

STAFFORDSHIRE CONNECTS STRATEGIC ADVISORY BOARD

Core Team 2010/11 Quarter 4 Budget Monitoring and forecast Outturn

Thursday 3rd March 2011

1. Purpose of report

To advise the Strategic Advisory Board of the current budget position for the Core Team.

2. Recommendation

That the Strategic Advisory Board notes the financial position for the Core Team.

3. 2010/11 Budget

The 2010/11 net budget for the Core Team totals £198,000 and is summarised in the table below. At this stage, forecast expenditure for the year is expected to be £14,500 less than budget.

The variances shown arise out of the following:

- **Staffing Costs**

The Executive Director post was vacant for the first three months of the year.

- **Travel and Subsistence Costs**

These have been less than budgeted due in part to the vacant Executive Director post. Budget provisions made for subsistence and conference fees are not now anticipated to be required.

- **Supplies & Services**

The transfer of the management of the CRM to Staffordshire County Council is anticipated to give total savings of £23,000 in internal and external audit fees, of which £13,000 lies within the Core Team budget, the remainder within the CRM budget. This saving has been off set by other spending mainly necessary additional expenditure to replace the PCs within both the Core and CRM teams.

Staffordshire Connects – Core Team – Forecast expenditure against budget

	Budget	Expenditure to 17 th February 2011	Forecast for year	Forecast (Under)/over spend
	£	£	£	£
Expenditure -				
Staffing Costs	122,300	86,180	112,300	(10,000)
Accommodation	15,000	(15,000)	15,000	-
Legal Costs	10,000	-	10,000	-
Travel and Subsistence	10,000	6,191	5,600	(4,400)
Supplies and Services	40,700	23,470	40,600	(100)
Total Expenditure	198,000	100,841	183,500	(14,500)

4. Reserves

Staffordshire Connects has a single reserve covering both its Core Team and CRM operations. As at 31st March 2010 the balance in that reserve totalled £254,260. Against this sum are approved project funding commitments totalling £105,900. The forecast balance of the reserve to 31st March 2011 is as per the table below.

The expenditure commitment for the “Public Protection” project has previously been stated at £10,000 but the costs of this project are now estimated to be higher following the completion of a tender process. Project progress is reported in more detail elsewhere on the agenda.

Staffordshire Connects General Reserve	£	£
Opening Balance at 1 st April 2010		254,260
Committed Spend		
Approved Project Funding – Public Protection	11,700	
Shared Services	10,400	
Customer Knowledge	29,900	
Life Events	36,400	
CRM – Oracle LG45/GIS Integration	17,500	105,900
Uncommitted Balance		148,360
Forecast under spend 2010-11		
Core Team	14,500	
CRM	42,300	56,800
Forecast Balance at 31st March 2011		205,160

5. Conclusion

Expenditure for the year is expected to be well within budget. However, the bulk of that saving has arisen through the Executive Director post being vacant in the first quarter of the year.

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