

**Identifying which variances require explanation**

Positive and negative variances must be explained

| Authority name and reference                                    | INSINGTON PARISH COUNCIL DVN 205 |                  |   |   |   |
|---|----------------------------------|------------------|---|---|---|
| Box on Section 2 Accounting Statements                          | (a)<br>2016<br>£                 | (b)<br>2017<br>£ | (c)<br>Variance<br>Increase(+)<br>or<br>decrease(-)<br>(b - a)<br>£ | (d)<br>Variance<br>divided by<br>2016 figure<br>times 100<br>(c / a * 100)<br>% | Explanation<br>required?<br>Less than<br>£250 and<br>15%? - NO<br>More than<br>15%? - YES |
| Box 2 -Precept or Rates and Levies                              | 29,925                           | 30,547           | +£622   | 2.07%   | NO  |
| Box 3 -Total other receipts                                     | 3,731                            | 4,440            | +£709   | 19%   | YES   |
| Box 4 -Staff costs  | 6,300                            | 6,982            | +£682   | 10.8%   | NO  |
| Box 5 -Loan interest/ capital repayments                        | -NIL-                            | -NIL-            | -   | -   | -   |
| Box 6 -All other payments                                       | 27,852                           | 30,196           | +£2,344   | 8.4%  | NO  |
| Box 9 -Total fixed assets plus long-term investments and assets | 120,426                          | 120,426          | -   | -   | -   |
| Box 10 - Total borrowings                                       | -NIL-                            | -NIL-            | -   | -   | -   |

## Suggested layout for explanations of individual variances

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

|  |                                   |   |
|--|-----------------------------------|---|
| Authority name and reference   | ILSINGTON PARISH COUNCIL DUN 205. |   |
| BOX NO   | 3                                 | £ |
| (b) Figure in 2017 column  | 4,440.                            |   |
| (a) Figure in 2016 column  | 3,731.                            |   |
| (d) Total variance: 2017 figure less 2016 figure: (b - a)<br>A positive figure is an increase (+)<br>a negative figure is a decrease (-) | +£709.                            |   |

| Reasons (as many as are applicable)   | Amount<br>£ |
|---|-------------|
| Reason 1<br>RECORD FROM IET VISION.   | 1,050       |
| Reason 2  |             |
| Reason 3  |             |
| (e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)   | 1,050.      |
| (f) Unexplained amount £ of total variance at (d - e)   | /           |
| Unexplained as % of 2016 figure (f / a *100)<br>(must be below 15%)   | /           |
| Confirm unexplained amount is less than 15% of 2016 figure<br>YES – satisfactorily explained<br>NO – provide further explanations | YES.        |