

Charter Trustees for the City of Durham

19 June 2013

Revenue Outturn for the year ended 31
March 2013



City of Durham

Report of Jeff Garfoot, Treasurer

Purpose of the Report

- 1 To provide information on the 2012/13 revenue outturn compared with the original budget.

Comparison of Revenue Outturn with Budget

- 2 The total net revenue expenditure for 2012/13 was £103,700; £20,745 or 16.67% less than the original budget of £124,445. Consequently the amount required to be drawn from reserves was only £668, in comparison to the budgeted figure of £21,413.
- 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 - £1,653 (8.81%) Underspent

- 4 The small underspend on transport is mainly due to a reduction in bus hire during the year.

Supplies and Services - £15,314 (45.94%) Underspent

- 5 Trustees were expecting a significant portion of this budget to be spent on the Olympics and Jubilee celebrations which were held during 2012/13. Such events were not forthcoming and consequently there has been a significant underspend on Mayor's hospitality in comparison to the budget.

Contingencies - £1,000 Underspent

- 6 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 - £2,483 Over-achieved

- 7 Although there was no original budget for income, a number of tickets for the civic dinner were sold raising £2,483.

Transfers to Reserves - £20,745 less than budget

- 8 Due to the net underspend of £20,745 only £668 was required to be drawn from reserves. After this transfer, the balance of reserves as at 31 March 2013 was £35,355, as shown in the Reserve Statement at Appendix 2.

Recommendations

- 9 It is **RECOMMENDED** that the Charter Trustees note the outturn position for the financial year ended 31 March 2013.

**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 2012/13.

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 2012/13

Actual 2011/12		Original Estimate 2012/13	Actual 2012/13	Variation	
				£	%
£		£	£	£	%
	EXPENDITURE				
8,571	Employees	8,480	8,383	-97	-1.14
12,850	Premises	13,107	13,107	0	0.00
15,233	Transport	18,770	17,117	-1,653	-8.81
23,049	Supplies & Services	33,338	18,024	-15,314	-45.94
49,216	Support Services	49,750	49,552	-198	-0.40
0	Contingencies	1,000	0	-1,000	-100.00
108,919	Total Expenditure	124,445	106,183	18,262	14.67
-3,807	INCOME	0	-2,483	-2,483	
-3,807	Total Income	0	-2,483	-2,483	
105,112	NET EXPENDITURE	124,445	103,700	-20,745	-16.67
10,373	Transfer to/ -from Reserves	-21,413	-668	20,745	-96.88
115,485	TOTAL	103,032	103,032	0	0.00

Reserve Statement 2012/13

	£
Opening Balance as at 1 April 2012	36,023
Use of reserves during 2012/13	-668
Closing Balance as at 31 March 2013	35,355

Appendix 3

Analysis of Variable Costs to 31 March 2013

	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
	Onguard Executive	1,789.93	October
	Onguard Executive	1,843.44	November
	Onguard Executive	1,930.07	December
	Onguard Executive	582.40	January
	Onguard Executive	1,176.66	February
	Onguard Executive	880.15	March
	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
	Lee's Coaches	120.00	11th Nov
	Lee's Coaches	120.00	25th Nov
	Lee's Coaches	120.00	6th Dec
		Total Transport	17,116.92
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
	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	40.00	Staff Recharges
	DCC	40.00	Staff Recharges
	DCC	56.48	Refreshments
	DCC	1.78	Biscuits for VIP Visit
	DCC	9.11	Refreshments for Reception
	DCC	5.00	Refreshments for Reception
	Sports & Leisure publications	79.00	Article for Festival of Remembrance
	DCC	7.29	China Loose Leaf Tea Diffuser
	DCC	7.30	Wrapping Paper/ Ribbon etc
	DCC	8.33	Engraving of Long Service Pin
	Royal British Legion	500.00	Sponsorship of RBL/ ABF Festival
	Framing Unlimited	14.50	Frames for Certificates
	Framing Unlimited	14.49	Framing Mayors Photograph
	DCC	29.83	Gloves for Bodyguard
	DCC	37.55	Refreshments - New Zealand visitors
	DCC	198.75	Catering Recharge
	DCC	318.00	Catering Recharge
	DCC	253.67	Refreshments

	DCC	234.06	Catering Recharge
	Payee	Amount	Description
Hospitality	DCC	198.75	Catering Recharge
(cont.d)	DCC	318.00	Catering Recharge
	DCC	93.22	Refreshments
	DCC	318.00	Catering Recharge
	DCC	64.82	Refreshments
	DCC	101.25	Healthy Option Buffet
	DCC	60.00	Staff Recharges
	DCC	48.00	Prep of Pantmaster Certificate
	Logocloth	98.60	Repair to Logocloth
	Stephanies Flowers	15.00	Posie 23rd Nov
	Royal British Legion	50.00	Donation - 2 poppy wreaths
	Stephanies Flowers	15.00	Basket of Flowers
	Friends of Durham Cathedral	35.00	Annual Subscription
	DCC	221.12	DCC Recharges
	DCC	118.73	DCC Recharges
	DCC	570.23	Catering/Refreshments Recharge
	DCC	159.00	Catering
	DCC	198.75	Catering
	DCC	10.03	Refreshments
	T&I Bell	2,119.70	Catering
	Thomas Fattorini	935.75	Past Mayor medals
	Total Hospitality	10,958.57	

Functions	Durham County Council	56.00	Ball Tickets
	Kyle Walker	180.00	Mayors Board
	Royal British Legion	50.00	Ball Tickets
	Hartlepool Borough Council	80.00	Civic dinner tickets
	DCC	28.80	table Cloth Hire
	Peterlee Town Council	46.00	Tickets - Civic Dinner
	Chilton Town Council	42.00	Tickets - Civic Dinner
	Hetton Town Council	50.00	Tickets - Civic Dinner
	Stockton on Tees Borough Council	100.00	Tickets - Civic Dinner
	Great Aycliffe Town Council	50.00	Tickets - Civic Dinner
	DCC	137.00	Linen Hire/Staff Costs
	DCC	158.00	Rail Warrant
	EIGHTEEN 79 Events Management	100.00	Ball Tickets
	Stephanies Flowers	216.67	Flower Arrangements - civic dinner
	DCC	114.00	Printing - table plans
	DCC	448.00	Printing - orders of service
	DCC	78.00	Printing - civic dinner tickets
			Printing - civic dinner- menu & name plates
	DCC	222.00	
	DCC	430.00	Remembrance Day Event
	Total Functions	2,586.47	

	Payee	Amount	Description
General	DCC	154.00	Printing - Business Cards
	Assoc. of Charter Trustee Towns	150.00	Subscription 2011/12
	Assoc. of Charter Trustee Towns	150.00	Subscription 2012/13
	DCC	119.67	Postages
	DCC	58.36	Mobile Phone Costs
	Co-op Bank	120.00	Bank charges
	DCC	10.88	Photocopying
	DCC	559.20	Printing
	DCC	21.32	Stationery
	DCC	25.00	SUBSCRIPTION
	DCC	-63.60	VAT Adjustment
	DCC	6.10	Photocopying
	DCC	5.52	Stationery
	DCC	21.42	Printing
	DCC	73.00	Printing
	DCC	40.99	Stationery
	DCC	74.52	Postages
	DCC	410.07	Postages
	DCC	34.40	Telephone Charges
	DCC	-35.50	Misc Equipment
	Total General Office	1,935.35	