## **BUDGET MONITORING REPORT**

Committee: Corporate Governance Committee

Date: 4 December 2014

Author: Linda Grinnell, Head of Finance

[P147]

### 1. <u>ISSUE</u>

1.1 This report updates Members on the Council's financial position for 2014/15, based on current projections for both revenue and capital expenditure.

# 2. RECOMMENDATION (S)

2.1 Members are requested to note the projected underspend of £516,043 identified across the Council's services compared to its approved budget of £8,788,688.

#### 3. BACKGROUND/OPTIONS

- 3.1 Under Financial Regulations each policy committee is required to consider projections of financial performance against budget on a quarterly basis.
- 3.2 The contents of this report include the latest reports to these committees. These figures are then updated for any further known variances up to the date of submission of this report.
- 3.3 Details of the variations to the original budget are shown in the committee reports attached (See Appendices 2 and 3):
- 3.4 Appendix 1 summarises the variances reported in the tables below. The approved budgets have been adjusted by removing internal service charges, depreciation and those expenditure budgets which will be funded from monies already set aside in earmarked reserves. The inflation budget, which was held centrally when the budget was approved by Full Council in February 2014, has now been allocated out across the relevant services. This leaves only the controllable expenditure and income budgets. The purpose of this report is to review and report to Members any variances in the controllable budgets.
- 3.5 The revenue budgets for each of the Committee's services have been reviewed and the following variances have been identified:

| Service              | Variance £ | Explanation                 |
|----------------------|------------|-----------------------------|
| Corporate Provisions | 13,289     | Use of reserves to fund     |
|                      |            | (overspends)/underspends on |

|                               |           | 10 11                                     |
|-------------------------------|-----------|---|
|                               |           | Committee reports. Commercial             |
|                               |           | Services £70,190, Training                |
|                               |           | (£13,750) and Management                  |
|                               |           | Secondments (£43,151).                    |
| Emergency Planning            | (5,464)   | Underspend due to Management              |
|                               |           | Restructure.                              |
| Strategic Housing             | 1,725     | Underspend due to Management              |
|                               |           | Restructure (£3,315) and an               |
|                               |           | overspend due to secondments              |
|                               |           | £5,040 which is to be funded from         |
|                               |           | the Change Management Reserve.            |
| Local Plans Policy            | (£31,911) | Underspend due to Management              |
| ,                             |           | Restructure (£36,951) and an              |
|                               |           | overspend due to secondments              |
|                               |           | £5,040 which is to be funded from         |
|                               |           | the Change Management Reserve.            |
| Economic Development          | (44,340)  | Underspend due to Management              |
| '                             |           | Restructure (£59,483) and an              |
|                               |           | overspend due to secondments              |
|                               |           | £15,143 which is to be funded from        |
|                               |           | the Change Management Reserve.            |
| Strategic Planning            | 5,040     | Overspend due to secondments              |
|                               | , , ,     | which is to be funded from the            |
|                               |           | Change Management Reserve.                |
| Member & Committee Support    | (9,261)   | Underspend due to Management              |
| Wember & Committee Cupper     | (3,201)   | Restructure (£14,301) and an              |
|                               |           | overspend due to secondments              |
|                               |           | £5,040 which is to be funded from         |
|                               |           | the Change Management Reserve.            |
| Corporate Management          | (5,594)   | One off saving due to a further           |
| Corporate Management          | (5,594)   | External Audit rebate for 12/13           |
|                               |           | fees.                                     |
| Corporate Management          | (67.624)  |   |
| Corporate Management          | (67,634)  | Underspend due to Management              |
| Onet of Elections             | (4.000)   | Restructure.                              |
| Cost of Elections             | (4,986)   | As above                                  |
| Democratic Services           | (1,963)   | As above                                  |
|                               | (1=1-000) |   |
| Total this Committee          | (151,099) | Underspend                                |
| Commercial Services           |           |   |
| As report                     | (15,347)  |   |
| Management Restructure        | (147,921) | Underspend due to Management Restructure. |
| Regulatory & Support Services |           |   |
|                               | 10 750    | Overspand due to seets of support         |
| Training                      | 13,750    | Overspend due to costs of support         |
|                               |           | for staff re redundancy which is to       |
|                               |           | be funded from the Change                 |

|                                    |           | Management Reserve.  |
|------------------------------------|-----------|--|
| Housing Benefits                   | (36,814)  | Additional Discretionary Housing Grant received  |
| Management Restructure             | (130,797) | Underspend due to Management Restructure (£138,645) and an overspend due to secondments £7,848 which is to be funded from the Change Management Reserve. |
| Total all Committees               | (468,228) | Underspend   |
|                                    |           | NOTE:-The total underspend in this year due to the Management Restructure is £480,663 and the ongoing saving in future years is estimated as £254,639.   |
| Variances previously reported      | (47,815)  |  |
|                                    |           |  |
| Total Variance to Published Budget | (516,043) | Underspend   |

3.7 The Capital projects have been reviewed and no further variances have been identified. The Capital Programme is shown in Appendix 4.

3.8

| Committee                     | Variance £ | Explanation |
|-------------------------------|------------|-------------|
| Variances previously reported | 536,100    |             |
|                               |            |             |
| Total variances               | 536,100    | Increase    |

3.9 The summary budget projections have been analysed over subjective headings in Appendix 5.

## 4. <u>ARGUMENTS/CONCLUSIONS</u>

4.1 The projected net revenue expenditure for the Council has decreased to £8,272,645

### 5. FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT

- 5.1 There is an underspend of £516,043 compared to the Council's approved budget.
- 5.2 Equality Impact Assessment (INRA) not required.

### 6. APPENDICES

6.1 Appendix 1 – Summary Budget Projections 2014/15.

Appendix 2 – Regulatory & Support Services Budget Projections 2014/15.

Appendix 3 – Commercial Services Budget Projections 2014/15.

Appendix 4 – Summary Capital Programme 2014/15. Appendix 5 – Subjective Analysis Projections 2014/15.

| <b>Background Documents</b>                       | <u>Location</u>               | Contact Officer   |
|---|-------------------------------|---|
| Budget Monitoring Report<br>Preparation Documents | Room 206<br>The Grange<br>Ely | Linda Grinnell Head of Finance (01353) 616470 E-mail: linda.grinnell@eastcambs.gov.uk |

| REVENUE BUDGET 2014/15 PROJECTIONS          | Ref     | Published<br>Budget | Variances<br>Previously<br>Reported | Less<br>Expenditure<br>funded | Less<br>Capital<br>& | Controllable<br>Budget | Projected<br>Outturn | Variance<br>Between<br>Controllable Budget |
|---|---------|---------------------|-------------------------------------|-------------------------------|----------------------|------------------------|----------------------|--|
|   |         |                     | _                                   | from                          | Internal             |                        |                      | & Projected Outturn                        |
|   |         |                     |                                     | Reserves                      | Recharges            |                        |                      | (Cost + / Saving -)                        |
|   |         | £                   | £                                   | £                             | £                    | £                      | £                    | £  |
| Capital Charges                             | AR001   | -664,494            | 0                                   | 0                             | -664,494             | 0                      | 0                    | 0  |
| Corporate Provisions                        | CN001   | -1,811,151          | -202,117                            | -448,240                      | 004,434              | (1,565,028)            | (1,551,739)          | 13,289                                     |
| Interest & Fin. Transactions                | IN001   | -65,108             | 4,260                               | 0                             | Ö                    | (60,848)               | (60,848)             | 0  |
| Internal Drainage Boards                    | LD001   | 384,900             | 51,339                              | Ö                             | 0                    | 436,239                | 436,239              | 0  |
| Miscellaneous Services                      | MF001   | 110,143             | 0 1,000                             | ٥                             | ő                    | 110,143                | 110,143              | 0  |
| Emergency Planning                          | EP001   | 35,099              | 223                                 | 0                             | 10,358               | 24,964                 | 19,500               | (5,464)                                    |
| Out of Hours call out service               | OH001   | 16,484              | 159                                 | l ő                           | 59                   | 16,584                 | 16,584               | (0,404)                                    |
| Community Land Trusts                       | HL005   | 65,564              | 0                                   | l ő                           | 0                    | 65,564                 | 65,564               | 0  |
| Strategic Housing Services                  | HS001   | 161,904             | 7,707                               | 11,955                        | 38,241               | 119,415                | 121,140              | 1,725                                      |
| Housing Growth Fund                         | HG001   | 101,504             | 1,707                               | 0                             | 00,241               | 0                      | 0                    | 1,720                                      |
| Local Plans Policy                          | LP001   | 376,464             | 1,627                               | 80,000                        | 87,739               | 210,352                | 178,441              | (31,911)                                   |
| Rail Passes/Community Transport             | FA001   | -3,006              | 1,027                               | 00,000                        | 07,739               | (3,006)                | (3,006)              | (31,311)                                   |
| Economic Development                        | ED001-4 | 312,753             | -5,935                              | 28,000                        | 131,387              | 147,431                | 103,000)             | (44,340)                                   |
| Strategic Planning                          | SP001   | 45,283              | 381                                 | 20,000                        | 7,204                | 38,460                 | 43,500               | 5,040                                      |
| Local Democracy:-                           | 35001   | 45,265              | 361                                 |                               | 7,204                | 30,400                 | 43,300               | 3,040                                      |
| Civic relations                             | CV001-2 | 17,173              | 1                                   | 0                             | 4,273                | 12,901                 | 12,901               | 0  |
| Member & Committee Support                  | MC001   | 599,505             | 371                                 |                               | 347,470              | 252,406                | 243,145              | (9,261)                                    |
| Public Relations                            | PU001   | 56,731              | 500                                 |                               | 6,143                | 51,088                 | 51,088               | (9,201)                                    |
|   | PR001   | 1,436,988           | 2,607                               |                               | 345,965              | 1,093,630              | 1,020,402            | (72.220)                                   |
| Corporate Management Electoral Registration | EL001   | 92,003              | 720                                 |                               | 28,337               | 64,386                 | 64,386               | (73,228)                                   |
| Cost of Elections                           | LE001   | 98,639              | 3,552                               | 3,245                         | 60,443               | 38,503                 | 33,517               | (4,986)                                    |
| Cost of Elections                           | LEUUT   | 90,039              | 3,332                               | 3,245                         | 60,443               | 30,303                 | 33,317               | (4,900)                                    |
| Democratic Services                         | DS001   | 164,593             | 1,160                               | 0                             | 48,391               | 117,362                | 115,399              | (1,963)                                    |
| Revenue Subtotal                            |         | 1,430,467           | -133,445                            | -325,040                      | 451,516              | 1,170,546              | 1,019,447            | (151,099)                                  |
| Income Recharges                            |         | (1,156,476)         | 0                                   | 0                             | -1,156,476           | 0                      | 0                    | 0  |
| CORP GOV & FINANCE SERVICES TOTALS:         |         | 273,991             | -133,445                            | -325,040                      | -704,960             | 1,170,546              | 1,019,447            | -151,099                                   |
| Other Committee Reports                     |         |                     |                                     |                               |                      |                        |                      |  |
| Commercial Services                         |         | 2,185,297           | 14,256                              | 78,558                        | 618,658              | 1,502,337              | 1,486,990            | (15,347)                                   |
| Regulatory & Support Services               |         | 6,329,400           | 71,374                              | 246,482                       | 86,302               | 6,067,990              | 6,067,990            | 0  |
| Variances not yet reported to Committees:-  |         |                     |                                     |                               |                      |                        |                      |  |
| Commercial Services                         |         |                     |                                     |                               |                      |                        |                      |  |
| Management Restructure                      |         | 0                   | 0                                   | 0                             | 0                    | 0                      | (147,921)            | (147,921)                                  |
| Regulatory & Support Services               |         |                     |                                     |                               |                      |                        |                      |  |
| Training                                    |         | 0                   | 0                                   | 0                             | 0                    | 0                      | 13,750               | 13,750                                     |
| Housing Benefits                            |         | 0                   | 0                                   | 0                             | 0                    | 0                      | (36,814)             | (36,814)                                   |
| Management Restructure                      |         | 0                   | 0                                   | 0                             | 0                    | 0                      | (130,797)            | (130,797)                                  |
| TOTAL REVENUE BUDGET                        |         | 8,788,688           | (47,815)                            | 0                             | 0                    | 8,740,873              | 8,272,645            | (468,228)                                  |
| Published Budget                            |         |                     |                                     |                               |                      |                        |                      | 8,788,688                                  |
| Variances previously reported               |         | 1                   |                                     |                               |                      |                        |                      | (47,815)                                   |
| Current variances                           |         | ĺ                   |                                     |                               |                      |                        |                      | (468,228)                                  |
| Projected budget                            |         | 1                   |                                     |                               |                      |                        |                      | 8,272,645                                  |
| ,   |         |                     |                                     |                               |                      |                        |                      | 2, ,,010                                   |
|   |         |                     |                                     |                               |                      |                        |                      |  |

TITLE: BUDGET MONITORING REPORT

Committee: Regulatory & Support Services Committee

Date: 8 September 2014

Author: Linda Grinnell, Head of Finance

[P]

### 1. <u>ISSUE</u>

1.1 This report updates Members on this Committee's financial position for 2014/15, based on current projections for both revenue and capital expenditure.

# 2. <u>RECOMMENDATION (S)</u>

- 2.1 Members are requested to note that this Committee has a projected underspend of £19,718 compared to its approved revenue budget of £6,329,400.
- 2.2 Members are also requested to note that this Committee has a projected overspend of £403,100 compared to its approved capital budget of £489,494. This overspend is funded from the 2013/14 slippage budget.

### 3. BACKGROUND/OPTIONS

- 3.1 Under Financial Regulations each policy committee is required to consider projections of financial performance against budget on a quarterly basis.
- 3.2 Appendix 1 summarises the variances reported in the tables below. The approved budgets have been adjusted by removing internal service charges, depreciation and those expenditure budgets which will be funded from monies already set aside in earmarked reserves. The inflation budget, which was held centrally when the budget was approved by Full Council in February 2014, has now been allocated out across the relevant services. This leaves only the controllable expenditure and income budgets. The purpose of this report is to review and report to Members any variances in the controllable budgets.
- 3.3 The revenue budgets for each of the Committee's services have been reviewed and the following variances have been identified:

| Service              | Variance £ | Explanation  |
|----------------------|------------|--|
| Environmental Issues |            | Saving of £19,962 as a result of new bring site collection contracts. Increased recycling credit income due to wheeled bin project |

|                   |           | £67,155.  |
|-------------------|-----------|---|
| Refuse Recycling  | (125,600) | Adjustment of allocation of contract costs for the weekly recycling project (no net effect) |
| Refuse Collection | 125,600   | Adjustment of allocation of contract costs for the weekly recycling project (no net effect) |
| Refuse Collection | 67,399    | Increase costs of weekly collection project funded by increased recycling credit income     |
| Total             | 19,718    | Underspend  |

3.5 The Committee's capital projects have been reviewed and the following variances have been identified.

| Service                                | Variance £ | Explanation   |
|--|------------|---|
| Reception Refurbishment                | 3,547      | This project is complete; slippage (unused budget from 2013/14) is required for retention payments.                     |
| Payment Card Data<br>Security Standard | 13,300     | Slippage (unused budget from 2013/14) is required to complete the project in this year                                  |
| Replacement of existing CRM System     | 22,500     | Use of the slippage from 2013/14 is required to cover the projected spend on this project.                              |
| Recycling and Organics<br>Collection   | 91,661     | Use of part of the slippage from 2013/14 is required to cover the projected spend on this project.                      |
| Southern Link Road                     | 41,000     | Slippage from 2013/14 to be used towards the Council's contribution for the development proposal for Ely Rail Crossing. |
| Mandatory Disabled Facilities Grants   | 103,000    | Slippage from 2013/14 is required to cover the current projected spend.   |
| Home Repair Assistance                 | 113,000    | Slippage from 2013/14 is required to cover the current projected spend.   |
| Empty Properties Littleport            | 15,092     | Use of part of the slippage from 2013/14 is required to cover the final spend on this project.                          |
| Total                                  | 403,100    | Increase  |

# 4. <u>ARGUMENTS/CONCLUSIONS</u>

- 4.1 After taking into account the allocation of inflation of £91,092 and the savings as above, the projected net revenue expenditure for this Committee has increased to £6,400,774
- 4.2 The projected gross capital expenditure for this Committee has increased to £892,594.

## 5. FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT

- 5.1 There is an underspend of £19,718 compared to this Committee's approved budget.
- 5.2 The increased capital expenditure of £403,100 was approved for implementation in 2013/14 and the unused budget (slippage) will fund the completion of these projects.
- 5.3 Equality Impact Assessment (INRA) not required.

## 6. APPENDICES

6.1 Appendix 1 – Regulatory & Support Services Committee Budget Projections 2014/15.

| Background Documents                              | <b>Location</b>               | Contact Officer   |
|---|-------------------------------|---|
| Budget Monitoring Report<br>Preparation Documents | Room 206<br>The Grange<br>Ely | Linda Grinnell Head of Finance (01353) 616470 E-mail: linda.grinnell@eastcambs.gov.uk |

| Revenue                                   | Ref            | Published                   | Inflation            | Less        | Less                       | Controllable               | Projected                  | Variance            |
|---|----------------|-----------------------------|----------------------|-------------|----------------------------|----------------------------|----------------------------|---------------------|
| 110101100                                 | I.GI           | Budget                      | Allocation           | Expenditure | Capital                    | Budget                     | Outturn                    | Between             |
|   |                | Daager                      | Allocation           | funded      | &                          | Baaget                     | Outturn                    | Controllable Budget |
|   |                |                             |                      | from        | Internal                   |                            |                            | & Projected Outturn |
|   |                |                             |                      | Reserves    | Recharges                  |                            |                            | (Cost + / Saving -) |
|   |                | £                           | £                    | £           | £                          | £                          | £                          | £                   |
| Regulatory Services                       |                |                             |                      |             |                            |                            |                            |                     |
| Building Regulations Non Fee Earning      | BN001          | 135,446                     | 854                  | 0           | 43,651                     | 92,649                     | 92,649                     | 0                   |
| Building Regulations                      | BR001          | 5,041                       | 1,397                | 0           | 63,426                     | (56,988)                   | (56,988)                   | 0                   |
| Civic Amenities Act                       | CI001          | 12,900                      | 51                   | 0           | 7,409                      | 5,542                      | 5,542                      | 0                   |
| Con.Areas & Listed Buildings              | CO001          | 73,633                      | 354                  | 0           | 28,177                     | 45,810                     | 45,810                     | 0                   |
| Council Tax Accounting Dog Warden Scheme  | CT001<br>DW001 | 634,057                     | 15,250<br>195        | 0           | 160,922                    | 488,385                    | 488,385                    | 0                   |
| Health Courses                            | EC001          | 40,566<br>0                 | 195                  | 0           | 14,846<br>0                | 25,915<br>0                | 25,915<br>0                | 0                   |
| Health - Admin. & Misc.                   | EH001-5        | 444.642                     | 2,832                | 0           | 159,909                    | 287,565                    | 287,565                    | 0                   |
| Environmental Issues                      | EI001-3        | 10,746                      | 2,427                | 0           | 38,217                     | (25,044)                   | (112,161)                  | (87,117)            |
| Housing Act Advances                      | HA001          | 4,678                       | 8                    | ő           | 5,506                      | (820)                      | (820)                      | 0                   |
| Housing Benefits                          | HB001-6        | 174,840                     | l ő                  | Ö           | 111,678                    | 63,162                     | 63,162                     | 0                   |
| Homelessness                              | HL001-3        | 361,207                     | 1,967                | 65,000      | 80,589                     | 217,585                    | 217,585                    | 0                   |
| Home Improvement Agency                   | HL004          | 47,007                      | 1,131                | 0           | 19,368                     | 28,770                     | 28,770                     | 0                   |
| Land Charges Admin.                       | LC001          | (11,283)                    | 505                  | 0           | 49,639                     | (60,417)                   | (60,417)                   | 0                   |
| Licensing                                 | LI001          | 101,521                     | 1,408                | 0           | 72,635                     | 30,294                     | 30,294                     | 0                   |
| Business Rates (NNDR)                     | NN001          | 113,132                     | 0                    | 0           | 55,460                     | 57,672                     | 57,672                     | 0                   |
| Nuisance Investigation                    | NU001          | 85,812                      | 489                  | 0           | 32,367                     | 53,934                     | 53,934                     | 0                   |
| Pest Control                              | PE001          | 0                           | 0                    | 0           | 0                          | 0                          | 0                          | 0                   |
| Planning                                  | PN001          | 385,403                     | 5,431                | 104,482     | 389,890                    | (103,538)                  | (103,538)                  | 0                   |
| Refuse Recycling                          | RE001-3        | 967,478                     | 9,254                | 0           | 80,237                     | 896,495                    | 763,215                    | (133,280)           |
| Refuse Collection                         | RF001/BW001    |                             | 10,979               | 0           | 368,926                    | 1,254,008                  | 1,455,373                  | 201,365             |
| Renovation Grants                         | RG001          | 46,469                      | 288                  | 0           | 15,584                     | 31,173                     | 31,173                     | (000)               |
| Street Cleansing                          | SC001          | 637,157                     | 7,060                | 0           | 33,929                     | 610,288                    | 609,602                    | (686)               |
| Street Naming & Numbering                 | SN001<br>SU001 | 49,494                      | 319<br>150           | 0           | 21,463                     | 28,350                     | 28,350<br>17,228           | 0                   |
| Sustainability Tree Preservation          | TL001          | 18,951<br>154,072           | 813                  | 0           | 1,873<br>54,878            | 17,228<br>100,007          | 100,007                    | 0                   |
| Post Entry Training                       | TR001          | 109,579                     | 156                  | 12,000      | 26,682                     | 71,053                     | 71,053                     | 0                   |
| Travellers sites                          | TS001-4        | (14,422)                    | 597                  | 0           | 56,411                     | (70,236)                   | (70,236)                   | 0                   |
| Regulatory total                          | 100011         | 6,200,081                   | 63,915               | 181,482     | 1,993,672                  | 4,088,842                  | 4,069,124                  | (19,718)            |
| Support Services                          |                | .,,                         |                      | , -         | , , -                      | , , -                      | ,,                         | ( - , - ,           |
| Internal Audit                            | AU001          | 95,181                      | 875                  | 0           | 24,443                     | 71,613                     | 71,613                     | 0                   |
| Financial Services                        | FS001          | 511,596                     | 2,764                | 0           | 254,684                    | 259,676                    | 259,676                    | 0                   |
| Human Resources                           | HR001          | 226,382                     | 729                  | 0           | 148,516                    | 78,595                     | 78,595                     | 0                   |
| IT  | IT001          | 899,680                     | 10,874               | 65,000      | 210,449                    | 635,105                    | 635,105                    | 0                   |
| Legal                                     | LG001          | 332,029                     | 1,790                | 0           | 154,102                    | 179,717                    | 179,717                    | 0                   |
| DMS                                       | ML001          | 151,100                     | 532                  | 0           | 64,879                     | 86,753                     | 86,753                     | 0                   |
| Office Accommodation                      | OA001          | 439,189                     | 6,518                | 0           | 92,734                     | 352,973                    | 352,973                    | 0                   |
| Payroll Contact Contact                   | PY001          | 82,964                      | 554                  | 0           | 26,062                     | 57,456                     | 57,456                     | 0                   |
| Customer Services                         | RC001          | 345,698                     | 2,165                | 0           | 144,336                    | 203,527                    | 203,527                    | 0                   |
| Reprographics Revenue Subtotal            | RP001          | 114,500<br><b>9,398,400</b> | 376<br><b>91,092</b> | 246,482     | 41,425<br><b>3,155,302</b> | 73,451<br><b>6,087,708</b> | 73,451<br><b>6,067,990</b> | (10.719)            |
| Income Recharges                          |                | (3,069,000)                 | 91,092               | 246,482     | -3,069,000                 | <b>6,087,708</b>           | 0,007,990                  | (19,718)            |
| Revenue Total                             |                | 6,329,400                   | 91,092               | 246,482     | 86,302                     | 6,087,708                  | 6,067,990                  | -19,718             |
| Less variances funded from Reserves       |                | 5,525,400                   | 31,032               | 240,402     | 30,002                     | 5,557,750                  | 0,001,000                  | 0.5,710             |
| True variance against controllable budget |                |                             |                      |             |                            |                            |                            | (19,718)            |
| Published Budget                          |                |                             |                      |             |                            |                            |                            | 6,329,400           |
| Inflation                                 |                |                             |                      |             |                            |                            |                            | 91,092              |
| Current variances                         |                |                             |                      |             |                            |                            |                            | (19,718)            |
| Projected budget                          |                |                             |                      |             |                            |                            |                            | 6,400,774           |
| -   |                |                             |                      |             |                            |                            |                            |                     |

| Capital                              | Ref   | Published<br>Budget<br>14/15 | Slippage<br>from<br>13/14 | Projected<br>Outturn<br>14/15 | Variance Between Published Budget & Projected Outturn (Cost + / Saving -) £ |
|--------------------------------------|-------|------------------------------|---------------------------|-------------------------------|---|
| Reception Refurbishment              | XP426 | 0                            | 3,547                     | 3,547                         | 3,547   |
| Env Health Public Licensing          | XP579 | 0                            | 5,000                     | 0                             | 0   |
| Payment Card Data Security           | XP580 | 0                            | 13,300                    | 13,300                        | 13,300  |
| Legal Office Management System       | XP581 | 0                            | 141                       | 0                             | 0   |
| Replacement of existing CRM          | XP558 | 0                            | 22,500                    | 22,500                        | 22,500  |
| Recycling and Organics Collection    | XP411 | 0                            | 141,499                   | 91,661                        | 91,661  |
| Conservation Area Schemes            | XP108 | 28,494                       | 0                         | 28,494                        | 0   |
| Southern Link Road                   | XP454 | 0                            | 41,000                    | 41,000                        | 41,000  |
| Mandatory Disabled Facilities Grants | XN004 | 386,000                      | 103,468                   | 489,000                       | 103,000   |
| Home Repair Assistance               | XN007 | 75,000                       | 113,157                   | 188,000                       | 113,000   |
| Empty Properties Littleport          | XN008 | 0                            | 50,270                    | 15,092                        | 15,092  |
| Total                                |       | 489,494                      | 493,882                   | 892,594                       | 403,100   |

TITLE: BUDGET MONITORING REPORT

Committee: Commercial Services Committee

Date: 12 November 2014

Author: Linda Grinnell, Head of Finance

[P]

### 1. <u>ISSUE</u>

1.1 This report updates Members on this Committee's financial position for 2014/15, based on current projections for both revenue and capital expenditure.

### 2. RECOMMENDATION (S)

- 2.1 Members are requested to note that this Committee has a projected underspend of £1,091 compared to its approved revenue budget of £2,185,297.
- 2.2 Members are also requested to note that this Committee has a projected capital budget of £297,000 as previously reported.

#### BACKGROUND/OPTIONS

- 3.1 Under Financial Regulations each policy committee is required to consider projections of financial performance against budget on a quarterly basis.
- 3.2 Appendix 1 summarises the variances reported in the tables below. The approved budgets have been adjusted by removing internal service charges, depreciation and those expenditure budgets which will be funded from monies already set aside in earmarked reserves. The inflation budget, which was held centrally when the budget was approved by Full Council in February 2014, has now been allocated out across the relevant services. This leaves only the controllable expenditure and income budgets. The purpose of this report is to review and report to Members any variances in the controllable budgets.
- 3.3 The revenue budgets for each of the Committee's services have been reviewed and the following variances have been identified:

| Service              | Variance £ | Explanation                         |
|----------------------|------------|-------------------------------------|
| Maltings Public Hall | 30,055     | This overspend is due to additional |
|                      |            | exit costs of transferring the      |
|                      |            | Maltings to Ely City Council.       |
| Parks & Gardens      | 5,788      | There are increased maintenance     |
|                      |            | costs due to the age of some of the |

| Variances previously 14 reported | ,256<br><b>091)</b>   |
|----------------------------------|---|
| poca                             |   |
| Variances for this (15,3 period  | 347)  |
|                                  |   |
| Parking of Vehicles 19           | Leisure Centre Reserve.  ,000 A forecast reduction in the income from car park fines mainly due to the Council not now receiving any income from the Waitrose Car Park.   |
| Paradise Pool (2,9               | 902) Increased income from SLM Ltd which has been transferred to the  |
| Paradise Pool (67,2              | this year only. Also an ongoing increase in the budget is needed to cover MOT's, Road Fund Licences and Mobile Phones.  288) A saving on the Pool contract payments has created this underspend. This has been transferred to a Leisure Centre reserve. |

3.5 The Committee's capital projects have been reviewed and no further variances have been identified.

3.6

| Service   |            | Variance £ | Explanation |
|-----------|------------|------------|-------------|
| Variances | previously | 133,000    |             |
| reported  |            |            |             |
| Total     |            | 133,000    | Increase    |

## 4. <u>ARGUMENTS/CONCLUSIONS</u>

- 4.1 After taking into account the variances previously notified and the savings as above, the projected net revenue expenditure for this Committee has decreased to £2,594,206, of which £8,368 is funded from reserves.
- 4.2 The projected gross capital expenditure for this Committee is £297,000.

## 5. FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT

5.1 There is a revenue underspend of £1,091 compared to this Committee's approved budget.

- 5.2 There is no increase to the Capital expenditure for this period.
- 5.3 Equality Impact Assessment (INRA) not required.
- 6. <u>APPENDICES</u>
- 6.1 Appendix 1 Commercial Services Committee Budget Projections 2014/15.

| <b>Background Documents</b>                       | <b>Location</b>               | Contact Officer   |
|---|-------------------------------|---|
| Budget Monitoring Report<br>Preparation Documents | Room 206<br>The Grange<br>Ely | Linda Grinnell Head of Finance (01353) 616470 E-mail: linda.grinnell@eastcambs.gov.uk |

| Revenue                                   | Ref          | Published<br>Budget | Variances<br>Previously<br>Reported | Less<br>Expenditure<br>funded<br>from | Less<br>Capital<br>&<br>Internal | Controllable<br>Budget | Projected<br>Outturn | Variance Between Controllable Budget & Projected Outturn |
|---|--------------|---------------------|-------------------------------------|---------------------------------------|----------------------------------|------------------------|----------------------|--|
|   |              | •                   |                                     | Reserves                              | Recharges                        |                        | •                    | (Cost + / Saving -)                                      |
| Commercial Services                       | <del> </del> | £                   | £                                   | £                                     | £                                | £                      | £                    | £  |
| Asset Management                          | PR002        | 348,128             | 6,554                               |                                       | 117,717                          | 236,965                | 236,965              | 0  |
| Award Ditches                             | AW001        | 39,818              | 209                                 |                                       | 17,245                           | 22,782                 | 22,782               | 0  |
| Contract Grasscutting                     | CG001        | 34,813              | 1,795                               |                                       | 28,296                           | (28,296)               | (28,296)             | 0  |
| Community Safety                          | CS001        | 109,445             | 365                                 | ,                                     | 18.732                           | 91,078                 | 91,078               | 0  |
| Closed Churchyards                        | CY001        | 77,129              | 229                                 |                                       | 53,086                           | 24,272                 | 24,272               | 0  |
| Depot Services                            | DP001        | 40,319              | -9,044                              |                                       | 19,469                           | 10,589                 | 10,589               | 0  |
| General Gang                              | GG001        | 118,362             | 10,818                              |                                       |                                  | 102,653                | 102,653              | 0  |
| Health & Safety (Work)                    | HE001        | 23,980              | 166                                 | ,                                     | 6,753                            | 17,393                 | 17,393               | 0  |
| Community Projects & Grants               | LT001        | 250,439             | -1,179                              |                                       | 26,812                           | 222,448                | 222,448              | 0  |
| Marketing & Grants                        | MG001        | 101,162             | -4,032                              |                                       | 42,329                           | 54,801                 | 54,801               | 0  |
| Ely Markets                               | MK001        | (33,065)            | 69                                  |                                       | 44,410                           | (77,406)               | (77,406)             | 0  |
| Maltings Public Hall                      | MP001        | 3,967               | 0                                   |                                       | 13,768                           | (9,801)                | 20,254               | 30,055   |
| Museum - Old Gaol House                   | MU001        | 33,125              | 20                                  |                                       | 3,526                            | 29,619                 | 29,619               | 0  |
| Oliver Cromwell House                     | OC001        | 134,259             | 952                                 |                                       | 79,084                           | 56,127                 | 56,127               | 0  |
| Open Spaces                               | OS001        | 202,324             | 235                                 |                                       | 174,767                          | 27,792                 | 27,792               | 0  |
| Parks & Gardens Team                      | PG001        | 249,069             | 24,899                              | 21,903                                | 47,000                           | 205,065                | 210,853              | 5,788  |
| Paradise Pool                             | PO001        | 257,764             | 2,564                               |                                       | 71,387                           | 188,941                | 118,751              | (70,190)   |
| Parking of Vehicles                       | PV001-3      | 130,484             | -19,771                             |                                       | 98,538                           | 12,175                 | 31,175               | 19,000   |
| Littleport Station Car Park               | PV005        | 69                  | 3                                   |                                       | 0                                | 72                     | 72                   | 0  |
| Sport & Recreation Admin                  | SR001        | 208,998             | -3,183                              |                                       | 71,754                           | 134,061                | 134,061              | 0  |
| Town Centres                              | TC001        | 21,779              | 0                                   | 17,613                                | 0                                | 4,166                  | 4,166                | 0  |
| Public Conveniences                       | TO001        | 242,929             | 2,587                               |                                       | 68,675                           | 176,841                | 176,841              | 0  |
| Revenue Subtotal                          |              | 2,595,297           | 14,256                              | 78,558                                | 1,028,658                        | 1,502,337              | 1,486,990            | (15,347)   |
| Income Recharges                          |              | (410,000)           | 14,230                              | ,                                     | -410,000                         | 1,302,337              | 0                    | (13,341)   |
| Revenue Total                             |              | 2,185,297           | 14,256                              |                                       | 618,658                          | 1,502,337              | 1,486,990            | -15,347  |
| Less variances funded from Reserves       |              | 2,100,207           | 14,200                              | 70,000                                | 010,000                          | 1,002,007              | 1,400,000            | (70,190)   |
| True variance against controllable budget |              |                     |                                     |                                       |                                  |                        |                      | 54,843   |
|   |              |                     |                                     |                                       |                                  |                        |                      | ·  |
| Published Budget                          |              |                     |                                     |                                       |                                  |                        |                      | 2,595,297  |
| Variances previously reported             |              |                     |                                     |                                       |                                  |                        |                      | 14,256   |
| Current variances                         |              |                     |                                     |                                       |                                  |                        |                      | (15,347)   |
| Projected budget                          |              |                     |                                     |                                       |                                  |                        |                      | 2,594,206  |
|   |              |                     |                                     |                                       |                                  |                        |                      |  |

| £       |        |        |        | L      |
|---------|--------|--------|--------|--------|
|         |        |        | 1      | [      |
| 133,000 |        |        |        | 0      |
| 29,000  |        |        |        | 0      |
| 70,000  |        |        |        | 0      |
| 65,000  |        |        |        | 0      |
|         |        |        |        |        |
| 297,000 | 0      | 0      | 0      | 0      |
|         | 65,000 | 65,000 | 65,000 | 65,000 |

|        |  |           | 17-2       | Declarate | 1        |
|--------|--|-----------|------------|-----------|----------|
|        |  | D. J (    | Variances  | Projected |          |
|        |  | Budget    | previously | Outturn   |          |
| -      |  | 2014/15   | reported   | 14/15     | Variance |
|        | REGULATORY & SUPPORT SERVICES            |           |            |           |          |
| XP426  | Reception Refurbishment                  | 0         | 3,547      | 3,547     | 0        |
| XP579  | Env Health Public Licensing              | 0         | 0          | 0         | 0        |
| XP580  | Payment Card Data Security               | 0         | 13,300     | 13,300    | 0        |
| XP581  | Legal Office Management System           | 0         | 0          | 0         | 0        |
| XP558  | Replacement of Existing CRM              | 0         | 22,500     | 22,500    | 0        |
| XP411  | Recycling and Organics Collection        | 0         | 91,661     | 91,661    | 0        |
| XP108  | Conservation Area Schemes                | 28,494    | 0          | 28,494    | 0        |
| XP454  | Southern Link Road                       | 0         | 41,000     | 41,000    | 0        |
| XP429  | Travellers Sites (Burwell and Earith)    | 0         | 0          | 0         | 0        |
| XN004  | Mandatory Disabled Facilities Grants     | 386,000   | 103,000    | 489,000   | 0        |
| XN007  | Home Repair Assistance                   | 75,000    | 113,000    | 188,000   | 0        |
| XN008  | Empty Properties Littleport              | -,        | 15,092     | 15,092    | 0        |
|        | p.yopoooopo                              |           | .0,002     | .0,002    |          |
|        |  | 489,494   | 403,100    | 892,594   | 0        |
|        |  | 100, 10 1 | .55,.55    | 352,55    |          |
|        | COMMERCIAL SERVICES                      |           |            |           |          |
| XP502  | Ely Country Park                         | 0         | 133,000    | 133,000   | 0        |
| XP093  | Vehicle Replacement Programme            | 29,000    | 133,000    | 29,000    | 0        |
| XP033  | Maltings Restaurant Segregation          | 29,000    | 0          | 29,000    | 0        |
| XF 039 | Downham Road Site                        | 70,000    | 0          | 70,000    | 0        |
|        | Downham Road Drainage Site Infrastructui | ,         | 0          | ,         | 0        |
|        | Downnam Road Drainage Site inirastructui | 65,000    | U          | 65,000    | ١        |
|        |  | 404.000   | 400.000    | 007.000   | -        |
|        |  | 164,000   | 133,000    | 297,000   | 0        |
|        | CORRORATE COVERNANCE                     |           |            |           |          |
|        | CORPORATE GOVERNANCE                     |           |            |           |          |
|        |  |           |            |           |          |
|        |  | 0         | 0          | 0         | 0        |
|        |  |           |            |           |          |
|        |  | 653,494   | 536,100    | 1,189,594 | 0        |
|        |  | 000,494   | 550,100    | 1,109,094 | 0        |
|        |  |           |            |           |          |

|  | Published         | Controllable | Projected          | Variance            |
|--|-------------------|--------------|--------------------|---------------------|
| REVENUE BUDGET 2014/15                                       | Budget            | Budget       | Outturn            | Between Latest      |
| SUBJECTIVE ANALYSIS  |                   |              |                    | Budget &            |
|  |                   |              |                    | Projected Outturn   |
|  |                   |              |                    | (Cost + / Saving -) |
|  | £                 | £            | £                  | £                   |
| EMPLOYEES  |                   |              |                    |                     |
| Direct employee expenses                                     | 6,567,336         |              | 6,171,606          | -430,690            |
| Members Allowances   | 209,079           |              | 209,079            | 0                   |
| Superannuation - Former Staff                                | 89,880            | ·            | 89,880             | 0                   |
| Recruitment Costs  | 804               |              | 804                | 0                   |
| Training Child Care Scheme                                   | 68,494<br>20,263  | ·            | 68,494<br>20,263   | 0                   |
| Other expenses   | 9,111             | 9,111        | 9,111              | 0                   |
|  | 6,964,967         | 6,999,927    | 6,569,237          | -430,690            |
|  | 0,304,307         | 0,999,927    | 0,309,237          | -430,030            |
| PREMISES   |                   |              |                    |                     |
| Repairs and Maintenance                                      | 283,705           | 216,851      | 216,851            | 0                   |
| Energy costs   | 98,953            | ,            | 102,150            | 0                   |
| Rent and Rates   | 401,049           |              | 353,104            | 150                 |
| Maintenance of Grounds                                       | 61,548            |              | 61,764             | 216                 |
| Contract cleaning  | 2,098             | ·            | 2,098              | 0                   |
| Insurance  | 111,520           |              | 114,803            | 0                   |
|  | 958,873           | 850,404      | 850,770            | 366                 |
|  |                   |              |                    |                     |
| TRANSPORT  |                   |              |                    |                     |
| Direct transport costs                                       | 138,774           | 144,429      | 149,217            | 4,788               |
| Contract hire  | 2,781             | 2,837        | 2,837              | 0                   |
| Insurance  | 18,872            | 19,363       | 19,363             | 0                   |
|  | 160,427           | 166,629      | 171,417            | 4,788               |
| 011001150 4410 05011050                                      |                   |              |                    |                     |
| SUPPLIES AND SERVICES  | 040.475           | 040.040      | 044.004            | 4.005               |
| Equipment, Furniture & Fittings                              | 246,475           | ,            | 244,884            | 1,065               |
| Printing, Stationery & Office expenses Professional Services | 80,305<br>490,089 | · ·          | 80,305             | 2 792               |
| Communications & Computing                                   | 557,666           | ,            | 552,726<br>574,180 | -3,782<br>1,120     |
| Expenses   | 12,601            | 12,601       | 12,601             | 1,120               |
| Grants/Subscriptions   | 362,254           |              | 409,896            | 2,262               |
| IDB Levies   | 419,540           | ,            | 436,238            | 2,202               |
| Inflation  | 125,360           | ,            | 45,349             | -4,867              |
| Revenue contributions to Capital                             | 8,400             | ·            | 8,400              | 0                   |
| Council Tax support to Parishes                              | 104,218           | · ·          | 104,218            | 0                   |
| Savings targets  | 0                 | 0            | 0                  | 0                   |
| Transfer to/(from) Reserve                                   | -30,180           | (54,517)     | (27,478)           | 27,039              |
| Other expenses   | 331,015           | , ,          | 352,897            | 36,838              |
| ·  | 2,707,743         |              | 2,794,216          | 59,675              |
|  |                   |              |                    |                     |
| THIRD PARTY PAYMENTS   |                   |              |                    |                     |
| Contractors  | 3,941,247         | 4,051,859    | 3,984,571          | -67,288             |
|  | 3,941,247         | 4,051,859    | 3,984,571          | -67,288             |
|  |                   |              |                    |                     |
| TRANSFER PAYMENTS  |                   |              |                    |                     |
| Housing Benefits   | 20,101,011        |              | 20,101,011         | 0                   |
|  | 20,101,011        | 20,101,011   | 20,101,011         | 0                   |
|  |                   |              |                    |                     |
| TOTAL GROSS EXPENDITURE                                      | 34,834,268        | 34,904,371   | 34,471,222         | -433,149            |
|  |                   |              |                    |                     |

|                             | Published<br>Budget | Controllable<br>Budget | Projected<br>Outturn | Variance Between Latest Budget & Projected Outturn (Cost + / Saving -) |
|-----------------------------|---------------------|------------------------|----------------------|--|
|                             | £                   | £                      | £                    | £  |
| INCOME                      |                     |                        |                      |  |
| *Government grants          | -22,539,162         | -22,528,634            | (22,569,318)         | -40,684  |
| Other grants/reimbursements | -712,076            |                        | (849,017)            | -7,275   |
| Sales                       | -113,033            | -98,633                | (98,633)             | 0  |
| Fees & Charges              | -2,011,920          | -2,004,600             | (1,990,621)          | 13,979   |
| Rents                       | -407,158            | -427,658               | (428,757)            | -1,099   |
| Non Capital receipts        | -10,000             | -10,000                | (10,000)             | 0  |
| Other Receipts              | -151,101            | -151,101               | (151,101)            | 0  |
| Interest receipts           | -101,130            | -101,130               | (101,130)            | 0  |
| TOTAL GROSS INCOME          | -26,045,580         | (26,163,498)           | (26,198,577)         | -35,079  |
| TOTAL REVENUE BUDGET        | 8,788,688           | 8,740,873              | 8,272,645            | -468,228   |
|                             |                     |                        |                      |  |

# **Notes**

The variances in Appendix 1 are shown against the relevant subjective headers.

| Summary of Government Grants | £           | £            | £            | £       |
|------------------------------|-------------|--------------|--------------|---------|
| Housing Benefits             | -19,910,528 | (19,900,000) | (19,900,000) | 0       |
| Weekly Refuse                | -749,312    | (749,312)    | (749,312)    | 0       |
| New Homes Bonus              | -1,429,877  | (1,429,877)  | (1,429,877)  | 0       |
| CT/HB admin grant            | -391,866    | (391,866)    | (391,866)    | 0       |
| Discretionary Housing Grant  | 0           | 0            | (36,814)     | -36,814 |
| Other grants                 | -57,579     | (57,579)     | (61,449)     | -3,870  |
| *Total as above              | -22,539,162 | (22,528,634) | (22,569,318) | -40,684 |
| <u>Plus</u>                  |             |              |              |         |
| RSG                          | -2,513,188  | (2,513,188)  | (2,513,188)  | 0       |
| Retained Business Rates      | -2,297,000  | (2,297,000)  | (2,297,000)  | 0       |
| Total government Grants      | -27,349,350 | (27,338,822) | (27,379,506) | -40,684 |