

Explanation of variances – pro forma

Name of smaller authority: **Ugthorpe & Hutton Mulgrave PC**
 County area (local councils and parish meetings only): **North Yorkshire**
 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	2,125	1,751					
2 Precept or Rates and Levies	2,000	2,100	100	5.00%	NO		
3 Total Other Receipts	3,055	2,773	-282	9.23%	NO		
4 Staff Costs	1,676	2,803	1,127	67.24%	YES		in 2024/2025 Clerk paid accrued overtime for 2022/2023 of 67.58 hours = 876.51. Pay increase award for 2024/25 = 75.60. 2024/2025 HMRC PAYE £175.00 vs 2023/24 HMRC £47.40
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	3,753	3,335	-418	11.14%	NO		
7 Balances Carried Forward	1,751	486					
8 Total Cash and Short Term Investments	1,751	486					VARIANCE EXPLANATION NOT REQUIRED
9 Total Fixed Assets plus Other Long Term Investments and Assets	7,150	7,168	8	0.11%	NO		VARIANCE EXPLANATION NOT REQUIRED
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

UGTHORPE & HUTTON MULGRAVE PARISH COUNCIL
Financial Year Ending 31 March 2025

UGTHORPE & HUTTON MULGRAVE PARISH COUNCIL BANK RECONCILIATION FOR ANNUAL RETURN
2024/25 BASED ON RECEIPTS & PAYMENTS

CASH BOOK SPREADSHEET

Opening Balance brought forward at 1 April 2024
Less unrepresented Cheques @ 31/3/24

	2321.91
511	407.30
512	163.95
513	0.00

chq 513 for 163.95 lost in post,
replaced by chq 532 in 24/25

1750.66

NOTE WILL HAVE TO RESTATE AGAR

(Box 7 & 8 Annual Return form 23/24)

Add Receipts 2024/25
Less Payments for 2024/25

4873.26
6138.26

Closing Balance at 31 March 2025
As per cash book (receipts & payments spreadsheet)

485.66

(Box 7 & 8 Annual Return form 24/25)

BANK ACCOUNT STATEMENTS

Balance in Bank Account 1/4/2024
Less unrepresented Cheques @ 31/3/24

511	407.30		net balance 31/3/24
512	163.95		
513	0.00	see above note	

2321.91
571.25
1750.66

(Box 7 & 8 Annual Return from 2023/24)

Balance in Bank Account @ 31/3/25
as per bank statements

1287.61

Less unrepresented Cheques @ 31/3/25

528	438.00
530	100.00
531	100.00
532	163.95

801.95

No unbanked cash
No petty cash

Net Balances as at 31 March 2025

485.66

(Box 7 & 8 Annual Return form 24/25)

Prepared by Victoria Pitts, Clerk & RFO
Date: 07/04/2025

Current A/C as at:

Bank Reconciliation 2024/25
01/04/2024

2321.91

Payments

Cheque Number

Amount

NOTES

V J Pitts			
St Annes		511	407.30 Unpresented 23/24
YLCA		512	163.95 Unpresented 23/24
N Stokoe		514	136.00
ICO		515	50.00
St Annes		516	40.00
Christchurch		517	417.62
V J Pitts		518	417.62
V J Pitts		519	419.10
Zurich Insurance		520	701.51
HMRC		521	300.88
V J Pitts		522	175.00
V J Pitts		523	419.10
V J Pitts		524	65.80
M Robson		525	650.80
Hello Technology		526	1080.00
R V Roger		527	144.00
VJ Pitts		529	168.80
		533	150.08

5907.56

Receipts

HMRC	BACS 22/4/24	365.21
NYC	BACS 30/4/21	3304.02
NYC	BACS 30/9/24	1204.03

4873.26

Less unpresented cheques

Christ Church			
VJ Pitts		513 Chq LOST IN POST	Unpresented 23/24
St Annes		528	438.00 Unpresented 24/25
ChristChurch		530	100.00 Unpresented 24/25
ChristChurch		531	100.00 Unpresented 24/25
		532	163.95 Unpresented 24/25

801.95

Add income not yet recorded

0.00

Bal Fwd

485.66

Actual Current A/C at

31/03/2025

1287.61

