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# Cabinet Office

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## Introduction

1. The Cabinet Office aims to make government more effective by providing a strong centre. Its objectives are to:
  - support the Prime Minister in **leading** the Government;
  - achieve **co-ordination** of policy and operations across government;
  - improve delivery by **building capacity** in departments and the public services; and
  - **promote standards** that ensure good governance, including adherence to the Ministerial and Civil Service Codes.
2. This Estimate provides for administrative costs and other expenditure of the Cabinet Office. It includes the Prime Minister's Office; the offices of the Minister for the Cabinet Office and the Minister of State, Cabinet Office; the offices of the Lord Privy Seal and of the Government Whips in the House of Commons and the House of Lords; the Parliamentary Counsel Office; the Cabinet Secretariat; the Strategy Unit; the Regulatory Impact Unit; the Delivery and Reform team which reports to the Head of the Civil Service; and the various units which report to the Government's Security and Intelligence Co-ordinator. It also includes the Government Car and Despatch Agency, an executive agency; the Centre for Management and Policy Studies and the Office of the E-Envoy. The estimate covers emergency planning grants to local authorities; price concessions to public libraries and other publications supplied to UK Members of the European Parliament. Further details of expenditure contained within this Estimate and included in the Cabinet Office Departmental Report 2004 Cm 6226.
3. The Cabinet Office provides grants to certain not for profit organisations including: Chequers Trust; British National Committee for the History of the Second World War; European Institute of Public Administration; Association of Young European Administrators; Civil Service Benevolent Fund; Civil Service Sports Council; Civil Service Retirement Fellowship; Disability Partnership; Whitehall and Industry Group; Windsor Fellowship.
4. Symbols are explained in the Introduction to this booklet.

## Part I

	£
<b>Request for Resources 1: Supporting the Prime Minister's Office closely in ensuring the delivery of Government objectives</b>	<b>269,164,000</b>
<b>Total net resource requirement</b>	<b>269,164,000</b>
<b>Net cash requirement</b>	<b>239,220,000</b>

Amounts required in the year ending 31 March 2005 for expenditure by the Cabinet Office on:

### **RfR 1: Supporting the Prime Minister's Office closely in ensuring the delivery of Government objectives.**

The Prime Minister's Office; the offices of the Minister for the Cabinet Office and the Minister of State, Cabinet Office; the offices of the Lord Privy Seal and of the Government Whips in the House of Commons and the House of Lords; the Parliamentary Counsel Office; the Cabinet Secretariat; payments to former Prime Ministers; the central management of, and delivery of services to, the Civil Service and wider public sector; improving public services; civil service reform; cross-departmental IT systems; co-ordination of cross-cutting issues; grants to certain not for profit organisations; emergency planning grants to local authorities; expenditure associated with the awards of honours and dignities; the Shareholder Executive; certain other services; and associated non-cash items.

The **Cabinet Office** will account for this Estimate.

	Net total	Allocated in Vote on Account	Balance to complete
	£	£	£
<b>RfR 1</b>	269,164,000	119,242,000	149,922,000
<b>Total net resource requirement</b>	269,164,000	119,242,000	149,922,000
<b>Net cash requirement</b>	239,220,000	129,516,000	109,704,000

## Part II: Subhead detail

£'000

2004-05						2003-04 Provision	2002-03 Outturn		
Resources						Capital		Net Total Resources	Net Total Resources
Admin 1	Other Current 2	Grants 3	Gross Total 4	A in A 5	Net Total 6	Capital 7	Non- operating A in A 8		
<b>RfR 1: Supporting the Prime Minister's Office closely in ensuring the delivery of Government objectives</b>									
290,462	25,408	21,656	337,526	68,362	269,164	31,172	172	277,757	235,830
<b>Spending in Departmental Expenditure Limits (DEL)</b>									
<i>Central Government spending</i>									
A Cabinet Office									
247,304	25,408	2,618	275,330	28,181	247,149	29,149	22	256,505	213,661
B Centre for Management and Policy Studies									
27,157	-	-	27,157	24,180	2,977	763	-	1,764	3,131
C Government Car and Despatch Agency									
16,001	-	-	16,001	16,001	-	1,260	150	-	-
<i>Support for Local Authorities</i>									
D Emergency planning grants									
-	-	19,038	19,038	-	19,038	-	-	19,038	19,038
<b>Spending in Annually Managed Expenditure (AME)</b>									
<i>Central Government spending</i>									
<i>Cabinet Office</i>									
-	-	-	-	-	-	-	-	450	-
<b>Total for Estimate:</b>									
290,462	25,408	21,656	337,526	68,362	269,164	31,172	172	277,757	235,830

## Part II: Resource to cash reconciliation

	2004-05 Provision	2003-04 Provision	2002-03 Outturn	£'000
<b>Net Total Resources</b>	<b>269,164</b>	<b>277,757</b>	<b>235,830</b>	
<b>Voted capital items</b>				
Capital	31,172	91,658	73,957	
Less Non-operating A-in-A	172	5,469	6,121	
<b>Total net voted capital</b>	<b>31,000</b>	<b>86,189</b>	<b>67,836</b>	
<b>Accruals to cash adjustment</b>				
Adjustments to remove non-cash items:				
Cost of Capital charges	-10,582	-10,792	-9,109	
Depreciation	-50,147	-50,194	-21,191	
New provisions and adjustments to previous provisions	-200	-700	-641	
Profit/loss on sale of assets	-	-	-	
Prior period adjustments	-	-	-	
Other non-cash items	-31	-159	-159	
Increase (+) / Decrease (-) in stock	-	-	-	
Increase (+) / Decrease (-) in debtors	-	-	-	
Increase (-) / Decrease (+) in creditors	-	-	-10,000	
Use of provisions	16	133	70	
<b>Total accruals to cash adjustments</b>	<b>-60,944</b>	<b>-61,712</b>	<b>-41,030</b>	
<b>Excess cash to be CFERd</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Net Cash Requirement</b>	<b>239,220</b>	<b>302,234</b>	<b>262,636</b>	

## Part III: Extra receipts payable to the Consolidated Fund

No CFER income or receipts are expected in 2004-05. None were received in 2003-04 or 2002-03.

## Forecast Operating Cost Statement

	2004-05 Provision	2003-04 Provision	2002-03 Outturn	£'000
<b>Net administration costs:</b>				
RfR 1	222,107	224,294		191,316
<b>Net programme costs:</b>				
RfR 1	47,057	53,463	44,514	
<b>Total net programme costs</b>	<u>47,057</u>	<u>53,463</u>	<u>44,514</u>	
<b>Total Net Operating Cost</b>	<b>269,164</b>	<b>277,757</b>		<b>235,830</b>
<i>of which:</i>				
<b>Net Resource Outturn</b>	<b>269,164</b>	<b>277,757</b>		<b>235,830</b>
CFERs	-	-		-
Non-voted expenditure	-	-		-
<b>Resource Budget Outturn</b>	<b>269,164</b>	<b>277,757</b>		<b>235,760</b>

## Notes to the Main Estimate

### Reconciliation of resource expenditure between Estimates, Accounts and Budgets

	£'000		
	2004-05	2003-04	2002-03
	Provision	Provision	Outturn
<b>Net Resource Outturn (Estimates)</b>	<b>269,164</b>	<b>277,757</b>	<b>235,830</b>
<i>Adjustments to remove:</i>			
provision voted for earlier years	-	-	-
<i>Adjustments to additionally include:</i>			
non-voted expenditure in the OCS	-	-	-
Consolidated Fund Extra Receipts in the OCS	-	-	-
Other adjustments	-	-	-
<b>Net Operating Cost (Accounts)</b>	<b>269,164</b>	<b>277,757</b>	<b>235,830</b>
<i>Adjustments to remove:</i>			
capital grants to local authorities	-	-	-
capital grants financed from the Capital Modernisation Fund	-	-	-
European Union income and related adjustments	-	-	-
voted expenditure outside the budget	-	-	-
<i>Adjustments to additionally include:</i>			
other Consolidated Fund Extra Receipts	-	-	-
resource consumption of non departmental public bodies	-	-	-
unallocated resource provision	-	-	-
Other adjustments	-	-	-70
<b>Resource Budget Outturn (Budget)</b>	<b>269,164</b>	<b>277,757</b>	<b>235,760</b>
<i>of which:</i>			
Departmental Expenditure Limits (DEL)	269,164	277,307	235,760
Annually Managed Expenditure (AME)	-	450	-

### Reconciliation of capital expenditure between Estimates and Budgets

	£'000		
	2004-05	2003-04	2002-03
	Provision	Provision	Outturn
<b>Net Voted Capital Outturn (Estimates)</b>	<b>31,000</b>	<b>86,189</b>	<b>67,836</b>
<i>Adjustments to remove:</i>			
gains / losses from sale of capital assets	-	-	-
<i>Adjustments to additionally include:</i>			
other Consolidated Fund Extra Receipts	-	-	-
capital spending by non-departmental public bodies	-	-	-
capital grants to local authorities	-	-	-
capital grants financed by the Capital Modernisation Fund	-	-	-
local authority credit approvals	-	-	-
capital spending by levy funded bodies	-	-	-
unallocated capital provision	-	-	-
Other adjustments	-	-	-
<b>Capital Budget Outturn (Budget)</b>	<b>31,000</b>	<b>86,189</b>	<b>67,836</b>
<i>of which:</i>			
Departmental Expenditure Limits (DEL)	31,000	86,189	67,836
Annually Managed Expenditure (AME)	-	-	-

## Notes to the Main Estimate (*continued*)

### Explanation of Accounting Officer responsibilities

The Treasury has appointed the Managing Director of the Cabinet Office as Accounting Officer with overall responsibility for preparing the Department's Estimate.

The allocation of Accounting Officer responsibilities in the Cabinet Office is as follows:

<b>Request for Resources 1:</b>	Colin Balmer CB, Accounting Officer and Managing Director of the Cabinet Office
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The responsibilities of an Accounting Officer, including responsibility for the propriety and regularity of the public finances for which an Accounting Officer is answerable, for keeping proper records and for safeguarding the Department's assets, are set out in the Accounting Officers' Memorandum, issued by the Treasury and published in *Government Accounting*.

## Notes to the Main Estimate (*continued*)

### Analysis of appropriations in aid (A in A)

	£'000					
	2004-05		2003-04		2002-03	
	Operating	Non-	Operating	Non-	Operating	Non-
A in A	operating	A in A	operating	A in A	operating	operating
	A in A	A in A	A in A	A in A	A in A	A in A
<b>RfR 1: Supporting the Prime Minister's Office closely in ensuring the delivery of Government objectives</b>						
Income from minor occupiers and other accommodation income	3,683	—	3,298	—	1,877	—
Sales of services and goods to other government departments, public bodies and general public	11,341	—	18,359	—	13,836	—
Sponsorship income	—	—	—	—	—	—
Income relating to Crown copyright work of HMSO	680	—	591	—	848	—
Income relating to Employment Opportunities Fund	—	—	3	—	—	—
Income relating to central management costs of pensions schemes	9,100	—	8,954	—	11,559	—
Recovery of costs of Cabinet Office staff and Prime Minister's Office	870	—	1,000	—	1,279	—
Income from the trading and programme activities of Government Car & Despatch Agency	16,001	—	15,555	—	14,782	—
Income from the trading activities of Centre for Management and Policy Studies	24,180	—	27,000	—	24,180	—
Investments (loan repayment by Civil Service Sports Council and London Hostels Association)	—	22	—	22	—	193
Proceeds from asset disposals	—	150	—	5,447	—	176
Other income	500	—	1,471	—	1,219	—
Emergency Planning College receipts for training courses and rent	2,000	—	1,627	—	1,209	—
Recovery of legal costs	—	—	—	—	—	—
Sale of assets	—	—	—	—	—	—
Recoveries in respect of Honours and Dignities	7	—	7	—	—	—
<b>Total RfR 1</b>	<b>68,362*</b>	<b>172**</b>	<b>77,865</b>	<b>5,469</b>	<b>70,789</b>	<b>369</b>

\*Amount that may be applied as appropriations in aid in addition to the net total, arising from income from minor occupiers of the Department's buildings; sales of services and goods to other government departments, public bodies and general public; administration of Crown copyright by HMSO; sponsorship income; income from the Employment Opportunities Fund; income in respect of central management costs of the Principal Civil Service Pensions Scheme (PCSPS), Civil Service Additional Voluntary Contributions Scheme (CSAVC), and the Federated Superannuation Scheme for Universities (FSSU); refunds from the European Community and receipts in respect of international projects; recovery of costs of staff on loan; recovery from staff for miscellaneous items; recovery of costs incurred by the Prime Minister's Office on official visits; receipts from the trading and programme activities of the Government Car & Despatch Agency and Centre for Management and Policy Studies; profit on disposal of fixed assets; Emergency Planning College receipts for training courses; receipts for rent; recovery of legal costs; recoveries in respect of Honours and Dignities; certain other services and transfer payments from HM Treasury for expenditure associated with the awards of Honours and Dignities.

\*\*Amount that may be applied as non operating appropriations in aid, arising from repayment of loans by the Civil Service Sports Council and the London Hostels Association; the proceeds from the sale of fixed assets, covering the net book value.

## Notes to the Main Estimate (*continued*)

### Administration costs limits and Departmental Expenditure Limits

Administration costs limits £'000

	Gross provision	Income	Total administration costs limit
<b>Gross administration costs limits</b>	<b>247,304</b>	<b>-28,174</b>	<b>219,130</b>
Centre for Management and Policy Studies	27,157	-24,180	2,977
Government Car and Despatch Agency	16,001	-16,001	—
<b>Net administration costs limits</b>	<b>43,158</b>	<b>-40,181</b>	<b>2,977</b>

Departmental Expenditure Limits (DEL) £'000

	Voted*	Non-voted	Total
Resource DEL	269,164	—	269,164
Capital DEL	31,000	—	31,000
Less depreciation	-50,147	—	-50,147
<b>Total DEL</b>	<b>250,017</b>	<b>—</b>	<b>250,017</b>

- \* i. Capital DEL includes items treated as resource in Estimates and Accounts, but which are treated as part of Capital DEL, under stage 2 of Resource Accounting and Budgeting, as implemented in the 2002 Spending Review  
 ii. Excludes EU receipts included in Estimates, but excluded in Budgets

### Comparisons of provision sought with final provision and forecast outturn for the previous year

The total net resource sought for 2004-05 of £269,164,000 is 3.1 per cent lower than the final provision for 2003-04 of £277,757,000 and 0.5 per cent higher than the forecast outturn of that year of £267,757,000.

## Notes to the Main Estimate (*continued*)

### Cash which may be retained to offset expenditure

£'000

Cash which may be retained by the department to offset expenditure in the year due to its relationship with income (operating and non-operating) which has been or will be appropriated in aid.

	2004-05 provision	2003-04 provision	2002-03 outturn
	68,362	77,865	70,789

### Expenditure resting on the sole authority of the Appropriation Act

The following subheads contain provision sought under the sole authority of Part 1 of the Estimate and of the confirming Appropriation Act:

Sub head	Service	£'000
■ A2	Emergency Planning Research Programme	135
■ A1	Pension payment	8

### Grants in Aid

The Cabinet Office provides grants above £250,000 to the following organisations: Civil Service Benevolent Fund £673,000; Civil Service Sports Council £1,332,000; Civil Service Retirement Fellowship £265,000.