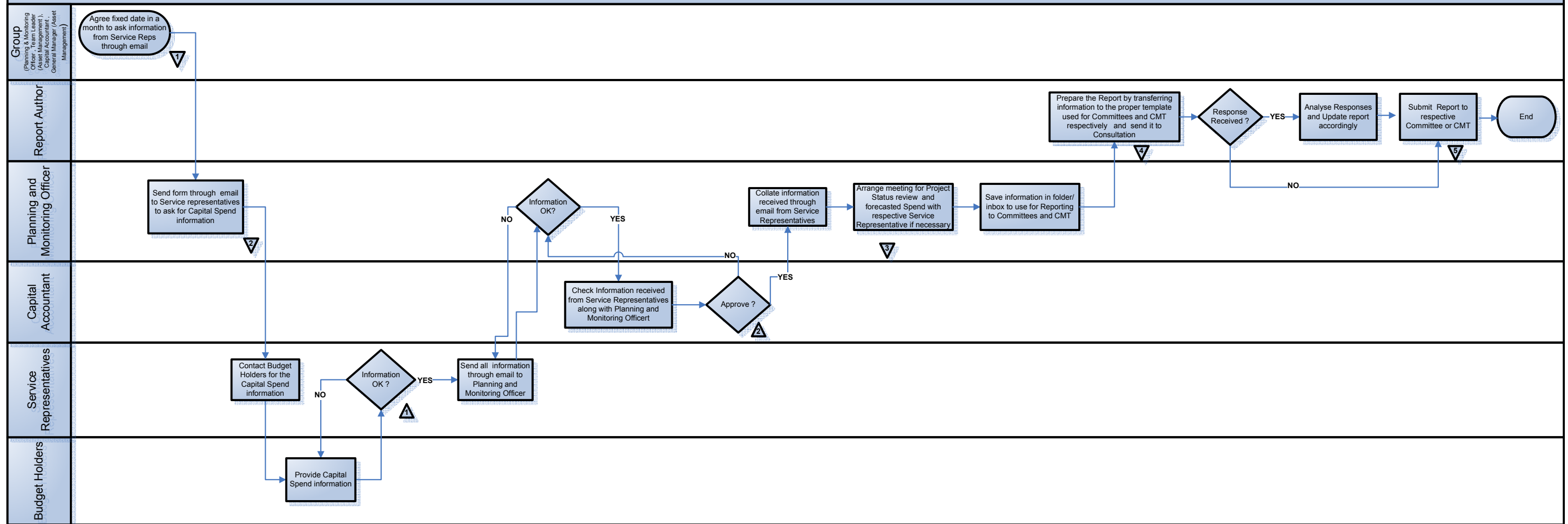


# 1.1 Capital Budget Monitoring Reporting Process (TO BE)

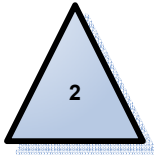
Monthly information related Capital spend and Project status is collected from Service Representatives and analysed by Corporate Asset Management Group along with Capital Accountant



## CONTROLS

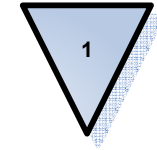


Service Representatives check Capital Spend information provided by Budget Holders.

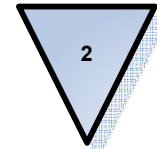


Planning and Monitoring Officer and Capital Accountant checks Capital Spend information provided by Service Representatives

## INFORMATION

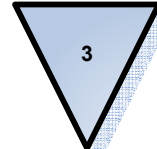


The Date will be fixed by group and every month on this date information related to Capital Spend will be asked by Planning and Monitoring Officer from Service Representatives through email . The information needs to be provided in the designed form/template by Asset Management team.

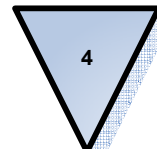


Planning and Monitoring Officer will wait 5 working days for Service Representatives to respond with the information asked by him through email . In mean time Service Representatives will contact Budget Holders for the information.

Service Representatives are as follows :  
Enterprise ,Planning and Infrastructure : Mike Cheyne  
Corporate Governance : Sandra Massey  
Housing and Environment : David Leslie  
Education ,Culture and Sport : David Wright  
Social Care and Well being : Graham Hossack



Meeting will be arranged by Planning and Monitoring Officer within 7 days once he received information from Service Representatives.



Capital Monitoring Reports are as follows :

### **1. Capital Budget Monitoring Report**

Report Author : Planning and Monitoring Officer  
Information is transferred into appropriate template which is collected from Service Representatives

### **2. Capital Plan Progress Report**

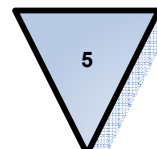
Report Author :Mike Duncan  
Committee :Finance and Resource Committee  
Consultation done with following :  
A) Convener B) Vice Convener C) Council Leader D) Head of Finance E) Corporate Governance Director F) Head of Asset Management G ) Head of Legal and Democratic Services H) Finance Managers

### **3. CMT Highlight Report**

Report Author :Mike Duncan  
Consultation done with following :  
A) Finance Managers B) Service Accounting Manager C) Corporate Governance SMT D) Corporate Accounting Manager

### **4. Service Committee Reports**

Report Author :Mike Duncan  
Consultation done with following :  
A) Convener B) Vice Convener C) Head of Finance D) Respective SMT E) Head of Service F) G ) Head of Legal and Democratic Services H) Service Finance Manager



All the above reports except CMT Highlight report will be submitted by General Manager, Asset Management .CMT Highlight report will be submitted by Head of Finance

### **OPPORTUNITIES FROM AS IS PROCESS**

1. According to the current procedure the information is being asked in various formats from Budget Holders .Also there is no single contact for Budget Holders. Information being asked by Capital Accountant and Finance Managers from Budget Holders. No controls in the Process.
2. No Guidelines regarding Process on Zone for Budget Holders and Service Representatives.
3. Training is essential for the Budget Holders to provide information fit for purpose.
4. No information on Project Status or forecast of Spend is known or provided by Budget Holders