

Budget Manager – Capital Forecasting Form

Version Control

Version	Author Name	Comments	Date
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Budget Manager

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

The Capital forecasting model is used for capital expenditure, typically one-time large projects to buy or improve fixed assets that will be used over a longer period. Within the model, there are 3 forms:

- Project Lead
- Programme Manager
- Assistant Director

By default, all users of the model have access to the Project Lead 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 form.


Capital Forecasting

Column Title	Description	Note
Year 1		
Original Budget	Budget agreed at Feb Council for the current financial year e.g. 2021/22. This figure will not change throughout the year.	Data imported from e5
Current Budget	This budget is the current approved budget which is the original budget plus approved adjustments to date. le The current budget on the Sept capital form includes the original budget approved in Feb plus the June and Sept. updates to the Capital Programme approved by Cabinet and Council.	Data imported from e5

Column Title	Description	Note
Re-profiling	Re-profiling occurs where there is an unforeseen 'crystallising event'. The budget or a proportion of the budget for the year can be re-profiled to future years.	The amount of any required changes to the budget as a result of re-profile is input to this column. The reason for any requested re-profiles should be noted in the notes column of the form.
Virement	Virements occur when a budget is transferred from one capital scheme to another. A virement does not change the overall total value of the Capital Programme but it does change the value of individual schemes within the programme. The overall balance of virement recorded at the highest element level (C99) should always be zero.	The amount of any required changes to the budget as a result of virement is input to this column. The reason for the virement (both in and out of schemes) should be noted in the notes column of the form.
Grants and Contributions	All grant changes need to be reported because depending on the financing arrangements could result in a change to the Capital Programme.	The amount of any known changes to expected grants or contributions is input to this column. The reason for the grant change and the name of the grant should be noted in the notes column of the form.
Revised Current Year Budget For Approval	This is the total of the current approved budget with re-profiling, virements and grants requested in the period. This calculation is the value (if all the changes are approved) of the revised Capital Programme.	This field calculates automatically.
YTD Actual	Actual expenditure up to the end of the period shown on the form for the current financial year	Data imported from e5 The user can drill through to detail and the original scanned image if applicable.

Column Title	Description	Note
Project Lead Forecast	The forecast provided by the Project Lead should be the expenditure expected on each scheme as at the 31st March of the current year.	Forecast is input by the Project Lead. This will be used as a guide for the Programme Manager and Assistant Director
Programme Manager Forecast	The forecast provided by the Programme Manager should be the expenditure expected on each scheme as at the 31st March of the current year.	Forecast is input by the Programme Manager
Assistant Director Forecast	The forecast provided by the Assistant Director should be the expenditure expected on each scheme as at the 31st March of the current year.	This is the final forecast recorded in budget manager and is the basis of the quarterly monitoring reports.
Variance	This is the difference between the revised current year budget for approval and the forecast.	This field calculates automatically.
Over / (Under) spend	All variances must be analysed: over and underspends need to be flagged so that additional resource can be identified or released.	The amount of over/under spend is input to this column. The cause of any over/under spend should be explained in the notes column
Slippage	Slippage is where the outturn projected to the end of the year is less than the agreed budget for the year. Slippage occurs where there are delays in the course of the project delivery or the timing of expenditure does not match the expenditure plans.	The amount of slippage is input to this column. The reason for slippage should be explained in the notes column.

Column Title	Description	Note
Acceleration	<p>Where the expenditure on a scheme has exceeded the budget allocated to that scheme in the year; there may be the need to bring budget forward from future years to match the acceleration of expenditure.</p> <p>This is only possible if the scheme has an allocated budget over more than one year.</p>	<p>The level of acceleration required is noted in this column.</p> <p>The cause of acceleration should be explained the notes column.</p>
Vire check	<p>This checks that the sum of the virements included across the total Capital Programme balances back to zero.</p> <p>If the total is zero, the virement check cell at the C99 level will be a solid blue box. If virements do not balance to zero, the check flag will turn red at highest level of each imbalance</p>	Calculates automatically
Var check	<p>This checks that the sum of the variance analysis (Over / (Under) spend, slippage and acceleration) is equal to the variance being analysed.</p> <p>Each relevant cell on the monitoring form should be blue once the monitoring is complete to indicate that all the variances have been analysed correctly.</p>	Calculates automatically
Year 2		
Original Budget	Budget agreed at Feb Council for the following financial year.	Data imported from e5
Project Lead Forecast	The forecast provided by the Project Lead should be the expenditure expected on each scheme as at the 31st March of the following year.	Outturn for Year 2 of the project/scheme input by Project Lead.

Column Title	Description	Note
Programme Manager Forecast	The forecast provided by the Programme Manager should be the expenditure expected on each scheme as at the 31st March of the following year.	Forecast is input by the Programme Manager
Assistant Director Forecast	The forecast provided by the Assistant Director should be the expenditure expected on each scheme as at the 31st March of the following year.	This is the final forecast recorded in budget manager and is the basis of the quarterly monitoring reports.
Variance	Difference between Original Budget Year 2 and forecast.	This field calculates automatically
<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 both Year 1 and Year 2
Project Lead Notes	This allows the Project Lead to add a supporting 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
Programme Manager Notes	This allows the Programme Manager to add a comment for any adjustments entered.	
Previous Month Figures		
Project Lead Forecast Year 1	This is the user's previous month's Year 1 forecast	Previous Month's data imported
Project Lead Forecast Year 2	This is the user's previous month's Year 2 forecast	Previous Month's data imported

Column Title	Description	Note
Programme Mgr Forecast Year 1	This is the Programme Manager's previous month's Year 1 forecast	Previous Month's data imported
Programme Mgr Forecast Year 2	This is the Programme Manager's previous month's Year 2 forecast	Previous Month's data imported
Assistant Director Forecast Year 1	This is the AD – Capital Programme & Property's previous month's Year 1 forecast	Previous Month's data imported
Assistant Director Forecast Year 2	This is the AD – Capital Programme & Property's previous month's Year 2 forecast	Previous Month's data imported