

BUDGET PANEL
ACTION LIST

Date of Meeting: 27 October 2015
Contact Officer: Ishbel Morren ext. 8375

Item	Service/Officer/Member	Action	Response
Finance Digest Period 03	Acting Head of Finance	<u>Outstanding Invoices</u> Provide more detailed information in future finance digests on the outstanding invoices (currently these are listed by service area only).	A more detailed analysis of debtors at 31 October 2015 is produced in the attached spreadsheet.
Finance Digest Period 05	Programme Manager	<u>Property Investment Board</u> Provide further information on the sale of 73 to 83b Tolpits Lane, specifically to clarify if this included both the retail units and the accommodation above.	The auction date has been delayed. Once the date has been agreed, the information will be circulated to the Panel.
	Director of Finance	<u>Unfavourable Variances – Appendix 2</u> Change the description heading “scanning documents for planning portal” in future digests to aid clarity.	This has been changed to “Cost of contractor to back scan documents for planning portal” (see appendix 2 of the Finance Digest).

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