

Section 4
Information required for audit

b) Explanations of significant variances - continued

Suggested layout for explanations

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

BOX NO <u>3</u>	£
Figure in 2014 column	1444
Figure in 2015 column	2247
Variance (2014 figure less 2015 figure)	+ 803

Reasons (as many as are applicable)	Amount £
Reason 1 NO VAT REFUND IN 2014	+ 925
Reason 2	-
Reason 3	-
Reason 4	-
Unexplained	122
Confirm unexplained amount is less than 15% of 2014 figure	YES

Council Tax Support Grant

The Council Tax Support Grant, if received, is paid over at the same time as the Precept. Please note that **only the Precept should be recorded in box 2 (Annual Precept)** on the Annual Return.

Council Tax Support Grant should be included in box 3 (Total other receipts).

The Council Tax Support Grant, if paid, may be annotated separately on the documentation sent to the Council by the District/Borough Council when the payments are made. If it is not you will need to contact your District/Borough Council to find out how much Council Tax Support Grant has been paid for 2014/15.

SB 10/6/15