

NORTH LANARKSHIRE COUNCIL

REPORT

To: GENERAL PURPOSES COMMITTEE		Subject: 2003/2004 BUDGET MONITORING REPORT PERIOD 01/04/03 – 31/03/04 (PROVISIONAL OUTTURN) ADMINISTRATION DEPARTMENT (EXCLUDING PERSONNEL)
From: DIRECTOR OF ADMINISTRATION		
Date: 30 April, 2004	Ref: BB	

1. Introduction

1.1 This report compares provisional outturn expenditure and income for 2003/2004 against the annual budget. The report also presents provisional Budget variances for the Department and provides explanations of the more significant variances.

2. Summary of Budget Variances

2.1 Net expenditure for the year-end shows a provisional underspend of £211,212 or 3% of the budget which has decreased compared to the previously reported projected underspend of £298,479 (4%). This decrease is mainly due to the implications of the rationalisation of the Area Offices' services in Coatbridge and Cumbernauld previously reported to Committee on 10 March 2004 and the decision therein to permit two officers within the above Area Offices to leave the Service of the Council. This has resulted in redundancy payments, early retiral lump sum payments and Strain on the Fund costs totalling £54,172 being incurred thereby eliminating the previously reported underspend within Central Services employee costs.

Another contributing factor to the decrease in the year end provisional outturn is the substantial increase in Advertising costs for the Licensing Board.

The provisional underspend has also taken account of the budget virement request approved by Committee at 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.

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

Division of Service Analysis	Annual Budget (£)	Provisional Outturn (£)	Provisional Variance (£)
Central Services	3,588,036	3,574,412	13,624 underspend
Legal Support Services	2,034,552	1,922,999	111,553 underspend
Legal Public Services	919,286	921,530	(2,244) overspend
Registrars	705,603	617,324	88,279 underspend
Total	7,247,477	7,036,265	211,212 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 costs reductions after the impact of the payments in 2.1 above, has resulted in a revised saving of £99,729.
- Savings have also been realised in Supplies and Services Costs (£22,163), Town Twinning cost (£27,745) and through the generation of additional income from both Legal and Registration fees (£209,199).
- Overspends have resulted in Administration Costs (£110,450), due to increased requirements in advertising, postages, professional fees and Taxi Licence plate costs within Legal Services. Other Expenditure is also overspent (£29,428) for Childrens' Panel Costs resulting from increased Safeguarders' fees and caseloads.

4. **Explanation of the Major Departmental Outturn Variances:**

£

4.1 **Employee Costs** 99,729 Underspend

Net savings as a result of variances within the Central Services and Legal Divisions together with a reduction in other employee related costs. The main underspends are within Legal Support (£46,109) and Legal Public (£77,763).

4.2 **Supplies and Services** 22,163 Underspend

This underspend is attributable to savings in office equipment purchases and rentals mainly within the Central Services Division.

4.3 **Administration Costs** 110,450 Overspend

This overspend is the result of increased expenditure and requirements in Legal Services in advertising for the Licensing Board and licences, plates and badges for Taxi Licensing, together with increases in postages' requirements and professional fees. These costs have been partly offset by the over-recovery in Legal Public fees.

4.5 **Other Expenditure** 29,428 Overspend

This 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 in the course of the year.

4.6 **Income** 202,070 over-recovery

Income throughout the Department is anticipated to be over-recovered at the year-end. Legal Support Services generated £84,551 of additional income from reparation work undertaken for the Insurance Fund. Legal Public Services also over-recovered by £35,434 due to increases in the number of Taxi and other Licensing application and fees.

4.6 Income (continued)

Registration fees are similarly over-recovered by £89,214 following amendments in respect of Civil Marriages which have resulted in a higher volume and additional income.

5. Financial Concurrence


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 provisional outturn is the result of a series of under and overspends within the Department, after incorporating the recommendations of the Structure Review and the budget virement approval. Savings arising from vacancies and additional income generated via Legal and Registration Fees offset pressures in some areas of the service such as the increased expenditure in Central Services, Safeguarders expenses together with Legal Public Services advertising costs.

7. Recommendation

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


Director of Administration

NORTH LANARKSHIRE COUNCIL

FINANCIAL MONITORING REPORT

2003/2004 Provisional Outturn - 1 April 2003 to 31 March 2004

COMMITTEE: GENERAL PURPOSES

SERVICE: ADMINISTRATION DEPARTMENT SUMMARY (EXCLUDING PERSONNEL)

LINE No	DESCRIPTION	ANNUAL BUDGET	PROVISIONAL OUTTURN	PROVISIONAL VARIANCE	%
(1)	(2)	(3)	(4)	(5)	(6)
1.	EMPLOYEE COSTS	4,591,351	4,491,622	99,729	2
2.	PROPERTY COSTS	25,519	19,682	5,837	23
3.	SUPPLIES AND SERVICES	615,888	593,725	22,163	4
4.	TRANSPORT AND PLANT	154,918	161,372	(6,454)	(4)
5.	ADMINISTRATION COSTS	1,144,559	1,255,009	(110,450)	(10)
6.	PAYMENTS TO OTHER BODIES	53,393	25,648	27,745	52
7.	OTHER COSTS	69,500	98,928	(29,428)	(42)
8.	APPORTIONED EXPENSES	1,880,257	1,880,257	0	0
9.	CAPITAL FINANCING CHARGES	699,195	699,195	0	0
10.	TOTAL EXPENDITURE	9,234,580	9,225,438	9,142	0
11.	INCOME	1,987,103	2,189,173	202,070	10
12.	NET EXPENDITURE	7,247,477	7,036,265	211,212	3

NORTH LANARKSHIRE COUNCIL

FINANCIAL MONITORING REPORT

2003/2004 Provisional Outturn - 1 April 2003 to 31 March 2004

COMMITTEE: GENERAL PURPOSES

SERVICE: CENTRAL SERVICES

LINE No	DESCRIPTION	ANNUAL BUDGET	PROVISIONAL OUTTURN	PROVISIONAL VARIANCE	%
(1)	(2)	(3)	(4)	(5)	(6)
1.	EMPLOYEE COSTS	2,008,299	2,030,234	(21,935)	(1)
2.	PROPERTY COSTS	25,519	19,682	5,837	23
3.	SUPPLIES AND SERVICES	527,160	503,519	23,641	4
4.	TRANSPORT AND PLANT	113,114	101,145	11,969	11
5.	ADMINISTRATION COSTS	956,858	950,187	6,671	1
6.	PAYMENTS TO OTHER BODIES	50,343	25,231	25,112	50
7.	OTHER COSTS	53,000	83,542	(30,542)	(58)
8.	APPORTIONED EXPENSES	536,946	536,946	0	0
9.	CAPITAL FINANCING CHARGES	2,893	2,893	0	0
10.	TOTAL EXPENDITURE	4,274,132	4,253,379	20,753	0
11.	INCOME	686,096	678,967	(7,129)	(1)
12.	NET EXPENDITURE	3,588,036	3,574,412	13,624	0

NORTH LANARKSHIRE COUNCIL

FINANCIAL MONITORING REPORT

2003/2004 Provisional Outturn - 1 April 2003 to 31 March 2004

COMMITTEE: GENERAL PURPOSES

SERVICE: LEGAL SUPPORT SERVICES

LINE No	DESCRIPTION	ANNUAL BUDGET	PROVISIONAL OUTTURN	PROVISIONAL VARIANCE	%
(1)	(2)	(3)	(4)	(5)	(6)
1.	EMPLOYEE COSTS	1,539,299	1,493,190	46,109	3
2.	PROPERTY COSTS	0	0	0	0
3.	SUPPLIES AND SERVICES	77,305	76,929	376	0
4.	TRANSPORT AND PLANT	28,620	34,291	(5,671)	(20)
5.	ADMINISTRATION COSTS	45,867	60,247	(14,380)	(31)
6.	PAYMENTS TO OTHER BODIES	883	315	568	0
7.	OTHER COSTS	0	0	0	0
8.	APPORTIONED EXPENSES	545,578	545,578	0	0
9.	CAPITAL FINANCING CHARGES	0	0	0	0
10.	TOTAL EXPENDITURE	2,237,552	2,210,550	27,002	1
11.	INCOME	203,000	287,551	84,551	42
12.	NET EXPENDITURE	2,034,552	1,922,999	111,553	5

NORTH LANARKSHIRE COUNCIL

FINANCIAL MONITORING REPORT

2003/2004 Provisional Outturn - 1 April 2003 to 31 March 2004

COMMITTEE: GENERAL PURPOSES

SERVICE: LEGAL PUBLIC SERVICES (DISTRICT COURT / LICENSING)

LINE No	DESCRIPTION	ANNUAL BUDGET	PROVISIONAL OUTTURN	PROVISIONAL VARIANCE	%
(1)	(2)	(3)	(4)	(5)	(6)
1.	EMPLOYEE COSTS	519,762	441,999	77,763	15
2.	PROPERTY COSTS	0	0	0	0
3.	SUPPLIES AND SERVICES	0	0	0	0
4.	TRANSPORT AND PLANT	6,184	17,997	(11,813)	(191)
5.	ADMINISTRATION COSTS	122,372	227,114	(104,742)	(86)
6.	PAYMENTS TO OTHER BODIES	0	0	0	0
7.	OTHER COSTS	16,500	15,386	1,114	7
8.	APPORTIONED EXPENSES	527,767	527,767	0	0
9.	CAPITAL FINANCING CHARGES	442,701	442,701	0	0
10.	TOTAL EXPENDITURE	1,635,286	1,672,964	(37,678)	(2)
11.	INCOME	716,000	751,434	35,434	5
12.	NET EXPENDITURE	919,286	921,530	(2,244)	0

NORTH LANARKSHIRE COUNCIL

FINANCIAL MONITORING REPORT

2003/2004 Provisional Outturn -1 April 2003 to 31 March 2004

COMMITTEE: GENERAL PURPOSES

SERVICE: REGISTRATION OF BIRTHS, DEATHS and MARRIAGES

LINE No	DESCRIPTION	ANNUAL BUDGET	PROVISIONAL OUTTURN	PROVISIONAL VARIANCE	%
(1)	(2)	(3)	(4)	(5)	(6)
1.	EMPLOYEE COSTS	523,991	526,199	(2,208)	0
2.	PROPERTY COSTS	0	0	0	0
3.	SUPPLIES AND SERVICES	11,423	13,277	(1,854)	(16)
4.	TRANSPORT AND PLANT	7,000	7,939	(939)	(13)
5.	ADMINISTRATION COSTS	19,462	17,461	2,001	10
6.	PAYMENTS TO OTHER BODIES	2,167	102	2,065	95
7.	OTHER COSTS	0	0	0	0
8.	APPORTIONED EXPENSES	269,966	269,966	0	0
9.	CAPITAL FINANCING CHARGES	253,601	253,601	0	0
10.	TOTAL EXPENDITURE	1,087,610	1,088,545	(935)	0
11.	INCOME	382,007	471,221	89,214	23
12.	NET EXPENDITURE	705,603	617,324	88,279	13