

**REPORT**

To: GENERAL PURPOSES COMMITTEE	Subject: 2006/2007 BUDGET MONITORING REPORT
From: DIRECTOR OF ADMINISTRATION	PERIOD 01/04/06 – 15/09/06 (PERIOD 6)
Date: 26 September 2006      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 outturn for the department and provides explanations of the more significant variances.

**2. Summary of Budget Variances**

2.1 Net expenditure for Period 6 shows an underspend of £66,888 or 3% of the budget to date and the projected outturn indicates an underspend of £111,000 or 2% of the annual estimates which has increased compared to the previously reported projected underspend of £91,000 (1%). This increase is mainly due to the ongoing re-assessment of the income generation and current vacancy levels within the various divisions of the service.

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	1,176,393	1,152,523	23,870 underspend	53,000	1	underspend
Legal Support	729,406	724,867	4,539 underspend	11,000	1	underspend
Legal Public	(18,853)	(17,619)	(1,234) overspend	17,000	3	underspend
Registrars	67,780	28,067	39,713 underspend	30,000	6	underspend
<b>Total</b>	<b>1,954,726</b>	<b>1,887,838</b>	<b>66,888</b> underspend	<b>111,000</b>	<b>2</b>	underspend

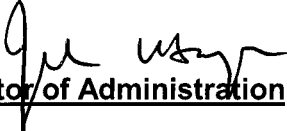
**3. Departmental Trend Throughout the Financial Year**

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:

- The overall effect of the various divisions' employee cost reductions will result in a saving of £50,000.
- Savings are also anticipated in Supplies and Services (£12,500) and Town Twinning costs (£6,000) and through the generation of additional income from both Legal and Registrars fees (£46,000), all of which offset the projected overspend within Other Expenditure and the current under-recovery of income within the Central Services division (£10,000).

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

- | <b>4. <u>Explanation of the Major Departmental Outturn Variances :</u></b>  | <b>£</b>             |
|---|----------------------|
| 4.1 <u>Employee Costs</u><br><br>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 (£30,000), Legal Public (£7,000) and Legal Support Services (£12,000).      | 50,000 Underspend    |
| 4.2 <u>Supplies and Services</u><br><br>This saving within Central Services division relates to a number of expenditure headings where a projected underspend is anticipated.   | 12,500 Underspend    |
| 4.3 <u>Payments to Other Bodies</u><br><br>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.  | 6,000 Underspend     |
| 4.4 <u>Other Expenditure</u><br><br>This overspend reflects both the current volume of cases undertaken by the Childrens Panel and the relevant expenses incurred.  | 2,000 Overspend      |
| 4.5 <u>Income</u><br><br>Income is currently over-recovered due to increased fee generation within Legal Public and Registration Services, which offsets a projected under-recovery within Central Services and also the overspend detailed in 4.4 above.                             | 36,000 Over-recovery |
| <b>5. <u>Financial Concurrence</u></b>  |                      |
| 5.1 The Director of Finance concurs with the financial information contained in this report and has been fully involved in its preparation.   |                      |
| <b>6. <u>Summary</u></b>  |                      |
| 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. |                      |
| <b>7. <u>Recommendation</u></b>   |                      |
| 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 2006 TO 15 SEPTEMBER 2006 (PERIOD 6)**

**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)	TOTAL BUDGET (7)	PROJECTED OUTTURN (8)	PROJECTED OUT-TURN VARIANCE (9)		(10)
		£	£	£			£	£	£		
1.	EMPLOYEE COSTS	2,295,292	2,260,097	35,195	Underspend	2	5,056,628	5,006,628	50,000	Underspend	1
2.	PROPERTY COSTS	16,063	11,097	4,966	Underspend	31	49,255	45,755	3,500	Underspend	7
3.	SUPPLIES AND SERVICES	216,034	207,385	8,649	Underspend	4	456,794	444,294	12,500	Underspend	3
4.	TRANSPORT & PLANT	53,283	48,116	5,167	Underspend	10	162,166	161,166	1,000	Underspend	1
5.	ADMINISTRATION COSTS	265,814	281,008	(15,194)	Overspend	(6)	817,096	813,096	4,000	Underspend	0
6.	PAYMENTS TO OTHER BODIES	11,426	4,524	6,902	Underspend	60	42,000	36,000	6,000	Underspend	14
7.	OTHER EXPENDITURE	32,068	30,110	1,958	Underspend	6	69,500	71,500	(2,000)	Overspend	(3)
8.	APPORTIONED EXPENSES	23,679	23,679	0		0	2,404,222	2,404,222	0		0
9.	CAPITAL FINANCING COSTS	0	0	0		0	136,603	136,603	0		0
10.	TOTAL EXPENDITURE	2,913,659	2,866,016	47,643	Underspend	2	9,194,264	9,119,264	75,000	Underspend	1
11.	INCOME	958,933	978,178	19,245	Over-recovery	2	2,142,823	2,178,823	36,000	Over-recovery	2
12.	NET EXPENDITURE	1,954,726	1,887,838	66,888	Underspend	3	7,051,441	6,940,441	111,000	Underspend	2

**NORTH LANARKSHIRE COUNCIL**

**FINANCIAL MONITORING REPORT**

**1 APRIL 2006 TO 15 SEPTEMBER 2006 (PERIOD 6)**

**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	984,967	963,940	21,027	Underspend	2	2,190,700	2,160,700	30,000	Underspend	1
2.	PROPERTY COSTS	12,782	11,097	1,685	Underspend	13	27,693	25,193	2,500	Underspend	9
3.	SUPPLIES AND SERVICES	198,467	193,227	5,240	Underspend	3	416,561	407,061	9,500	Underspend	2
4.	TRANSPORT & PLANT	40,313	33,561	6,752	Underspend	17	121,115	116,115	5,000	Underspend	4
5.	ADMINISTRATION COSTS	175,255	161,252	14,003	Underspend	8	630,328	615,328	15,000	Underspend	2
6.	PAYMENTS TO OTHER BODIES	10,463	3,561	6,902	Underspend	66	40,000	34,000	6,000	Underspend	15
7.	OTHER EXPENDITURE	24,456	25,618	(1,162)	Overspend	(5)	53,000	58,000	(5,000)	Overspend	(9)
8.	APPORTIONED EXPENSES	9,243	9,243	0		0	1,018,754	1,018,754	0		0
9.	CAPITAL FINANCING COSTS	0	0	0		0	43,944	43,944	0		0
10.	TOTAL EXPENDITURE	1,455,946	1,401,499	54,447	Underspend	4	4,542,095	4,479,095	63,000	Underspend	1
11.	INCOME	279,553	248,976	(30,577)	Under-recovery	(11)	670,746	660,746	(10,000)	Under-recovery	(1)
12.	<b>NET EXPENDITURE</b>	<b>1,176,393</b>	<b>1,152,523</b>	<b>23,870</b>	<b>Underspend</b>	<b>2</b>	<b>3,871,349</b>	<b>3,818,349</b>	<b>53,000</b>	<b>Underspend</b>	<b>1</b>

NORTH LANARKSHIRE COUNCIL

FINANCIAL MONITORING REPORT

1 APRIL 2006 TO 15 SEPTEMBER 2006 (PERIOD 6)

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	789,234	778,606	10,628	Underspend	1	1,723,146	1,711,146	12,000	Underspend	1
2.	PROPERTY COSTS	0	0	0		0	0	0	0		0
3.	SUPPLIES AND SERVICES	13,587	11,429	2,158	Underspend	16	29,437	27,437	2,000	Underspend	7
4.	TRANSPORT & PLANT	10,190	4,651	5,539	Underspend	54	32,867	29,867	3,000	Underspend	9
5.	ADMINISTRATION COSTS	28,531	37,723	(9,192)	Overspend	(32)	46,502	52,502	(6,000)	Overspend	(13)
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	3,791	3,791	0		0	510,435	510,435	0		0
9.	CAPITAL FINANCING COSTS	0	0	0		0	0	0	0		0
10.	TOTAL EXPENDITURE	845,333	836,200	9,133	Underspend	1	2,342,387	2,331,387	11,000	Underspend	0
11.	INCOME	115,927	111,333	(4,594)	Under-recovery	(4)	251,200	251,200	0		0
12.	NET EXPENDITURE	729,406	724,867	4,539	Underspend	1	2,091,187	2,080,187	11,000	Underspend	1

NORTH LANARKSHIRE COUNCIL

FINANCIAL MONITORING REPORT

1 APRIL 2006 TO 15 SEPTEMBER 2006 (PERIOD 6)

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)			ANNUAL BUDGET (7)	PROJECTED OUTTURN (8)	PROJECTED VARIANCE (9)		
		£	£	£					£	%	
1.	EMPLOYEE COSTS	260,299	253,030	7,269	Underspend	3	566,083	559,083	7,000	Underspend	1
2.	PROPERTY COSTS	0	0	0		0	10,121	10,121	0		0
3.	SUPPLIES AND SERVICES	0	0	0		0	0	0	0		0
4.	TRANSPORT & PLANT	546	8,953	(8,407)	Overspend	(>100)	1,184	9,184	(8,000)	Overspend	(>100)
5.	ADMINISTRATION COSTS	52,880	72,122	(19,242)	Overspend	(36)	120,449	125,449	(5,000)	Overspend	(4)
6.	PAYMENTS TO OTHER BODIES	0	0	0		0	0	0	0		0
7.	OTHER EXPENDITURE	7,612	4,492	3,120	Underspend	41	16,500	13,500	3,000	Underspend	18
8.	APPORTIONED EXPENSES	8,708	8,708	0		0	554,262	554,262	0		0
9.	CAPITAL FINANCING COSTS	0	0	0		0	63,748	63,748	0		0
10.	TOTAL EXPENDITURE	330,045	347,305	(17,260)	Overspend	(5)	1,332,347	1,335,347	(3,000)	Overspend	(0)
11.	INCOME	348,898	364,924	16,026	Over-recovery	5	756,000	776,000	20,000	Over-recovery	3
12.	NET EXPENDITURE	(18,853)	(17,619)	(1,234)	Overspend	7	576,347	559,347	17,000	Underspend	3

NORTH LANARKSHIRE COUNCIL

FINANCIAL MONITORING REPORT

1 APRIL 2006 TO 15 SEPTEMBER 2006 (PERIOD 6)

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	260,792	264,521	(3,729)	Overspend	(1)	576,699	575,699	1,000	Underspend	0
2.	PROPERTY COSTS	3,281	0	3,281	Underspend	0	11,441	10,441	1,000	Underspend	9
3.	SUPPLIES AND SERVICES	3,980	2,729	1,251	Underspend	31	10,796	9,796	1,000	Underspend	9
4.	TRANSPORT & PLANT	2,234	951	1,283	Underspend	57	7,000	6,000	1,000	Underspend	14
5.	ADMINISTRATION COSTS	9,148	9,911	(763)	Overspend	(8)	19,817	19,817	0		0
6.	PAYMENTS TO OTHER BODIES	963	963	0		0	2,000	2,000	0		0
7.	OTHER EXPENDITURE	0	0	0		0	0	0	0		0
8.	APPORTIONED EXPENSES	1,937	1,937	0		0	320,771	320,771	0		0
9.	CAPITAL FINANCING COSTS	0	0	0		0	28,911	28,911	0		0
10.	TOTAL EXPENDITURE	282,335	281,012	1,323	Underspend	0	977,435	973,435	4,000	Underspend	0
11.	INCOME	214,555	252,945	38,390	Over-Recovery	18	464,877	490,877	26,000	Over-recovery	6
12.	NET EXPENDITURE	67,780	28,067	39,713	Underspend	59	512,558	482,558	30,000	Underspend	6