



## Suggested layout for explanations of individual variances

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

Authority name and reference	SCAFORD PARISH COUNCIL 145209	
BOX NO H	STAFF COSTS	£
(b) Figure in 2017 column		4698
(a) Figure in 2016 column		4332
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		+ 366

Reasons (as many as are applicable)	Amount £
Reason 1 ADDITIONAL HOURS WORKED ON MAKING NEW WEBSITE OPERATIONAL	171
Reason 2	
Reason 3	
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	171
(f) Unexplained amount £ of total variance at (d - e)	195
Unexplained as % of 2016 figure (f / a * 100) (must be below 15%)	4.5%
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	YES