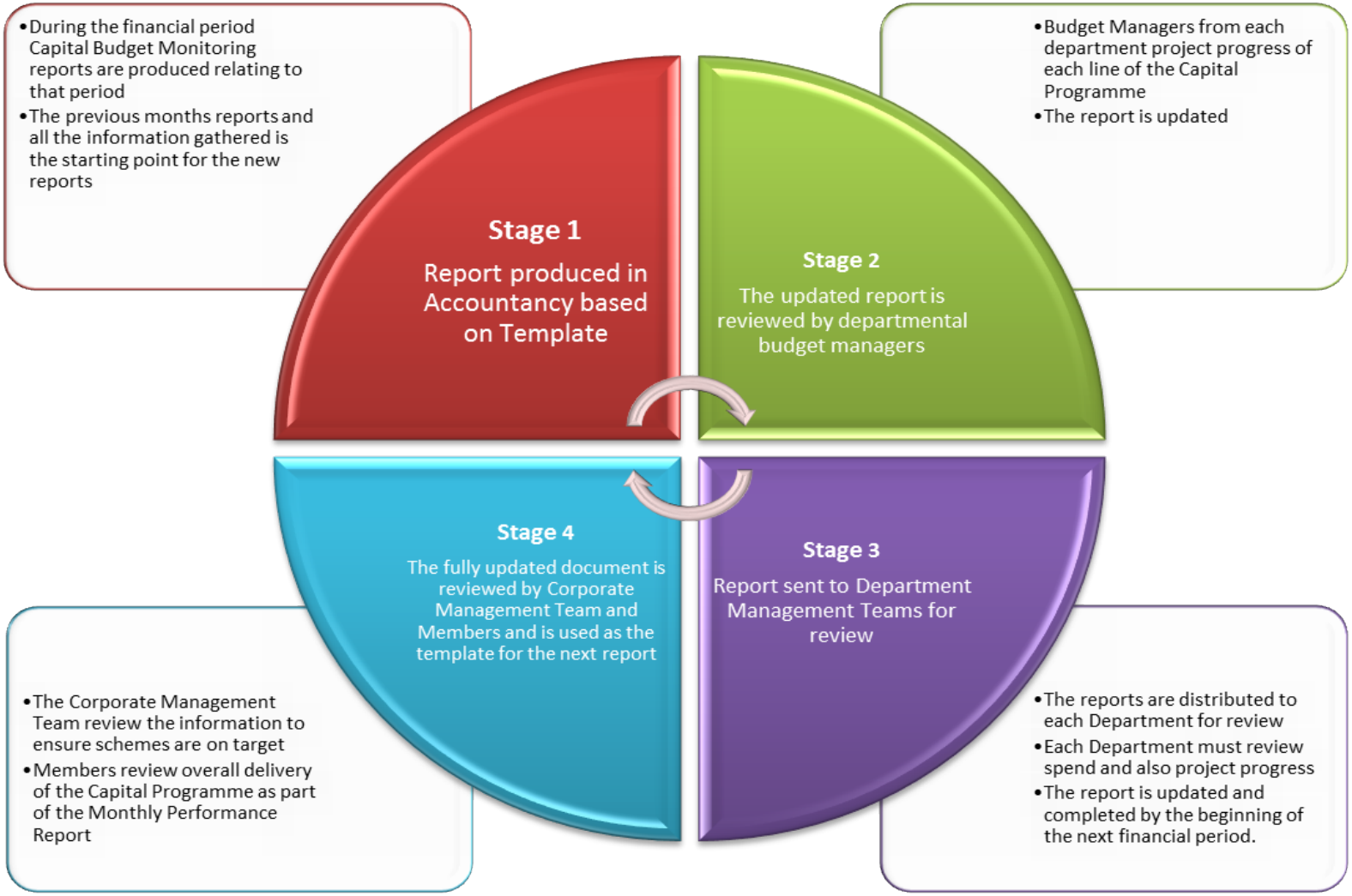
Annex 4


• During the financial period Capital Budget Monitoring reports are produced relating to that period
• The previous months reports and all the information gathered is the starting point for the new reports
Stage 1
Report produced in Accountancy based on Template
Stage 2
The updated report is reviewed by departmental budget managers
• Budget Managers from each department project progress of each line of the Capital Programme
• The report is updated
Stage 3
Report sent to Department Management Teams for review
• The reports are distributed to each Department for review
• Each Department must review spend and also project progress
• The report is updated and completed by the beginning of the next financial period.
Stage 4
The fully updated document is reviewed by Corporate Management Team and Members and is used as the template for the next report
• The Corporate Management Team review the information to ensure schemes are on target
• Members review overall delivery of the Capital Programme as part of the Monthly Performance Report