

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).

	2018/19 £	2019/20 £	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	3,400	4,472				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	1,829	1,850	21	1.15%	NO		
3 Total Other Receipts	1,600	3,000	1,400	87.50%	YES		£3000 S106 grant for community garden
4 Staff Costs	960	1,056	96	10.00%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	1,397	3,681	2,284	163.49%	YES		£3000 S106 grant to Village Hall for community garden main difference - other differences are
7 Balances Carried Forward	4,472	4,585			YES	VARIANCE EXPLANATION NOT REQUIRED EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES	
8 Total Cash and Short Term Investments	3,400	4,585				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	606.24		
Laptop & printer scan	660		
St Andrews donation	200		
Uncleared chqs	1071		
Cash balance held	1197.76		
Reserve 6			
Reserve 7			
			3735
General reserve	850		
			850
Total reserves (must agree to Box 7)			<u><u>4585</u></u>

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