

Budget Monitoring 2021/22 – Month 4

Joint Report of Chief Officer and Treasurer

Recommendations:

1. That Members note the projected outturn.

2. That Members note the projected general reserve balance

Budget Monitoring Month 4

The Budget monitoring at Month 4 indicates there will be an overall overspend against budget for the year.

The overspend in employees is mainly due to the salary costs for a new fixed term post within the team, which is offset by the transfer from General Reserve.

Whilst there is an indication of an overspend, there are areas which have seen an underspend. Due to COVID restrictions that have been in place, there has been less usage of public transport, as well as the need to travel for meetings and conferences. In Supplies and Services, there are no major advertising costs. Furthermore, there has been an increase in virtual calls, which has resulted in a reduction in telephone costs.

The table below analyses the overspend:

	2021/22 Base Budget £	2021/22 Budget £	Outturn £	Variance £
Employees	536,600	536,600	561,300	24,700
Premises	34,600	34,600	34,600	0
Transport	17,100	17,100	14,600	(2,500)
Supplies and services	72,900	72,900	64,500	(8,400)
Boat costs	23,900	23,900	24,800	900
Environmental Research	17,200	17,200	17,200	0
Support Services	62,200	62,200	62,200	0
Income Fees & Charges	(24,500)	(24,500)	(24,500)	0
Less Fixed Admin Penalty Income (FAP)	0	0	0	0
	740,000	740,000	754,700	14,700
Transfer from General Reserve	0	0	(29,000)	(29,000)
Total	740,000	740,000	725,700	(14,300)

Variances (items over £1,000):

Employees

- Staff costs £ 24,700 – New post created within the team on a two-year fixed term contract;

Transport

- Public transport £ (1,500) – Less usage of public transport for meetings/conferences;
- Travel expenses £ (1,000) – Fewer travel expenses being claimed due to travel restrictions at start of the year;

Supplies and services

- Advertising £ (3,500) – No major advertising costs;
- Telephones £ (3,000) – Reduced costs, due to more usage of virtual calls;

General Reserve

	2021/22 Projection £
General Reserve Balance 1st April 2021	528,812
Transfer to FAP Reserve	0
Transfer from General Reserve	(29,000)
Transfer Underspend to General Reserve	14,300
Projected Balance 31st March 2022	514,112

Mat Mander**Mary Davis****Chief Officer****Treasurer**16th September 2021**Amendments:**

The original report was amended to reflect the use of General Reserves to fund a fixed term post.

End.