

**NORTH LANARKSHIRE COUNCIL**

**REPORT**

To: GENERAL PURPOSES COMMITTEE	Subject: 2004/2005 BUDGET MONITORING REPORT
From: DIRECTOR OF ADMINISTRATION	PERIOD 01/04/04 – 23/07/04 (PERIOD 4)
Date: 05 August 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 4 shows an underspend of £112,879 or 8% of the budget to date and the projected outturn indicates an underspend of £146,500 or 2% at the year-end. This projected underspend takes account of the budget transfer to the Housing and Property Services Department for the Cumbernauld Area Office personnel and equipment as part of the Area Office rationalisation exercise previously agreed by Committee on 4 March 2004. A further budget transfer to the Education Department in respect of the Coatbridge Area Office and Printroom has still to be actioned.

2.2 This is the first projected outturn for 2004/05 reported to Committee and the overall position will be closely monitored throughout the remainder of the year.

2.3 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	861,959	799,010	62,949 underspend	65,000 underspend
Legal Support Services	488,876	480,940	7,936 underspend	22,000 underspend
Legal Public Services	(10,899)	(17,487)	6,588 underspend	17,500 underspend
Registrars	112,458	77,052	35,406 underspend	42,000 underspend
<b>Total</b>	<b>1,452,394</b>	<b>1,339,515</b>	<b>112,879 underspend</b>	<b>146,500 underspend</b>

**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:

- The overall effect of the various divisions' employee cost reductions will result in a saving of £87,000.
- Savings are also anticipated in Property Costs (£5,000), Transport Costs (£6,500), Town Twinning costs (£10,000) and through the generation of additional income from both Legal and Registrars fees (£45,000).

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

4. **Explanation of the Major Departmental Outturn Variances :** £
- 4.1 **Employee Costs** 87,000 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 (£50,000), Legal Support and Public Services (£31,000) and Registrars (£6,000).
- 4.2 **Transport and Plant** 6,500 Underspend
- As a result of the current vacancy levels and management control of staff claims, a departmental underspend on Transport Costs is projected, mainly within Central Services and Legal Support Services.
- 4.3 **Payments to other Bodies** 11,000 Underspend
- This underspend reflects the number of Town Twinning grant applications received to date and the year-end projection is also based on the outturn position in previous years.
- 4.4 **Income** 45,000 Over-recovery
- Income is currently over-recovered due to increased fee generation within both Legal Support and Registration Services. Based on previous years' figures, an over-recovery is projected at the year-end.
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 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. **2003/2004 Outturn Position**
- 7.1 The annual accounts for 2003/2004 have been completed and are now subject to audit. The Department's final 2003/2004 outturn position is broadly in line with the Provisional Outturn presented to Committee on 30 April 2004. However, due to an unanticipated reduction in the levels of external income generated, the Department's final position was an underspend of £0.173m compared to the provisional figure of £0.211m.
8. **Recommendation**
- 8.1 It is recommended that the Committee notes the contents of this report.

  
Director of Administration

**NORTH LANARKSHIRE COUNCIL**

**FINANCIAL MONITORING REPORT**

**1 APRIL 2004 TO 23 JULY 2004 (PERIOD 4)**

**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)			TOTAL BUDGET (7)	PROJECTED OUTTURN (8)	PROJECTED OUT-TURN VARIANCE (9)		
		£	£	£					£	£	
1.	EMPLOYEE COSTS	1,484,737	1,400,653	84,084	Underspend	6	4,814,882	4,727,882	87,000	Underspend	2
2.	PROPERTY COSTS	7,962	880	7,082	Underspend	89	35,990	30,990	5,000	Underspend	14
3.	SUPPLIES AND SERVICES	145,356	168,931	(23,575)	Overspend	(16)	447,956	447,956	0		0
4.	TRANSPORT & PLANT	41,133	33,338	7,795	Underspend	19	154,612	148,112	6,500	Underspend	4
5.	ADMINISTRATION COSTS	204,973	187,576	17,397	Underspend	8	819,963	824,963	(5,000)	Overspend	(1)
6.	PAYMENTS TO OTHER BODIES	15,883	5,551	10,332	Underspend	65	52,000	41,000	11,000	Underspend	21
7.	OTHER EXPENDITURE	21,382	28,131	(6,749)	Overspend	(32)	69,500	72,500	(3,000)	Overspend	(4)
8.	APPORTIONED EXPENSES	0	0	0		0	1,853,222	1,853,222	0		0
9.	CAPITAL FINANCING COSTS	0	0	0		0	699,195	699,195	0		0
10.	TOTAL EXPENDITURE	1,921,426	1,825,060	96,366	Underspend	5	8,947,320	8,845,820	101,500	Underspend	1
11.	INCOME	469,032	485,545	16,513	Over-recovery	4	2,003,403	2,048,403	45,000	Over-recovery	2
12.	NET EXPENDITURE	1,452,394	1,339,515	112,879	Underspend	8	6,943,917	6,797,417	146,500	Underspend	2

**NORTH LANARKSHIRE COUNCIL**

**FINANCIAL MONITORING REPORT**

**1 APRIL 2004 TO 23 JULY 2004 (PERIOD 4)**

**COMMITTEE : GENERAL PURPOSES**

**SERVICE : CENTRAL 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	640,834	590,136	50,698	Underspend	8	2,084,451	2,034,451	50,000	Underspend	2
2.	PROPERTY COSTS	7,962	880	7,082	Underspend	89	25,869	20,869	5,000	Underspend	19
3.	SUPPLIES AND SERVICES	127,644	147,524	(19,880)	Overspend	(16)	405,908	405,908	0		0
4.	TRANSPORT & PLANT	29,220	27,387	1,833	Underspend	6	113,028	110,028	3,000	Underspend	3
5.	ADMINISTRATION COSTS	149,649	124,913	24,736	Underspend	17	629,947	629,947	0		0
6.	PAYMENTS TO OTHER BODIES	15,385	5,551	9,834	Underspend	64	50,000	40,000	10,000	Underspend	20
7.	OTHER EXPENDITURE	16,306	22,148	(5,842)	Overspend	(36)	53,000	56,000	(3,000)	Overspend	(6)
8.	APPORTIONED EXPENSES	0	0	0		0	554,291	554,291	0		0
9.	CAPITAL FINANCING COSTS	0	0	0		0	2,893	2,893	0		0
10.	TOTAL EXPENDITURE	987,000	918,539	68,461	Underspend	7	3,919,387	3,854,387	65,000	Underspend	2
11.	INCOME	125,041	119,529	(5,512)	Under-recovery	(4)	667,596	667,596	0		0
12.	NET EXPENDITURE	861,959	799,010	62,949	Underspend	7	3,251,791	3,186,791	65,000	Underspend	2

**NORTH LANARKSHIRE COUNCIL**

**FINANCIAL MONITORING REPORT**

**1 APRIL 2004 TO 23 JULY 2004 (PERIOD 4)**

**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)		(6)	ANNUAL BUDGET (7)	PROJECTED OUTTURN (8)	PROJECTED VARIANCE (9)		(10)
		£	£	£			£	£	£		
1.	EMPLOYEE COSTS	510,838	499,787	11,051	Underspend	2	1,642,928	1,629,928	13,000	Underspend	1
2.	PROPERTY COSTS	0	0	0		0	0	0	0		0
3.	SUPPLIES AND SERVICES	12,826	14,636	(1,810)	Overspend	(14)	30,625	30,625	0		0
4.	TRANSPORT & PLANT	9,537	3,757	5,780	Underspend	61	33,400	28,400	5,000	Underspend	15
5.	ADMINISTRATION COSTS	12,225	12,107	118	Underspend	1	46,712	46,712	0		0
6.	PAYMENTS TO OTHER BODIES	0	0	0		0	0	0	0		0
7.	OTHER EXPENDITURE	0	0	0		0	0	0	0		0
8.	APPORTIONED EXPENSES	0	0	0		0	495,675	495,675	0		0
9.	CAPITAL FINANCING COSTS	0	0	0		0	0	0	0		0
10.	TOTAL EXPENDITURE	545,426	530,287	15,139	Underspend	3	2,249,340	2,231,340	18,000	Underspend	1
11.	INCOME	56,550	49,347	(7,203)	Under-recovery	(13)	226,200	230,200	4,000	Over-recovery	2
12.	NET EXPENDITURE	488,876	480,940	7,936	Underspend	2	2,023,140	2,001,140	22,000	Underspend	1

**NORTH LANARKSHIRE COUNCIL**

**FINANCIAL MONITORING REPORT**

**1 APRIL 2004 TO 23 JULY 2004 (PERIOD 4)**

**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)
		£	£	£		%
1.	EMPLOYEE COSTS	167,418	150,025	17,393	Underspend	10
2.	PROPERTY COSTS	0	0	0		0
3.	SUPPLIES AND SERVICES	0	0	0		0
4.	TRANSPORT & PLANT	329	1,523	(1,194)	Overspend	(363)
5.	ADMINISTRATION COSTS	36,591	44,406	(7,815)	Overspend	(21)
6.	PAYMENTS TO OTHER BODIES	0	0	0		0
7.	OTHER EXPENDITURE	5,076	5,983	(907)	Overspend	(18)
8.	APPORTIONED EXPENSES	0	0	0		0
9.	CAPITAL FINANCING COSTS	0	0	0		0
10.	TOTAL EXPENDITURE	209,414	201,937	7,477	Underspend	4
11.	INCOME	220,313	219,424	(889)	Under-recovery	(0)
12.	NET EXPENDITURE	(10,899)	(17,487)	6,588	Underspend	(60)

ANNUAL BUDGET (7)	PROJECTED OUTTURN (8)	PROJECTED VARIANCE (9)		(10)
£	£	£		%
540,240	522,240	18,000	Underspend	3
10,121	10,121	0		0
0	0	0		0
1,184	2,684	(1,500)	Overspend	(127)
122,766	127,766	(5,000)	Overspend	(4)
0	0	0		0
16,500	16,500	0		0
533,626	533,626	0		0
442,701	442,701	0		0
1,667,138	1,655,638	11,500	Underspend	1
716,000	722,000	6,000	Over-recovery	1
951,138	933,638	17,500	Underspend	2

**NORTH LANARKSHIRE COUNCIL**

**FINANCIAL MONITORING REPORT**

**1 APRIL 2004 TO 23 JULY 2004 (PERIOD 4)**

**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)
		£	£	£	%
1.	EMPLOYEE COSTS	165,647	160,705	4,942 Underspend	3
2.	PROPERTY COSTS	0	0	0	0
3.	SUPPLIES AND SERVICES	4,886	6,771	(1,885) Overspend	(39)
4.	TRANSPORT & PLANT	2,047	671	1,376 Underspend	67
5.	ADMINISTRATION COSTS	6,508	6,150	358 Underspend	6
6.	PAYMENTS TO OTHER BODIES	498	0	498 Underspend	100
7.	OTHER EXPENDITURE	0	0	0	0
8.	APPORTIONED EXPENSES	0	0	0	0
9.	CAPITAL FINANCING COSTS	0	0	0	0
10.	TOTAL EXPENDITURE	179,586	174,297	5,289 Underspend	3
11.	INCOME	67,128	97,245	30,117 Over-Recovery	45
12.	NET EXPENDITURE	112,458	77,052	35,406 Underspend	31

ANNUAL BUDGET (7)	PROJECTED OUTTURN (8)	PROJECTED VARIANCE (9)	(10)
£	£	£	%
547,263	541,263	6,000 Underspend	1
0	0	0	0
11,423	11,423	0	0
7,000	7,000	0	0
20,538	20,538	0	0
2,000	1,000	1,000 Underspend	50
0	0	0	0
269,630	269,630	0	0
253,601	253,601	0	0
1,111,455	1,104,455	7,000 Underspend	1
393,607	428,607	35,000 Over-recovery	9
717,848	675,048	42,800 Underspend	6