

Revenue Forecasting Form

Version Control

Version	Author Name	Comments	Date
0.1	Jane Allen	Review content	22/06/2021

Budget Manager

Collaborative Planning, known as Budget Manager, is the software used to monitor and control income and expenditure within Cumbria County Council.

The Revenue forecasting model is used for revenue expenditure, ie ongoing operating costs for the Council. Within the model, there are 3 forms:

- Budget Manager Revenue
- Assistant Director
- Corporate Director


By default, all users of the model have access to the Budget Manager Revenue form. Access to the other forms is limited according to role within the Council.

Terminology in the forms

As far as possible, format and terminology are kept consistent in the forms.

Revenue Forecasting

Column Title	Description	Note
Prior Actuals	Actual full year expenditure for the prior year.	Data imported from e5
Budget	Full year budget	Data imported from e5
Year to Date Budget	The budget profiled up to the end of the period shown on the form	Data imported from e5
Actual	Actual expenditure up to the end of the period shown on the form	Data imported from e5. The user can drill through to detail and the original scanned image if applicable.
GRNs	Receipted goods ordered through e-Procurement	Data imported from e5. The user can drill through to detail
Forecast Profile	The method used to calculate the system forecast	Details of each of the methods can be viewed via the right click cell status note.

Column Title	Description	Note
System Forecast	The forecast generated by the system	This is calculated according to the profile allocated to each nominal, and provides a base forecast for Budget Managers to review and adjust.
Budget Manager Adjustment	The adjustment required to take the system forecast to the Budget Manager forecast.	It is the actual amount that the system forecast needs to be adjusted by.
Revised Forecast	The system forecast plus any adjustments input by the budget manager	This field calculates automatically
-Under/Over	Revised Forecast – Full Year Budget	This field shows the likely over or under spend based on the revised forecast and the original full year budget
<i>Blank Column Header</i>	If notes have been made in previous months there will be an icon in this column,  . Using a right-mouse click and selecting notes will show the historic notes	The notes will be for the full financial year selected.
Notes	This allows the manager to add a comment for any adjustments entered. It will be pre-populated with the previous months comments as an aide memoir, these can be overwritten – highlighting the cell, press delete on the keyboard, then highlight the text and press delete on the keyboard again.	Once comments have been saved for the budget cycle they cannot be deleted. They are visible for the next management tier to view
BM Forecast	This is the users previous months revised forecast	Previous Months data imported
BM Variance	This is the users previous months variance (revised forecast to full year budget)	Previous Months data imported
AD Forecast	This is the Assistant Directors previous months revised forecast	Previous Months data imported
AD Variance	This is the Assistant Directors previous months variance (revised forecast to full year budget)	Previous Months data imported
CD Forecast	This is the Corporate Directors previous months revised forecast	Previous Months data imported

Column Title	Description	Note
CD Variance	This is the Corporate Directors previous months variance (revised forecast to full year budget)	Previous Months data imported