**Suggested layout for explanations**

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

|  |  |
| --- | --- |
| Line 6 | **£** |
| Figure in This Year column | 437,078 |
| Figure in Last Year column | 345,857 |
| Variance (This Year figure less Last Year figure) A positive figure is an increase, a negative figure is a decrease | -91221 |
|  |  |
| **Reasons (as many as are applicable)** | **Amount****£** |
| Reason 1 | 2 x £45000 backdated payments made to MCC for toilet service provision upon signing of SLA |
| Reason 2 |  |
| Reason 3 |  |
| Reason 4 |  |
| Unexplained |  |
| Confirm unexplained amount is less than 15% of Last Year figure | +26% |