

NORTH LANARKSHIRE COUNCIL

REPORT

To: GENERAL PURPOSES COMMITTEE	Subject: 2003/2004 BUDGET MONITORING REPORT
From: DIRECTOR OF ADMINISTRATION	PERIOD 01/04/03 – 30/01/04 (PERIOD 11)
Date: 16 February 2004 Ref: BB/1	ADMINISTRATION DEPT. (EXCLUDING PERSONNEL)

1. Introduction

1.1 This report compares actual expenditure and income against estimates for the year to date. The report also presents a projected out-turn for the department and provides explanations of the more significant variances.

2. Summary of Budget Variances

2.1 Net expenditure for Period 11 shows an underspend of £161,271 or 4% of the budget to date and the projected outturn indicates an underspend of £314,379 or 4% of the annual estimates which has decreased slightly compared to the previously reported projected underspend of £331,379 (5%). The main reason for this decrease is in respect of advertising costs for the Licensing Board, which now exceed the budgetary provision.

The projected underspend takes account of the budget virement request approved by Committee at the 29 October 2003 meeting. Budget resources of £176,536 have been transferred from Employee Costs to Supplies Services to fund various IT projects within the Department. The opportunity has also been taken to re-assess the year-end projections for Employee Costs, following the implications of the Departmental Structure review, and income.

2.2 The table below provides an objective analysis of the variances to date and the projected outturn variances across the divisions that are included in the Administration Department excluding Personnel Services.

Division of Service Analysis	Budget to date (£)	Actual to date (£)	Variance to date (£)	Projected Outturn Variance (£)
Central Services	2,432,409	2,381,184	51,225 underspend	90,000 underspend
Legal Support Services	1,311,853	1,224,475	87,378 underspend	108,500 underspend
Legal Public Services	146,400	151,580	(5,180) overspend	60,879 underspend
Registrars	305,812	277,964	2,7848 underspend	55,000 underspend
Total	4,196,474	4,035,203	161,271 underspend	314,379 underspend

3. Departmental Trend Throughout the Financial Year

3.1 It is anticipated that variations against budget will occur within a number of expenditure and income lines which can be summarised as follows:

- A re-assessment of the overall effect of the various divisions' employee cost reductions will result in a saving of £210,000.
- Savings are also anticipated in Transport Costs (£16,000), Town Twinning costs (£22,500) and through the generation of additional income from both Legal and Registrars fees (£131,000).

- Overspends are projected for Property Costs (£8,121) as a result of property insurance allocations, Administration Costs (£44,000) due to advertising and Taxi Licence plate costs within Legal Public. Other Expenditure is also projected to overspend (£12,000) for Childrens Panel Costs due to the increase in Safeguarders' fees.

Details of these variances are included within the Departmental Outturn Variances' Section of this report.


4. <u>Explanation of the Major Departmental Outturn Variances :</u>	£
4.1 <u>Employee Costs</u>	210,000 Underspend
Savings as a result of vacancies within each of the Divisions together with reductions in other employee related costs. The main underspends are within Central Services (£70,000) Legal Support (£55,000) and Legal Public (£80,000).	
4.2 <u>Property Costs</u>	8,121 Overspend
An overspend is projected as a result of the allocation of property insurance costs which exceed the budgetary provision, although measures have been taken to address this as part of the 2004/05 budget setting exercise.	
4.3 <u>Transport and Plant</u>	16,000 Underspend
As a result of the current vacancy levels and management control of staff claims, a departmental underspend is projected, mainly within Central Services (£6,000) and Legal Support Services (£10,000).	
4.4 <u>Administration Costs</u>	44,000 Overspend
An overspend is projected as a result of increased expenditure and requirements in advertising for the Licensing Board and licences, plates and badges for Taxi Licensing although these costs are partly offset by the current over-recovery in fees.	
4.5 <u>Payments to other Bodies</u>	22,500 Underspend
This underspend reflects the number of Town Twinning grant applications received to date and the year-end projection is also based on the previous years' outturn.	
4.6 <u>Other Expenditure</u>	12,000 Overspend
The projected overspend is the result of the increase in fees payable for Childrens Panel Safeguarders together with the increase in the volume of the appointments/caseloads undertaken.	
4.7 <u>Income</u>	131,000 Over-recovery
Income throughout the Department is anticipated to be over-recovered at the year-end. Legal Support Services is projected at £50,000 as a result of additional income generated from reparation work for the Insurance Fund. Legal Public Services is also projected to over-recover by £30,000 due to increases in the numbers of Taxi and Other Licensing applications and fees. Registration fees, currently over-recovered, are forecast to be £55,000 over-recovered at the year-end following amendments in respect of Civil Marriages which have resulted in a higher uptake and generated additional income.	
5. <u>Financial Concurrence</u>	
5.1	The Director of Finance concurs with the financial information contained in this report and has been fully involved in its preparation.

6. Summary

6.1 The favourable projection is the result of a series of anticipated underspends and income over-recoveries within the department to the year-end. The main contributing factors are savings arising from vacancies throughout the divisions and additional income being generated.

7. Recommendation

7.1 It is recommended that the Committee notes the contents of this report.


Director of Administration

For further information please contact Brian Boyle on tel. ext. 2244

NORTH LANARKSHIRE COUNCIL

FINANCIAL MONITORING REPORT

1 APRIL 2003 To 31 JANUARY 2004 (Period 11)

COMMITTEE : GENERAL PURPOSES

ADMINISTRATION DEPT (EXC. PERSONNEL) SUMMARY

LINE NO. (1)	DESCRIPTION (2)	BUDGET TO DATE (3)	ACTUAL TO DATE (4)	YEAR TO DATE VARIANCE (5)		(6)
		£	£	£		%
1.	EMPLOYEE COSTS	3,665,386	3,484,312	181,074	Underspend	5
2.	PROPERTY COSTS	21,597	23,459	(1,862)	Overspend	(9)
3.	SUPPLIES AND SERVICES	403,505	410,563	(7,058)	Overspend	(2)
4.	TRANSPORT & PLANT	116,409	108,879	7,530	Underspend	6
5.	ADMINISTRATION COSTS	710,951	741,351	(30,400)	Overspend	(4)
6.	PAYMENTS TO OTHER BODIES	45,139	22,279	22,860	Underspend	51
7.	OTHER EXPENDITURE	66,956	70,734	(3,778)	Overspend	(6)
8.	APPORTIONED EXPENSES	576,224	576,224	0		0
9.	CAPITAL FINANCING COSTS	0	0	0		0
10.	TOTAL EXPENDITURE	5,606,167	5,437,801	168,366	Underspend	3
11.	INCOME	1,409,693	1,402,598	(7,095)	Under-recovery	(1)
12.	NET EXPENDITURE	4,196,474	4,035,203	161,271	Underspend	4

TOTAL BUDGET (7)	PROJECTED OUTTURN (8)	PROJECTED OUT-TURN VARIANCE (9)		(10)
£	£	£		%
4,591,351	4,381,351	210,000	Underspend	5
25,519	33,640	(8,121)	Overspend	(32)
615,888	616,888	(1,000)	Overspend	(0)
154,918	138,918	16,000	Underspend	10
1,144,559	1,188,559	(44,000)	Overspend	(4)
53,393	30,893	22,500	Underspend	42
69,500	81,500	(12,000)	Overspend	(17)
1,880,257	1,880,257	0		0
699,195	699,195	0		0
9,234,580	9,051,201	183,379	Underspend	2
1,987,103	2,118,103	131,000	Over-recovery	7
7,247,477	6,933,098	314,379	Underspend	4

NORTH LANARKSHIRE COUNCIL

FINANCIAL MONITORING REPORT

1 APRIL 2003 To 31 JANUARY 2004 (Period 11)

COMMITTEE : GENERAL PURPOSES

SERVICE : CENTRAL SERVICES

LINE NO. (1)	DESCRIPTION (2)	BUDGET TO DATE (3)	ACTUAL TO DATE (4)	YEAR TO DATE VARIANCE (5)		(6)	ANNUAL BUDGET (7)	PROJECTED OUTTURN (8)	PROJECTED VARIANCE (9)		(10)
		£	£	£		%	£	£	£		%
1.	EMPLOYEE COSTS	1,606,254	1,540,993	65,261	Underspend	4	2,008,299	1,938,299	70,000	Underspend	3
2.	PROPERTY COSTS	21,597	10,450	11,147	Underspend	52	25,519	20,519	5,000	Underspend	20
3.	SUPPLIES AND SERVICES	337,209	340,001	(2,792)	Overspend	(1)	527,160	527,160	0		0
4.	TRANSPORT & PLANT	81,907	78,531	3,376	Underspend	4	113,114	107,114	6,000	Underspend	5
5.	ADMINISTRATION COSTS	532,776	521,797	10,979	Underspend	2	956,858	956,858	0		0
6.	PAYMENTS TO OTHER BODIES	42,604	22,126	20,478	Underspend	48	50,343	30,343	20,000	Underspend	40
7.	OTHER EXPENDITURE	53,000	57,618	(4,618)	Overspend	(9)	53,000	64,000	(11,000)	Overspend	(21)
8.	APPORTIONED EXPENSES	286,784	286,784	0		0	536,946	536,946	0		0
9.	CAPITAL FINANCING COSTS	0	0	0		0	2,893	2,893	0		0
10.	TOTAL EXPENDITURE	2,962,131	2,858,300	103,831	Underspend	4	4,274,132	4,184,132	90,000	Underspend	2
11.	INCOME	529,722	477,116	(52,606)	Under-recovery	(10)	686,096	686,096	0		0
12.	NET EXPENDITURE	2,432,409	2,381,184	51,225	Underspend	2	3,588,036	3,498,036	90,000	Underspend	3

NORTH LANARKSHIRE COUNCIL

FINANCIAL MONITORING REPORT

1 APRIL 2003 To 30 JANUARY 2004 (Period 11)

COMMITTEE : GENERAL PURPOSES

SERVICE : LEGAL SUPPORT SERVICES

LINE NO. (1)	DESCRIPTION (2)	BUDGET TO DATE (3)	ACTUAL TO DATE (4)	YEAR TO DATE VARIANCE (5)			ANNUAL BUDGET (7)	PROJECTED OUTTURN (8)	PROJECTED VARIANCE (9)		
		£	£	£					£	£	
1.	EMPLOYEE COSTS	1,214,437	1,165,446	48,991	Underspend	4	1,539,299	1,484,299	55,000	Underspend	4
2.	PROPERTY COSTS	0	0	0		0	0	0	0		0
3.	SUPPLIES AND SERVICES	56,603	60,777	(4,174)	Overspend	(7)	77,305	77,305	0		0
4.	TRANSPORT & PLANT	23,659	17,668	5,991	Underspend	25	28,620	18,620	10,000	Underspend	35
5.	ADMINISTRATION COSTS	41,236	45,358	(4,122)	Overspend	(10)	45,867	52,867	(7,000)	Overspend	(15)
6.	PAYMENTS TO OTHER BODIES	736	153	583	Underspend	79	883	383	500	Underspend	57
7.	OTHER EXPENDITURE	0	0	0		0	0	0	0		0
8.	APPORTIONED EXPENSES	144,342	144,342	0		0	545,578	545,578	0		0
9.	CAPITAL FINANCING COSTS	0	0	0		0	0	0	0		0
10.	TOTAL EXPENDITURE	1,481,013	1,433,744	47,269	Underspend	3	2,237,552	2,179,052	58,500	Underspend	3
11.	INCOME	169,160	209,269	40,109	Over-recovery	24	203,000	253,000	50,000	Over-recovery	25
12.	NET EXPENDITURE	1,311,853	1,224,475	87,378	Underspend	7	2,034,552	1,926,052	108,500	Underspend	5

NORTH LANARKSHIRE COUNCIL

FINANCIAL MONITORING REPORT

1 APRIL 2003 To 30 JANUARY 2004 (Period 11)

COMMITTEE : GENERAL PURPOSES

SERVICE : LEGAL PUBLIC SERVICES

(DISTRICT : COURT / LICENSING)

LINE NO. (1)	DESCRIPTION (2)	BUDGET TO DATE (3)	ACTUAL TO DATE (4)	YEAR TO DATE VARIANCE (5)		(6)	ANNUAL BUDGET (7)	PROJECTED OUTTURN (8)	PROJECTED VARIANCE (9)		(10)
		£	£	£					£		
1.	EMPLOYEE COSTS	418,177	349,034	69,143	Underspend	17	519,762	439,762	80,000	Underspend	15
2.	PROPERTY COSTS	0	10,121	(10,121)	Overspend	0	0	10,121	(10,121)	Overspend	0
3.	SUPPLIES AND SERVICES	0	0	0		0	0	0	0		0
4.	TRANSPORT & PLANT	5,107	5,202	(95)	Overspend	(2)	6,184	4,184	2,000	Underspend	32
5.	ADMINISTRATION COSTS	119,670	161,192	(41,522)	Overspend	(35)	122,372	162,372	(40,000)	Overspend	(33)
6.	PAYMENTS TO OTHER BODIES	0	0	0		0	0	0	0		0
7.	OTHER EXPENDITURE	13,956	13,116	840	Underspend	6	16,500	17,500	(1,000)	Overspend	(6)
8.	APPORTIONED EXPENSES	86,143	86,143	0		0	527,767	527,767	0		0
9.	CAPITAL FINANCING COSTS	0	0	0		0	442,701	442,701	0		0
10.	TOTAL EXPENDITURE	643,053	624,808	18,245	Underspend	3	1,635,286	1,604,407	30,879	Underspend	2
11.	INCOME	496,653	473,228	(23,425)	Under-recovery	(5)	716,000	746,000	30,000	Over-recovery	4
12.	NET EXPENDITURE	146,400	151,580	(5,180)	Overspend	(4)	919,286	858,407	60,879	Underspend	7

NORTH LANARKSHIRE COUNCIL

FINANCIAL MONITORING REPORT

1 APRIL 2003 To 30 JANUARY 2004 (Period 11)

COMMITTEE : GENERAL PURPOSES

SERVICE : REGISTRATION OF BIRTHS, DEATHS AND MARRIAGES

LINE NO. (1)	DESCRIPTION (2)	BUDGET TO DATE (3)	ACTUAL TO DATE (4)	YEAR TO DATE VARIANCE (5)		(6)	ANNUAL BUDGET (7)	PROJECTED OUTTURN (8)	PROJECTED VARIANCE (9)		(10)
		£	£	£		%	£	£	£		%
1.	EMPLOYEE COSTS	426,518	428,839	(2,321)	Overspend	(1)	523,991	518,991	5,000	Underspend	1
2.	PROPERTY COSTS	0	2,888	(2,888)	Overspend	0	0	3,000	(3,000)	Overspend	0
3.	SUPPLIES AND SERVICES	9,693	9,785	(92)	Overspend	(1)	11,423	12,423	(1,000)	Overspend	(9)
4.	TRANSPORT & PLANT	5,736	7,478	(1,742)	Overspend	(30)	7,000	9,000	(2,000)	Overspend	(29)
5.	ADMINISTRATION COSTS	17,269	13,004	4,265	Underspend	25	19,462	16,462	3,000	Underspend	15
6.	PAYMENTS TO OTHER BODIES	1,799	0	1,799	Underspend	100	2,167	167	2,000	Underspend	92
7.	OTHER EXPENDITURE	0	0	0		0	0	0	0		0
8.	APPORTIONED EXPENSES	58,955	58,955	0		0	269,966	269,966	0		0
9.	CAPITAL FINANCING COSTS	0	0	0		0	253,601	253,601	0		0
10.	TOTAL EXPENDITURE	519,970	520,949	(979)	Overspend	(0)	1,087,610	1,083,610	4,000	Underspend	0
11.	INCOME	214,158	242,985	28,827	Over-Recovery	13	382,007	433,007	51,000	Over-recovery	13
12.	NET EXPENDITURE	305,812	277,964	27,848	Underspend	9	705,603	650,603	55,000	Underspend	8