

Report for Information

Report to	Mousehold Heath Conservators 11 March 2011	Item
Report of	Head of Finance	4
Subject	Quarterly Budget Report - Budget Monitoring Statement April - December 2010	

Purpose

The purpose of this report is to provide the Conservators with the position on budget monitoring for the Mousehold Heath Conservators budget 2010/11.

Recommendations

It is recommended that the Conservators:

1. Note the current budget monitoring position

Financial Consequences

This report states the budgetary position for Mousehold Heath and as such there are no additional financial consequences to this report for 2010/11.

Strategic Objective/Service Priorities

The report helps to achieve the corporate objective to achieve strong financial management and stability, together with the service plan priority to improve Budget Preparation, Balancing and Monitoring to provide members (and officers) with relevant accurate and timely financial information to assist them in formulating policy and allocating resources, and to enable the Head of Finance to exercise the additional statutory responsibilities contained in the Local Government Act 2003, i.e. to advise on the robustness of estimates and adequacy of reserves, and to monitor performance against budget.

Contact Officers

Mark Smith (Finance Control Manager)

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Background Documents

Working papers

Report

1. The Mousehold Heath Conservators have requested that budget reports be brought to the Conservators meetings on a regular basis. Budget monitoring is undertaken at the end of each month and Appendix A details the financial position for Mousehold Heath as at the end of Quarter 3, by comparison to the annual budget and expected out turn. Where appropriate, explanations for variances are contained in the notes at point 3 below.
2. Further budget monitoring reports will be provided to the Conservators during the course of the financial year.
3. The letters preceding the explanation below cross reference with the corresponding letter in the comments column of Appendix A
 - a. The salary forecast outturn is for a £7k overspend, based on actual spend to date. This may be due to seasonal shift payments.
 - b. Low actual spend does not fully reflect the programme of work which has been ordered but not yet paid for, or is planned but not yet ordered. The forecast outturn reflects the contract sums budgeted for.
 - c. The actual (credit) expenditure represents the carry-forward of the balance from the 2009/10 account of the cumulative underspend against the Conservators' precept and budget. The forecast represents this balance plus/minus the forecast outturn for the current year, i.e., the balance forecast to be carried forward to 2011/12.
 - d. Support service costs, and other recharges, are under review and will be processed later in the financial year. The forecast outturn reflects an expectation that the budget will be fully utilised.
4. Future reports will refine the assumptions referred to above in the light of the developments in the work programme and other areas.

Budget Monitoring Report

Year: 2010/11 Period: 9 (Dec)

421020 Household Heath Conservators								
Approved Budget	Current Budget		Budget To Date	Actual To Date	Variance To Date	Forecast Outturn	Forecast Variance	Note
EXPENDITURE								
Employees								
54,521	45,622	1405 Salaries Full Time	34,213	42,466	8,253	56,621	10,999	
0	8,899	1406 Salaries Employer PF Contrib'ns	6,674	3,847	-2,827	5,129	-3,770	
54,521	54,521	Subtotal Employees	40,887	46,313	5,426	61,750	7,229	A
Premises								
60,907	60,907	2651 Grounds Maintenance contract	45,675	46,554	879	65,170	4,263	B
8,227	8,227	2653 Schedule of Rates/Dayworks	6,165	2712	-3,453	8,087	-140	B
4,067	4,067	2655 Treeworks	3,042	223	-2,819	3,998	-69	B
518	518	2810 Electricity	387	165	-222	220	-298	
750	750	2850 Water Charges Unmetered	558	0	-558	0	-750	
750	750	2853 Sewerage Charge Metered	558	0	-558	0	-750	
6,653	6,653	2875 Contract Cleaning	4,986	0	-4,986	6,653	0	B
0	0	R100 Day to Day Repairs (Assets)	0	113	113	151	151	
39,436	39,436	T100 Day to Day Repairs (Tenants)	29,574	0	-29,574	39,436	0	B
121,308	121,308	Subtotal Premises	90,945	49,767	-41,178	123,715	2,407	
Transport								
960	960	3080 Car and Cycle Allowances	720	584	-136	779	-181	
960	960	Subtotal Transport	720	584	-136	779	-181	
Supplies & Services								
0	0	3389 Other Equipment and Tools	0	10	10	14	14	
290	290	3399 Stationery Recharges	216	213	-3	284	-6	
190	190	3550 Clothing and Uniforms General	135	186	51	248	58	
300	300	3570 DPP Printing Costs	225	0	-225	0	-300	
190	190	3715 Mobile Phone Rentals & Calls	135	134	-1	175	-15	
960	960	3910 Advertising General	720	122	-598	163	-797	
1,930	1,930	Subtotal Supplies & Services	1,431	665	-766	884	-1,046	
Capital Charges								
637	637	5701 Depreciation (Operational Assets)	0	0	0	637	0	
637	637	Subtotal Capital Charges	0	0	0	637	0	
179,356	179,356	Subtotal EXPENDITURE	133,983	97,329	-36,654	187,765	8,409	
INCOME								
Receipts								
0	0	7825 Non-Gov't Grants &	0	-10,773	-10,773	-8,715	-8,715	C
-1,837	-1,837	8552 Catering Concessions	-1,386	-1350	36	-1800	37	
-13,269	-13,269	9039 Other Rents	-9,954	-9,750	204	-13,000	269	
-15,106	-15,106	Subtotal Receipts	-11,340	-21,873	-10,533	-23,515	-8,409	
-15,106	-15,106	Subtotal INCOME	-11,340	-21,873	-10,533	-23,515	-8,409	
INDIRECT								
Recharge Expenditure								
1,900	1,900	1935 Annual Added Years Payments	0	0	0	1,900	0	D
374	374	1990 Employee/Public Liab Insurance	0	0	0	374	0	D
100	100	3710 Telephones General	72	0	-72	100	0	D
9,200	9,200	4040 Norwich Connect Recharge	0	0	0	9,200	0	D
100	100	4041 Payroll Services Recharge	0	0	0	100	0	D
2,900	2,900	5000 Accommodation Charge	0	0	0	2,900	0	D
700	700	5021 Legal Services Support Charge	0	0	0	700	0	D
1,900	1,900	5022 Personnel Services Support	0	0	0	1,900	0	D
2,400	2,400	5024 Property Services Support Charge	0	0	0	2,400	0	D
3,300	3,300	5026 Financial Services Support Charge	0	0	0	3,300	0	D
700	700	5047 Communications+Research	0	0	0	700	0	D
5,600	5,600	5050 C'ttee Secretariat Support	0	0	0	5,600	0	D
29,174	29,174	Subtotal Recharge Expenditure	72	0	-72	29,174	0	
29,174	29,174	Subtotal INDIRECT	72	0	-72	29,174	0	
193,424	193,424	Total Household Heath Conservators	122,715	75,456	-47,259	193,424	0	