**Narrative for cost centre report printed on 23/11/16**

**General Comments**

The last column on the right of the report shows the percent of the allocated budget that has been spent up to this point.

Budgets with unusual (high or low), spending percentages are detailed below.

Any curriculum or departmental budget with a low spend percentage by mid-December will receive a reminder to put their orders on the system as soon as possible. In particular, anticipated or known expenses need to go on even if it is not due until later in the year. This will make a commitment on the finance system and give us a clearer picture of spending for the rest of the year.

In January I will be contacting budget holders to request feedback on their expected spending from Feb onwards, especially those that still have a low percent of their budget spent. This may identify some areas where possible savings may be made.

**Cost centre comments**

Several of the staffing budgets on page 1 are showing over 100% committed already (and one low one at 54%). As with the outturn report, this is due to some staff being budgeted in the wrong cost centres or moving post and will be corrected once the virements are put through for staffing. It is anticipated that this will be more accurate and not an issue on future budgets.

Drama productions is showing -18.39% spent as it has taken in money for new productions and now has more than it started with. This is perfectly normal and expected for cost centres like this.

History is showing -35.30% spent, this is due to a donation from the Parents Association that has been given to the department meaning they now have more money than they started with. This will even out as orders go on the system from the History department.

BWD Delivery Group budget is showing 124.25% spent. As detailed in the outturn report this cost centre was under budgeted and will receive an additional invoice in April. A virement will be made to correct this, most likely from contingency unless savings can be realised from other areas.

Any changes or variances on future cost centre reports will be compared and reported on at the next meeting.