

REPORT

TO	SOCIAL WORK COMMITTEE	Subject : REVENUE BUDGET MONITORING REPORT PERIOD 1 APRIL 1997 TO 20 JULY 1997	
FROM	DIRECTOR OF FINANCE	SOCIAL WORK DEPARTMENT	
DATE	8 AUGUST 1997	Ref. : JM/CP	

Introduction

I enclose the Budgetary Control Report for the period 1 April 1997 to 20 July 1997. The report provides a comparison of actual expenditure and income against estimated expenditure and income and provides explanations of the more significant variations.

Summary of Budget Variances

The net expenditure position for the period shows an overspend £689,399 or -6% of the cumulative budget to date. The major variances are summarised as follows:

Employee Costs

There has been a number of early retirements within the department in the areas of Residential Care for the Elderly and also the Operations and Management division. The costs of these early retirements, together with the underestimate of the annual pay award account for the overspend in this area.

Transport & Plant

The overspend in this area is due to the reduction in the level of budget provision for staff travel and subsistence while the actual level of staff travel required has remained constant. This is currently being investigated by the department.

Payments to Other Bodies

The underspend in this area is due to the fall in the number of elderly people being cared for within residential homes in the areas of Airdrie and Coatbridge. In these areas there is a greater number of elderly being cared for within the community.



Director of Finance

FINANCIAL MONITORING REPORT

1 April 1997 To 20 July 1997

COMMITTEE

SOCIAL WORK

SERVICE : SOCIAL WORK SUMMARY

TOTAL BUDGET (1)	LINE NO. (2)	DESCRIPTION (3)	BUDGET TO DATE (4)	ACTUAL TO DATE (5)	VARIANCES			
					TOTAL (6)	TIMING (7)	ACTUAL (8)	% (9)
£			£	£	£	£	£	
31,569,194	1.	EMPLOYEE COSTS	8,561,681	9,354,065	(792,384)	(102,985)	(689,399)	-8%
3,859,025	2.	PROPERTY COSTS	542,880	529,354	13,526	13,526		2%
1,331,520	3.	SUPPLIES AND SERVICES	238,970	231,556	7,414	7,414		3%
2,200,330	4.	TRANSPORT & PLANT	343,163	362,598	(19,435)	(19,435)		-6%
499,602	5.	ADMINISTRATION COSTS	163,270	167,014	(3,744)	(3,744)		-2%
23,247,676	6.	PAYMENTS TO OTHER BODIES	5,104,174	4,961,622	142,552	142,552		3%
1,544,314	7.	OTHER EXPENDITURE	42,634	38,858	3,776	3,776		0%
1,730,170	8.	LOAN CHARGES			-	-		
2,129,910	9.	APPORTIONED EXPENSES			-	-		
68,111,741	10.	TOTAL EXPENDITURE	14,996,772	15,645,067	(648,295)	41,104	(689,399)	-5%
9,411,350	11.	INCOME	2,916,420	2,895,199	(21,221)	(21,221)		
58,700,391	12.	NET EXPENDITURE	12,080,352	12,749,868	(669,516)	19,883	(689,399)	-6%

ANALYSIS OF MAJOR VARIANCES

Analysis of the major variances are on pages 3 - 8

FINANCIAL MONITORING REPORT

1 April 1997 To 20 July 1997

COMMITTEE : SOCIAL WORK

SERVICE : OPERATIONS & SERVICING

TOTAL BUDGET (1)	LINE NO. (2)	DESCRIPTION (3)	BUDGET TO DATE (4)	ACTUAL TO DATE (5)	VARIANCES			
					TOTAL (6)	TIMING (7)	ACTUAL (8)	% (9)
£			£	£	£	£	£	
11,662,951	1.	EMPLOYEE COSTS	3,229,643	3,442,984	(213,341)	-	(213,341)	-7%
1,748,382	2.	PROPERTY COSTS	186,359	181,429	4,930	4,930	-	3%
160,750	3.	SUPPLIES AND SERVICES	24,134	22,982	1,152	1,152	-	5%
634,716	4.	TRANSPORT & PLANT	197,943	224,421	(26,478)	(26,478)	-	-13%
330,765	5.	ADMINISTRATION COSTS	120,109	126,483	(6,374)	(6,374)	-	-5%
716,720	6.	PAYMENTS TO OTHER BODIES	207,186	196,566	10,620	10,620	-	5%
515,294	7.	OTHER EXPENDITURE	20,000	17,741	2,259	2,259	-	11%
1,730,170	8.	LOAN CHARGES	-	-	-	-	-	-
2,129,910	9.	APPORTIONED EXPENSES	-	-	-	-	-	-
19,629,658	10	TOTAL EXPENDITURE	3,985,374	4,212,606	(227,232)	(13,891)	(213,341)	-5%
4,868,710	11	INCOME	2,189,593	2,185,243	(4,350)	(4,350)	-	-0%
14,760,948	12	NET EXPENDITURE	1,795,781	2,027,363	(231,582)	(18,241)	(213,341)	-12%

ANALYSIS OF MAJOR VARIANCES

EMPLOYEE COSTS

(213,341)

The actual variance is comprised of a number of individual factors. A number of staff within the operations division have taken advantage of the early retirement scheme. In addition, the 2.5% pay award was underbudgeted by 0.5% and the current superannuation contribution rate is in excess of the annual estimate. Variances are summarised as follows:

	£
Early Retirement within the Operations Division	136,490
Excess of Pay Award over budget	16,000
Superannuation contribution rate in excess of estimate	60,851

TRANSPORT COSTS

(26,478)

The timing variance is due to an overspend in the area of travel and subsistence. Due to a savings programme instigated, the budgeted expenditure has reduced but the level of staff usage appears to have remained at a high level. This is currently being investigated by The Department.

FINANCIAL MONITORING REPORT

1 April 1997 To 20 July 1997

COMMITTEE : SOCIAL WORKSERVICE : RESIDENTIAL ACCOMMODATION CHILDREN

TOTAL BUDGET (1)	LINE NO. (2)	DESCRIPTION (3)	BUDGET TO DATE (4)	ACTUAL TO DATE (5)	VARIANCES			
					TOTAL (6)	TIMING (7)	ACTUAL (8)	% (9)
£			£	£		£	£	
2,188,153	1.	EMPLOYEE COSTS	491,282	509,677	(18,395)	-	(18,395)	-4%
233,545	2.	PROPERTY COSTS	18,631	17,559	1,072	1,072	-	6%
209,430	3.	SUPPLIES AND SERVICES	48,379	43,350	5,029	5,029	-	10%
21,920	4.	TRANSPORT & PLANT	5,678	8,020	(2,342)	(2,342)	-	-41%
25,824	5.	ADMINISTRATION COSTS	6,390	11,895	(5,505)	(5,505)	-	-86%
2,213,890	6.	PAYMENTS TO OTHER BODIES	655,208	665,014	(9,806)	(9,806)	-	-1%
3,160	7.	OTHER EXPENDITURE	-	-	-	-	-	
-	8.	LOAN CHARGES	-	-	-	-	-	-
-	9.	APPORTIONED EXPENSES	-	-	-	-	-	-
4,895,922	10.	TOTAL EXPENDITURE	1,225,568	1,255,515	(29,947)	(11,552)	(18,395)	-2%
4,870	11.	INCOME	1,125	2,342	1,217	1,217	-	108%
4,891,052	12.	NET EXPENDITURE	1,224,443	1,253,173	(28,730)	(10,335)	(18,395)	-2%

ANALYSIS OF MAJOR VARIANCES

EMPLOYEE COSTS

The overspend is a result of the employment of additional specialised staff in this area to deal with a difficult client group and also the employment of temporary staff to cover for permanent staff on sickness absence.

The department is currently reviewing the situation in an effort to keep budgets in line with expenditure.

FINANCIAL MONITORING REPORT

1 April 1997 To 20 July 1997

COMMITTEE : SOCIAL WORKSERVICE : RESIDENTIAL ACCOMMODATION ELDERLY

TOTAL BUDGET (1)	LINE NO. (2)	DESCRIPTION (3)	BUDGET TO DATE (4)	ACTUAL TO DATE (5)	VARIANCES			
					TOTAL (6)	TIMING (7)	ACTUAL (8)	% (9)
£			£	£		£	£	
4,539,828	1.	EMPLOYEE COSTS	1,240,177	1,679,137	(438,960)	18,703	(457,663)	-37%
701,185	2.	PROPERTY COSTS	45,988	41,015	4,973	4,973	-	11%
119,910	3.	SUPPLIES AND SERVICES	27,700	22,960	4,740	4,740	-	17%
47,087	4.	TRANSPORT & PLANT	4,363	2,632	1,731	1,731	-	40%
24,899	5.	ADMINISTRATION COSTS	5,752	5,908	(156)	(156)	-	-3%
10,525,010	6.	PAYMENTS TO OTHER BODIES	2,387,635	2,290,414	97,221	97,221	-	4%
41,050	7.	OTHER EXPENDITURE	9,483	9,747	(264)	(264)	-	-3%
-	8.	LOAN CHARGES	-	-	-	-	-	-
-	9.	APPORTIONED EXPENSES	-	-	-	-	-	-
15,998,969	10.	TOTAL EXPENDITURE	3,721,098	4,051,813	(330,715)	126,948	(457,663)	-12%
1,240,580	11.	INCOME	366,575	361,927	(4,648)	(4,648)	-	-1%
14,758,389	12.	NET EXPENDITURE	3,354,523	3,689,886	(335,363)	122,300	(457,663)	-14%

ANALYSIS OF MAJOR VARIANCES

EMPLOYEE COSTS

The actual overspend relates to costs incurred for early retirees as a result of the closure of two Residential Homes for the Elderly - Merrystone House and Kenilworth House. In addition, there are staff costs incurred in 1997/98 for these homes which were due to close on 1st April 1997 but in fact remained open into the new financial year.

The timing underspend relates to manual workers wages.

PAYMENTS TO OTHER BODIES

The timing variance relates to savings made within Residential Accommodation in the areas of Airdrie and Coatbridge. Clients are being cared for within the community in these areas and this is borne out by the overspend shown in the area of Home Help wages.

FINANCIAL MONITORING REPORT

1 April 1997 To 20 July 1997

COMMITTEE : SOCIAL WORK

SERVICE : RESIDENTIAL ACCOMMODATION MEN H'CPD

TOTAL BUDGET (1)	LINE NO. (2)	DESCRIPTION (3)	BUDGET TO DATE (4)	ACTUAL TO DATE (5)	VARIANCES			
					TOTAL (6)	TIMING (7)	ACTUAL (8)	% (9)
£			£	£		£	£	
414,154	1.	EMPLOYEE COSTS	114,637	120,433	(5,796)	(5,796)	-	-5%
48,763	2.	PROPERTY COSTS	2,969	2,756	213	213	-	7%
184,760	3.	SUPPLIES AND SERVICES	5,679	3,726	1,953	1,953	-	34%
1,340	4.	TRANSPORT & PLANT	371	531	(160)	(160)	-	-43%
3,188	5.	ADMINISTRATION COSTS	819	565	254	254	-	31%
3,982,230	6.	PAYMENTS TO OTHER BODIES	544,865	531,461	13,404	13,404	-	2%
891,320	7.	OTHER EXPENDITURE	5,895	4,328	1,567	1,567	-	-
-	8.	LOAN CHARGES	-	-	-	-	-	-
-	9.	APPORTIONED EXPENSES	-	-	-	-	-	-
5,525,755	10.	TOTAL EXPENDITURE	675,235	663,800	11,435	11,435	-	-
69,210	11.	INCOME	15,988	17,897	1,909	1,909	-	12%
5,456,545	12.	NET EXPENDITURE	659,247	645,903	13,344	13,344	-	-

FINANCIAL MONITORING REPORT

1 April 1997 To 20 July 1997

COMMITTEE

SOCIAL WORKSERVICE : HOME HELP SERVICE

TOTAL BUDGET (1)	LINE NO. (2)	DESCRIPTION (3)	BUDGET TO DATE (4)	ACTUAL TO DATE (5)	VARIANCES			% (9)
					TOTAL (6)	TIMING (7)	ACTUAL (8)	
£			£	£		£	£	
5,804,407	1.	EMPLOYEE COSTS	1,558,836	1,669,261	(110,425)	(110,425)		-7%
	2.	PROPERTY COSTS	-			-		
7,210	3.	SUPPLIES AND SERVICES	1,665	3,817	(2,152)	(2,152)		-129%
203,742	4.	TRANSPORT & PLANT	45,639	39,637	6,002	6,002		13%
360		ADMINISTRATION COSTS		1,188	(516)	(516)		
279,000	6.	PAYMENTS TO OTHER BODIES		32,540	7,210	7,210		18%
					-	-		
					-	-		
	9.	APPORTIONED EXPENSES	-	-	-	-		
6,294,719	10.	TOTAL EXPENDITURE	1,646,562	1,746,443	(99,881)	(99,881)	-	-6%
1,239,350	11.	INCOME	280,290	271,312	(8,978)	(8,978)	-	-3%
5,055,369	12.	NET EXPENDITURE	1,366,272	1,475,131	(108,859)	(108,859)	-	-8%

ANALYSIS OF MAJOR VARIANCES**EMPLOYEE COSTS**

The overspend relates to Home Help wages.

Home Help wages are overspent particularly in the areas of Airdrie and Coatbridge, where a greater proportion of elderly are cared for within the community. However, the overspend in these areas is being offset by a reduction in the cost of Residential Accommodation for the elderly.

It is anticipated that the overspend will be met by a transfer of Community Care resources. In addition, area teams are reviewing clients needs to ensure that the levels of services being provided are commensurate with clients needs.

INCOME

The under recovery of income is due to the delay in implementing the increase in charges for the service. Staff are required to maximise the income of clients before instigating the new charging system.

FINANCIAL MONITORING REPORT

1 April 1997 To 22 June 1997

COMMITTEE

SOCIAL WORK

SERVICE : OTHER SOCIAL WORK SERVICES

TOTAL BUDGET (1)	LINE NO. (2)	DESCRIPTION (3)	BUDGET TO DATE (4)	ACTUAL TO DATE (5)	VARIANCES			
					TOTAL (6)	TIMING (7)	ACTUAL (8)	% (9)
£			£	£		£	£	
6,959,701	1.	EMPLOYEE COSTS	1,927,106	1,932,573	(5,467)	(5,467)		-0%
1,127,150	2.	PROPERTY COSTS	288,933	286,595	2,338	2,338		1%
649,460	3.	SUPPLIES AND SERVICES	131,413	134,721	(3,308)	(3,308)		-3%
1,291,525	4.	TRANSPORT & PLANT	89,169	87,357	1,812	1,812		2%
114,566	5.	ADMINISTRATION COSTS	29,528	20,975	8,553	8,553		29%
5,530,826	6.	PAYMENTS TO OTHER BODIES	1,269,530	1,245,627	23,903	23,903		2%
93,490	7.	OTHER EXPENDITURE	7,256	7,042	214	214		
	8.	LOAN CHARGES			-	-		
	9.	APPORTIONED EXPENSES			-	-		
15,766,718	10.	TOTAL EXPENDITURE	3,742,935	3,714,890	28,045	28,045	-	
1,988,630	11.	INCOME	62,849	56,478	(6,371)	(6,371)	-	-10%
13,778,088	12.	NET EXPENDITURE	3,680,086	3,658,412	21,674	21,674	-	1%

REPORT

TO	SOCIAL WORK COMMITTEE		Subject : REVENUE BUDGET MONITORING REPORT PERIOD 1 APRIL 1997 TO 20 JULY 1997 SOCIAL WORK DEPARTMENT SHELTERED WORKSHOP
FROM	DIRECTOR OF FINANCE		
DATE	8 AUGUST 1997	Ref. : JM/CP	


Introduction

I enclose the Budgetary Control Report for the period 1 April 1997 to 20 July 1997. The report provides a comparison of actual expenditure and income against estimated expenditure and income and provides explanations of the more significant variations.

Summary of Budget Variances

The net expenditure position for the period shows an underspend of £9,462 or -27% of the cumulative budget to date.

The main variance is in the area of Employee Costs. The reason for the underspend of £5,290 is that there is a temporary shortfall in staff numbers within the workshop. This situation will change from August 1997 as two new staff members have commenced employment.



Director of Finance

NORTH LANARKSHIRE COUNCILFINANCIAL MONITORING REPORT

1 April 1997 To 20 July 1997

COMMITTEE : SOCIAL WORKSERVICE : SHELTERED WORKSHOPS

TOTAL BUDGET (1)	LINE NO. (2)	DESCRIPTION (3)	BUDGET TO DATE (4)	ACTUAL TO DATE (5)	VARIANCES			
					TOTAL (6)	TIMING (7)	ACTUAL (8)	% (9)
278,190	1.	EMPLOYEE COSTS	74,579	69,289	5,290	5,290	-	-7%
12,750	2.	PROPERTY COSTS	2,900	4,172	(1,272)	(1,272)	-	44%
86,200	3.	SUPPLIES AND SERVICES	19,773	19,672	101	101	-	-1%
30,000	4.	TRANSPORT & PLANT	792	682	110	110	-	-14%
3,500	5.	ADMINISTRATION COSTS	809	1,071	(262)	(262)	-	32%
125,000	6.	PAYMENTS TO OTHER BODIES	-	-	-	-	-	-
-	7.	OTHER EXPENDITURE	100	556	(456)	(456)	-	-
26,390	8.	CFCR	-	-	-	-	-	-
400	9.	LOAN CHARGES	-	-	-	-	-	-
562,430	10.	TOTAL EXPENDITURE	98,953	95,442	3,511	3,511	-	-4%
404,470	11.	INCOME	63,857	69,808	5,951	5,951	-	-9%
157,960	12.	NET EXPENDITURE	35,096	25,634	9,462	9,462	-	-27%

ANALYSIS OF MAJOR VARIANCESEMPLOYEE COSTS

The timing variance in this area is due to a temporary shortfall in the number of staff employed at the workshop.

Twenty two staff are included in the budget for staff costs while the actual number of staff employed at period 4 is twenty. However, two more trainees have now commenced employment and this will result in a more accurate level of staff costs from period 5.