

Capital Budget Virement Application Form

File Ref 2040

*[Please see guidance notes on page 2532 of the Intranet]***To Head of Finance**

From Finance & Infrastructure (Directorate)
Business & Performance Unit (Service)
Tony Price (Head of Service)
Tony Price (Budget Holder)
Sian Baird-Murray (Project Manager)

Date 4th September 2012**Details of Virement** (please refer to notes to ensure all the relevant details are included and extend box to additional page if required)

Approval is sought to use BPU revenue reserves to fund the purchase of Multi-Functional Devices (MFDs) to replace printers and photocopiers currently in use in the Gwalia, under the Printer Rationalisation Project.

The Printer Rationalisation Project identified Neuadd Brycheiniog as a 'proof of concept' site. A business case was produced in September 2010 and is attached for reference as Appendix A. The business case received approval from ICT Strategic Governance group, which included the Portfolio Holder for ICT, in September 2010, and implementation took place in May 2011, with the installation of 6 networked MFDs.

The closure report for the 'proof of concept' project was produced in December 2011 and is attached for reference as Appendix B. The report confirms that the objectives and deliverables identified in the business case had been achieved. Also, that the level of savings achieved justified the development of business cases on a (major) site by site basis.

On this basis, the decision was made to develop a business case for the Gwalia in order to identify:

- the levels of capital expenditure necessary to deploy an appropriate, networked, MFD solution
- the level of savings arising from the implementation of this solution

The business case for the Gwalia, attached for reference as Appendix C, identifies a capital outlay of £41,722 for the purchase of 5 MFDs, and associated running costs of £11,200 per annum, compared with current running costs of £20,217.

The level of saving therefore identified arising from the implementation of the MFD solution is £9,000 per annum. Consequently, the cost of purchasing the 5 MFDs would be recovered in just under 5 years, with ongoing savings accruing for the remainder of the minimum guaranteed 10 year lifetime of these Devices.

Whilst the implementation costs for the proof of concept site were met by ICT, as the revenue savings will accrue to the BPU, which retains the budgets for printing and photocopying, it is proposed that the BPU funds the up-front purchase of the MFDs, utilising its reserves to do so. As this is a recent proposal, no provision was made in the BPU budgets for 2012-13 for the investment in MFDs.

Please note: It is envisaged that further implementation of this print solution will take place in Neuadd Maldwyn and County Hall, and it is proposed that BPU reserves are drawn upon to meet the costs of those implementations. At the time of making this application, the implementation costs for the premises are unknown.

Budget Increases

Scheme Name	Printer Rationalisation
Job Code	9VF060

	Total Cost	Prior Years	2012-13	2013-14	2014-15	Future Years
	£	£	£	£	£	£
Existing Budget	0.00					
Revised Budget	41,722.00		41,722.00			
Increase Required	41,722.00	0.00	41,722.00	0.00	0.00	0.00

2121
XF512

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 BPU Ring-fenced Reserves

Capital Receipts	0.00					
Grant	0.00					
Supported Borrowing	0.00					
Revenue/Reserves	41,722.00		41,722.00			
Total	41,722.00	0.00	41,722.00	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)

Approval of the proposed virement will eliminate the need to draw on ICT budgets to fund the implementation of the Printer Rationalisation project in the Gwalia. It is proposed that the costs of implementation of the project in Neuadd Maldwyn and County Hall shall also be met using a virement of BPU reserves.

23/04/12

Approvals

Signatures

In all cases	Head of Service		Date	05.09.2012
In all cases	Head of Finance		Date	10.09.12.
£25,001 - £75,000	Portfolio Cabinet Member		Date	20.09.2012
£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. WILLIAMS Date 21/9/12

Copy of Authorised form returned to Head of Service

Signature

Print Name

Date

