**Suggested layout for explanations**

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

|  |  |
| --- | --- |
| Line 8 | **£** |
| Figure in This Year column | 18,970 |
| Figure in Last Year column | 17,340 |
| Variance (This Year figure less Last Year figure) A positive figure is an increase, a negative figure is a decrease | +1630 |
|  |  |
| **Reasons (as many as are applicable)** | **Amount**  **£** |
| Reason 1 |  |
| Reason 2 |  |
| Reason 3 |  |
| Reason 4 |  |
| Unexplained |  |
| Confirm unexplained amount is less than 15% of Last Year figure | +9% |