

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);
- **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;
- 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).

	2021/22 £	2022/23 £	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)
RE-STATE							
1 Balances Brought Forward	7,324	9,201				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	1,950	1,950	0	0.00%	0	NO	
3 Total Other Receipts	3,500	0	-3,500	100.00%	1	YES	In 2022, received transfer £3K from Village Hall & £500 DCC Locality Fund for defibrillator purchase & training costs
4 Staff Costs	528	3,168	2,640	500.00%	1	YES	Unpresented chqs £1056 year ending 31/3/2020 & £528 year ending 31/3/2021 were cancelled and re-issued in this period
5 Loan Interest/Capital Repayment	0	0	0	0.00%	0	NO	
6 All Other Payments	3,045	1,319	-1,726	56.68%	1	YES	Last year the purchase of defibrillator £2436. This year annual support fee £162; VETS training costs £475; £250 Jubilee mugs
7 Balances Carried Forward	9,201	6,664				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	6,796	9,201					VARIANCE EXPLANATION NOT REQUIRED
9 Total Fixed Assets plus Other Long Term Investments and	53	1,553	1,500	2830.19%	1	YES	The defibrillator now included on asset register & parish council insurance
10 Total Borrowings	0	0	0	0.00%	0	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:

	£	£	£	Notes
Earmarked reserves:				
Highways CEF balance	626.24			Balance of restricted funds, no further spend in financial year
Laptop & printer scar	660			No further spend in financial year
St Andrews donation	100			Annual donation for churchyard maintenance
Defibrillator fund	427			Balance of funds NOT including VAT recovery - yet to be claimed
Uncleared chqs	3441			£3441 uncleared for this financial year
Cash balance held	560			
Reserve 7				
			5814.24	
General reserve	850			
			850	
Total reserves (must agree to Box 7)			<u>6664.24</u>	