

**UPDATE ON ACTIONS / RESOLUTIONS FROM THE MINUTES OF THE  
FIRE & RESCUE AUTHORITY MEETING  
HELD ON 25 NOVEMBER 2019**

**FOR FIRE & RESCUE AUTHORITY MEETING – MONDAY 13 JANUARY 2020**

**Minute 10 2019/20 FINANCIAL PERFORMANCE REPORT**

- Provide Members with an explanation for the overspend on expenses of £10,000.

**Please see the response below provided by S Slater, and emailed to Members by M McCool on 18 December 2019**

**Expenses – Q2 2019/20 overspend**

As at 30 September 2019 an overspend was reported on Expenses:

Budget                      £26,100

Forecast Outturn        £36,100

**Forecast Overspend £10,000**

The estimated in year overspend is attributable to the following reasons:

**Food at Fires              £2,000**

The approved budget was £9,000. At quarter 2, based on the current spending pattern it was forecast that there was potential to overspend. However, spend since this time has slowed and a reforecast at quarter 3 will see the overspend eliminated. The increased spending in the summer months was attributable to a busy summer period.

**Subsistence                £8,000**

The approved budget was £17,100. Again at quarter 2, based on current spending it was forecast that there was the potential to overspend. Of this overspend however, there is £5,000 income (reported within Income) to offset the Prince's Trust expenditure, which would bring the actual net overspend down to £3,000.

As with all areas of expenditure, budgets are reviewed by the Budget Holder/Manager with Accountancy Services on a monthly basis and any potential significant under/over spends are reported to the Financial Services Manager to consider/discuss the need for any remedial management action.

With regards to the above areas mitigating actions have already been put in place:

**Food at Fires:** Going forward it has been agreed that Group Managers will be issued with emergency credit cards for the purchase of subsistence at fires. This will reduce the need for the current food store held and should reduce the overall costs in this area.

**Subsistence:** Going forward from next financial year, budgets that are currently held centrally, like subsistence, which are charged out to departments/stations will be devolved down to department/station level. This will facilitate the budget holder being able to manage the budget more effectively and increase their accountability for managing within that budget. In addition, a review of allowances and rates has been carried out and revised limits set will be implemented as soon as possible. This will enable Financial Services to challenge any out of policy expenditure more effectively.