

Report for Information

Report to	Mousehold Heath Conservators 13 March 2009	Item
Report of	Head of Finance	8
Subject	Quarterly Budget Report- Budget Monitoring Statement to end October 2008	

Purpose

The purpose of this report is to provide the Conservators with an up to date position on budget monitoring for the Mousehold Heath Conservators budget 2008/09.

Recommendations

It is recommended that the Conservators:

1. Note the current budget monitoring

Financial Consequences

This report states the current budgetary position for Mousehold Heath and as such there are no additional financial consequences to this report for 2008-9.

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

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Background Documents

Budgets 2008/09 – Mousehold Heath Conservators 25 April 2008.

Report

Financial Analysis

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. 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 increased salary outturn is due to the cost of 'protections' relating to the original warden post, which arose as a result of changes to the working rota, when the second warden post was filled.
 - b. Low actual spend does not reflect the programme of work which has been ordered since the January Management Sub Group. The projected outturn is based on the estimates for the work which has been ordered (Appendix B) An outturn lower than budget is due to a contingency being held in case there are any unforeseeable emergency repairs occur during the last quarter of the year.
 - c. Small overspend due to being the first year with two Wardens in post. 2008/09 was a rough estimate as a result of not knowing what the pattern for vehicle use would be.
 - d. There has been a need to purchase a number of replacement security locks.
 - e. This is the balance transferred in from a suspense account that was holding funds obtained as a result of a fire damaged pavilion a number of years ago.

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MOUSEHOLD HEATH CONSERVATORS - 13 MARCH 2009 - ITEM 8 - APPENDIX A

MOUSEHOLD HEATH - QUARTERLEY BUDGET REPORT - DECEMBER BUDGET MONITORING

	2008/9 Current Budget £	2008/9 Actual to date £	2008/09 Projected Out-turn £	Variance £	Comments (See note in report)
Expenditure					
EMPLOYEE EXPENSES					
Salaries - Permanent	62,220	47,392	63,190	970	a
Employee / Public Liability Insurances	400	0	400	0	
PREMISES					
Programmed Maintenance Property Group	0	325	325	325	
Day to Day Repairs Property Group	0	1,604	3,450	3,450	b
Day to Day Repairs Tenants	37,200	85	30,000	-7,200	
Recharge from GMOU Main Contract	58,790	43,899	58,790	0	
Schedule of Rates / Dayworks	7,960	279	7,960	0	
Treeworks	3,940	3,940	3,940	0	
Electricity	650	77	650	0	
Water Charges	750	0	750	0	
Sewerage Charges	750	0	750	0	
Contract (A) Cleaning	6,420	4,795	6,420	0	
TRANSPORT					
Car and Cycle Allowances	1,000	939	1,215	215	c
SUPPLIES and SERVICES					
Other equipment & tools	0	0	100	100	d
Rechargeable Supplies & Services Accy Use Only	300	0	0	-300	
Clothing and Uniforms	200	223	277	77	
Legal Expenses	0	0	0	0	
Mobile Phones Rentals and Calls	200	0	0	-200	
Advertising	1,000	725	966	-34	
	181,780	104,284	179,183	-2,597	
Income					
OTHER GRANTS REIMBURSEMENTS					
Other grants	0	0	-2,682	-2,682	e
CUSTOMER and CLIENT RECEIPTS					
Catering Concessions	-1,800	-1,350	-1,800	0	
Other Rents	-13,000	-9,750	-13,000	0	
TOTAL INCOME	-14,800	-11,100	-17,482	-2,682	
NET EXPENDITURE BEFORE RECHARGES	166,980	93,184	161,701	-5,279	
<i>Internal Recharges</i>					
				0	
RECHARGES FROM OTHER ACCOUNTS					
Annual Added Years Payments	1,900	0	1,900	0	
Centralised Print Recharges	300	0	0	-300	
Telephones	100	0	0	-100	
Computer IT Services Contract	9,200	0	9,200	0	
Payroll Services Contract	100	0	100	0	
Accommodation Charge	2,900	0	2,900	0	
Legal Services Support Charge	700	0	700	0	
Personnel Services Support Charge	1,900	0	1,900	0	
Property Services Support Charge	2,400	0	2,400	0	
Financial Services Support Charge	3,300	0	3,300	0	
Highways Maintenance Support Charge	0	0	0	0	
Resident's Services Team Support Charge	0	0	0	0	
Communications and Research Charge	700	0	700	0	
Committee Secretariat Support Charge	5,600	0	5,600	0	
	29,100	0	28,700	-400	
	196,080	93,184	190,401	-5,679	

ITEM 8 - APPENDIX B - MOUSEHOLD HEATH CONSERVATORS - QUARTERLY BUDGET REPORT - DRAFT NPR BREAKDOWN

Order No	Address		Special Instruction	Order Value	
Programmed Maintenance					
BQ030465	FOUNTAIN GROUND	Test to BS 7671 H&S - Electrical installation	AGREE DATE WITH GARY BAGGE (For the year 2008/2009)	£	219.00
BQ031077	FOUNTAIN GROUND	SERVICE ROUTINE - EXTRACT FANS SET UP 20/09/05 - SLB (For month of SEPTEMBER)		£	42.81
BQ031135	FOUNTAIN GROUND	Service/check at beginning of season	ROUTINE - Shower controls and thermostat unit (For month of SEPTEMBER)	£	63.42
				£	325.23
Property Group Repairs					
BS082521	MOUSEHOLD HEATH (CONS)	RENEW WOODEN BOLLARD ADJ TO GURNEY ROAD, IN ZAKS CAR PARK.		£	73.96
BS082525	MOUSEHOLD HEATH (CONS)	REPOSITION LONG WOODEN RAIL/POLE, AT CAR PARK BELOW ICE CREAM CONCESSION ON GURNEY ROAD		£	24.85
BS082738	MOUSEHOLD HEATH (CONS)	LEVEL/FLATTEN EARTH RAMP, BEING USED AS CYCLE JUMP. 200 MTRS PAST ZAKS,OAK LEAF POSTS ON LEFT,50 MTRS IN BY PATH		£	23.85
BS082739	FOUNTAIN GROUND	REPLACE 1 No MISSING HARD-WOOD SEAT SLAT, & STAIN TO MATCH EXISTING, ON SEAT OVERLOOKING FOUNTAIN GROUND		£	61.62
BS082741	FOUNTAIN GROUND	MAKE GOOD GROUND WHERE LITTER BIN PREVIOUSLY STOOD BY BANDSTAND. REMOVE BIN IF STILL IN PLACE. NEW BIN IS BY ROAD		£	29.17
BS082742	MOUSEHOLD HEATH (CONS)	REPLACE ROTTEN SEAT PLANK ONLY WITH NEW HARD-WOOD AS BEFORE (2.5 x 0.5 MTRS). LEGS STAY SAME. SITE INFO - SCOTT		£	24.85
BS082752	MOUSEHOLD HEATH (L&C)	MONS AVENUE STORE STEEL CONTAINER HAS BEEN BROKEN IN TO. REPAIR/SECURE CONTAINER. SQUIRE NO. 9 NEEDED FOR BARRIER		£	171.55
BS082992	MOUSEHOLD HEATH (CONS)	MAKE SAFE/COVER HOLE LEFT BY MISSING WOODEN BOLLARD CLOSE TO ICE CREAM CONCESSION LOCATION.BEFORE WEEKEND PLEASE		£	23.85
BS083010	MOUSEHOLD HEATH (CONS)	FILL POT HOLES AT ENTRANCES TO CAR PARK AT TOP OF ST JAMES HILL, OPPOSITE BRITANNIA BARRACKS BUILDING		£	18.00
BS083032	MOUSEHOLD HEATH (L&C)	MONS AVENUE STORE- PLEASE SECURE PROPERTY SHUTTER OPEN		£	24.85
BS083077	MOUSEHOLD HEATH (CONS)	RUB DOWN, & APPLY TWO COATS OF WATERPROOF STAIN TO MEMORIAL BENCH (ORIG COLOUR OAK). MAP IN POST		£	74.11
BS083312	MOUSEHOLD HEATH (L&C)	MOUSEHOLD HEATH CAR PARK OUTSIDE OF BRITANIA BARRACKS REPAIR DAMAGED KEEKLAMP BARRIERS		£	76.74
BS083359	MOUSEHOLD HEATH (CONS)	MAKE GATE/BARRIER AT GILMAN ROAD/MOUSEHOLD AVENUE JUNCTION SECURE FROM VEHICLE ACCESS.		£	23.85
BS083585	MOUSEHOLD HEATH (CONS)	TAKE UP & REMOVE SEAT, LOCATED CLOSEST TO MOTTRAM MEMORIAL (VIEW PLAQUE), LEAVING AREA FREE FROM TRIP HAZARDS		£	22.40
BS083733	FOUNTAIN GROUND	CHANGING PAVILION- PLEASE INVESTIGATE AND REPAIR ROOF LEAK		£	96.55
BS083820	FOUNTAIN GROUND	STRIP OF METAL PULLED OFF BY LHS CHANGING ROOM DOOR, REDRESS AND REFIX		£	67.70
BS083839	MOUSEHOLD HEATH (CONS)	BEECH DRIVE PLEASE RESECURE COACH BOLTS TO BARRIER/GATE VANDALISED LAST NIGHT		£	47.70
BS084157	MOUSEHOLD HEATH (CONS)	VEHICLE CHAIN BROKEN AT GILMAN ROAD ENTRANCE, REPLACE CHAIN TO SECURE HEATH		£	48.85
BS084245	MOUSEHOLD HEATH (CONS)	GURNEY ROAD GRADE OFF CAR PARK AND ACCESS ROAD ARRANGEMENTS NEED TO BE AGREED WITH ZAKS		£	1,250.00
BS084296	MOUSEHOLD HEATH (CONS)	P&P CAR PARK SURFACE WORKS		£	1,250.00
				£	3,434.45
Tenants Repairs					
BS083819	FOUNTAIN GROUND	NEW 4 EXTRACT FAN TO CHANGING ROOMS		£	134.93
BS084672	MOUSEHOLD HEATH (L&C)	MONS AVENUE-PLEASE CLEAR OUT STEEL CONTAINERS AND SCRAP THEM		£	440.80
BS084747	MOUSEHOLD HEATH (CONS)	REFURBISH MOTTRAM MEMORIAL FOOTPATH		£	8,000.00
BS084748	MOUSEHOLD HEATH (CONS)	MODIFY ACCESS TO BRITANNIA ROAD CAR PARK FOR TOUR BUS ACCESS		£	150.00
BS084749	MOUSEHOLD HEATH (CONS)	BRITANNIA ROAD CAR PARK REGULATE PERIMETER TO HEATH		£	12,500.00
BS084750	MOUSEHOLD HEATH (CONS)	STREETMASTER WOODLAND RANGE (PICNIC TABLES)		£	892.52
BS084751	MOUSEHOLD HEATH (CONS)	STREETMASTER WOODLAND RANGE (BENCHES)		£	1,199.20
BS084752	MOUSEHOLD HEATH (CONS)	RELOCATE BIN GILMAN ROAD AREA, NIGEL HALES TO GIVE NEW LOCATION		£	41.61
BS084753	MOUSEHOLD HEATH (CONS)	REDUCE HEIGHT OF EXISTING DISABLED PARKING SIGNS TO 1500 REFURBISH NO OVERNIGHT PARKING SIGN		£	143.10
BS084754	MOUSEHOLD HEATH (CONS)	RENEW EXISTING NO OVERNIGHT PARKING SIGN		£	110.73
BS084757	MOUSEHOLD HEATH (CONS)	CLEAR BURNT UNDERGROWTH FROM HEATH WE WILL NEED JOINT SITE MEETING WITH RANGER BEFORE STARTING		£	6,000.00
				£	29,612.89