

Charter Trust for the City of Durham

5 December 2012

Revenue Outturn for the Period ending 31 October 2012 and Projected Outturn to 31 March 2013



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 31 October 2012
 - forecast of expenditure to 31 March 2013 in comparison to the 2012/13 original budget

COMPARISON OF REVENUE OUTTURN WITH BUDGET

- 2 At 31 October 2012 actual net expenditure was £75,295; an underspend of £11,173 (or 12.9%) against a profiled budget of £86,468.
- 3 It is anticipated that there will be a small underspend of £6,886 at 31 March 2013. Consequently the amount needed to be drawn from reserves during the year, in order to match the net annual budget of £103,032, will reduce from £21,413 to £14,527. It will be necessary to closely monitor expenditure to ensure it does not exceed the budget at the financial year end, as historically spending relating to functions increases in the latter half of the financial year.
- 4 An analysis of the expenditure over subjective budget headings is set out in Appendix 2. Detailed analyses for all variable costs, namely transport, hospitality, functions and general office expenses, are provided in Appendix 3.
- 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 £831 (or 8.8%). A very small underspend of £450 is anticipated at the financial year end due to a reduction in bus hire.

SUPPLIES AND SERVICES

- 7 The total expenditure on supplies and services is £7,284 less than the profiled budget to date. Although there are a number of civic receptions coming up and funds committed to be spent on the civic dinner, carol service and christmas cards, supplies and services expenditure is estimated to underspend by £5,279 at the year end.
- 8 It will be necessary however, to closely monitor expenditure against the budget to ensure that expenditure does not exceed the annual budget within this heading.
- 9 When setting this year's budget Trustees were expecting a significant portion of the budget to be spent during the Olympics and Jubilee celebrations. Such events were not forthcoming which has undoubtedly contributed towards the underspend.

CONTINGENCIES

- 10 A sum of £1,000 was set aside to meet any unforeseen expenditure throughout the year. The projected outturn has been based upon a forecast underspend of this full amount, assuming that this sum will not be required during the year.

FORECAST OUTTURN

- 11 The latest forecast of expenditure to 31 March 2013 is £117,559, a small underspend of £6,886 (or 5.5%) against the gross expenditure budget of £124,445. Any underspend at the year end will reduce the amount required to be transferred from the general reserve.

GENERAL RESERVE

- 12 The general reserve balance at 1 April 2012 was £36,023. With an underspend of £6,886, the amount required to be drawn from reserves in order to balance the budget at 31 March 2013 decreases from the original estimate of £21,413 to £14,527. Consequently, the general reserve balance will reduce to £21,496.

RECOMMENDATIONS

13 It is **RECOMMENDED** that the City of Durham Charter Trustees:

- note the outturn position for the period ended 31 October 2012;
- note the forecast outturn to 31 March 2013;

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 October 2012
- forecast of expenditure to 31 March 2013 in comparison to the 2012/13 original budget

Staffing

None

Equality and Diversity

None

Accommodation

None

Crime and Disorder

None

Human Rights

None

Consultation

None

Procurement

None

Disability Discrimination Act

None

Legal Implications

None

**ACTUAL OUTTURN COMPARED TO THE PROFILED BUDGET TO
31 OCTOBER 2012 AND PROJECTED OUTTURN TO 31 MARCH 2013**

Annual Budget 2012/13	Budget Head	Year to date Budget	Year to date Actual	Projected Outturn	Frequency of Payment	Variance (Projected Outturn v Budget)
£		£	£	£		£
	Employees					
3,500	Mayor's Allowance	3,500	3,500	3,500	annually in May	0
1,500	Deputy Mayor's Allowance	1,500	1,500	1,500	annually in May	0
580	NI contributions	580	574	574	annually in May	6
2,900	Sergeants at Mace/ Body Guard	2,900	2,809	2,809	annually in May	91
	Premises					
13,107	Town Hall	13,107	13,107	13,107	annually in Sept	0
	Transport					
17,120	Civic Car	8,560	8,074	17,120	monthly	0
1,650	Bus Hire	825	480	1,200	monthly	450
	Supplies and Services					
17,487	Mayor's hospitality	8,744	4,251	15,909	monthly	1,578
11,414	Functions	5,707	415	8,024	monthly	3,390
1,520	General office expenses	760	624	1,520	monthly	0
2,305	Insurance	2,305	1,994	1,994	annually in April	311
612	External Audit	0	0	612	annually	0
	Support Services					
30,370	Administration	18,600	18,606	30,370	monthly	0
7,140	Finance & procurement	7,140	7,140	7,140	annually in Sept	0
10,710	Legal/ Clerk	10,710	10,710	10,710	annually in Sept	0
510	HR	510	510	510	annually in Sept	0
1,020	ICT	1,020	1,020	1,020	annually in Sept	0
1,000	Contingency	0	0	0		1,000
	Income					
0	Investment income	0	-19	-60		60
124,445	Net expenditure	86,468	75,295	117,559		6,886
-21,413	Transfer from Reserves	0	0	-14,527		-6,886
103,032	Net Expenditure	86,468	75,295	103,032		0

ANALYSIS OF VARIABLE COSTS TO 31 OCTOBER 2012

	Payee	Amount	Description
Transport	ONGUARD EXECUTIVE	1,047.66	Apr
	ONGUARD EXECUTIVE	1,230.33	May
	ONGUARD EXECUTIVE	2,592.82	June
	ONGUARD EXECUTIVE	1,357.90	July
	ONGUARD EXECUTIVE	718.03	August
	ONGUARD EXECUTIVE	1,127.53	September
	Lee's Coaches	120.00	10th June
	Lee's Coaches	120.00	17th June
	Lee's Coaches	120.00	15th July
	Lee's Coaches	120.00	3rd Sept
		Total Transport	8,554.27
Hospitality	T&I Bell	1,388.00	Mayor Making Ceremony
	T&I Bell	872.00	Mayors Evensong
	Graeme Stearman	60.00	Photography - Portraits
	Stephanies Flowers	110.00	Mayor Making Display
	Hartlepool Borough Council	80.00	Civic dinner tickets
	DCC	238.50	Catering Recharge
	DCC	70.70	Refreshments
	DCC	198.75	Catering Recharge
	DCC	176.19	Catering Recharge
	Burns Crystal Glass Ltd	200.84	Clock/ Paperweight
	DCC	39.50	Refreshments
	DCC	80.00	Catering Recharges
	DCC	58.26	Refreshments
	DCC	14.11	Refreshments for Reception
	Sports & Leisure Publications	79.00	Festival of Remembrance Brochure
	DCC	7.30	Wrapping Paper/ Ribbon etc
	DCC	8.33	Engraving of Long Service Pin
	Royal British Legion	500.00	Sponsorship of the RBL/ ABF Festival
	Framing Unlimited	32.62	Framing Mayors Photograph & certificates
	DCC	29.83	Gloves for Bodyguard
	DCC	7.29	China Loose Leaf Tea Diffuser
		Total Hospitality	4,251.22
Functions	Durham County Council	56.00	Ball Tickets
	Kyle Walker	180.00	Mayors Board
	Royal British Legion	50.00	Ball Tickets
	City of Sunderland	100.00	Civic Ball Tickets
	DCC	28.80	Table cloth hire
		Total Functions	414.80
General Office	Friends of Durham Cathedral	35.00	Annual Subscription
	DCC	52.00	Printing - Business Cards
	DCC	8.07	Stationery
	DCC	48.00	Prep of Pantmaster Certificate
	DCC	102.00	Printing of Business Cards
	Association of Ch. Trustee Towns	150.00	Subscription
	DCC	119.67	Postages
	DCC	18.78	Mobile Phone Costs
	Co-op Bank	90.00	Bank charges
		Total General Office	623.52