

**ABERDEEN CITY COUNCIL  
REVENUE MONITORING 2013/2014**

**DIRECTORATE :** Education, Culture & Sport

As At 30 September 2013		Year to Date			Forecast to Year End		
ACCOUNTING PERIOD 6	Full Year Revised Budget £'000	Revised Budget £'000	Actual Expenditure £'000	Variance Amount £'000	Forecast Actual £'000	Variance Amount £'000	Variance Percent %
Head of Service - Communities, Culture & Sport	27,215	13,883	11,617	(2,266)	26,447	(769)	(2.8)
Head of Service - Schools and Educational Services	130,197	67,535	64,806	(2,729)	130,752	555	0.4
Head of Service - Policy & Performance	3,848	1,935	1,873	(62)	3,617	(231)	(6.0)
<b>TOTAL BUDGET</b>	<b>161,260</b>	<b>83,353</b>	<b>78,296</b>	<b>(5,057)</b>	<b>160,816</b>	<b>(445)</b>	<b>(0.3)</b>

ABERDEEN CITY COUNCIL  
REVENUE MONITORING 2013/2014

DIRECTORATE :Education Culture & Sport  
HEAD OF SERVICE : P Cassidy

As At 30 September 2013	FULL YEAR REVISED BUDGET	BUDGET TO DATE			PROJECTION TO YEAR END		
		REVISED BUDGET	ACTUAL EXPENDITURE	VARIANCE	FORECAST ACTUAL	VARIANCE	
ACCOUNTING PERIOD 6	£'000	£'000	£'000	£'000	£'000	£'000	%
STAFF COSTS	13,173	6,587	5,885	(702)	12,272	(901)	-6.8%
PROPERTY COSTS	1,827	1,121	1,139	18	1,970	143	7.8%
ADMINISTRATION COSTS	471	236	179	(57)	414	(57)	-12.1%
TRANSPORT COSTS	174	88	56	(32)	144	(30)	-17.2%
SUPPLIES & SERVICES	5,676	2,837	1,813	(1,024)	5,582	(94)	-1.7%
COMMISSIONING SERVICES	3,844	1,943	1,639	(304)	3,733	(111)	-2.9%
TRANSFER PAYMENTS TOTAL	9,007	4,483	4,371	(112)	9,106	99	1.1%
<b>GROSS EXPENDITURE</b>	<b>34,171</b>	<b>17,295</b>	<b>15,082</b>	<b>(2,213)</b>	<b>33,221</b>	<b>(951)</b>	<b>-2.8%</b>
LESS: INCOME							
GOVERNMENT GRANTS	(674)	(337)	(485)	(148)	(674)	0	0.0%
OTHER GRANTS	(617)	(314)	(389)	(75)	(622)	(5)	0.8%
FEES & CHARGES	(2,852)	(1,354)	(1,159)	195	(2,647)	205	-7.2%
INTEREST	0	1	0	(1)	0	0	0.0%
RECHARGES	(333)	(167)	(167)	0	(333)	0	0.0%
OTHER INCOME	(2,480)	(1,241)	(1,265)	(24)	(2,498)	(18)	0.7%
<b>TOTAL INCOME</b>	<b>(6,956)</b>	<b>(3,412)</b>	<b>(3,465)</b>	<b>(53)</b>	<b>(6,774)</b>	<b>182</b>	<b>-2.6%</b>
<b>NET EXPENDITURE</b>	<b>27,215</b>	<b>13,883</b>	<b>11,617</b>	<b>(2,266)</b>	<b>26,447</b>	<b>(769)</b>	<b>-2.8%</b>

YR TO DATE PROJECTED  
VARIANCE VARIANCE  
£'000 £'000

BUDGET TO DATE MONITORING VARIANCE NOTES

**Staff Costs**

The year to date underspend lies within a number of areas -Principally within Communities (£160K) and Libraries (£190K). Museums & Galleries (£140K) The City of Culture Team have not been at full capacity (£60K). It should be noted that there is a full year staff vacancy target of £550K which requires to be achieved and a number of vacant posts. There is a staffing budget of £280K associated with the running of the Tullos Pool as it had originally been included within the budget on the incorrect assumption it would be run directly by ACC. This will be moved to the commissioning budget upon approval of the Tullos Pool Business plan from Sport Aberdeen.

It should be noted that although there is a high year to date staffing savings (including for Tullos Pool), the level of vacancies attributing to this is substantially reducing as posts are being filled. Museums & galleries have filled 7.5fte posts with a further 5 posts currently in the process of being filled.

(702) (901)

**Property Costs**

The year to date overspend is mainly due to gas & electricity charges. A year end overspend of £150K for energy is expected within this category..

18 143

**Administration costs**

A range of minor underspends make up the year to date underspend. A year end underspend of £57K in this area is estimated as there will be less training costs due to the number of vacancies.

(57) (57)

**Transport costs**

The year to date underspend is mostly within Communities. A year end underspend of £30K is estimated in line with the number of vacancies and reduced travel costs.

(32) (30)

**Supplies & Services**

The year to date underspend mainly represents Community Centre Funds. Management Committee Funds for those Centres which have signed lease agreements are still currently being held by the authority on their behalf. At the time of writing this report, a total of £370K has been transferred to the five Management Associations who have moved to leased centre status. These are Bridge Of Don, Hazlehead, Kincorth, Mastrick and Midstocket. A year end underspend of £94K is estimated in this area

(1,024) (94)

**Commissioning Services**

Payments to Sport Aberdeen in respect of Pool Management Charges of £240K are not required. This has been offset by additional costs of £40K for the 50M Pool, plus payments to Sport Aberdeen of £146K in respect of the running of Tullos Pool. (This budget currently being included within staffing costs).

(304) (111)

**Transfer payments**

Additional current year charges of £100K in respect of the councils 50% share of irrecoverable vat, in line with the partnership agreement with Aberdeen University are now expected.

(112) 99

**Income - Government Grants**

The favourable year to date position reflects grants carried forward or already received which will be utilised during the year.

(148) 0

**Income - Other Grants**

The favourable year to date position reflects grants carried forward or already received which will be utilised during the year.

(75) (5)

**Income - Fees & Charges**

The year to date income levels reflect lower than budgeted Creche income (£100K), plus lower than budgeted income in respect of the Art Gallery shop (£25K) and Maritime Museum Shop, (£30K) plus swimming instruction fees of £30K which are no longer applicable.

195 205

**Income - Recharges**

0 0

**Income - Other Income**

No significant variances from budget are forecast for this item.

(24) (18)

(2,266) (769)

**ABERDEEN CITY COUNCIL  
REVENUE MONITORING 2013/2014**

**DIRECTORATE : Education Culture & Sport  
HEAD OF SERVICE : C Penman**

As At 30 September 2013	FULL YEAR REVISED BUDGET	BUDGET TO DATE			PROJECTION TO YEAR END		
		REVISED BUDGET	ACTUAL EXPENDITURE	VARIANCE	FORECAST ACTUAL	VARIANCE	
ACCOUNTING PERIOD 6	£'000	£'000	£'000	£'000	£'000	£'000	%
STAFF COSTS	101,552	50,775	47,833	(2,942)	101,154	(398)	-0.4%
PROPERTY COSTS	23,197	13,909	14,184	275	24,091	894	3.9%
ADMINISTRATION COSTS	289	145	96	(49)	293	4	1.4%
TRANSPORT COSTS	207	104	81	(23)	209	2	1.0%
SUPPLIES & SERVICES	5,891	2,948	2,341	(607)	5,938	47	0.8%
COMMISSIONING SERVICES	2,366	1,183	1,222	39	2,487	121	5.1%
TRANSFER PAYMENTS TOTAL	1,211	605	513	(92)	1,170	(41)	-3.4%
<b>GROSS EXPENDITURE</b>	<b>134,713</b>	<b>69,669</b>	<b>66,270</b>	<b>(3,399)</b>	<b>135,342</b>	<b>629</b>	<b>0.5%</b>
LESS: INCOME							
GOVERNMENT GRANTS	(365)	(182)	(182)	0	(370)	(5)	1.4%
OTHER GRANTS	(306)	(153)	(266)	(113)	(406)	(100)	32.7%
FEES & CHARGES	(1,203)	(601)	(573)	28	(1,131)	72	-6.0%
OTHER INCOME	(2,642)	(1,198)	(443)	755	(2,683)	(41)	1.6%
<b>TOTAL INCOME</b>	<b>(4,516)</b>	<b>(2,134)</b>	<b>(1,464)</b>	<b>670</b>	<b>(4,590)</b>	<b>(74)</b>	<b>1.6%</b>
<b>NET EXPENDITURE</b>	<b>130,197</b>	<b>67,535</b>	<b>64,806</b>	<b>(2,729)</b>	<b>130,752</b>	<b>555</b>	<b>0.4%</b>

BUDGET TO DATE MONITORING VARIANCE NOTES

	YEAR TO DATE VARIANCE £'000	PROJECTED VARIANCE £'000
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**Staff Costs**

The year to date position reflects a cumulative staffing underspend in respect of the schools DEM budgets and is expected to have an underspend up to £300K at financial year end, which will be in excess of the 2.5% carry forward limit and therefore come to the service and not the school.

It is predicted that probationers budget will be £150K underspent at academic year end.

The School Escorts budget is estimated to be £30K overspend. This is mainly due to additional pension costs associated with auto-enrolment.

The forecast position assumes that schools within the DEM scheme will carry forward any staffing underspend and that the above costs and savings will remain constant.

(2,942) (398)

**Property Costs**

Energy costs are forecast to be £950K greater than budget, with expenditure levels in line with 2012-13 costs. Metered water charges seem likely to be overspend by £50K following a detailed review of historic and current year to date charges.

275 894

**Administration costs**

No significant variances from budget are forecast for this item.

(49) 4

**Transport costs**

No significant variances from budget are forecast for this item.

(23) 2

**Supplies & Services**

The year to date underspend is in relation to Schools devolved teaching materials budgets, this is expected to be fully utilised by year end. Exam Fees are expected to be £50K less than budget. This has been offset by expected school milk charges being £30K higher than budget plus additional Disability Access works costs of £40K.

(607) 47

**Commissioning Services**

Payments to NHS Grampian for Speech and Language Therapy are estimated to be £40K greater than budget. This may change if NHS staffing levels for this group of staff fall. Payments to private providers of Pre School nurseries are estimated to be £80K greater than budget. This is linked to a small increase in pre-school children at private nurseries.

39 121

**Transfer payments**

An underspend is projected in Pupil Clothing budgets. This is in line with previous years expenditure figures, but there is a possibility this underspend may reduce following the recent publicity around this scheme.

(92) (41)

**Income - Government Grants**

The Scottish Executive Gaelic Education Grant is £5K less than previously expected.

0 (5)

**Other Grants**

Recharges to Aberdeenshire for Aberdeenshire children with ASN needs at City schools are estimated to be £100K higher than budget.

(113) (100)

**Income - Fees & Charges**

Based on previous year actuals plus year to date income, Letting Income is forecast to be £50K higher than budget. Music Fee income is estimated to be £140K under forecast. £70K of this shortfall will be met by reduced staff costs, however the remaining £70K, reduction follows a review of charges in relation to SQA courses.

28 72

**Income - Other Income**

Shared Premises Cost Recoveries are expected to be £40K higher than budget. This is partially a result of increased annual energy and other variable property costs.

755 (41)

(2,729)	555
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**ABERDEEN CITY COUNCIL  
REVENUE MONITORING 2013/ 2014**

**DIRECTORATE :Education Culture & Sport  
HEAD OF SERVICE : C Penman**

As At 30 September 2013	FULL YEAR REVISED BUDGET	BUDGET TO DATE			PROJECTION TO YEAR END		
		REVISED BUDGET	ACTUAL EXPENDITURE	VARIANCE	FORECAST ACTUAL	VARIANCE	
ACCOUNTING PERIOD 6	£'000	£'000	£'000	£'000	£'000	£'000	%
STAFF COSTS	2,552	1,318	1,169	(149)	2,282	(270)	-10.6%
PROPERTY COSTS	141	71	124	53	133	(8)	-5.7%
ADMINISTRATION COSTS	467	206	204	(2)	467	0	0.0%
TRANSPORT COSTS	57	36	31	(5)	46	(11)	-19.3%
SUPPLIES & SERVICES	738	356	432	76	818	80	10.8%
TRANSFER PAYMENTS	325	162	136	(26)	325	0	0.0%
<b>GROSS EXPENDITURE</b>	<b>4,280</b>	<b>2,149</b>	<b>2,096</b>	<b>(53)</b>	<b>4,071</b>	<b>(209)</b>	<b>-4.9%</b>
LESS: INCOME							
GOVERNMENT GRANTS	(366)	(183)	(160)	23	(359)	7	-1.9%
OTHER GRANTS	(19)	(10)	(22)	(12)	(41)	(22)	115.8%
FEES & CHARGES	(22)	(10)	(15)	(5)	(22)	0	0.0%
OTHER INCOME	(25)	(11)	(26)	(15)	(32)	(7)	28.0%
<b>TOTAL INCOME</b>	<b>(432)</b>	<b>(214)</b>	<b>(223)</b>	<b>(9)</b>	<b>(454)</b>	<b>(22)</b>	<b>5.1%</b>
<b>NET EXPENDITURE</b>	<b>3,848</b>	<b>1,935</b>	<b>1,873</b>	<b>(62)</b>	<b>3,617</b>	<b>(231)</b>	<b>-6.0%</b>

**BUDGET TO DATE MONITORING VARIANCE NOTES**

YEAR TO DATE PROJECTED	
VARIANCE	VARIANCE
£'000	£'000

**Staff Costs**

The year to date underspend reflects the management of vacancies to contribute towards service wide annual vacancy factor savings of £740K.

(149) (270)

An overall underspend of £270K is estimated in relation to staffing costs at year end.

**Property Costs**

The annual School Security budget, which is a demand-led budget has now been fully committed. Some credits have been received for gas and electricity for closed schools, and these are reflected in the final forecast figure.

53 (8)

**Administration costs**

No significant variances from budget are forecast for this item.

(2) 0

**Transport costs**

No significant variances from budget are forecast for this item.

(5) (11)

**Supplies & Services**

The main variance relates to additional Software Licence fees of £70K associated with the MIS project.

76 80

**Transfer Payments**

This mainly represents Education Maintenance Payments made to eligible individuals. These monies are fully recoverable via a grant. Any underspend against budget will result in a reduced grant.

(26) 0

**Government Grants**

This is the grant in respect of Education Maintenance Payments, which is claimed in arrears. Final grant will reflect those payments made to students, plus an associated admin fee which covers the salary of the staff member who administers the scheme. Year to date income is in line with actual payments made.

23 7

**Other Grants**

This represents a small Staff Development Grant received from NHS Grampian for Substance Misuse Training. This grant was carried forward from 2012/13 and will be utilised within the current financial year.

(12) (22)

**Income - Fees & Charges**

No significant variances from budget are forecast for this item.

(5) 0

**Other Income**

No significant variances from budget are forecast for this item.

(15) (7)

(62)	(231)
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## **Glossary**

The following glossary refers to terms used within the body of the report and its appendices

### **Staff Costs**

This cost category includes all direct staff costs such as salaries and wages as well as indirect staff costs such as pension and lump sum payments.

### **Property Costs**

This heading includes all costs associated with the upkeep of buildings and grounds. This includes such expenditure as rates, energy, property repairs, and the 3 R's unitary charge.

### **Administration Costs**

This heading relates to the administrative functions associated with the service. This includes such expenditure as courses, printing & stationery, telephones, disclosure checks and advertising.

### **Transport Costs**

This heading includes the costs of day to day travel for all staff, car parking passes, and any relocation travel expenses.

### **Supplies & Services Costs**

This heading relates to a number of types of expenditure, and includes purchase, hire, repair and maintenance of equipment, exam fees, Community Centre management funds purchases, schools per capita budgets.

### **Commissioning Services**

This heading includes payment for services carried out by external agencies. This includes payments in respect of External Placements, swimming pools, Grampian Health Board.

### **Transfer Payments**

This mainly reflects payments to third parties such as clothing grants, free school meal costs and education maintenance allowance payments, grants and contributions to external bodies.

### **Capital Financing Costs**

This is the repayment costs associated with projects previously approved within the Non Housing Capital Programme. The budget reflects the planned repayment of both capital and interest elements.

### **Income - Fees & Charges**

This is income generated from the sale of services. This includes admission charges, premises hire, music and coaching fees catering sales and the sale of season tickets.

### **Income - Other Income**

This tends to encompass expenditure recoveries and includes education maintenance allowance reclaims from the Scottish Government, DEM Target Savings, funding carried forward from previous years and miscellaneous income categories.