

To: GENERAL PURPOSES COMMITTEE		Subject: 2004/2005 BUDGET MONITORING REPORT PERIOD 01/04/04 – 31/03/05 (PROVISIONAL OUTTURN) ADMINISTRATION DEPARTMENT (EXCLUDING PERSONNEL)
From: DIRECTOR OF ADMINISTRATION		
Date: 28 April, 2005	Ref: BB	

1. **Introduction**

1.1 This report compares provisional outturn expenditure and income for 2004/2005 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 £194,004 or 3% of the budget which has decreased compared to the previously reported projected underspend of £212,000 (3%). This decrease is mainly due to the implications of the decision by the Policy and Resources Sub-Committee on 22 March 2005 to permit an officer within Legal Support Services to leave the service of the Council. This has resulted in an early retiral lump sum payment and Strain on the Fund costs being incurred thereby eliminating the previously reported projected underspend within Legal Support 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.

These areas of additional expenditure have been partly offset by the generation of additional income within the Department.

The provisional underspend has also taken account of the budget virement request approved by Committee at the 27 October 2004 meeting. Budget resources of £60,000 have been transferred from Central Services' Employee Costs (£45,000) and from Registrars' income (£15,000) to Supplies Services within Central Services to fund a range of necessary minor works 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	3,133,865	3,037,017	96,848 underspend	3
Legal Support Services	2,023,140	2,023,140	-	-
Legal Public Services	951,138	904,341	46,797 underspend	5
Registrars	702,848	652,485	50,363 underspend	7
Total	6,810,991	6,616,983	194,008 underspend	3

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 early retiral payments in 2.1 above, has resulted in a revised saving of £113,149.
- Savings have also been realised in Supplies and Services Costs (£67,476), Town Twinning cost (£25,720) and through the generation of additional income from both Legal Public and Registration fees (£193,517).
- Overspends have resulted in Administration Costs (£116,530), due to increased requirements in advertising, postages, professional fees and Taxi Licence plate costs within Legal Services. Other Expenditure is also overspent (£27,924) for Childrens' Panel Costs resulting from increased Safeguarders' fees and caseloads.

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

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4.1 **Employee Costs** 113,149 Underspend

Net savings as a result of variances within all Divisions of the Service together with a reduction in other employee related costs. The main underspends are within Central (£44,340) and Legal Public (£56,314).

4.2 **Supplies and Services** 67,476 Underspend

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

4.3 **Administration Costs** 116,530 Overspend

This overspend is the result of increased expenditure and requirements in Legal Services on 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 offset by the over-recovery in Legal Public fees.

4.4 **Payments to Other Bodies** 25,720 Underspend

This underspend reflects the reduced number of Town Twinning grant applications received in the course of the year.

4.5 **Other Expenditure** 27,924 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 during the course of the year.

Income throughout the Department was anticipated to be over-recovered at the year-end. Legal Support Services generated £32,185 of additional income from reparation work undertaken for the Insurance Fund. Legal Public Services also over-recovered by £144,146 due to increases in the number of Taxi and other Licensing applications and fees.

Registration fees are similarly over-recovered by £49,371 following amendments in respect of Civil Marriages and other ceremonies that have resulted in a higher volume and additional income.

The income over-recoveries in these areas have been partly offset by the under-recovery in Central Services as a result of the reduced demand for internal printing and copying (£77,729). Also, following the transfer of the Cumbernauld and Coatbridge Area offices to the Property and Education Departments, this has resulted in a decrease in respect of the telephone income generated (£11,500).

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 budget variances within the Department, after incorporating the Committee's decisions on granting an early retiral 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

2004/2005 Provisional Outturn - 1 April 2004 to 31 March 2005

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	4,694,064	4,580,915	113,149	2
2.	PROPERTY COSTS	37,070	33,800	3,270	9
3.	SUPPLIES AND SERVICES	643,449	575,973	67,476	10
4.	TRANSPORT AND PLANT	154,596	162,191	(7,595)	(5)
5.	ADMINISTRATION COSTS	626,298	742,828	(116,530)	(19)
6.	PAYMENTS TO OTHER BODIES	52,000	26,280	25,720	49
7.	OTHER COSTS	69,500	97,424	(27,924)	(40)
8.	APPORTIONED EXPENSES	1,853,222	1,853,222	0	0
9.	CAPITAL FINANCING CHARGES	699,195	699,195	0	0
10.	TOTAL EXPENDITURE	8,829,394	8,771,828	57,566	1
11.	INCOME	2,018,403	2,154,845	136,442	7
12.	NET EXPENDITURE	6,810,991	6,616,983	194,008	3

NORTH LANARKSHIRE COUNCIL**FINANCIAL MONITORING REPORT**

2004/2005 Provisional Outturn - 1 April 2004 to 31 March 2005

COMMITTEE: GENERAL PURPOSES

SERVICE: CENTRAL SERVICES

LINE No	DESCRIPTION	ANNUAL BUDGET	PROVISIONAL OUTTURN	PROVISIONAL VARIANCE	%
(1)	(2)	(3)	(4)	(5)	(6)
1.	EMPLOYEE COSTS	1,963,633	1,919,293	44,340	2
2.	PROPERTY COSTS	26,949	19,777	7,172	27
3.	SUPPLIES AND SERVICES	601,401	518,482	82,919	14
4.	TRANSPORT AND PLANT	113,012	107,619	5,393	5
5.	ADMINISTRATION COSTS	436,282	387,887	48,395	11
6.	PAYMENTS TO OTHER BODIES	50,000	23,911	26,089	52
7.	OTHER COSTS	53,000	81,200	(28,200)	(53)
8.	APPORTIONED EXPENSES	554,291	554,291	0	0
9.	CAPITAL FINANCING CHARGES	2,893	2,893	0	0
10.	TOTAL EXPENDITURE	3,801,461	3,615,353	186,108	5
11.	INCOME	667,596	578,336	(89,260)	(13)
12.	NET EXPENDITURE	3,133,865	3,037,017	96,848	3

NORTH LANARKSHIRE COUNCIL

FINANCIAL MONITORING REPORT

2004/2005 Provisional Outturn - 1 April 2004 to 31 March 2005

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	1,642,928	1,640,542	2,386	0
2.	PROPERTY COSTS	0	0	0	0
3.	SUPPLIES AND SERVICES	30,625	46,495	(15,870)	(52)
4.	TRANSPORT AND PLANT	33,400	34,120	(720)	(2)
5.	ADMINISTRATION COSTS	46,712	64,693	(17,981)	(38)
6.	PAYMENTS TO OTHER BODIES	0	0	0	0
7.	OTHER COSTS	0	0	0	0
8.	APPORTIONED EXPENSES	495,675	495,675	0	0
9.	CAPITAL FINANCING CHARGES	0	0	0	0
10.	TOTAL EXPENDITURE	2,249,340	2,281,525	(32,185)	(1)
11.	INCOME	226,200	258,385	32,185	14
12.	NET EXPENDITURE	2,023,140	2,023,140	0	0

NORTH LANARKSHIRE COUNCIL

FINANCIAL MONITORING REPORT

2004/2005 Provisional Outturn - 1 April 2004 to 31 March 2005

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	540,240	483,926	56,314	10
2.	PROPERTY COSTS	10,121	10,952	(831)	0
3.	SUPPLIES AND SERVICES	0	0	0	0
4.	TRANSPORT AND PLANT	1,184	12,182	(10,998)	(929)
5.	ADMINISTRATION COSTS	122,766	264,876	(142,110)	(116)
6.	PAYMENTS TO OTHER BODIES	0	0	0	0
7.	OTHER COSTS	16,500	16,224	276	2
8.	APPORTIONED EXPENSES	533,626	533,626	0	0
9.	CAPITAL FINANCING CHARGES	442,701	442,701	0	0
10.	TOTAL EXPENDITURE	1,667,138	1,764,487	(97,349)	(6)
11.	INCOME	716,000	860,146	144,146	20
12.	NET EXPENDITURE	951,138	904,341	46,797	5

NORTH LANARKSHIRE COUNCIL

FINANCIAL MONITORING REPORT

2004/2005 Provisional Outturn -1 April 2004 to 31 March 2005

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	547,263	537,154	10,109	2
2.	PROPERTY COSTS	0	3,071	(3,071)	0
3.	SUPPLIES AND SERVICES	11,423	10,996	427	4
4.	TRANSPORT AND PLANT	7,000	8,270	(1,270)	(18)
5.	ADMINISTRATION COSTS	20,538	25,372	(4,834)	(24)
6.	PAYMENTS TO OTHER BODIES	2,000	2,369	(369)	(18)
7.	OTHER COSTS	0	0	0	0
8.	APPORTIONED EXPENSES	269,630	269,630	0	0
9.	CAPITAL FINANCING CHARGES	253,601	253,601	0	0
10.	TOTAL EXPENDITURE	1,111,455	1,110,463	992	0
11.	INCOME	408,607	457,978	49,371	12
12.	NET EXPENDITURE	702,848	652,485	50,363	7