

RUTHERFORD APPLETON LABORATORY

Internal Memorandum

Budget Holders From: Tony Medland 01235 To: Tel· 445776

Head of Resource Management

PPD

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Cc: Caroline Gore Date: 18 December 2006 @rl.ac.uk

PPARC SLA: OUTTURN FORECAST 2006-07 - JANUARY UPDATE

Having now reached the final quarter in the financial year, I am writing to ask you as Budget Holder to analyse and report on the spend to date for your project(s) funded through the PPARC SLA programme, and to provide an updated forecast of projected spend to 31 March 2007 - the outturn forecast. PPARC and CCLRC are again under great pressure from Government this year to ensure that programmes achieve or spend very close to the outturn forecast made so it is crucial that you are realistic in your projections.

Expenditure data up to the end of November 2006 is now available from FRS, along with your project's budget allocations, to assist you in this task. A report from the travel database has also been provided to help you analyse travel commitments. It is also important to review CCLRC technology departments (TD) staff effort bookings as part of the exercise (eg for incorrect or over-/under booking of staff effort). This data is available from the monthly reports provided by Caroline Gore, in our SPBU Finance team. Please note any booking errors or problems identified with effort usage in your return so we can action any corrections.

A proforma has been included below to help with the financial analysis and reporting. Please identify and report separately on spend against each of your project's budget allocations for TD effort, M&O, Requisitions and Travel where these have been allocated. Please also highlight any major projected underspend/ overspend, particularly any change from the previous outturn forecast you submitted in October, the reasons for it and what actions are needed or being taken to correct it.

Budget holders should complete one proforma for each of their projects and return to Caroline Gore, SPBU (email: C.Gore@rl.ac.uk), no later than Monday 15 January 2007. If Budget Holders wish to seek additional funds at this stage, a brief supporting case must also be submitted.

Once received, your returns will be incorporated in PPARC SLA programme outturn forecast and the overall position reviewed with PPARC. Any significant changes to planned spend (either increases or decreases) will be considered, and the appropriate corrective action agreed and notified to you.

I look forward to receiving your outturn forecast(s) in due course. In the meantime, should any of the above cause you difficulty, please let me know as soon as possible.

OUTTURN FORECAST 2006-07

| Project Name | CALICE | |
|----------------|--------------------|--|
| Project Code | FD317** | |
| Budget Holder | DR P DAUNCEY | |
| e-Mail address | P.Dauncey@ic.ac.uk | |

| | Allocation £k | Spend to date £k | Outturn forecast £k |
|--------------|---------------|------------------|---------------------|
| TD | 87.50 | 70.9 | 94 |
| M&O | 21.60 | 4.4 | 14 |
| Requisitions | 43.20 | 17.7 | 58 |
| Travel | 75.00 | 41.1 | 60 |
| Total | 227.30 | 134.2 | 226 |

Commentary/Explanation:

As mentioned in the last forecast, the higher than expected TD costs are not understood. The expected cost was given to us by RAL at the time of the grant submission and so there may be an error in the charges being made. This is still being investigated. The forecast total above assumes the charges will continue at the present rate.

The forecast requisitions total includes an estimated £15k for FD31750, which is reduced from the £25k estimated in the last forecast. A new process step in the sensor fabrication will be needed and this represents the development cost for this. The reduction is due to discovering we do not have to pay VAT. This extra expense will be found through a combination of savings in other parts of the overall project and through the working allowance.