

Explanation of variances – pro forma

Name of smaller authority: [REDACTED]

County area (local councils and parish meetings only): [REDACTED]

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).

	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	65,490	79,999				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	58,281	58,465	184	0.32%	NO		
3 Total Other Receipts	59,464	65,901	6,437	10.83%	NO		
4 Staff Costs	24,977	38,244	13,267	53.12%	YES	2019/20 - Town Clerk & RFO Hourly Rate £15p.h, with RFO hours increasing from 8 to 12 half way through the year (Total Pay - £15157.50 Town Clerk & £9,819.50 RFO) 2020/21 From 1st April 2020 Town Clerk hourly rate increased from £15 to £18.05p.h, RFO from £15 to £17.11p.h plus council employed a new Community Support Worker for 12 hours per week at £10.24p.h (Total pay - £20244.33 Town Clerk, £11747.70 RFO, & £3646.80 CSW)	
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	78,259	36,037	-42,222	53.95%	YES	The council has only awarded £4550 in grants this year compared to £6,866 in 2019/20. The repairs and maintenance amount for 2019/2020 was £44,607 compared to only £800 in 2020/21. We also received a refund of £10,648.08 Business Rates relief.	
7 Balances Carried Forward	79,999	130,084			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	84,547	133,388				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	39,096	39,068	-28	0.07%	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

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: **Crowle and Ealand Town Council**

County area (local councils and parish meetings only): **North Lincolnshire**

Financial year ending 31 March 20xx

Prepared by (Name and Role): **Emma Von Sembach - Responsible Finance Officer**

Date: **22/04/2021**

	£	£
Balance per bank statements as at 31/3/21:		
14 day notice account	£ 127,998.88	
Current Account	£ 4,753.69	
Equals Card	£ 613.77	
[add more accounts if necessary]		
account 4		
account 5		
account 6		
account 7		
account 8		
		£ 133,366.34
Cash on Hand	£	5.00
Petty cash float (if applicable)	£	17.03
Less: any unpresented cheques as at 31/3/20 (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 31/3/20		
		£ -
Net balances as at 31/3/21 (Box 8)		£ 133,388.37

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

Crowle and Ealand Town Council

County area (local councils and parish meetings only):

North Lincolnshire

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the Accounting Statements Regulations 2002) are prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and advance at the year end. Please provide details of the year end adjustments, showing how the net difference between the difference between Boxes 7 and 8.

	£	£
Box 7: Balances carried forward		130,084.00
Deduct: Debtors (enter these as negative numbers)		
VAT	(185.10)	
Debtors	(500.00)	
	<u>(685.10)</u>	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
Prepayments	(1,170.22)	
	<u>(1,170.22)</u>	
Total deductions		<u>(1,855.32)</u>
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
Accruals	1,016.00	
Trade Creditors	2.73	
	<u>1,018.73</u>	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
Micro Fund	4,138.85	
Other creditors and taxes	0.00	
	<u>4,138.85</u>	
Total additions		<u>5,157.58</u>
Box 8: Total cash and short term investments		<u><u>133,386.26</u></u>

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 year end:

	£	£	£
Earmarked reserves:			
Chaple Restoration Project due to commence June 2021	£111,084		
Cemetery House Maintenance Reserve	£4,000		
Reserve 4			
Reserve 5			
Reserve 6			
Reserve 7			
		£115,084	
General reserve	£15,000		
		£15,000	
Total reserves (must agree to Box 7)			£130,084