

**Budget Virements requests received at 10 December 2010
for Executive Approval (or noting where approved under Delegated Powers)**

Table 1 in this report identifies all budget virements that must be authorised by Executive and reported to Council. Table 2 lists those budget virements which have been approved under delegated powers and which are reported to Executive for information only.

Budget virements do not increase the council's expenditure. The list includes a number of virements at a detailed level. This is to ensure that, wherever feasible, budget variances on day-to-day expenditure and income do not arise and that the real budget pressures and potential underspends can be correctly identified.

Key to Type

- 1 Within a subjective heading within a cost centre
- 2 Within a Cost Centre but across subjective headings
- 3 Within the cost centres of a service area
- 4 Across service areas
- 5 Over £10,000

Table 1 - Virements for Approval by Executive

Date	Account From	Cost Centre Code	Cost Centre Name	Account To	Cost Centre Code	Cost Centre Name	Virement Total £	Virement Percentage	Reason	Type
03/11/2010	3010	PS31	Estates Management	9202	CD11	Economic Development	1,500	15.3%	There is an income budget in Economic Development for the sale of postcards, posters etc but it is unlikely that the income target will be achieved in the current year. It is proposed to use an underspend in car allowances in Estates Management to offset the reduction in income.	3
03/11/2010	3008	PS31	Estates Management	4705	CD11	Economic Development	1,500	15.3%	The budget for partnership grants is £1,500 less than the total grants payable. Due to staff reductions there will be an underspend on travel expenses in Estates Management so it is proposed that some of the underspend is used to cover the shortfall in the grants budget.	3
03/11/2010	1001/1003/1005	LC11	Licensing	1100	LC11	Licensing	9,000	11.5%	The post of Principal Licensing Officer is currently being filled by an agency person and their contract has been extended until the end of the financial year. In order to cover the payments to the agency budget needs to be moved from the salary budget.	1
03/11/2010	1001/1003/1005	LC31	Taxi Licensing	1100	LC31	Taxi Licensing	9,000	7.1%		1
03/11/2010	1001/1003/1005	CT11/CT21/CT51	Committee Management/ Members Allowances	1001/1003/1005	EL11/EL21/LC11/LC31/LG21	Elections/ Land Charges/ Licensing	57,280	100.0%	The salary budget for Carole Nicholl is held in the Committee Management cost centres but following the 4th tier restructure she is now responsible for Elections, Land Charges and Licensing. The virement moves the salary budget to match the new responsibilities.	5
03/11/2010	Various	CT21	Member Services	Various	CT11	Committee Management	13,910	100.0%	Following reorganisation of the Democratic Services area, it has been decided that the budgets in Member Services and Town and Parish Support cost centres should be amalgamated into the Committee Management cost centre and the former cost centres closed.	5
03/11/2010	Various	CT31	Town & Parish Support	Various	CT11	Committee Management	2,150	100.0%		3

Date	Account From	Cost Centre Code	Cost Centre Name	Account To	Cost Centre Code	Cost Centre Name	Virement Total £	Virement Percentage	Reason	Type
10/11/2010	9117	EP25	Noise	9117	EP33	Environment Warden	1,800	100.0%	The budget for recharging part of the costs of the Environment Warden to South Oxfordshire DC is split between the Noise and Environment Warden cost centres. It is proposed that the entire recharge budget is applied to the Environment Warden cost centre to better match the work undertaken.	3
10/11/2010	2200	EP32	Pest Control	4400	EP32	Pest Control	4,000	100.0%	The cost of using the pest control contractor (to cover staff absence) has increased. It is proposed to use the saving on leasing storage for the pest control vehicles (which are now stored in the Cattle Market car park) to offset these additional contractor costs.	2
18/11/2010	4511	EL11	Elections	4512	EL21	Electoral Registration	1,800	17.9%	The budget for the electoral registration software is held in the Elections cost centre (EL11) but it would be more appropriate if the budget was in the Electoral Registration cost centre (EL21).	3
	5,000						3			
Total Virements							106,940			

Summary	
Total Type 1	18,000
Total Type 2	4,000
Total Type 3	13,750
Total Type 4	0
Total Type 5	71,190
Total	106,940

Table 2 - Virements approved under Delegated Powers for noting

03/11/2010	3008	PS31	Estates Management	3008	CD11	Economic Development	530	5.0%	There is insufficient budget on Economic Development to cover the projected spend on travelling expenses due to increased partnership working and the associated travel involved. However, a reduction in travel expenses in Estates Management can be used to cover the shortfall.	3
03/11/2010	4999	SB31	Contingency	1800	EP21	Water Environment	47,210	n/a	The contingency budget includes an amount to cover redundancy costs of the former Principal Environmental Health Officer. This virement transfers the budget to the appropriate cost centre. (Virement approved by the Leader of the Council).	5

Date	Account From	Cost Centre Code	Cost Centre Name	Account To	Cost Centre Code	Cost Centre Name	Virement Total £	Virement Percentage	Reason	Type
03/11/2010	4503	CT11	Committee Management	4307	CT11	Committee Management	500	n/a	There is insufficient budget in the Committee Management cost centre to cover the expected cost of stationery. However, the postage budget is likely to be underspent and it is proposed to transfer this to cover the shortfall in stationery.	1
03/11/2010	5005	RS41	Benefits Administration	4000	RS51	Benefit Fraud	1,450	0.2%	The Council received one-off Benefits Admin funding to support the benefit fraud function, which is currently held in the Benefits Admin cost centre. The Benefit Fraud team need a replacement interview machine and it is proposed to use some of this funding to cover the purchase of the machine.	3
10/11/2010	4007	EP32	Pest Control	4400	EP32	Pest Control	1,000	n/a	The cost of using the pest control contractor has increased (due to staff absence) but this has led to a reduction in the purchase of pest control materials. It is proposed to transfer the saving to cover the increased contractor costs.	1
10/11/2010	4400	EP24	Air Environment	4003	EP24	Air Environment	1,250	n/a	There is a projected saving on the fees and hired services budget in the Air Environment cost centre. It is proposed to use the saving to contribute to the cost of the annual maintenance agreement for the air quality monitoring equipment.	1
Total Virements							51,940			

Summary	
Total Type 1	2,750
Total Type 2	0
Total Type 3	1,980
Total Type 4	0
Total Type 5	47,210
Total	51,940