

Explanation of variances – pro forma

Name of smaller authority: **Laceby Parish Council**
 County/area/local councils and: **North East Lincolnshire**

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?	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	81,568	96,582					
2 Precept or Rates and Levies	38,000	41,631	3,631	9.56%	NO		
3 Total Other Receipts	12,916	10,648	-2,268	17.56%	YES		
4 Staff Costs	18,434	17,519	-915	4.96%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	17,268	19,485	2,217	12.84%	NO		
7 Balances Carried Forward	96,582	111,857			YES	VARIANCE EXPLANATION NOT REQUIRED EXPLANATION REQUIRED ON RESERVES TAB AS	Difference to reserve total is different due to Groundskeeper petty cash + £40.00, and unprinted cheques of -£1,238.33.
8 Total Cash and Short Term Investments	96,582	111,857				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	72,655	74,160	1,505	2.07%	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

~~180,000~~ 19,419.

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

	£	£	£
Earmarked reserves:			
Reserve 1	6348		
Reserve 2	10000		
Reserve 3	15000		
Reserve 4	15000		
Reserve 5	19000		
Reserve 6	15000		
Reserve 7	10000		
		<u>90348</u>	
General reserve	<u>21509</u>		less unpresented cheques £1238
		21509	
Total reserves (must agree to Box 7)			<u><u>111857</u></u>
		0	

[Handwritten signature] 19/4/19

Section 1 - For any statement to which the response is 'no', is an explanation provided?

4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

The Parish Council Clerk/RFO resigned on the 3rd April 2018; new Clerk/RFO came into post from the 4th June 2019. Although the AGAR and Public Notice was displayed on the website and on the Council Notice board, unfortunately this was done outside the required timelines. The new Clerk was not aware of the requirements of the AGAR, until it was brought to her attention by PKF Littlejohn. Immediate Action was taken to carry out all requirements of AGAR, even though it was outside the required tiemscales. /

Laceby Parish Council are committed to ensuring this is met for the accounts of 2018/19, but there has been a small problem in finding a suitable internal auditor, not connected to the Parish Council who is qualified to offer assurance and complete this section of the AGAR.

 15/4/19