

Explanation of variances – pro forma

Name of smaller authority: **Mellets Parish Council** Mendip
 County area (local council 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?	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	16,628	9,886				Automatic responses trigger below based on figures input. DO NOT OVERRWRITE THESE BOXES
2 Precept or Rates and Levies	10,000	11,000	1,000	10.00%	NO	Explanation of % variance from PY opening balance not required - Balance brought forward does not agree, query this
3 Total Other Receipts	3,825	1,393	-2,432	63.58%	YES	VAT refund in 2017/2018 - £1,824. Donation to car park refurb - £1,000 = £2,824
4 Staff Costs	3,579	3,754	175	4.89%	NO	
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO	
6 All Other Payments	17,017	6,848	-10,169	59.76%	YES	2017/2019 Car park refurbishment: Groundworks - £7,980, clearance £1,176. Fingerpost painting - £880 = £10,036
7 Balances Carried Forward	9,857	11,657			NO	VARIANCE EXPLANATION NOT REQUIRED
8 Total Cash and Short Term Investments	0	0				VARIANCE EXPLANATION NOT REQUIRED
9 Total Fixed Assets plus Other Long Term Investments and	133,512	133,512	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

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)