

## Item 8b. Budget Monitor Report Quarter One

### TRAFFORD COUNCIL

**Report to:** STaR Procurement Joint Committee  
**Date:** 22 July 2015  
**Report for:** Information  
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#### STaR Revenue Budget Monitoring Report – First Quarter 2015/16

## 1 Outturn

- 1.1 The approved expenditure revenue budget for the year is £1,266k and the forecasted outturn at Quarter 1 (April to June 2015) is £1,320k. This is an adverse variance of £54k for the year, 4.3% of the total expenditure budget.

## 2 Summary of Variances for the Year

- 2.1 The main items contributing to the overall adverse variance of £54km are summarised below, and detailed in Appendix 1:
- **Staffing £16k adverse;** it has been proposed and agreed by the Board that the interim Business Improvement Manager is retained for a further three months which will cost an additional £16k. This is assumed to the end of October 2015.
  - **Other employee costs including agency £33k adverse;** there are a number of vacancies and interim arrangements being covered through use of temporary staff. Support bought in from agencies is incurring a fixed fee in excess of the budget for the posts £15k. Further agency costs are anticipated related to the permanent recruitment of senior management posts £18k.
  - **Support Service costs, £5k adverse;** additional legal services support costs of £5k have been agreed by the Board in excess of that assumed in the budget. ICT, Human Resources, Insurance and Finance costs are expected to be in line with the budget.
  - **Contribution from earmarked reserve £(54)k;** the £54k adverse variance above relates to items approved by the Board to be spent from the £136k reserve balance brought forward from 2014/15. The remaining reserve balance of £82k will be utilised to support future procurement related activity spend in year or will be carried forward to 2016/17.

**STaR Procurement Service Budget Monitoring**  
**April 2015 - June 2015 Period 1-3**

**Appendix 1**

	Full Year Budget £000's	Total Months 1 to 3 £000's	Projection Months 4 to 12 £000's	Forecast Year End Total £000's	Over / (Under) Spend for Year £000's
Employees	1,038	268	786	1,054	16
Agency	0	0	33	33	33
<b>TOTAL EMPLOYEE COSTS</b>	<b>1,038</b>	<b>268</b>	<b>819</b>	<b>1,087</b>	<b>49</b>
Premises	4	0	4	4	0
Transport	20	3	17	20	0
Equipment	1	0	1	1	0
Catering	4	0	4	4	0
Office Equipment	4	0	4	4	0
Consultants/Training Fees	49	19	30	49	0
ICT Costs including telephones	27	3	24	27	0
Subscriptions	12	1	11	12	0
Other	2	0	2	2	0
<b>RUNNING COSTS</b>	<b>123</b>	<b>26</b>	<b>97</b>	<b>123</b>	<b>0</b>
<b>SUPPORT SERVICES COSTS</b>	<b>105</b>	<b>0</b>	<b>110</b>	<b>110</b>	<b>5</b>
<b>TOTAL EXPENDITURE</b>	<b>1,266</b>	<b>294</b>	<b>1,026</b>	<b>1,320</b>	<b>54</b>
<b>Contributions to/(from) STaR Reserve</b>					<b>(54)</b>

<b>STaR Reserve 2015/16</b>	
Balance 1st April 2015	136
Forecast Spend 2015/16	(54)
<b>Balance 31st March 2016</b>	<b>82</b>