



AGENDA ITEM: 7
SUMMARY

Report for:	Cabinet
Date of meeting:	29 May 2014
PART:	1
If Part II, reason:	

Title of report:	AUTHORISATION OF VIREMENTS
Contact:	Councillor Nicholas Tiley, Portfolio Holder for Finance and Resources Martin Hone, Corporate Director of Finance and Operations
Purpose of report:	To seek Cabinet approval to proposed virements.
Recommendations	That the virements as detailed on the attached Form A be approved.
Corporate objectives:	To standardise documentation and authorisation requirements for all virements.
Implications:	<u>Financial</u>
'Value For Money Implications'	The Scheme of Virements is part of the Council's financial management.
Risk Implications	There are no risk implications.
Monitoring Officer/S.151 Officer Comments	Deputy Monitoring Officer: No further comments to add to this report. Deputy S.151 Officer No further comments to add to this report.
Consultees:	
Background papers:	Form A

BACKGROUND

1. The Council is required to establish standard documentation and authorisation requirements for all virements.
2. Financial regulations determine the scheme of virement and its application. The regulations state that the scheme covers

“all transfers of budget, of any value and for any reason including for reason of organisational restructure”.

This will remain in force until such time as the regulations are reviewed. The regulations make clear that no virement can be carried out without the approval of the Corporate Director of Finance & Operations (or his/her nominated delegate), who will also be the final arbiter in any dispute. Additionally, the Director may override any authorisation and determine that approval is required by a higher level of authority.

Virement(s) requiring Cabinet authorisation

Virement for the purpose of moving budget to correct account code

Expenditure type	Service Area(s)	Submitted by	Date
Revenue	Elections	Jackie Doyle	06/05/2014

Account Code	Cost Centre	Account code description	Cost Centre description	TO (DEBIT AMOUNT) £	FROM (CREDIT AMOUNT) £	REASON
6500	RA150	Grant receipts from Govt. Bodies	European Elections	144,000		Move budget to correct cost centre
6290	RA150	Other receipts & Contributions from Govt. bodies	European Elections		144,000	Move budget to correct cost centre
Total				144,000	144,000	

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Virement(s) requiring Cabinet authorisation

Virement for the purpose of moving budget to correct account codes

Expenditure type	Service Area(s)	Submitted by	Date
Revenue	Housing Revenue Account - Supporting People	Fay Murphy	24/04/2014

Account Code	Cost Centre	Account code description	Cost Centre description	TO (DEBIT AMOUNT) £	FROM (CREDIT AMOUNT) £	REASON
2410	HE201	Gas	Warden Scheme (Chapel St & Rosebury Way)	12,416		Move budget out of Flats Management to Warden Scheme
2410	HE100	Gas	Flats Management		12,416	Move budget out of Flats Management to Warden Scheme
5721	JC101	Service Charges & Ground Rent Income	Charges for Services & Facilities	12,000		Move budget into correct budget head - Supporting People Utility Reimbursement
6081	HE602	Reimbursement Utilities	Supporting People		12,000	Move budget from incorrect budget head

Total	24,416	24,416
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Virement(s) requiring Cabinet authorisation

Virement for the purpose of amalgamating budgets

Expenditure type	Service Area(s)	Submitted by	Date
Revenue	Spacial Planning & Regeneration - Economic Development	Fay Murphy	09/05/2014

Account Code	Cost Centre	Account code description	Cost Centre description	TO (DEBIT AMOUNT) £	FROM (CREDIT AMOUNT) £	REASON
3950BUSINTER	FA480	Consultancy	SPAR Capital Projects Revenue Costs	16,800		To move budget to one cost centre
4240BUSINTER	FA480	Expenses (Events & Training)	SPAR Capital Projects Revenue Costs	130		To move budget to one cost centre
3950	FA490	Consultancy	Market Square & Bus Interchange		16,930	To move budget to one cost centre

Total	16,930	16,930
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Virement(s) requiring Cabinet authorisation

Virement for the purpose of moving budget to correct cost centre

Expenditure type	Service Area(s)	Submitted by	Date
Revenue	Civic Buildings	Caroline Souto	09/05/2014

Account Code	Cost Centre	Account code description	Cost Centre description	TO (DEBIT AMOUNT) £	FROM (CREDIT AMOUNT) £	REASON
DZ260	4191	Contracted Services	The Old Court Building		128,500	Re-align the budgets for Serco facilities management costs
DZ265	4191	Contracted Services	39 & 41 Marlowes		257,000	Re-align the budgets for Serco facilities management costs
DZ200	4191	Contracted Services	Hemel Civic Centre	385,500		Re-align the budgets for Serco facilities management costs

Total	385,500	385,500
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Virement(s) requiring Cabinet authorisation

Virement for the purpose of moving budget to correct account codes

Expenditure type	Service Area(s)	Submitted by	Date
Revenue	Spacial Planning & Regeneration - Local Development Framework	Fay Murphy	08/05/2014

Account Code	Cost Centre	Account code description	Cost Centre description	TO (DEBIT AMOUNT) £	FROM (CREDIT AMOUNT) £	REASON
1010	DD405	Salaries	Local Development Framework	28,300		Move budget from Consultancy to fund temporary additional member of staff
3950	DD405	Consultancy	Local Development Framework		28,300	Move budget from Consultancy to fund temporary additional member of staff
1060	DD405	Car Leasing	Local Development Framework	1,700		Move budget from Consultancy to fund temporary additional member of staff
3950	DD405	Consultancy	Local Development Framework		1,700	Move budget from Consultancy to fund temporary additional member of staff

Total

30,000

30,000

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Virement(s) requiring Cabinet authorisation

Virement for the purpose of amalgamating budgets

Expenditure type	Service Area(s)	Submitted by	Date
Revenue	Strategic Planning & Regeneration - Town Centre Management	Fay Murphy	06/05/2014

Account Code	Cost Centre	Account code description	Cost Centre description	TO (DEBIT AMOUNT) £	FROM (CREDIT AMOUNT) £	REASON
7400	DJ120	Recharges Expenditure (Support Services & Management)	Hemel Town Centre Management	15,940		Consolidation of budgets for Hemel Town Centre Management
5701	DJ120	Rental Income (Standard VAT)	Hemel Town Centre Management		60,000	Consolidation of budgets for Hemel Town Centre Management
7400	DF100	Recharges Expenditure (Support Services & Management)	Hemel Hempstead Market		15,940	Consolidation of budgets for Hemel Town Centre Management
5701	DF100	Rental Income (Standard VAT)	Hemel Hempstead Market	60,000		Consolidation of budgets for Hemel Town Centre Management
1010	DJ120	Salaries	Hemel Town Centre Management	47,450		Salary cost for Town Centre Management Team Leader
1060	DJ120	Car Leasing	Hemel Town Centre Management	2,550		Car Allowance cost for Town Centre Management Team Leader
1010	DJ120	Salaries	Hemel Town Centre Management	30,000		Salary cost for Town Centre Management Support Officer
1330	DL100	Training	Support to Business & Enterprise		80,000	Cost for Town Centre staff temporarily budgeted against this expenditure code
Total				155,940	155,940	

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Virement(s) requiring Cabinet authorisation

Virements are for the purpose of moving the budget for Post BIC40 and associated budgets to correct cost centre

Expenditure type	Service Area(s)	Submitted by	Date
Revenue	Human Resources, Communication & Consultation and Community Partnerships	Jackie Doyle	01/05/2014

Account Code	Cost Centre	Account code description	Cost Centre description	TO (DEBIT AMOUNT) £	FROM (CREDIT AMOUNT) £	REASON
1010	UZ400	Salaries	Human Resources		36,050	Post BIC40 salary transfer from Human Resources to Community Partnerships
1010	UZ575	Salaries	Community Partnerships	36,050		Post BIC40 salary transfer from Human Resources to Community Partnerships
1060	UZ400	Salaries	Human Resources		2,550	Post BIC40 car allowance transfer from Human Resources to Community Partnerships
1060	UZ575	Salaries	Community Partnerships	2,550		Post BIC40 car allowance transfer from Human Resources to Community Partnerships
Total				38,600	38,600	

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