

To: Budget Holders	From: Anne Reynolds Senior Management Accountant	Tel: 01235 446398
Cc: Caroline Gore	Date: 15 December 2008	Email A.Reynolds @stfc.ac.uk

## **PARTICLE PHYSICS SLA: OUTTURN FORECAST 2008-09 – DECEMBER UPDATE**

Having nearly 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 Particle Physics SLA programme at RAL, and to provide an updated forecast of projected spend to 31 March 2009 – the outturn forecast. As you will know, STFC budgets are again under great pressure this year so **it is crucial that you are realistic in your projections.**

Expenditure data up to the end of November 2008 is now available from FRS, to assist you in this task, and your project's budget allocations are listed on the form below to provide the agreed baseline for reporting. Summary data can also be provided from the PPD travel database on request to help you analyse travel commitments. It is also important to review STFC 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 STBU Finance team. Please note any booking errors or problems identified with effort usage in your return so we can action any corrections. If you would like to discuss any project-related issues or concerns first, please contact Tony Medland, PPD Head of Resource Management.

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 September, 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, STBU (email: [c.m.gore@stfc.ac.uk](mailto:c.m.gore@stfc.ac.uk)), no later than Monday 12 January 2009.** If Budget Holders wish to seek additional funds at this stage, a brief supporting case **must** also be submitted.

When received, your returns will be incorporated in the Particle Physics SLA programme outturn forecast and the overall position reviewed with the STFC Science Programme Office. 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 2008-09 – DECEMBER 08 UPDATE**

Project Name	CALICE
Project Code	FD317**
Budget Holder	Prof M Green Cc: Dr P Dauncey Prof M Tyndel
e-Mail address	<a href="mailto:M.Green@rhul.ac.uk">M.Green@rhul.ac.uk</a> P.Dauncey@imperial.ac.uk M.Tyndel@rl.ac.uk

	<b>Allocation £k</b>	<b>Spend to date £k</b>	<b>Outturn forecast £k</b>
TD	73.4	76.0	76.0
M&O	20.0		
Requisitions	65.0	72.8	85.0
Travel	49.0	34.0	46.4
<b>Total</b>	<b>207.4</b>	<b>182.8</b>	<b>207.4</b>

## Commentary/Explanation:

As in previous reports, M&O and Requisitions have been summed in the last two columns.

