

BUDGET MONITORING REPORT

FOR: ANYWHERE PRIMARY
FOR: PERIOD 6 SEPTEMBER 2015/16

This is period 6 (September), when it would be expected that approximately 50% of the budget to have been spent

	BUDGET FOR YEAR A	BUDGET TO DATE B	ACTUAL TO DATE C	VARIATION TO DATE C-B	BUDGET REMAINING A-C	% OF BUDGET UTILISED C/A X 100 ?	LAST YEAR TOTAL
REVENUE							
EMPLOYEE EXPENSES							
E01 TEACHING STAFF	740,361	361,142	362,909	1,767	377,452	49.02	682,227
E02 SUPPLY STAFF	1,000	360	986	626	14	98.60	6,502
E03 EDUCATION SUPPORT STAFF	251,076	125,538	127,399	1,861	123,677	50.74	262,522
E04 PREMISES STAFF	19,480	9,738	6,711	3,027-	12,769	34.45	19,389
E05 ADMIN & CLERICAL STAFF	79,772	42,416	41,132	1,284-	38,640	51.56	80,732
E06 CATERING STAFF	19,890	9,948	10,329	381	9,561	51.93	21,234
E07 OTHER STAFF	37,081	18,540	10,782	7,758-	26,299	29.08	26,202
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	1,148,660	567,682	560,248	7,434-	588,412	48.77	1,098,808
19316 RECRUITMENT ADVERTISING	0	0	380	380	380-	.00	0
19338 CRB POLICE CHECKS COSTS	960	355	365	10	595	38.02	1,579
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E08 INDIRECT EMPLOYEE EXPENSES	960	355	745	390	215	77.60	1,579
19209 TRAINING EXPENSES	6,350	2,796	475	2,321-	5,875	7.48	4,065
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E09 STAFF DEV & TRAINING	6,350	2,796	475	2,321-	5,875	7.48	4,065
19360 SUPPLY TEACH COVER INSURANCE	12,076	12,076	12,076	1-	1	100.00	14,832
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E10 SUPPLY TEACHER INSURANCE	12,076	12,076	12,076	1-	1	100.00	14,832
19361 NON-TEACH ABSENCE INSURANCE	3,209	3,209	3,209	0	0	100.00	4,134
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E11 STAFF RELATED INSURANCE	3,209	3,209	3,209	0	0	100.00	4,134
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TOTAL EMPLOYEE EXPENSES	1,171,255	586,118	576,753	9,365-	594,502	49.24	1,123,418
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PREMISES EXPENSES							

See Page 10 - provides a summary of catering income and expenditure

Will all of this budget be required? Could any excess be vired to a code which is overspending?

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21046 SCH CYCLICAL MAINT NON-ERYC	0	0	1,187	1,187	1,187-	.00	2,123
21047 SCHOOLS GENERAL REP & MAINT	5,920	2,607	1,180	1,427-	4,740	19.93	13,000
29991 PREMISES RECH-CONTROLLABLE	2,500	1,100	543	557-	1,957	21.72	120
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E12 BUILDING MAINT & IMPROVE	8,420	3,707	2,910	797-	5,510	34.56	15,243
29103 GROUNDS MAINTENANCE RECHARGES	500	220	226	6	274	45.20	2,817
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E13 GROUNDS MAINT & IMPROVE	500	220	226	6	274	45.20	2,817
27015 CLEANING & DOMESTIC MATERIALS	1,730	759	849	90	881	49.08	1,478
27016 CLEANING & DOMESTIC SERVICES	26,112	26,112	15,211	10,901-	10,901	58.25	13,966
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E14 CLEANING & CARETAKING	27,842	26,871	16,060	10,811-	11,782	57.68	15,444
25007 WATER SERVICES	3,500	1,540	2,144	604	1,356	61.26	3,004
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E15 WATER & SEWERAGE	3,500	1,540	2,144	604	1,356	61.26	3,004
22003 GAS	6,000	2,640	2,084	556-	3,916	34.73	5,066
22016 ELECTRICITY	8,500	3,740	2,715	1,025-	5,785	31.94	8,032
22017 CLIMATE CHANGE LEVY	800	352	270	82-	530	33.75	654
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E16 ENERGY COSTS	15,300	6,732	5,069	1,663-	10,231	33.13	13,752
24002 BUSINESS RATES	22,801	22,801	22,801	0	0	100.00	20,602
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E17 RATES	22,801	22,801	22,801	0	0	100.00	20,602
21218 SECURITY - CYCLICAL	500	220	0	220-	500	.00	0
21315 MISCELLANEOUS - H & S	100	44	0	44-	100	.00	0
27005 REFUSE COLLECTION/DISPOSAL	1,600	656	615	41-	985	38.44	1,456

The budget has been profiled to be fully spent by month 6. Is the profile correct?

Make sure these costs are based on actual meter readings rather than estimates

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27017 SCHOOLS HYGIENE SERVICES	0	0	141	141	141-	.00	0
E18 OTHER OCCUPATION COSTS	2,200	920	756	164-	1,444	34.36	1,456
TOTAL PREMISES EXPENSES	80,563	62,791	49,966	12,825-	30,597	62.02	72,318
BOOKS, STAT'NRY, MATERIALS, EQUIP ETC							
41501 EQUIPMENT-PURCHASES	1,000	440	637	197	363	63.70	353
41601 FURNITURE & FURNISHINGS-PURCH	500	220	250	30	250	50.00	1,180
41702 BOOKS & PUBLICATIONS	0	0	1,436	1,436	1,436-	.00	0
41720 EDUCATIONAL MATERIALS	18,550	8,162	6,752	1,410-	11,798	36.40	19,593
44028 SCH CURRIC PRINTED & REPRO	8,000	3,520	4,433	913	3,567	55.41	7,261
45144 SCHOOLS EDUCATIONAL VISITS	93	39	93	54	0	100.00	16,770
45150 OTHER SERVICE CHARGES	5,445	2,398	2,068	330-	3,377	37.98	9,126
E19 LEARNING RES (NOT ICT)	33,588	14,779	15,669	890	17,919	46.65	54,283
46002 ICT CONSUMABLES	1,000	440	336	104-	664	33.60	941
46080 ICT HARDWARE ACQUISITION	3,000	1,320	4,447	3,127	1,447-	148.23	5,950
46081 ICT HARDWARE MAINT & SUPPORT	500	220	120	100-	380	24.00	0
46090 ICT SOFTWARE ACQUISITION	3,000	1,320	0	1,320-	3,000	.00	1,066
46091 ICT SOFTWARE MAINT & SUPPORT	6,000	2,640	5,950	3,310	50	99.17	10,624
46093 ICT SOFTWARE LICENSES	1,000	440	298	142-	702	29.80	799
46105 SCHOOLS BROADBAND CHARGES	4,495	1,843	4,495	2,652	0	100.00	4,495
E20 LEARNING RESOURCES (ICT)	18,995	8,223	15,646	7,423	3,349	82.37	23,875

No budget. A virement will need to be done to add budget if the expenditure is correct

See I12 for income

Example of where there is a negative budget remaining. This means that more than the full year budget has been spent - in this case by month 6

Variance to Date is probably due to the budget profile being incorrect. A virement could be actioned to correct the profile budget.

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TOTAL BOOKS, STAT'NRY ETC	52,583	23,002	31,315	8,313	21,268	59.55	78,158

SUPPLIES & SERVICES							

E21 EXAMINATION FEES	0	0	0	0	0	.00	0
41701 MATERIALS & CONSUMABLES	300	132	62	70-	238	20.67	396
44004 OTHER GENERAL OFFICE EXPENSES	900	396	503	107	397	55.89	945
44010 PRINTING AND REPROGRAPHICS	2,000	880	427	453-	1,573	21.35	1,803
46016 POSTAGES	300	132	0	132	300	.00	376
46102 LINE RENTALS	609	269	304	35	305	49.92	0
46103 LANDLINE CALL CHARGES	900	396	290	106-	610	32.22	1,204
46106 SCHOOLS NON-CURRICULUM ICT	4,047	1,782	634	1,148-	3,413	15.67	3,442
49203 SUBSCRIPTIONS	2,826	1,243	110	1,133-	2,716	3.89	2,520

E22 ADMIN SUPPLIES	11,882	5,230	2,330	2,900-	9,552	19.61	10,686
28003 PREMISES INSURANCE	2,151	2,151	2,775	624	624-	129.01	2,126
45170 PUBLIC LIABILITY INS PREMIUMS	4,973	4,973	4,350	623-	623	87.47	645

E23 OTHER INSURANCE PREMIUMS	7,124	7,124	7,125	1	-1	100.00	2,771
41713 BEFORE & AFTER SCH CLUB MATERI	600	264	44	220-	556	7.33	201

E24 SPECIAL FACILITIES	600	264	44	220-	556	7.33	201
42014 OTHER CATERING COSTS	550	242	365	123	185	66.36	197
42020 FOOD	24,000	10,560	9,357	1,203-	14,643	38.99	20,393
42022 CATERING EQUIP-PURCHASES	2,000	880	393	487-	1,607	19.65	1,907
42024 CATERING EQUIP-R & M	1,000	440	0	440-	1,000	.00	393
43001 CLOTHING AND UNIFORMS	300	132	159	27	141	53.00	103

No spend to date. Has this been miscoded elsewhere?

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E25 CATERING SUPPLIES	27,850	12,254	10,274	1,980-	17,576	36.89	22,993
12302 SCH AGENCY SUPPLY TEACHING STA	0	0	644	644	644-	.00	14,740
E26 AGENCY STAFF	0	0	644	644	644-	.00	14,740
45013 CONSULTANTS FEES	2,500	1,100	250	850-	2,250	10.00	2,375
45145 EXT COURSE PROVISION CURRIC	9,475	4,169	3,015	1,154-	6,460	31.82	9,775
51035 CURRICULUM SUPP FRM ERYC DEPTS	11,564	5,088	2,975	2,113-	8,589	25.73	8,507
E27 BOUGHT IN PROF SERV-CURRIC	23,539	10,357	6,240	4,117-	17,299	26.51	20,657
45146 EXT COURSE PROVISN NON-CURRIC	0	0	699	699	699-	.00	250
51037 NON-CURRICULUM SUPPORT	10,937	4,484	5,268	784	5,669	48.17	9,753
E28 BOUGHT IN PROF SERV-OTHER	10,937	4,484	5,967	1,483	4,970	54.56	10,003
E29 LOAN INTEREST	0	0	0	0	0	.00	0
86001 DIRECT REVENUE FINANCING	0	0	0	0	0	.00	10,050
E30 DIRECT REVENUE FINANCING	0	0	0	0	0	.00	10,050
TOTAL SUPPLIES & SERVICES	81,932	39,713	31,980	7,733-	49,952	39.03	92,101
**** GROSS EXPENDITURE ****	1,386,333	711,624	690,014	21,610-	696,319	49.77	1,369,290
INCOME							
92381 HIGH NEEDS TOPUP OTHER LA DFE	0	0	0	0	0	.00	347-

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I03 HIGH NEEDS TOPUP FUNDING	0	0	0	0	0	.00	347-
I05 PUPIL PREMIUM	0	0	0	0	0	.00	0
I06 OTHER GOVERNMENT GRANTS	0	0	0	0	0	.00	0
92270 OTHER REIMBURSEMENTS	0	0	0	0	0	.00	400-
I07 OTHER GRANTS & PMTS RECVD	0	0	0	0	0	.00	400-
932D1 BEFORE/AFTER SCHL CLUB INCOME	12,000-	5,280-	0	5,280	12,000-	.00	12,390-
932D2 SCHOOL MUSIC TUITION	400-	176-	330-	154-	70-	82.50-	0
I08 INCOME FROM FACIL & SERV	12,400-	5,456-	330-	5,126	12,070-	2.66-	12,390-
93149 SCHOOL MEALS-PUPIL	19,000-	8,360-	8,592-	232-	10,408-	45.22-	27,620-
I09 INCOME FROM CATERING	19,000-	8,360-	8,592-	232-	10,408-	45.22-	27,620-
92234 INS-REIMBURSEMENT (TEACHING)	0	0	0	0	0	.00	1,900-
I10 RECEIPTS-SUPPLY TEACH INS	0	0	0	0	0	.00	1,900-
92235 INSUR CLAIMS NON-TEACH ABSENCE	0	0	349-	349-	349	.00	5,635-
I11 RECEIPTS-OTHER INS CLAIM	0	0	349-	349-	349	.00	5,635-
93225 EDUCATIONAL VISITS	0	0	295-	295-	295	.00	19,205-
I12 INCOME FROM CONTRIBUTIONS	0	0	295-	295-	295	.00	19,205-
92390 DONATIONS	300-	300-	0	300	300-	.00	1,155-
I13 DONATIONS & PRIVATE FUNDS	300-	300-	0	300	300-	.00	1,155-
I15 PUPIL FOCUSED EXT SCH FUND	0	0	0	0	0	.00	0

No income coded here to date. Is the school still expecting this income? Has it been miscoded elsewhere?

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***** TOTAL INCOME *****	31,700-	14,116-	9,566-	4,550	22,134-	30.18-	68,652-
** NET EXPENDITURE (REVENUE)**	1,354,633	697,508	680,448	17,060-	674,185	50.23	1,300,638
RESERVES & CONTINGENCIES							
79001 SCHOOL RESERVES	91,014	0	0	0	91,014	.00	0
B01 SCHOOL RESERVES	91,014	0	0	0	91,014	.00	0
TOTAL EXPENDITURE (REVENUE)	1,445,647	697,508	680,448	17,060-	765,199	47.07	1,300,638

Schools Reserves should reflect the anticipated year end position. A minus reserve figure would reflect a year end deficit

This shows the school underspending compared to the profiled budget (column B). Note - if the profile budget on some detail codes is incorrect then this can distort the profile variance

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EXTENDED SCHOOLS-COMMUNITY FOCUSSED ONLY							
E31 COMM FOCUS SCH STAFF	0	0	0	0	0	.00	0
E32 COMM FOCUS SCH COSTS	0	0	0	0	0	.00	0
**** GROSS EXPENDITURE ****	0	0	0	0	0	.00	0
I16 COMM FOCUS SCH FUND/GRANT	0	0	0	0	0	.00	0
I17 COMM FOCUS SCH FAC INC	0	0	0	0	0	.00	0
***** INCOME *****	0	0	0	0	0	.00	0
** NET EXPENDITURE (EXT SCH)**	0	0	0	0	0	.00	0
RESERVES & CONTINGENCIES							
B06 COMM FOCUS SCH BALANCES	0	0	0	0	0	.00	0
TOTAL EXPENDITURE (EXT SCH)	0	0	0	0	0	.00	0
TOTAL SCHOOL PLUS EXT SCH	1,445,647	697,508	681,092	16,417-	764,556	47.11	1,300,638

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CAPITAL							
21052 SCH DEVOLVED CAPITAL-PREMISES	8,769	8,769	4,343	4,426-	4,426	49.53	10,051
CE02 NEW CONSTR CONV/RENOV	8,769	8,769	4,343	4,426-	4,426	49.53	10,051
CE03 VEHIC PLANT EQPT/MACH	0	0	0	0	0	.00	0
CE04 ICT	0	0	0	0	0	.00	0
**** GROSS EXPENDITURE ****	8,769	8,769	4,343	4,426-	4,426	49.53	10,051
CI01 CAPITAL INCOME	0	0	0	0	0	.00	0
CI02 LOANS	0	0	0	0	0	.00	0
CI03 PRIVATE INCOME	0	0	0	0	0	.00	0
CI04 DIRECT REVENUE FINANCING	0	0	0	0	0	.00	0
***** INCOME *****	0	0	0	0	0	.00	0
** NET EXPENDITURE (CAPITAL)**	8,769	8,769	4,343	4,426-	4,426	49.53	10,051
GRAND TOTAL FOR SCHOOL BUDGET	1,454,416	706,277	685,435	20,843-	768,982	47.13	1,310,689

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CATERING MEMORANDUM							
12251	SCHOOLS CATERING STAFF PAY	17,000	8,502	8,784	282	51.67	19,227
12252	SCHOOLS CATERING STAFF NI	214	108	150	42	70.09	371
12253	SCHOOLS CATERING STAFF LGPS	2,676	1,338	1,394	56	52.09	1,636
	E06 CATERING STAFF	19,890	9,948	10,328	380	51.93	21,234
42014	OTHER CATERING COSTS	550	242	365	123	66.36	197
42020	FOOD	24,000	10,560	9,357	1,203-	38.99	20,393
42022	CATERING EQUIP-PURCHASES	2,000	880	393	487-	19.65	1,907
42024	CATERING EQUIP-R & M	1,000	440	0	440-	.00	393
43001	CLOTHING AND UNIFORMS	300	132	159	27	53.00	103
	E25 CATERING SUPPLIES	27,850	12,254	10,274	1,980-	36.89	22,993
	***** EXPENDITURE *****	47,740	22,202	20,602	1,600-	43.16	44,227
93149	SCHOOL MEALS-PUPIL	19,000-	8,360-	8,592-	232-	45.22-	27,620-
	I09 CATERING INCOME	19,000-	8,360-	8,592-	232-	45.22-	27,620-
	***** INCOME *****	19,000-	8,360-	8,592-	232-	45.22-	27,620-
	***** NET POSITION *****	28,740	13,842	12,010	1,832-	41.79	16,607

Interpretation of Monitoring Report

1. Column A:- Budget for year:

Represents the spending plans for the school for the full financial year. These are extracted from the school's 3 year plan and subsequently changed when the school submits virement forms.

2. Column B:- Budget to date:

Represents the profiled spending anticipated for the school for the period of the report (i.e. September = 6 months of year) *(Some areas of the budget we know are paid in a specific month i.e. insurance premiums are paid in period 2 so the profiled budget would show the entire budget in period 2.)*

3. Column C:- Actual to date

Represents the actual spend to date for the first 6 months of the year.

4. Column C- Column B:- Variation to date

Represents the difference between the actual spend and the profiled spend.

5. Column A- Column C:- Budget remaining

Represents the budget for the year less the actual spend to date, giving the budget left to spend by the end of the financial year. Towards the end of the financial year (say December onwards) it is good practice to look at the Budget Remaining column and ask the question "Will we spend all of this remaining budget?" "Will we overspend?" Re income: "Will we get this amount of income in?" "Will we overachieve the budgeted income?"

6. % of budget utilised

Represents the % spent of the actual against the full year budget (i.e. at month 6 (September) approx 50% should be spent.

7. Last Year Total

Represents the actual spend for the previous year, and can be useful to compare with the budget set for the current year.

8. Figures highlighted in blue -

These are examples of codes where there is expenditure or income but no budget. These could be miscodings, in which a case journal request would need to be completed to correct this. If the coding is correct, then a virement needs to be done to add budget to the code.

9. Figures highlighted in green -

These are examples of codes where there is budget but no expenditure or income. It needs to be investigated whether spend/income has been miscoded elsewhere and a journal request completed to correct this if this is the case. If there are no miscodings then consideration needs to be given to whether the budget is still required on this code and a virement request completed to profile the budget to better reflect when spend/income is expected.

10. Figures highlighted in pink -

These are examples of codes which have large variances - these need to be investigated.

Pay variances – checks can be made to the transaction report from Masterpiece and the 5 year plan in Orovia to ensure that only the school's own staff are being coded here and that they are being paid the correct amount. The staffing budgets should show no significant variance if scale points, hours, start and finish dates have been entered correctly. Any anomalies will need to be investigated and corrected.

Other variances – there can be a number of reasons for such variances:-

- Expenditure or income miscoded elsewhere – a journal can be processed to correct this
- The profile budget (Budget to Date – column B) is incorrect and doesn't reflect when expenditure/income has happened – a virement can be processed to adjust the profile. It can be difficult to anticipate spending patterns at the start of the year, especially on items like repairs and maintenance as this spend can occur at any point during the year, unlike Pay where the spend will be similar each month.
- If the code is overspent against the profile budget and/or the annual budget consideration needs to be given to whether to add extra budget to the code
- If the code is underspent against the profile budget and/or the annual budget consideration needs to be given to whether budget could be vired elsewhere
- If no expenditure/income has been coded to a budget consideration needs to be given to whether the budget is still required. A virement can be processed to move the budget elsewhere if this is the case.

A virement is the movement of a budget between one budget and another

A profiled budget is anticipating the spending pattern of the budget over the year i.e. monthly, yearly, quarterly, one off payments.