

Charter Trust for the City of Durham

16 November 2011

Revenue Outturn for the Quarter ended 30th September 2011 and Projected Outturn to 31st March 2012



City of Durham

Report of Jeff Garfoot, Treasurer

INTRODUCTION

- 1 The purpose of this report is to provide information on the:
 - actual expenditure compared to the profiled budget for the period ending 30 September 2011
 - forecast of expenditure to 31 March 2012 in comparison to the 2011/12 original budget

COMPARISON OF REVENUE OUTTURN WITH BUDGET

- 2 At 30th September 2011 actual expenditure was £72,610, an underspend of £3,187 (or 4.2%) against a profiled budget of £75,797.
- 3 It is anticipated that the actual outturn at 31 March 2012 will be £114,262, £1,135 less than the annual budget of £115,397. It will be necessary, however, to closely monitor expenditure to ensure it does not exceed the budget at the financial year end.
- 4 An analysis of the expenditure over subjective budget headings is set out in Appendix 2. At the last meeting held on 19th July 2011, Charter Trustees requested additional information on all variable costs. Further detailed analyses are therefore provided in Appendix C for costs relating to transport, hospitality, functions, and general office expenses.
- 5 Explanations regarding the main variances between actual expenditure and the budget are provided below:

TRANSPORT

- 6 Actual expenditure is lower than the profiled budget to date by £1,125, however, as there are more functions planned in the upcoming months than occurred during the summer months, it is anticipated that outturn will be in line with the annual budget at the year end.

- 7 Further detail on actual hospitality, functions, and general office expenditure to the end of September 2011 is provided in Appendix C.

SUPPLIES AND SERVICES

- 8 Although the total expenditure on supplies and services is less than the profiled budget to date by £1,927, outturn is expected to be in line with the budget at the year end. This is again due to the higher number of functions planned in the latter half of the financial year. It will be necessary to closely monitor expenditure within this heading to ensure actual expenditure does not exceed the annual budget.
- 9 Further detail on actual expenditure to the end of September 2011 is provided in Appendix C.

CONTINGENCIES

- 10 A sum of £1,000 was originally set aside to meet any unforeseen expenditure throughout the year. It is anticipated that there will be no need to draw from contingencies and consequently the projected outturn has been based upon an underspend of the full amount of £1,000.

FORECAST OUTTURN

- 11 The latest forecast of expenditure to 31st March 2012 is £114,262; a small underspend of £1,135 (or 0.98%) against the original budget. Any underspend at the year end will be transferred to the general reserve.

GENERAL RESERVE

- 12 The general reserve balance currently stands at £25,650. If the forecast underspend is added to this balance, general reserves at 31st March 2012 will increase to £26,785 which is 23% of the annual budget.

RECOMMENDATIONS

- 13 It is **RECOMMENDED** that the City of Durham Charter Trustees:
- note the outturn position for the quarter ended 30 September 2011;
 - note the forecast outturn to 31 March 2012;

Contact: Beverley White, Tel. 3834327

Risks and Implications

Finance

The report provides information:

- on the actual expenditure compared to the profiled budget to 30 September 2011
- forecast of expenditure to 31 March 2012 in comparison to the 2011/12 original budget

Staffing

Equality and Diversity

Accommodation

Crime and Disorder

Human Rights

Consultation

Procurement

Disability Discrimination Act

Legal Implications

Appendix B

Actual Outturn compared to the Profiled Budget to 30 September 2011
and Projected Outturn to 31 March 2012

Annual Budget 2011/12	Budget Head	Year to date Budget	Year to date Actual	Projected Outturn	Cost Type	Frequency of Payment	Variance (Projected Outturn v Budget)
£		£	£	£			£
	Employees						
3,500	Mayor's Allowance	3,500	3,500	3,500	fixed	annually in May	0
1,500	Deputy Mayor's Allowance	1,500	1,500	1,500	fixed	annually in May	0
655	NI contributions	655	580	580	fixed	annually in May	75
2,960	Sergeants at Mace/ Body Guard	2,960	2,900	2,900	fixed	annually in May	60
	Premises						
12,850	Town Hall	12,850	12,850	12,850	fixed	annually in Sept	0
	Transport						
14,540	Civic Car	6,058	4,958	14,540	variable	monthly	0
1,500	Bus Hire	625	600	1,500	variable	monthly	0
	Supplies and Services						
12,362	Mayor's hospitality	5,151	5,885	12,362	variable	monthly	0
11,300	Functions	4,708	2,126	11,300	variable	monthly	0
1,000	General office expenses	417	643	1,000	variable	monthly	0
2,260	Insurance	2,260	1,955	2,260	fixed	annually in April	0
600	External Audit	0	0	600	fixed	annually	0
	Support Services						
30,370	Administration	16,113	16,113	30,370	fixed	monthly	0
7,000	Finance & procurement	7,000	7,000	7,000	fixed	annually in Sept	0
10,500	Legal/ Clerk	10,500	10,500	10,500	fixed	annually in Sept	0
500	HR	500	500	500	fixed	annually in Sept	0
1,000	ICT	1,000	1,000	1,000	fixed	annually in Sept	0
1,000	Contingency	0	0	0			1,000
115,397	Total Expenditure	75,797	72,610	114,262			1,135
Forecast Underspend				1,135			

Charter Trust Analysis of Variable Costs to 30th September 2011

Budget Head	Payee	Amount	Description
Transport	LEES COACHES	120.00	St George's Day Parade
	LEES COACHES	120.00	St Cuthbert's
	LEES COACHES	120.00	St John's Ambulance Service Cathedral
	LEES COACHES	120.00	Matins for the Courts - Cathedral
	LEES COACHES	120.00	Mayor's Evensong Cathedral
	ONGUARD CHAUFFEUR	451.76	monthly charge
	ONGUARD CHAUFFEUR	888.54	monthly charge
	ONGUARD CHAUFFEUR	947.53	monthly charge
	ONGUARD CHAUFFEUR	1,332.69	monthly charge
	ONGUARD CHAUFFEUR	1,337.93	monthly charge
	Total Transport	5,558.45	
Hospitality	Various	47.52	Refreshments & stock gifts
	DCC	51.70	Refreshments recharge for July
	DARLINGTON BOR. COUNCIL	100.00	Charity Ball tickets
	DCC	381.60	Catering provided 1st June
	DCC	348.10	Refreshments April
	DCC	337.89	Refreshments - variety of events in May
	DCC	117.96	Refreshments June
	DCC	636.00	Catering for reception on 4 & 13 April
	Cavalier Heraldry	384.50	Heraldic Shields
	ROYAL BRITISH LEGION	500.00	Contribution to Festival of remembrance
	DCC	775.75	Catering recharge
	DCC	872.00	Evensong - Catering
	T & I Bell	1,332.00	Mayor Making - Catering
	Total Hospitality	5,885.02	
Functions	Arbor Timber	25.00	Mayoral Boards
	Framing unlimited	29.50	FRAMING OF MAYORAL PORTRAIT
	RICHARDSON DESIGNS LTD.	35.00	Rosettes
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	DCC	40.00	Service for the courts 10th July
	DCC	60.00	Mayor's civic service
	Ede & Ravenscroft	71.67	Jabot
	DCC	80.00	Civic receptions - May
	GRAEME STEARMAN.	100.00	Mayor Making - photography
	MOMENTS	116.66	Mayor Making - floral displays
	K WALKER.	140.00	MAYOR'S-BOARD sign boarding
	DCC	614.80	Printing for April and May
	Thomas Fattorinis	778.40	Past Mayor's/ Consort jewels
	Total Functions	2,126.03	
General Office	Vodafone	18.81	Mobile phone Apr 11
	BRAMWELLS	23.33	Repairs to Mace
	DCC	41.61	Computer-stationery & requisites
	DCC	121.31	Photocopying-all expenses
	DCC	132.53	Stationery
	Post Office	139.31	Postages
	DCC	166.00	Printing
	Total General Office	642.90	