

Explanation of variances – pro forma

Name of smaller authority:

Yoxford Parish Council

County area:

Suffolk

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).

	2022/23 £	2023/24 £	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	64,382	58,081				Explanation of % variance from PY opening balance not required - Balance brought forward does not agree, query this	
2 Precept or Rates and Levies	14,383	14,702	319	2.22%	NO		
3 Total Other Receipts	15,166	25,939	10,773	71.03%	YES		2023/4: Community Infrastructure Levy receipts were £3,619.51, a grant of £2041.50 was received, cemetery burial permissions were £1150, bank interest received was £1302, VAT reclaimed was £3,325, allotment rent received was £200, an energy refund was received for £168.17 and with transfers from savings, total was £25,939.
4 Staff Costs	7,579	9,693	2,114	27.89%	YES		A new Parish Clerk/RFO began in March 2023 and after the probationary period, a pay award was given. In addition, £150.60 was paid to the outgoing Clerk who prepared the audit documents. In July 2023, the Clerk's weekly hours were increased from 10 to 12. Clerk's hourly rate £12.28 increased June 2023 for July first payment to £16.16. With 12 hours per week, this increases the monthly salary load by £201.76 for 10 months of 2023-4
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	28,271	28,557	286	1.01%	NO		
7 Balances Carried Forward	58,081	60,473				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	58,081	60,304				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and As	100,790	101,161	371	0.37%	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

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)