

Annex 3: Budget Action Plan

Sundry Accounts

Function	Function Description/ Explanation	Action Category/ Action Description	Responsible Officer	Deadline	Status
R45C	<p>Utilities Holding A/C</p> <p>Less than anticipated expenditure by £137.5K</p> <p>Costs are lower than anticipated. Noted that utilities have been late in billing.</p>	<p>Raise virements request</p> <p>These late invoices (bills for use) will be processed in next period.</p>	Darren Richardson	31/08/2018	Ongoing
R45E	<p>Insurance Holding A/C</p> <p>Less than anticipated expenditure by £76.7K</p> <p>Motor Insurance recharge processed ahead of budget profile.</p>	<p>No action required</p> <p>The issue will resolve in July.</p>	Gareth Waterson	31/07/2018	New
R45F	<p>Telephones Holding A/C</p> <p>More than anticipated expenditure by £13.5K</p> <p>Recurring costs and usage charges from period 02 had not been recharged.</p>	<p>Raise journals request</p> <p>Journal has been raised.</p>	Hayley Green	13/07/2018	New

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Repairs & Maintenance

Function	Function Description/ Explanation	Action Category/ Action Description	Responsible Officer	Deadline	Status
R41A	R & M General Fund Less than anticipated income by £95.5K Expenditure higher than anticipated given volume of reactive work undertaken in the period. Reflective of a degree of unpredictability of works arising.	Manage income/expenditure Noting that controls in place will see overall spend brought into line with budget by the year-end.	Darren Richardson	31/07/2018	Ongoing