

## Explanation of variances – pro forma

Name of smaller authority: **Manningtree Town Council**

County area (local councils and): **Essex**

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);
- 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).

	2017/18 £	2018/19 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority ( <u>must include narrative and supporting figures</u> )
1 Balances Brought Forward	22,475	21,574				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	15,783	16,313	530	3.36%	NO		
3 Total Other Receipts	3,737	4,117	380	10.17%	NO		
4 Staff Costs	6,761	7,951	1,190	17.60%	YES		Increase in clerk's weekly hours from 11 to 13 and increase in salary from SCP22 to SCP23
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	13,660	15,870	2,210	16.18%	YES		Sundries/stationery: £652 more (training, PO box, shredder), grass cutting £40 more, Capital expenditure: £1073 more (street light testing), Public Lighting: £863 more (more outages), spent less on other items but overall £2,210 more spent this year.
7 Balances Carried Forward	21,574	18,183			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	21,574	18,183				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	51,588	49,405	-2,183	4.23%	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