

Explanation of variances – pro forma

Manningtree Town Council

The 'Practitioners' Guide' provides guidance on explaining significant variances. Please provide full explanations, including numerical values, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2).

Section 2	2014/15 £	2015/16 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 Precept or Rates and Levies	15,435	15,621	186	1.2%	
Box 3 Total other receipts	7,817	5,425	2,392	30.6%	loss of clients and income from the Council's community room = £2,499.50 over year. Decrease offset partially by increase in cemetery surplus of £752.26. Previous year also saw receipt of insurance claim of £537.95
Box 4 Staff costs	6,149	7,280	1,131	15.5%	Change of clerks in Dec. '15 with both clerks overlapping for 3 week handover + old clerk's unused holiday pay = £745 increased cost. Also, increase in pay scale from NAC SCP19 to SCP21 and a £100 payment to old clerk (NAC non-consolidated amount)
Box 5 Loan interest/ capital repayments	0	0	0	0%	
Box 6 All other payments	14,088	12,674	1,414	10%	
Box 9 Total fixed assets & long term investments & assets	52,497	53,603	1,106	2.1%	
Box 10 Total borrowings	0	0	0	0%	
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because				