

Schedule C2

Suggested layout for explanations of individual variances

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

Authority name and reference	GREAT WITLEY AND HILLHAMPTON PARISH COUNCIL	
BOX NO	4	£
(b) Figure in 2017 column		4,221
(a) Figure in 2016 column		1,672
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		2,549

Reasons (as many as are applicable)	Amount £
Reason 1 PERIOD WITHOUT A PERMANENT CLERK. A CARETAKER CLERK WAS EMPLOYED AND OVERSHADOWED THE NEWLY APPOINTED CLERK	
Reason 2	
Reason 3	
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	2,549
(f) Unexplained amount £ of total variance at (d - e)	
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