Explanation of variances – pro forma

Name of smaller authority:

County area (local councils and parish meetings only):

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	21,981	26,429				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	10,356	8,500	-1,856	17.92%	YES		Annual precept reduced due to one off windfall from local authority due to street lighting assets being passed them.
3 Total Other Receipts	9,710	1,826	-7,884	52.53%	YES		Windfall payment received from local authority for existing streetlighting stock.
4 Staff Costs	2,161	2,883	722	33.41%	YES		Change of clerk. 2 months salary paid to departing clerk in sick pay & not pay concurrently with new clerk.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	12,637	9,493	-3,144	24.88%	YES		Streetlighting costs to local authority reduced due to stock passing to them.
7 Balances Carried Forward	26,429	24,179			YES	VARIANCE EXPLANATION NOT REQUIRED EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES	
8 Total Cash and Short Term Investments	26,429	24,179				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and Assets	18,279	18,279	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

Explanation for 'high' reserves

(Please complete the highlighted boxes.)
Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the yea

	£	£	£	
Earmarked reserves:				
Reserve 1	2400			Election cost
Reserve 2	2000			Village Hall
Reserve 3				
Reserve 4				
Reserve 5				
Reserve 6				
Reserve 7				
		4400		
General reserve	22029			
		22029		
Total reserves (must agree to Box 7)			26429	

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** a column headed "Year ending 31 March 2019" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as n

Name of smaller authority: Market Overton Parish Council

County area (local councils and parish meetings only): Rutland

Financial year ending 31 March 2019

Prepared by (Name and Role): Helen Duckering Parish Clerk & RFO

Date: 03/04/19

		£	£
Balance per bank statements as at 31/3/19:			
Current account 61473433 HSBC	account 1	117.28	
Deposit account 51613162 HSBC	account 2	24062.47	
	account 3		
	account 4		
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		24179.80
Petty cash float (if applicable)			-
Less: any unpresented cheques as at 31/3/19 **(enter these as negative numbers)**			
	item 1		
	item 2		
	item 3		
	item 4		
[add more lines if necessary]	item 5		
	item 6		
	item 7		
	item 8		-
Add: any un-banked cash as at 31/3/19			-
Net balances as at 31/3/19 (Box 8)			**24,179.8**