Explanation of variances – pro forma

Name of smaller authority: **COTLEIGH PARISH COUNCIL**

County area (local councils and DEVON

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	13,447	11,900				Explanation of % variance from PY opening balance not required - Balance brought forward does not agree, query this	
2 Precept or Rates and Levies	3,600	3,600	0	0.00%	NO		
3 Total Other Receipts	500	500	0	0.00%	NO		
4 Staff Costs	2,314	2,693	379	16.38%	YES	Clerk transferred from annual salary to 4 hours per week on NALC SP7.	
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	3,334	1,019	-2,315	69.44%	YES	2 noticeboards purchased in 2023/4 for £1600; 2 x insurance payments paid in 203/24	
7 Balances Carried Forward	11,899	12,288				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments						VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and			0	0.00%	NO		
10 Total Borrowings			0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable