

Charter Trust for the City of Durham

18 January 2012

Revenue Outturn for the Quarter ended 31st December 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 31st December 2011
 - forecast of expenditure to 31 March 2012 in comparison to the 2011/12 original budget

COMPARISON OF REVENUE OUTTURN WITH BUDGET

- 2 At 31st December 2011 actual expenditure was £89,225, an underspend of £5,193 (or 5.5%) against a profiled budget of £94,417.
- 3 It is anticipated that the actual outturn at 31 March 2012 will be £108,237, £7,160 less than the annual budget of £115,397. Nevertheless it will be necessary 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 B and further detailed analyses of variable costs are provided in Appendix C.
- 5 Explanations regarding the main variances between actual expenditure and the budget are provided below:

TRANSPORT

- 6 Actual expenditure is slightly higher than the profiled budget to date by £553 or 4.4%, which is mainly due to an increased number of functions which have taken place in November and December. It is anticipated that actual outturn will be in line with the annual budget at the year end.

- 7 Further details on transport related expenditure to the end of December 2011 is provided in Appendix C.

SUPPLIES AND SERVICES

- 8 Expenditure on supplies and services to date is £5,611 less than the profiled budget. Although it is extremely difficult to forecast, outturn is anticipated to be £6,025 under budget at the year end.
- 9 Further detail on actual hospitality, functions, and general office expenditure to the end of December 2011 is provided for your information 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 £108,237; an underspend of £7,160 (or 6.2%) 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 £32,810 which is 28% of the annual budget.

RECOMMENDATIONS

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

Contact: Beverley White, Tel. 03000 261900

Risks and Implications

Finance

The report provides information:

- on the actual expenditure compared to the profiled budget to 31 December 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

**Actual Outturn Compared to the Profiled Budget to 31 December 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/ BodyGuard	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	10,905	11,263	14,540	variable	monthly	0
1,500	Bus Hire	1,125	1,320	1,500	variable	monthly	0
	Supplies and Services						
12,362	Mayor's hospitality	8,241	7,758	12,362	variable	monthly	0
11,300	Functions	7,533	2,600	5,300	variable	monthly	6,000
1,000	General office expenses	667	778	1,000	variable	monthly	0
2,260	Insurance	2,260	1,955	2,260	fixed	annually in April	0
600	External Audit	0	0	575	fixed	annually	25
	Support Services						
30,370	Administration	23,221	23,221	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	94,417	89,225	108,237			7,160
Projected Underspend				7,160			

Analysis of Variable Costs to 31 December 2011

	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- Cathedral	
	LEES COACHES	120.00	Matins for the Courts - Cathedral	
	LEES COACHES	120.00	Mayor's Evensong Cathedral	
	LEES COACHES	120.00	HMS Bulwark Parade	
	LEES COACHES	120.00	WHS 25 Anniversary - Palace Green	
	LEES COACHES	120.00	Remembrance Sunday	
	LEES COACHES	120.00	Founders & Benefactors	
	LEES COACHES	120.00	Bishop Enthronement	
	LEES COACHES	120.00	Carol Service at St Giles	
	ONGUARD CHAUFFEUR	1,337.93	Apr	
	ONGUARD CHAUFFEUR	1,332.69	May	
	ONGUARD CHAUFFEUR	947.53	Jun	
	ONGUARD CHAUFFEUR	888.54	Jul	
	ONGUARD CHAUFFEUR	451.76	Aug	
	ONGUARD CHAUFFEUR	1,505.56	Sep	
	ONGUARD CHAUFFEUR	1,475.67	Oct	
	ONGUARD CHAUFFEUR	1,616.56	Nov	
	ONGUARD CHAUFFEUR	1,689.94	Dec	
	Les Thompson	17.10	Mayor's travelling expenses	
	Total Transport		12,583.28	
	Hospitality	Various	47.52	Refreshments & stock gifts
DCC		51.70	Refreshments July	
DARLINGTON BOR COUNCIL		100.00	Charity Ball tickets	
DCC		348.10	Refreshments April	
DCC		499.56	Refreshments June	
DCC		337.89	Refreshments - events in May	
DCC		259.00	Catering recharge	
DCC		318.00	Catering for reception on 4 April	
DCC		318.00	Catering for reception on 13 April	
Cavalier Heraldry		384.50	Heraldic Shields	
ROYAL BRITISH LEGION		500.00	Contribution -Remembrance Festival	
ROYAL BRITISH LEGION		50.00	Wreaths	
DCC		516.75	Catering recharge	
T & I Bell		872.00	Evensong - Catering	
T & I Bell		1,332.00	Mayor Making - Catering	
DCC		144.12	Refreshments	
L THOMSON		62.75	Expenses	
STOCKTON ON TEES BC		100.00	Tickets - Civic Dinner	
DCC		150.35	Catering for Reception	
DCC		166.58	Hotel charges - Portsmouth	
Soccarena		550.00	Buffet - Under 16s 4 Nations football	
Great Aycliffe		55.00	Tickets - Great Aycliffe Dinner	
Stepanie's Flowers		20.00	20th anniversary	
Stepanie's Flowers		12.50	Display- Founders & Benefactors	
DCC		302.00	Printing - Xmas cards	
DCC		136.00	Refreshments- Remembrance Sunday	
DCC		123.68	Refreshments Nov	
Total Hospitality		7,758.00		

	Payee	Amount	Description
Functions	Arbor Timber	25.00	Mayoral Boards
	Framing unlimited	29.50	FRAMING OF MAYORAL PORTRAIT
	RICHARDSON DESIGNS	35.00	Rosettes
	RICHARDSON DESIGNS	35.00	Rosettes
	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
	DCC	778.40	Past Mayor's jewels
	Charles Eagles	4.98	Civic portraits
	Boots	31.85	Civic photographs
	DCC	327.00	Printing - Carol service booklet
	DCC	70.00	Janitor - Remembrance Sunday
	DCC	40.00	Janitor - Founders & Benefactors
	Total Functions	2,599.86	

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
	DCC	146.45	Stationery
	Post Office	139.31	Postages
	DCC	75.00	Article in ABF-Remembrance Festival
	Friends of Durham Cathedral	20.00	Annual subscription
	DCC	19.70	Photocopying
	DCC	101.78	Postages
	Vodafone	21.42	Mobile phone JUL 11
	Vodafone	19.88	Mobile phone Oct 11
	DCC	29.04	Toner cartridge
	Total General Office	777.64	