**Narrative for estimated outturn and**

**budget position report for**

**End of January 2017**

**The current estimated carry forward figure is £59,810**

The previous estimated carry forward figure was £18,498

**Variances**

**Staffing**

Since the last outturn report several staffing changes have taken place and been recorded on the in year adjustments spreadsheets and staffing calculators.

These changes have equated to approximately £35,000 savings for this year against what was budgeted for staffing.

The virements to correct the cost centre allocations with too much or too little allocation will now be run.

The cost centre “Other staff costs” is now showing an over commitment of £24,519 against £16,500 which was reported last time. This is due to an additional staff pay out that was required in November for about £9,000.

**Other cost centres**

“BWD Delivery group” is still showing -£4864 the same as the previous report. This will be corrected in the next round of virements.

The -£3,500 on “Professional fees” that was reported last time has now been absorbed due to cost savings on this budget.

The “Energy” cost centre is showing -£2165 as some bills have come in higher than budgeted. This may well level out by the end of the year and is being monitored against the energy use and cost spreadsheets which are updated each month.

The “Catering costs other” is showing -£3148, this is partly due to us taking out a maintenance contract to cover all the kitchen equipment that is now aging. The other issue is that some of the previous years’ spending on kitchen repairs was put against the Premises Maintenance budget. This meant that accurate needs for the costs for this budget were not clear, and it was not allocated enough initially. Any shortfall on this budget will be covered from contingency.

The School-improvement and DFC and contingency are still currently untouched.

There is a saving of about £7000 on a Salix loan payment that was budgeted but is now no longer due this year.

**Comments and cost centres**

Any budget holder with a current spend of less than 50% on their budget (where no known good reason exists), has been sent a reminder to get orders on the system as soon as possible which will give a clearer indication of budget spends as the year progresses. This will be followed up shortly with spending forecast requests for the rest of the year to all budget holders where appropriate.

A lot of cost centres are showing high % spending commitment already. In most cases this is normal as orders for known costs through the year are usually put on the system early and committed against the budget. In any cases where a high % spend is showing and it is felt that significant commitments are still outstanding, I will be discussing the spending forecasts with the budget holders shortly to ensure we stay on track.

Exam fees in particular is showing a low spending commitment at the moment but it is known that most of the costs associated with that budget come out in June for exam entries.