

Explanation of variances – pro forma

Name of smaller authority: Topcroft Parish Council
County area (local councils and parish meetings only): South Norfolk

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 onwards: 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).

	2021/22 £	2022/23 £	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	3,290	2,780				Explanation of % variance from PY opening balance not required - Balance brought forward agrees																																												
2 Precept or Rates and Levies	2,800	3,000	200	7.14%	NO																																													
3 Total Other Receipts	1,358	1,245	-113	8.32%	NO																																													
4 Staff Costs	1,530	1,664	134	8.76%	NO																																													
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO																																													
6 All Other Payments	3,138	2,023	-1,115	35.53%	YES		<table><tr><td>ICO - Data Protection Registration</td><td>-£</td><td>31.87</td><td>Little required</td></tr><tr><td>Insurance</td><td>£</td><td>366.00</td><td>Gave more grants</td></tr><tr><td>Internal Audit Fee</td><td>£</td><td>112.00</td><td>Different contractor and more work completed</td></tr><tr><td>NALC Subscription</td><td>£</td><td>35.00</td><td>Increased cost</td></tr><tr><td>Training</td><td>£</td><td>3.16</td><td>Increased cost</td></tr><tr><td>Miscellaneous</td><td>-£</td><td>491.58</td><td>Gate purchase in previous year</td></tr><tr><td>Pavilion Meeting Room Hire</td><td>-£</td><td>10.95</td><td>Fewer meetings</td></tr><tr><td>NCC Parish Partnership Bus Shelter Grant Contribution</td><td>-£</td><td>1,000.00</td><td>Bus shelter refurbished in previous year</td></tr><tr><td>VAT Paid</td><td>-£</td><td>96.89</td><td>Less expenditure</td></tr><tr><td></td><td></td><td>Total</td><td>-£1,115.13</td><td></td><td></td><td></td></tr></table>	ICO - Data Protection Registration	-£	31.87	Little required	Insurance	£	366.00	Gave more grants	Internal Audit Fee	£	112.00	Different contractor and more work completed	NALC Subscription	£	35.00	Increased cost	Training	£	3.16	Increased cost	Miscellaneous	-£	491.58	Gate purchase in previous year	Pavilion Meeting Room Hire	-£	10.95	Fewer meetings	NCC Parish Partnership Bus Shelter Grant Contribution	-£	1,000.00	Bus shelter refurbished in previous year	VAT Paid	-£	96.89	Less expenditure			Total	-£1,115.13			
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7 Balances Carried Forward	2,780	3,338			NO	VARIANCE EXPLANATION NOT REQUIRED																																												
8 Total Cash and Short Term Investments	2,780	3,338				VARIANCE EXPLANATION NOT REQUIRED																																												
9 Total Fixed Assets plus Other Long Term Investments and	5,008	5,008	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)