



**Capital Budget Virement Application Form**

[Please see guidance notes on page 2532 of the Intranet]

To **Head of Finance**

From Finance and Infrastructure (Directorate)  
Finance (Service)  
Clare Williams (Head of Service)  
Jane Thomas (Budget Holder)  
Sue Spencer (Project Manager)

Date 26 October 2012

**Details of Virement** (please refer to notes to ensure all the relevant details are included and extend box to additional page if required)

£35,000 required for a site wide licence for Collaborative Planning (module for budgeting with e-financials).

The current licence for 15 users now exceeded as 35 uses required within Accountancy.

Longer term aim is to extend access to all budget holders, and this will require a site wide licence.

The cost will be met from the carry forward reserve of the service.

**Budget Increases**

Scheme Name		Collaborative Planning				
Job Code		9VF080				
	Total Cost	Prior Years	2012-13	2013-14	2014-15	Future Years
	£	£	£	£	£	£
Existing Budget	0.00		0.00			
Revised Budget	35,000.00		35,000.00			
Increase Required	35,000.00	0.00	35,000.00	0.00	0.00	0.00

## Financing

Name of Scheme Reduced						
Job Code						
	Total Cost	Prior Years	2012-13	2013-14	2014-15	Future Years
	£	£	£	£	£	£
Existing Budget	0.00					
Revised Budget	0.00					
Decrease Required	0.00	0.00	0.00	0.00	0.00	0.00

Additional / New Resources						
Capital Receipts	0.00					
Grant	0.00					
Supported Borrowing	0.00					
Revenue/ Reserves	35,000.00		35,000.00			
Total	35,000.00	0.00	35,000.00	0.00	0.00	0.00

**Total Financing must match increase required above**

**Other Financial Implications** (e.g. future years capital & revenue – must not be left blank)

This licence will incur 20% maintenance costs (£7,000pa). Any roll out of the software will be met from existing resources.

### Approvals

### Signatures

In all cases	Head of Service		Date	31.10.12
In all cases	Head of Finance		Date	31.10.12
£25,001 - £75,000	Portfolio Cabinet Member		Date	06.11.12
£75,001 - £300,000	Cabinet Minute Ref.		Date	
Over £300,000	Council Minute Ref.		Date	

### FMS Updated (office use only)

Accountant: Signature

Print Name J.C. WILLIAMS Date 1.11.12

Copy of Authorised form returned to Head of Service