

## Suggested layout for explanations of individual variances

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

Authority name and reference	MAPPESBROOK GREEN PARISH COUNCIL WKS 132	
BOX NO 3	3	£
(b) Figure in 2017 column		1742
(a) Figure in 2016 column		746
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		996
Reasons (as many as are applicable)		Amount £
Reason 1 we received a one-off Transparency Code fund to assist with website development and training		987
Reason 2		
Reason 3		
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)		987
(f) Unexplained amount £ of total variance at (d - e)		9
Unexplained as % of 2016 figure (f / a * 100) (must be below 15%)		
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations		yes