

Suggested layout for explanations of individual variances

One sheet to be prepared for each variance that requires explanation.

Authority name and reference	Over Stavey Parish Council	
BOX NO	6	£
(b) Figure in 2017 column	14055	
(a) Figure in 2016 column	5731	
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)	8324	

Reasons (as many as are applicable)	Amount £
Reason 1 Downing legacy funds donated } Stavey Walking £100 Berich Ends £20 Recreation Ground Equip £5000 Recreation Ground Solicitors £1740 (fees) Cemetery Gates £681	7541
Reason 2 Transparency grant - printer/scanner/copier £85 Website revamp £100	185
Reason 3 Donation to: Mendip Community Transport £100 Citizens Advice £50	150
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	7876
(f) Unexplained amount £ of total variance at (d - e)	448
Unexplained as % of 2016 figure (f / a *100) (must be below 15%)	7.8%
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	YES