

# Charter Trust for the City of Durham

28 June 2012

Revenue Outturn for the year ended  
31<sup>st</sup> March 2012



City of Durham

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## Report of Jeff Garfoot, Treasurer

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### Purpose of the Report

- 1 To provide information on the 2011/12 revenue outturn compared with the original budget.

### Comparison of Revenue Outturn with Budget

- 2 The total net revenue expenditure for 2011/12 was £105,112; £10,373 or 8.98% less than the original budget of £115,485. This underspend has consequently been transferred to Reserves.
- 3 An analysis of the expenditure over subjective budget headings is set out in Appendix 2 and further detailed analyses of variable costs are provided in Appendix 3. The main reasons for variations from the budget are provided below:

#### Transport - £807 (5.03%) Underspent

- 6 This small underspend is mainly due to a lower number of miles travelled and subsequently charged by the chauffeuring service during the year than originally budgeted for.

#### Supplies and Services - £4,561 (16.52%) Underspent

- 7 Although the Mayor has had a busy year attending civic events, there have been fewer events organised internally than in previous years. This, in addition to a conscious effort to reduce refreshment costs generally, has resulted in an underspend within the supplies and services budget heading of £4,561.

### **Contingencies - £1,000 Under-spent**

- 9 The Charter Trust set aside £1,000 in contingencies to meet unforeseen items of expenditure, however there was no need to draw from this during the year.

### **Income - £3,807 Over-achieved**

- 10 Although there was no original budget for income, a number of tickets raising £3,807 were sold in March for the civic dinner.

### **Transfers to Reserves - £10,373**

- 11 The net underspend of £10,373 has been transferred to Reserves. After this transfer the balance of reserves as at 31/3/12 was £36,023, as shown in the Reserve Statement at Appendix 2.

### **Recommendations**

- 12 It is **RECOMMENDED** that the Charter Trustees note the outturn position for the financial year ended 31 March 2012.

**J Garfoot  
Treasurer**

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**RISKS AND IMPLICATIONS**

**Finance**

The report provides information about the Charter Trust for the City of Durham's revenue outturn for 2011/12.

**Staffing**

None

**Equality and Diversity**

None

**Accommodation**

None

**Crime and Disorder**

None

**Children's Act 2004**

None

**Human Rights**

None

**Stakeholder/Community Engagement**

None

## Appendix 2

### Revenue Outturn for the Charter Trust for the City of Durham 2010/11

Actual 2010/11  £		Original Estimate 2011/12	Actual 2011/12	Variation	
		£	£	£	%
	<b>EXPENDITURE</b>				
45,020	Employees	8,615	8,571	44	0.51
13,199	Premises	12,850	12,850	0	0.00
16,661	Transport	16,040	15,233	807	5.03
34,253	Supplies & Services	27,610	23,049	4,561	16.52
25,000	Support Services	49,370	49,216	154	0.31
0	Contingencies	1,000	0	1,000	100.00
134,133	Total Expenditure	115,485	108,919	6,566	5.69
	<b>INCOME</b>				
9,507		0	3,807	-3,807	
9,507	Total Income	0	3,807	-3,807	
124,626	<b>NET EXPENDITURE</b>	115,485	105,112	10,373	8.98
9,564	<b>Transfer to Reserves</b>	0	10,373	-10,373	
<b>134,190</b>	<b>TOTAL</b>	<b>115,485</b>	<b>115,485</b>	<b>0</b>	<b>0.00</b>

### Reserve Statement

	£
Opening Balance as at 1/4/11	25,650
Transfer in	10,373
Closing Balance as at 31/3/12	36,023

### Appendix 3

### Analysis of Variable Costs to 31 March 2012

	Payee	Amount	Description	
<b>Transport</b>	LEES COACHES	120.00	St Georges 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	Carl Service at St Giles	
	LEES COACHES	120.00	Waddington Street URC	
	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	
	ONGUARD CHAUFFEUR	486.27	Jan	
	ONGUARD CHAUFFEUR	867.54	Feb	
	ONGUARD CHAUFFEUR	1,175.55	Mar	
	Les Thompson	17.10	Mayors Travelling Expenses	
		<b>Total Transport</b>	<b>15,232.64</b>	
	<b>Hospitality</b>	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		123.10	Refreshments April	
DCC		225.00	Refreshments April	
DCC		117.96	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	
Cavaloe 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		

<b>Payee</b>	<b>Amount</b>	<b>Description</b>
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
T & I Bell	408.00	Catering
DCC	391.96	Town Hall Refreshments
DCC	238.50	Catering for reception 31 Jan
DCC	431.43	Catering
M&S	34.23	Refreshments
Ferryhill Town Council	48.00	Tickets to Ferryhill Town Council Dinner
Chilton Town Council	44.00	Tickets to Chilton Town Council Dinner
DCC	111.10	Town Hall Refreshments Feb
DCC	59.63	Town Hall Refreshments Mar
Direct Services	50.00	Installation of Mayoral Plaque town Hall
DCC	8.51	Engraving
DCC	9.16	Storage Boxes
DCC	11.67	Engraving
<b>Total Hospitality</b>	<b>9,604.19</b>	

<b>Functions</b>	<b>Amount</b>	<b>Description</b>
Arbor Timber	25.00	Mayoral Boards
Framing unlimited	29.50	FRAMING OF MAYORAL PORTRAIT
RICHARDSON DESIGNS	35.00	Rosettes
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DCC	40.00	Service for the courts 10th July
DCC	60.00	Mayors 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	MAYORS'S BOARD sign boarding
DCC	614.80	Printing for April and May
DCC	778.40	Past Mayor's Jewells
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
DCC	110.00	Functions
THOMAS FATTORINI LTD.	958.93	Past Mayors Jewels
DCC	275.00	Dais - Remembrance Sunday
DCC	273.00	Orders of Service
DCC	84.00	Civic Dinner Table Plans
DCC	119.00	Civic Dinner Menu Cards
T & I Bell	2,249.60	Civic Dinner Costs
Stephanie's Flowers	158.33	Floral Display - Civic Dinner
Boots	8.80	Photo Processing
Framing Unlimited	26.00	Reframing of Sword Charter
<b>Total Functions</b>	<b>6,862.52</b>	

<b>Payee</b>	<b>Amount</b>	<b>Description</b>
<b>General Office</b>		
Vodafone	120.75	Mobile Phone
BRAMWELLS	23.33	Repairs to Mace
DCC	70.65	Computer-stationery & requisites
DCC	121.31	Photocopying
DCC	146.45	Stationery
Post Office	156.45	Postages
DCC	75.00	Article in ABF-Remembrance Festival
Friends of Durham Cathedral	20.00	Annual Subscription
DCC	45.34	Photocopying
DCC	936.82	Postages
DCC	90.00	Printing
DCC	312.00	Printing of new letterhead
DCC	2.11	Ink Cartridges
DCC	7.17	Diary & Manuscript Book
Boots	23.25	Photoprocessing
Card Factory	1.46	Card
DCC	31.82	Stationery
DCC	79.00	Printing
DCC	20.00	Cost of Copy of Sword Charter
Cardtrix	1.00	Cards
DCC	1.94	Paint Brush
DCC	6.38	Padlocks
DCC	8.32	Dry Cleaning
Durham TIC	38.98	TIC items
<b>Total General Office</b>	<b>2,339.53</b>	