

## Appendix D. Resources Budget Monitoring Summary

**KEY:**

1 - Underspend with no impact next year (one off); 2 - Underspend with budget adjustment to be done or already done  
 3 - One off underspend requested to be used next year; 4 - Overspend with no impact next year (one off);  
 5 - Overspend where budget has been or needs to be adjusted next year

Function	Revised Budget £000's	Q3 Forecast £000's	Outturn £000's	Outturn Variance to budget £000's	Variance Outturn v Q3 Forecast £000's	Key	Budget C/fwd £000's	Transfer to reserves £000's	Comments
Chief Executives Office	459	321	281	(178)	(40)	3	50	50	The underspend within Chief Executive relates to unused budget for HR policies and Rutland One Public Estate underspend arising from additional grant/external contributions to be carried forward.
Directorate Management Costs	299	275	275	(24)	0	1	6	0	The surplus is due to the shared service with South Kesteven District Council which has now ended following a restructure of the Directorate Management. A carry forward is requested to support the cost of restructuring within the Directorate.
Communications	179	178	173	(6)	(5)	3	5	0	Underspends due to lower than expected professional fees. Carry forward requested to complete work around a communications strategy.
Corporate Costs	162	141	127	(34)	(13)	2	0	0	Underspend due to lower than expected apprenticeship levy payments and savings achieved by ceasing the subscription to the LEP and instead subscribing to The New Local Government Network
Pensions	220	205	193	(27)	(12)	2	27	0	Underspends are requested to be carried forward to support the cost of restructuring within the Directorate.
Audit Services	169	170	153	(16)	(17)	1	0	0	External Audit has seen an underspend following a change in service provider
Insurance	250	250	245	(5)	(5)	1	0	0	

Function	Revised Budget	Q3 Forecast	Outturn	Outturn Variance to budget	Variance Outturn v Q3 Forecast	Key	Budget C/fwd	Transfer to reserves	Comments
	£000's	£000's	£000's	£000's	£000's		£000's	£000's	
Accountancy & Finance	695	567	578	(118)	11	1	20	100	Underspend due to held CCG income not required to be repaid which will be transferred to Invest to Save for future projects.
Information Technology	1,386	1,378	1,389	3	11	4	0	0	
Business Support Services	931	874	851	(80)	(23)	3	60	0	Underspend due to vacant posts plus savings within reprographics and postage. Carry forward requested to fund temporary additional staffing support.
Members Services	211	201	192	(19)	(9)	1	0	0	Variance due to vacancies in year.
Customer Services Team	378	289	273	(105)	(16)	3	98	0	Customer Service Improvement project expected to be completed over more than one financial year, therefore, unspent budget requested to be carried forward to 2019/20
Elections	90	84	67	(23)	(17)	3	0	20	Unspent grant requested to be transferred to reserves to fund administration in future years.
Legal & Governance	497	469	434	(63)	(35)	2	30	30	Following a restructure in the Senior Management Team within Resources, the Head of Corporate Governance post was disestablished during the year. £30k is requested to be carried forward for completion of works required to the Council Chamber
Human Resources	480	486	467	(13)	(19)	3	10	0	Underspend from the corporate training budget. Carry forward requested to fund additional project and training work.
Revenues & Benefits	433	331	286	(147)	(45)	2	50	0	Underspend is due to vacancies, one of which has now been disestablished. Carry forward requested to support short term staff resource to meet increased demand.
Financial Support	50	28	27	(23)	(1)	3	0	21	The council has made 38 crisis awards and 75 discretionary awards this year. The under spend will be transferred to the Welfare Reserve to fund future awards.

<b>Function</b>	<b>Revised Budget</b>	<b>Q3 Forecast</b>	<b>Outturn</b>	<b>Outturn Variance to budget</b>	<b>Variance Outturn v Q3 Forecast</b>	<b>Key</b>	<b>Budget C/fwd</b>	<b>Transfer to reserves</b>	<b>Comments</b>
	<b>£000's</b>	<b>£000's</b>	<b>£000's</b>	<b>£000's</b>	<b>£000's</b>		<b>£000's</b>	<b>£000's</b>	
<b>Total Resources</b>	<b>6,888</b>	<b>6,246</b>	<b>6,011</b>	<b>(877)</b>	<b>(235)</b>		<b>356</b>	<b>221</b>	