

Report for Information

Report to Mousehold Heath Conservators
5 December 2008

Item
7

Report of Head of Finance

Subject 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 2007/08 and for Conservators to consider their budget requirements for 2009-10.

Recommendations

It is recommended that the Conservators:

1. Note the current budget monitoring
2. Consider the budget proposals in conjunction with the draft work plan for 2009-10

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. The report also includes budget proposals for 2009-10 which would form part of the annual precept. This forms part of the General Fund Revenue Budget Requirement for Norwich City Council.

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 2007/08 – 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 1 details the financial position for Mousehold Heath as at the end of October 2008, by comparison to the annual budget and expected out turn. Where appropriate, explanations of significant variances have been included.
2. Comments on expenditure are identified in the report and where these are not included an oral update will be provided at the meeting for where any likely underspend could be allocated in the annual work plan.
3. At previous meetings the Conservators have requested that the process for setting the budget for the forthcoming year should align with the work programming. The proposed work programme for 2009-10 is covered in a separate report at this meeting and this has been shaped from the Mousehold management plan which was approved earlier in the year.
4. The process of budget and work programme alignment will improve over the life of the management plan and the budget setting and work planning for 2009-10 is the start of this.
5. Norwich City Council will be agree a budget requirement for 2009/10 and a council tax at its meeting on 24th February 2009 which will provide for the proposed budget and precept for the Conservators and this will be confirmed at the March Conservators meeting.
6. Proposed budget figures for staffing, transport and supplies and services are included in appendix 1. Officers will report at the meeting the linkage between the proposed work programme and draft budget for 2009-10.
7. Budget monitoring reports will be provided to the Conservators during the course of the financial year.

MOUSEHOLD HEATH CONSERVATORS - 5 DECEMBER 2008- ITEM 7-APPENDIX A

MOUSEHOLD HEATH - OCTOBER BUDGET MONITORING

	2007/08	2008/09	2008/09		2008/09		2009/10
	Outturn £	Budget £	Actual to Date £	Variance £	Projected Outturn £	Comments	Proposed budget
EMPLOYEE EXPENSES							
Salaries - Permanent	35,672	62,220	35,399.39	- 1,535.33	60,684.67		62,220
Employee / Public Liability Insurances	400	400	-	- 400.00	-		400
sub-total employees							62,620
PREMISES							
Day to Day Repairs Tenants	0	37,200	-	37,200.00	37,200.00	Expected to be to budget at year end	38,087
Grounds Maintenance	58,530	58,790	33,932.44	620.10	58,169.90	Expected to be to budget at year end	60,907
Schedule of Rates / Dayworks	10,730	7,960	114.69	- 7,763.39	7,960	Recharge often occurs much later than completion of works	8,227
Treeworks	3,821	3,940	3,940.00	-	3,940.00	No variance	4,067
Electricity	68	650	-	- 650.00	650		650
Water Charges	200	750	-	- 750.00	750		750
Sewerage Charges	209	750	-	- 750.00	750		750
Contract Cleaning	6,393	6,420	3,706.25	- 66.43	6,353.57		6,653
sub total premises							120,091
TRANSPORT							
Car and Cycle Allowances	811	1,000	845.02	448.61	1,448.61		1,000
SUPPLIES AND SERVICES							
Rechargeable Supplies & Services Accy Use Only	0	300	-	- 300.00	-		300
Clothing and Uniforms	116	200	223.25	182.71	382.71		200
Mobile Phones Rentals and Calls	111	200	-	- 200.00	-		200
Advertising	291	1,000	724.71	242.36	1,242.36		1,000
sub total supplies and services							1,700
TOTAL EXPENDITURE	117,352	181,780	78,885.75	- 102,894.25	179,531.82		184,411
INCOME (CUSTOMER AND CLIENT RECEIPTS)							
Catering Concessions	-1,800	-1,800	- 1,350.00	- 514.29	- 2,314.29		-1,800
Other Rents	-13,000	-13,000	- 9,750.00	-	- 13,000.00	Currently being reviewd	-13,000
TOTAL INCOME	-14,800	-14,800	- 11,100.00	3,700.00	- 15,314.29		-14,800
NET EXPENDITURE BEFORE RECHARGES	102,552	166,980	67,785.75	- 99,194.25	164,217.53		199,211
RECHARGES FROM OTHER ACCOUNTS							
Annual Added Years Payments	1,900	1,900	-	- 1,900.00	-		tbc
Centralised Print Recharges	300	300	-	- 300.00	-		tbc
Telephones	100	100	-	- 100.00	-		tbc
Computer IT Services Contract	9,200	9,200	-	-	9,200.00		tbc
Payroll Services Contract	100	100	-	-	100.00		tbc
Accommodation Charge	2,900	2,900	-	-	2,900.00		tbc
Legal Services Support Charge	700	700	-	-	700.00		tbc
Personnel Services Support Charge	1,900	1,900	-	-	1,900.00		tbc
Property Services Support Charge	2,400	2,400	-	-	2,400.00		tbc
Financial Services Support Charge	3,300	3,300	-	-	3,300.00		tbc
Highways Maintenance Support Charge	0	0	-	-	-		tbc
Hsg & Revenue Pay/Rec	0	0	-	-	-		tbc
Communications and Research Charge	700	700	-	-	700.00		tbc
Committee Secretariat Support Charge	5,600	5,600	-	-	5,600.00		tbc
TOTAL RECHARGED FROM OTHER SOURCES	29,100	29,100	0	- 29,100.00	26,800.00		tbc
NET EXPENDITURE/(INCOME)	131,652	196,080	67,785.75	- 128,294.25	191,017.53		tbc