**Narrative for Outturn Report**

The current estimated carry forward figure is listed at the top of the report in the “Est. Revenue Carryforward” box. This represents what funds we expect to be unspent\available at the end of the year to carry into the next financial year.

The report below is exported directly from our finance management system via a cost centre report. The figures in the allocation and balance columns demonstrate what was budgeted for the cost centre and how much has been spent to date. This data is all system generated and can’t be changed.

The cost centre report that is uploaded and marked as “for reference only” is there to evidence which report was used to generate the outturn data so it can be reconciled.

The income and expenditure due but not on report column will include any expected variations that we are expecting and will usually be accompanied by notes. This will include things like changes to the expected staff salary spend, or additional income that we obtain throughout the year.

The columns mentioned above provide the data which automatically generates the estimated year end spend, and estimated year end balance which shows what surplus\deficit each cost centre is expected to end up with.