

## Explanation of variances – pro forma

Name of smaller authority: **COSTESSEY TOWN COUNCIL**  
 County area (local council and district): **COSTESSEY TOWN**

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).

	20xx/xx £	20xx/xx £	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	542,937	627,398					
2 Precept or Rates and Levies	591,448	636,576	45,128	7.63%	NO		
3 Total Other Receipts	201,421	329,479	128,008	63.55%	YES		Two payments from South Norfolk Council for transfer of 189 streetlights to Costessey TC to own & manage. + £167,400. Loss of Precept Support Grant re change in Tax Base due to change in way Government paid Council Tax Benefits -£9,910; Lower CIL Receipts -£9,134.12; Lower sales or fixed assets -£8,766.67; Lower Burial & Memorial fees -£7,526.79; Sale of timber in 18-19 not in 19-20 -£4,970.70; Lower pitch hire fees -£1,165.84. <b>DIFFERENCE £127,925.88</b>
4 Staff Costs	300,963	313,035	12,072	4.01%	NO		
5 Loan Interest/Capital Repayment	70,774	70,774	0	0.00%	NO		
6 All Other Payments	336,671	505,957	169,286	50.28%	YES		Capital expenditure on new Streetlight Replacements as many columns had reached the end of their life & new LED heads were fitted to reduce running costs. £169,472.90
7 Balances Carried Forward	627,398	703,637			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	652,305	734,092				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	4,367,935	4,652,602	189,567	4.34%	NO		
10 Total Borrowings	758,650	717,467	-41,473	5.47%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

## 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:

	£	£	£
<b>Earmarked reserves:</b>			
Major Projects	316,582		
New Cemetery	97,894		
Elections	18,712		
Property Maintenance	31,648		
Legal Fees	15,000		
Recruitment	1,000		
CIL 2018-19	19,165		
CIL 2019-20	10,030		
Streetlight Maintenance	12,428		
		522459	
<b>General reserve</b>	181178		
		181178	
<b>Total reserves (must agree to Box 7)</b>			<b>703637</b>

## 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:

COSTESSEY TOWN COUNCIL

County area (local councils and parish meetings only):

NORFOLK

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

	£	£
<b>Box 7: Balances carried forward</b>		<b>703,637.00</b>
Deduct: Debtors (enter these as negative numbers)		
Trade Debtors	(1,183.00)	
VAT Recoverable	(6,633.00)	
Accrued Interest Income	(632.00)	
	(8,448.00)	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)	(4,136.00)	
	(4,136.00)	(12,584.00)
<b>Total deductions</b>		
Add: Creditors (must not include community infrastructure levy (CIL) receipts)		
Trade Creditors	543.00	
Superannuation Payable	10,153.00	
Payroll Taxes etc	6,254.00	
Accruals	7,521.00	
Capital Creditors	3,751.00	
	28,232.00	
Add: Receipts in advance (must not include deferred grants/loans received)		
Income in advance - Hires	14,807.00	
	14,807.00	43,039.00
<b>Total additions</b>		
<b>Box 8: Total cash and short term investments</b>		<b>734,092.00</b>

## 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 "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 pa complete the highlighted boxes, remembering that unrepresented cheques should be entered as negative figures.

Name of smaller authority: **COSTESSEY TOWN COUNCIL**

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

Financial year ending 31 March 20xx

Prepared by (Name and Role): **HILARY ELIAS (RFO)**

Date: **11/06/2020**

	£	£
<b>Balance per bank statements as at 31/3/20:</b>		
Current Account	5,000.0	
Bus Premium a/c	545,170.3	
Salaries A/c	42,416.7	
Barclays Treasury Deposit	140,000.0	
[add more accounts if necessary] Clerk's Imprest A/c	2,000.0	
Petty Cash	300.0	
Grounds Imprest A/c	3,000.0	
		737,887.0
Petty cash float (if applicable)		-
Less: any unrepresented cheques as at 31/3/20 (enter these as negative numbers)		
QH School	(290.00)	
112203	(100.00)	
112289	(60.00)	
Downs Syndrome Norfolk	(100.00)	
[add more lines if necessary] P Bacon Lodge Supp Gp	(100.00)	
112316	(60.00)	
112315	(60.00)	
Norwich Mayalees	(268.00)	
WAW Wrestling	(100.00)	
112323	(30.00)	
Heritage	(62.69)	
112324	(60.00)	
112327	(100.00)	
112330	(32.00)	
Norfolk Fibromyalgia support	(46.00)	
112335	(43.00)	
112334	(100.00)	
112336	(40.00)	
112337	(460.00)	
112338	(124.00)	
112339	(124.00)	
112340	(164.00)	
112341	(116.00)	
112342	(60.00)	
112343	(114.00)	
112344	(60.00)	
112346	(116.00)	
TT Jones Electrical	(255.17)	
East Fire Extinguishers	(108.00)	
Petty Cash	(110.55)	
112362	(143.90)	
item 8		(3,607.31)
Add: any un-banked cash as at 31/3/20		
Receipts not banked / cleared	- 188.0	
		- 188.0
<b>Net balances as at 31/3/20 (Box 8)</b>		<b><u>734,091.7</u></b>