

Explanation of variances – pro forma

Name of smaller authority: **Howden Town Council**

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);
- **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, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	102,929	102,504				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	166,505	185,600	19,095	11.47%	NO		
3 Total Other Receipts	17,700	33,854	16,154	91.27%	YES		Former clerk had not completed any Tax returns for more than three years. Therefore backdated tax of 15630 in this financial year. Also due to former clerk not issuing invoices backdated room hire in this financial year.
4 Staff Costs	57,422	33,559	-23,863	41.56%	YES		Former clerk left March 2020. New clerk not recruited until August 2020. Therefore Wages/PAYE/NI not as expected.
5 Loan Interest/Capital Repayment	7,479	7,479	0	0.00%	NO		
6 All Other Payments	119,729	109,660	-10,069	8.41%	NO		
7 Balances Carried Forward	102,504	171,260			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	102,504	171,260				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	269,590	269,710	120	0.04%	NO		
10 Total Borrowings	97,872	93,706	-4,166	4.26%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable