**Narrative for Estimated Outturn Report for**

**End of October 2016**

**The current estimated carry forward figure is £18,498**

**Variances**

**Staffing**

The staff salary calculators for support and teaching staff were generated from scratch in October 2016 in order to get an accurate figure for our staffing cost commitment for 2016-17.

This was compared line by line to the commitment on FMS to ensure accuracy.

We highlighted a shortfall across all staffing costs of £1,949 against what was committed in the budget.

This figure is likely to get back to £0 as the year progresses due to the calculations for maternity pay which are likely to be less, but current return dates etc are still unknown. If this does not materialise, then it will need to be covered from contingency.

A new system of recording in year adjustments to staffing costs such as pay awards, allowances, or new leavers and starters, has been implemented so that the calculators are always current and accurate.

The report shows some staffing cost centres hugely over committed and some hugely under committed (the largest being, -£47,220 and +£47,558). This is due to staff being budgeted in the wrong cost centres originally or having moved post from one to another. Virements will be run to move the commitment to the corrected cost centre but this has not happened yet. With the improved accuracy of the staff calculators, it is anticipated that this will not be an issue on future budgets.

The cost centre ‘Other Staff Costs’ is showing an over commitment of £16,500 as it is anticipated that we will have to pay an unexpected redundancy payment from last year.

**Other cost centres**

The cost centre for ‘BWD delivery group’ is showing as -£4,864.59 as it was under budgeted. As it stands this will have to be taken from contingency.

The ‘Professional fees’ cost centre is showing -£3,500 as it is anticipated that we will be liable to pay the apprenticeship levy at a rate of £885 per month from May 2017 which was not budgeted for. As it stands, this too will need to come from the contingency.

‘School improvement – DFC’ is showing as not being spent as it is not anticipated that any projects will arise this year but if they do then this position may change.

**Comments**

The outturn report will be run and saved at the end of each month so that the picture of changes throughout the year can be analysed. It will also be used as part of the regular budget planning and monitoring process to ensure the school budget stays on track throughout the year.

As the cost centre commitments are liable to change throughout the year, this report is accurate for the time it was put together. Future reports will reflect an accurate picture of the point in time they are put together and differences will be compared and reported on.