

| Explanation of variances – pro forma | | | | Cholomondeley- Chorley Parish Council 2024/25 | | | |
|---|--------------|--------------|---------------|---|--------------------------|--|---|
| Name of smaller authority: [REDACTED] | | | | | | | |
| County area (local councils and parish meetings only): [REDACTED] | | | | | | | |
| 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 | | | | | | | |
| | 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 | 8,956 | £8,356 | | | | Explanation of % variance from PY opening balance not required - Balance brought forward agrees | No explanation required. Brought forward balance agrees. |
| 2 Precept or Rates and Levies | 2,560 | £3,156 | 596 | 23.28% | YES | | The precept was increased to reflect the new Clerk/RFO's contracted hours (2 hours per week), and to support continuity and future planning. |
| 3 Total Other Receipts | 5,215 | £3,812 | -1,403 | 26.90% | YES | | Groundwork income 3701.00 which was paid back. |
| 4 Staff Costs | 1,169 | £2,390 | 1,221 | 104.45% | YES | | The previous Clerk retired. A new Clerk was appointed in January 2024, and initial administrative work—including preparation for internal audit, system updates, and addressing legacy issues—led to increased hours. Additional costs also include mileage and an inflationary adjustment. Controls have been introduced to streamline audit preparation and reduce future administrative overheads. |
| 5 Loan Interest/Capital Repayment | 0 | 0 | 0 | 0.00% | NO | | No loans taken – no explanation required. |
| 6 All Other Payments | 7,206 | £4,978 | -2,228 | 30.92% | YES | | The 2024/25 payments include the return of the unspent £3,701 Groundwork UK grant, which accounts for the majority of the reduction. |
| 7 Balances Carried Forward | 8,356 | £7,944 | -412 | 4.93% | NO | VARIANCE EXPLANATION NOT REQUIRED | Variance under threshold – no explanation required. |
| 8 Total Cash and Short Term Investments | 8,356 | £7,944 | -412 | 4.93% | NO | VARIANCE EXPLANATION NOT REQUIRED | Variance under threshold – no explanation required. |
| 9 Total Fixed Assets plus Other Long Term Investments and | 3,152 | £2,802 | -350 | 11.10% | NO | | The decrease reflects the disposal of a £350 asset. The updated value as at 31st March 2025 is £2,802. |
| 10 Total Borrowings | 0 | £0 | 0 | 0.00% | NO | | No borrowings held – no explanation required. |
| 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) | | | | | | | |
| RFO Summary Notes: | | | | | | | |
| All variances greater than 15% and over £200 have been fully explained with supporting figures. | | | | | | | |
| The return of the £3,701 Groundwork UK grant is the primary driver behind movements in both income and expenditure. | | | | | | | |
| Staffing changes are reflected appropriately in Box 4 and accounted for transparently. | | | | | | | |
| Fixed asset changes are documented with a clear audit trail. | | | | | | | |
| Reserves are maintained in line with AGAR guidance (under 100% of precept), with earmarking in place. | | | | | | | |