

Explanation of variances – pro forma

Name of smaller authority:

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;

	2023/24 £	2024/25 £	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	16,788	13,164				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	14,000	17,500	3,500	25.00%	YES	Precept increased to allow for an additional 3 hours a week for the clerk taking it from 4 to 7 hours. Additional £3245 budgeted but change of clerk and hourly rate means actual staff cost £6903. Insurance increased by £189.55. .gov email hosting £65.	
3 Total Other Receipts	1,893	11,324	9,431	498.20%	YES	Additional grants received. Additional income from glass and textile recycling scheme £1201.09. Additional VAT reclaimed £627.09. Additional interest received from savings account £86.96. Donation of £300 received. West Suffolk Council grants totalling £7818.	
4 Staff Costs	6,025	6,903	878	14.57%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	13,492	13,831	339	2.51%	NO		
7 Balances Carried Forward	13,164	21,254				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	13,164	21,254				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	68,505	68,905	400	0.58%	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