

From: [Brankin, Bernie](#)
To: [Cooper, Trevor](#)
Subject: FW: AME Forecasting Exercises
Date: 29 September 2011 16:36:00
Attachments: [AME Forecasting - Commissioning Letter DETI.DOC](#)
[DETI - AME Allocations 2011-15.XLS](#)
[Energy - AME Allocations 2011-15.XLS](#)
[AME Forecasting - Commissioning Letter Invest NI.DOC](#)
[Invest NI - AME Allocations 2011-15.XLS](#)
[AME Forecasting - Commissioning Letter NITB.DOC](#)
[NITB - AME Allocations 2011-15.XLS](#)
[AME Forecasting - Commissioning Letter CCNI.DOC](#)
[CCNI - AME Allocations 2011-15.XLS](#)

Trevor

As discussed, in the letters to Invest NI, NITB and the Consumer Council, I am asking at para 6 that they set out in their responses what steps they will be taking this year and in future years to improve on 2010/11 AME outturn. Please consider .

Bernie

Bernie Brankin

Finance
Department of Enterprise, Trade & Investment
Netherleigh
Massey Avenue
Belfast, BT4 2JP
Tel: 028 9052 9417 (ext: 29417)
Textphone: 028 9052 9304
Web: www.detini.gov.uk

Please consider the environment - do you really need to print this e-mail?

From: Partridge, Jeff
Sent: 27 September 2011 17:07
To: Brankin, Bernie
Cc: Donaldson, Linda
Subject: RE: AME Forecasting Exercises

Bernie,

Lease see attached revised commissioning letters as discussed.

Jeff

From: Partridge, Jeff
Sent: 27 September 2011 16:01
To: Brankin, Bernie
Cc: Donaldson, Linda
Subject: FW: AME Forecasting Exercises

Bernie,

I have added a para to the letter to address outturn. The biggest culprits were Invest NI (OT of 9005 against budget of 27205) and NITB (OT of -1624 against a budget of 650). CCNI had a 74% outturn (274 v 371) and DETI was within 97%.

Please advise if you are content for this to issue.

Jeff

From: Brankin, Bernie
Sent: 27 September 2011 10:31
To: Partridge, Jeff
Cc: Donaldson, Linda
Subject: FW: AME Forecasting Exercises

Jeff

The letter is fine. However, last year was the first year we had an AME budget and while, AME allocations are made in recognition that expenditure is demand led or/and exceptionally volatile in a way that is difficult to control, 97% of an underspend is a very poor performance. Can you look at performance against budget for each business area to see if there would be merit in highlighting poor performance (particularly with Invest NI) in the letter and emphasising that performance in managing AME requires significant improvement.

Bernie

Bernie Brankin

Finance
Department of Enterprise, Trade & Investment
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Please consider the environment - do you really need to print this e-mail?

From: Partridge, Jeff
Sent: 23 September 2011 16:18
To: Brankin, Bernie
Cc: Donaldson, Linda
Subject: AME Forecasting Exercises

Bernie,

Please see attached draft commissioning letter for your consideration.

Jeff

<< File: AME Forecasting - Commissioning Letter.DOC >> << File: DETI - AME Allocations 2011-15.XLS >> << File: Invest NI - AME Allocations 2011-15.XLS >> << File: NITB - AME Allocations 2011-15.XLS >> << File: Energy - AME Allocations 2011-15.XLS >> << File: CCNI - AME Allocations 2011-15.XLS >>



To: Mr Cooper, Finance Division
Mrs Hepper, Energy Division

cc: Mr Sterling
Mr Lewis
Mr Thompson

Date: September 2011

From: Bernie Brankin

ANNUALLY MANAGED EXPENDITURE FORECASTING EXERCISES 2011/12

1. As advised in the October Monitoring round commissioning letter, a separate exercise in relation the review of Annually Managed Expenditure (AME) budgets will be commissioned by DFP in October.
2. There will be a further opportunity to update AME forecasts to coincide with December monitoring, which will be the last chance to update AME budgets prior to the Spring Supplementary Estimates.
3. In advance of the exercise being formally commissioned by DFP, which will have a very tight turnaround, it would be prudent for business areas to begin the process of examining AME budgets to produce updated forecasts. I have therefore attached a template reflecting the AME budgets for 2011-15 for your business area at **Annex A**, and you are requested to complete the template to reflect your revised forecasts where necessary.
4. It should be noted that, although last year was the first year we had an AME budget and it is accepted that AME allocations are made in recognition that expenditure is demand led or/and volatile in a way that is difficult to control, AME budgets need to be monitored closely to ensure that an acceptable outturn performance is achieved.
5. DFP has advised that for these exercises it is critical that working assumptions, methodology and forecasts stand up to scrutiny and are fully justifiable. All information provided must be accurate and quality assured at a senior level as we may be asked to fully explain and defend the forecasts to the Office for Budgetary Responsibility (OBR). I would therefore ask that you to complete the assurance statement at **Annex B**, and also provide a narrative for any substantive changes made to the figures.
6. **Please send your returns to include any changes to Annex A, supporting narrative and a signed Annex B to financebranch@detini.gov.uk by 5pm on Tuesday 11 October 2011.**

7. The second AME forecasting exercise will issue later in October and returns should reflect the figurework that you will provide in the December 2011 Actual and Forecast Outturn exercise. The second AME exercise will be required by Wednesday 9 November 2011.
8. If there are any points you wish to discuss at this stage or require clarification on, please contact Jeff Partridge on extension 29368 or Linda Donaldson on extension 29446.

BERNIE BRANKIN

To: Chief Executive's Office (Invest NI)

cc: Mr Sterling
Mr Lewis
Mr Thompson
Mr Cooper

Date: September 2011

From: Bernie Brankin

ANNUALLY MANAGED EXPENDITURE FORECASTING EXERCISES 2011/12

1. As advised in the October Monitoring round commissioning letter, a separate exercise in relation the review of Annually Managed Expenditure (AME) budgets will be commissioned by DFP in October.
2. There will be a further opportunity to update AME forecasts to coincide with December monitoring, which will be the last chance to update AME budgets prior to the Spring Supplementary Estimates.
3. In advance of the exercise being formally commissioned by DFP, which will have a very sharp turnaround, it would be prudent for business areas to begin the process of examining AME budgets to produce updated forecasts. I have therefore attached a template reflecting the AME budgets for 2011-15 for your business area at **Annex A**, and you are requested to complete the template to reflect your revised forecasts where necessary.
4. It should be noted that, although last year was the first year we had an AME budget and it is accepted that AME allocations are made in recognition that expenditure is demand led or/and volatile in a way that is difficult to control, AME budgets need to be monitored closely to ensure that an acceptable outturn performance is achieved.
5. The final 2010/11 outturn for your business area is set out in **table 1** below.

Table 1 – Invest NI AME Outturn Performance 2010/11

AME Budget (£000's)	AME Outturn (£000's)	% Outturn
27,205	9,005	33.1%

6. You should set out in your response what steps you will be taking this year and in future years to improve on 2010/11 AME outturn.
7. DFP has advised that for these exercises it is critical that working assumptions, methodology and forecasts stand up to scrutiny and are fully justifiable. All information provided must be accurate and quality assured

at a senior level as we may be asked to fully explain and defend the forecasts to the Office for Budgetary Responsibility (OBR). I would therefore ask that you to complete the assurance statement at **Annex B**, and also provide a narrative for any substantive changes made to the figures.

8. **Please send your returns to include any changes to Annex A, supporting narrative and a signed Annex B to financebranch@detini.gov.uk by 5pm on Tuesday 11 October 2011.**
9. The second AME forecasting exercise will issue later in October and returns should reflect the figurework that you will provide in the December 2011 Actual and Forecast Outturn exercise. The second AME exercise will be required by Wednesday 9 November 2011.
10. If there are any points you wish to discuss at this stage or require clarification on, please contact Jeff Partridge on extension 29368 or Linda Donaldson on extension 29446.

BERNIE BRANKIN

To: Mr Clarke (NITB)

cc: Mr Sterling
Mr Lewis
Mr Thompson
Mr Cooper
Mrs Fleming

Date: September 2011

From: Bernie Brankin

ANNUALLY MANAGED EXPENDITURE FORECASTING EXERCISES 2011/12

1. As advised in the October Monitoring round commissioning letter, a separate exercise in relation the review of Annually Managed Expenditure (AME) budgets will be commissioned by DFP in October.
2. There will be a further opportunity to update AME forecasts to coincide with December monitoring, which will be the last chance to update AME budgets prior to the Spring Supplementary Estimates.
3. In advance of the exercise being formally commissioned by DFP, which will have a very sharp turnaround, it would be prudent for business areas to begin the process of examining AME budgets to produce updated forecasts. I have therefore attached a template reflecting the AME budgets for 2011-15 for your business area at **Annex A**, and you are requested to complete the template to reflect your revised forecasts where necessary.
4. It should be noted that, although last year was the first year we had an AME budget and it is accepted that AME allocations are made in recognition that expenditure is demand led or/and volatile in a way that is difficult to control, AME budgets need to be monitored closely to ensure that an acceptable outturn performance is achieved.
5. The 2010/11 final outturn for your business area is set out in **table 1** below.

Table 1 – NITB AME Outturn Performance 2010/11

AME Budget (£000's)	AME Outturn (£000's)	% Outturn
650	(1,624)	-249.8%

6. You should set out in your response what steps you will be taking this year and in future years to improve on 2010/11 AME outturn.
7. DFP has advised that for these exercises it is critical that working assumptions, methodology and forecasts stand up to scrutiny and are fully

justifiable. All information provided must be accurate and quality assured at a senior level as we may be asked to fully explain and defend the forecasts to the Office for Budgetary Responsibility (OBR). I would therefore ask that you to complete the assurance statement at **Annex B**, and also provide a narrative for any substantive changes made to the figures.

8. **Please send your returns to include any changes to Annex A, supporting narrative and a signed Annex B to financebranch@detini.gov.uk by 5pm on Tuesday 11 October 2011.**
9. The second AME forecasting exercise will issue later in October and returns should reflect the figurework that you will provide in the December 2011 Actual and Forecast Outturn exercise. The second AME exercise will be required by Wednesday 9 November 2011.
10. If there are any points you wish to discuss at this stage or require clarification on, please contact Jeff Partridge on extension 29368 or Linda Donaldson on extension 29446.

BERNIE BRANKIN

To: Ms McKeown (CCNI)

cc: Mr Sterling
Mr Lewis
Mr Thompson
Mr Cooper
Mr Loughran

Date: September 2011

From: Bernie Brankin

ANNUALLY MANAGED EXPENDITURE FORECASTING EXERCISES 2011/12

1. As advised in the October Monitoring round commissioning letter, a separate exercise in relation the review of Annually Managed Expenditure (AME) budgets will be commissioned by DFP in October.
2. There will be a further opportunity to update AME forecasts to coincide with December monitoring, which will be the last chance to update AME budgets prior to the Spring Supplementary Estimates.
3. In advance of the exercise being formally commissioned by DFP, which will have a very sharp turnaround, it would be prudent for business areas to begin the process of examining AME budgets to produce updated forecasts. I have therefore attached a template reflecting the AME budgets for 2011-15 for your business area at **Annex A**, and you are requested to complete the template to reflect your revised forecasts where necessary.
4. It should be noted that, although last year was the first year we had an AME budget and it is accepted that AME allocations are made in recognition that expenditure is demand led or/and volatile in a way that is difficult to control, AME budgets need to be monitored closely to ensure that an acceptable outturn performance is achieved.
5. The final 2010/11 outturn for your business area is set out in **table 1** below.

Table 1 – Consumer Council AME Outturn Performance 2010/11

AME Budget (£000's)	AME Outturn (£000's)	% Outturn
371	274	73.9%

6. You should set out in your response what steps you will be taking this year and in future years to improve on 2010/11 AME outturn.

7. DFP has advised that for these exercises it is critical that working assumptions, methodology and forecasts stand up to scrutiny and are fully justifiable. All information provided must be accurate and quality assured at a senior level as we may be asked to fully explain and defend the forecasts to the Office for Budgetary Responsibility (OBR). I would therefore ask that you to complete the assurance statement at **Annex B**, and also provide a narrative for any substantive changes made to the figures.
8. **Please send your returns to include any changes to Annex A, supporting narrative and a signed Annex B to financebranch@detini.gov.uk by 5pm on Tuesday 11 October 2011.**
9. The second AME forecasting exercise will issue later in October and returns should reflect the figurework that you will provide in the December 2011 Actual and Forecast Outturn exercise. The second AME exercise will be required by Wednesday 9 November 2011.
10. If there are any points you wish to discuss at this stage or require clarification on, please contact Jeff Partridge on extension 29368 or Linda Donaldson on extension 29446.

BERNIE BRANKIN