

## Explanation of variances – pro forma

Name of smaller authority:

Tilney St Lawrence Parish Council  
Borough Council of King's Lynn & West Norfolk

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).

	2018/19 £	2019/20 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	18,118	21,476				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	20,185	22,208	2,023	10.02%	NO		
3 Total Other Receipts	8,271	17,935	9,664	116.85%	YES		PWLB loan 2018/19 £5,385 for new CCTV system. PWLB loan 2019/20 £14,398 for LED footway lights conversion. Variance £9,013. Remaining variance £673 <15%.
4 Staff Costs	6,365	7,038	673	10.57%	NO		
5 Loan Interest/Capital Repayment	0	1,927	1,927	++	YES		First repayments for PWLB loans as above made in 2019/20. £1,142.10 (CCTV), £784.45 (LED light conversion). No other variance.
6 All Other Payments	18,733	29,728	10,995	58.69%	YES		New LED light conversion 2019/20 +£17,307.36 (inc. VAT). NEW CCTV system 2018/19 -£6,315 (inc. VAT). Net variance £10,992.36. Remaining variance £2.60 < 15%
7 Balances Carried Forward	21,476	22,927			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	21,476	22,927				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	63,214	65,877	2,663	4.21%	NO		
10 Total Borrowings	5,410	18,127	12,717	235.06%	YES		New PWLB loan 2019/20 £14,398 for LED footway lights conversion. Remaining variance explained by Box 5 loan repayments.

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)