

Attachment 2 (i)

Explanation of variances - proforma

Name of Council: TRIMINGHAM PARISH COUNCIL

The NALC/SLCC "Practitioners' Guide 2008" provides guidance on explaining significant variances. This is not just a matter for the audit, as it is good practice for the RFO to provide the council with explanations for differences between one year's actual expenditure/income and the next, and between budgeted and actual expenditure/income in a year, as part of the normal budgetary control arrangements and when setting the precept.

Please explain any variances of more than 15% between the totals for individual boxes. We do not require an explanation for variances of less than £200, however, in some cases there may be 'compensating' variances which leave the overall total for a box relatively unchanged - for example, where there was a major one-off project in 2008/09 (e.g. contribution to village hall extension of £30,000), but a totally different expense of a similar size in 2009/10 (e.g. purchase of playground equipment of £28,000). In such cases it would be helpful to provide an explanation of movements with each box. We would also ask you to explain any change where there is a movement to or from zero.

Section 1	2018/19 £	2019/20 £	Variance (+/-)£	Detailed explanation of variance (with amounts £)												
Box 2 Precept	8,632	9,393	761	Agreed increase in the Precept												
Box 3 Other Income	839	2,918	2,079	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">New Trod – Contribution by Village Hall</td> <td style="text-align: right;">1,750</td> </tr> <tr> <td>Kearns Foundation – Planning Application</td> <td style="text-align: right;">298</td> </tr> <tr> <td>Others – net</td> <td style="text-align: right;">31</td> </tr> <tr> <td></td> <td style="text-align: right;">-----</td> </tr> <tr> <td></td> <td style="text-align: right;">2,079</td> </tr> <tr> <td></td> <td style="text-align: right;">=====</td> </tr> </table>	New Trod – Contribution by Village Hall	1,750	Kearns Foundation – Planning Application	298	Others – net	31		-----		2,079		=====
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	2,079															
	=====															
Box 4 Staff Costs	3,700	3,861	161													
Box 5 Loan/interest Capital	NIL	NIL	NIL													
Box 6 Other Payments	5,116	9,549	4,433	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">New Trod – Norfolk County Council</td> <td style="text-align: right;">3,750</td> </tr> <tr> <td>Election Costs</td> <td style="text-align: right;">841</td> </tr> <tr> <td>Others (net)</td> <td style="text-align: right;">(158)</td> </tr> <tr> <td></td> <td style="text-align: right;">-----</td> </tr> <tr> <td></td> <td style="text-align: right;">4,433</td> </tr> <tr> <td></td> <td style="text-align: right;">=====</td> </tr> </table>	New Trod – Norfolk County Council	3,750	Election Costs	841	Others (net)	(158)		-----		4,433		=====
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Box 7 Balances carried forward	9,393	8,427	966	(If part of the year-end balances are earmarked for specific purposes rather than being a general reserve, please provide a breakdown.)
Box 9 Fixed assets & long term assets	98,717	98,717	NIL	
Box 10 Total borrowings	N/A	N/A	N/A	

**TRIMINGHAM PARISH COUNCIL
BANK RECONCILIATION FOR THE YEAR ENDED 31ST MARCH 2020**

	£
Balance as per Bank Statements:-	
- Business Account	1,042.62
- Community Account	7,123.03
	<u> </u>
Balance as per Cash Book	£ 8,165.65
	<u> </u>
Opening Balance 1st April 2019	6,325.60
Add:- Receipts in year	11,790.64
Less:- Payments in year	(9,950.59)
	<u> </u>
Closing Balance 31st March 2020	£ 8,165.65
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TRIMINGHAM PARISH COUNCIL

RECONCILIATION BETWEEN BOX 7 AND BOX 8 IN SECTION 2 – PRO FORMA

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

	£
Box 7: Balances carried forward	8,427

Deduct: Debtors – VAT Recoverable	261
Deduct: Payments made in advance (prepayments)	-

Total Deductions	261

Add: Creditors	
Receipts in advance	-

Total Additions	-

Box 8: Total cash and short term investment	8,166
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