

Explanation of variances – pro forma

Name of smaller authority: **Hittisleigh Parish Council**

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).

	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 (<u>must include narrative and supporting figures</u>)
1 Balances Brought Forward	2,133	3,400				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	1,796	1,829	33	1.84%	NO		
3 Total Other Receipts	717	1,600	883	123.15%	YES		£1580 Highways Community Enhancement Fund for highways work; £20.91 CTRG
4 Staff Costs	960	960	0	0.00%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	286	1,397	1,111	388.46%	YES		£1133.61 additional spend to previous year: DONATIONS: £100 FOSACH; £50 Mid Devon Mobility Ring & Ride. HIGHWAYS WORK: £743.76. SIGNAGE: £180; DALC subs £59.85. No
7 Balances Carried Forward	3,400	4,472				VARIANCE EXPLANATION NOT REQUIRED EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES	£1010 in uncleared cheques
8 Total Cash and Short Term Investments	3,400	4,472				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	4	4	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

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

	£	£	£
Earmarked reserves:			
Highways CEF balance	836.24		
Laptop & printer/scanner	660		
Uncleared chqs	1010		
Cash balance held	1115.76		
Reserve 5			
Reserve 6			
Reserve 7			
			3622
General reserve	850		
			850
Total reserves (must agree to Box 7)			<u><u>4472</u></u>

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