

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	4	£
(b) Figure in 2017 column		1746
(a) Figure in 2016 column		1325
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		421

Reasons (as many as are applicable)	Amount £
Reason 1 A grant for the transparency code was successfully applied for which included an amount for the work undertaken by the Clerk	420
Reason 2	
Reason 3	
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	420
(f) Unexplained amount £ of total variance at (d - e)	1
Unexplained as % of 2016 figure (f / a *100) (must be below 15%)	0.08%
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	YES