Fixed Assets plus Other Long Term Investments and	2,185	2,185	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