

Report of	Meeting	Date
Director of Finance	Executive Cabinet	9th March 2006

## REVENUE BUDGET MONITORING 2005/06 - REPORT 7 (END OF JANUARY)

### PURPOSE OF REPORT

1. This paper sets out the current financial position of the Council as compared against the budgets and efficiency savings targets it set itself for 2005/06 for the General Fund and the Housing Revenue Account.

### CORPORATE PRIORITIES

2. This report does not directly relate to the corporate priorities.

### RISK ISSUES

3. The issue raised and recommendations made in this report involve risk considerations in the following categories:

Strategy	✓	Information	
Reputation	✓	Regulatory/Legal	
Financial	✓	Operational	✓
People		Other	

4. Actions to manage the budget have the potential to impact on all of the above risk categories.

### BACKGROUND

5. The Council's budget for 2005/06 included real cash savings targets of £228,000 from the management of the establishment and a further £100,000 of savings to come from efficiency and Gershon related activities.

### CURRENT FORECAST POSITION

6. In my last report I advised on the projected outturn which forecast an overspend of £101,000 which was an improvement on the previous period forecast, and recommended that some action was taken in order to address this issue.
7. Following a continued review of existing budgets and spending plans by the service unit accountants in conjunction with the heads of service, and acting on the recommendations from my last report, I am pleased to report that the current forecast has reduced further and the overspend is now forecasted to be £13,000.

8. The latest forecast shows how the position has improved. The significant movements since my last report are shown in the table below, further details are contained in the attached appendices:

**Table 1 – Significant Variations since the last monitoring report**

	<b>£'000</b>
Additional salary savings in forecast	(38)
Additional income from Weekly Incorrect Benefit Subsidy (WIBS)	(37)
ICT costs transferred to capital	(30)
Additional loss of Golf income	15
Other minor forecasts	2
Net change since October report	<u>(88)</u>

9. Additional salary savings have been identified in a number of service units, with the largest contributions from Environmental Services and Leisure & Cultural Services.
10. Based on actual performance data for the first three quarters of the year with regard to Weekly Incorrect Benefit Subsidy (WIBS), we are now forecasting that grant funding relating to the increased activity around WIBS and Fraud Investigation will result in an additional £37k of income above the original budget.
11. In my last report I included a section on potential savings that included possible options for reducing the then forecasted overspend. One item that had the largest single impact was the potential to transfer some costs incurred by ICT into capital expenditure by the end of the year, whilst keeping costs contained within the current capital programme resource allocation. Following a review with the Head of Service for ICT £30k of expenditure will now be transferred into capital costs by the end of the year.
12. Bad weather over the Christmas and New Year months has continued to bite into the projections for Golf Income. Accordingly the Head of Service for Leisure & Cultural Services has now advised that income on the golf course is expected to be a further £15k below budget, making an annual shortfall in golf income of £50k.
13. The loss of income on the golf course is offset by salary savings already referred to above and savings on maintenance costs of community centres that are included in the 'Other Minor Forecasts'. The net impact from the Leisure & Cultural Services unit is a saving of £10k,
14. In my last report the section on potential savings included a number of areas that required further investigation before actual savings could be confirmed. This work was completed and all of the recommended savings were taken. These have been included in the 'Other Minor Forecasts' along with a number of other changes that have resulted in the position shown above.
15. The current forecast does predict a small overspend and the forecast position will be continually monitored between now and the year end to ensure that we achieve a final outturn position which is as close to the current forecast as is possible.

## **HOUSING REVENUE ACCOUNT**

### **BACKGROUND**

16. The higher than expected contributions to balances at the end of 2004/05 increased the original forecast for the HRA at the end of 2005/06 to £618,000

## **CURRENT POSITION**

17. Since my last report there have only been minor changes to the HRA position and consequently the forecast for HRA balances has reduced to £534,000, a reduction of £4,000.
18. The HRA variances are shown in Appendix 2A and, the main points for members to remain aware of are:
  - Increased salary costs have been incurred due to capacity issues and disruption resulting from some staff being involved in stock transfer issues.
  - Additional cost of repairs and maintenance arising from both the revised arrangements for gas servicing work in order to comply with legal requirements, and the impact of a potential trading account deficit. Measures to control these costs and to bring the trading position back into line are currently being examined.
  - The HRA will make a contribution to the General Fund towards Housing Benefit costs as per Rent Rebate Transitional Measures. This is a discretionary option that was brought in as part of the changeover to the accounting for Rent Rebates in the General Fund rather than the HRA from April 2004. The opportunity for the transitional transfer will end after the current financial year.
  - The reduction in the replacement windows programme, as reported last month, has resulted in a loss of income of £157,000 and a reduction in associated costs of £154,000.
  - Current rental income projections based on year to date receipts are higher than the original budget. This is mainly as a result of a significant slowdown in the number of council house sales.

## **SUMMARY**

19. For the HRA, there have been no significant changes in the forecast this month and whilst there are some cost pressures causing an increase in expenditure, the reduction in the right to buy sales means additional rental income is being generated for the account, and overall the budget remains close to target.
20. The current forecast for the General Fund is that net expenditure is overspend by £13k. However, with two months still remaining the service unit accountants will continue to monitor the outturn and report regularly to service heads on how actual expenditure is progressing when compared to the current forecast.

## **RECOMMENDATIONS**

21. Executive Cabinet are asked to:
  - a) Note the contents of the report.

## **REASONS FOR RECOMMENDATIONS (If the recommendations are accepted)**

22. To ensure the Council's budgetary targets are achieved.

## ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

23. None

GARY HALL  
DIRECTOR OF FINANCE

There are no background papers to this report.

<b>Report Author</b>	<b>Ext</b>	<b>Date</b>	<b>Doc ID</b>
Phil Eskdale-lord	5483	February 2005	ADMINREP/REPORT

## **Table of Appendices**

1	General Fund Summary
1A	Corporate & Policy Services
1B	Customer, Democratic & Office Support Services
1C	Economic Regeneration
1D	Environmental Services
1E	Finance
1F	Housing (General Fund)
1G	Human Resources
1H	Information & Communication Technology Services
1I	Legal Services
1J	Leisure & Cultural Services
1K	Planning Services
1L	Property Services
1M	Public Spaces Services
2	Housing Revenue Account Summary
2A	Housing Revenue Account Budget Monitoring Statement
2B	Housing Building Maintenance Trading Account

**General Fund Revenue Budget Monitoring 2005/06**

**Appendix 1**

**Forecast Outturn as at January 2006**

	Original Budget £	Agreed Changes £	Original Cash Budget £	Contribution to Corporate Savings £	Current Cash Budget £	Forecast Outturn £	Variance £	Variance %
Corporate and Policy Services	517,770	-	517,770	(20,070)	497,700	484,000	(13,700)	-2.75%
Customer, Democratic & Office Support Services	2,930,540	162,200	3,092,740	(77,160)	3,015,580	2,989,000	(26,580)	-0.88%
Economic Regeneration	246,140	(11,200)	234,940	(23,970)	210,970	205,000	(5,970)	-2.83%
Environmental Services	3,090,290	-	3,090,290	(29,510)	3,060,780	3,071,000	10,220	0.33%
Finance	1,430,010	54,300	1,484,310	(55,350)	1,428,960	1,404,460	(24,500)	-1.71%
Housing Services (GF)	270,090	7,500	277,590	-	277,590	268,000	(15,590)	-5.62%
Human Resources	621,720	90,120	711,840	(65,700)	646,140	668,650	22,510	3.48%
Information & Communication Technology Sys	905,440	4,000	909,440	(4,500)	904,940	869,000	(35,940)	-3.97%
Legal Services	100,580	-	100,580	-	100,580	203,000	102,420	101.83%
Leisure & Cultural Services	1,042,810	38,480	1,081,290	(42,430)	1,038,860	1,049,130	10,270	0.99%
Planning Services	467,950	-	467,950	(8,790)	459,160	429,000	(30,160)	-6.57%
Property Services	80,550	20,000	100,550	(20,510)	80,040	52,890	(27,150)	-33.92%
Public Space Services	1,331,330	12,950	1,344,280	(31,000)	1,313,280	1,350,500	37,220	2.83%
Budgets Excluded from Finance Unit Monitoring:								
Benefit Payments	(514,440)		(514,440)		(514,440)		-	0.00%
Concessionary Fares	228,980		228,980		228,980		28,000	12.23%
Less								
<b>Corporate Savings Targets</b>								
Efficiency/Other Savings		(100,000)	(100,000)	303,990	203,990	-	(203,990)	-100.00%
Management of Establishment		(228,050)	(228,050)	75,000	(153,050)	-	153,050	-100.00%
<b>Total Service Expenditure</b>	<b>12,749,760</b>	<b>50,300</b>	<b>12,800,060</b>	<b>-</b>	<b>12,800,060</b>	<b>12,780,170</b>	<b>(19,890)</b>	<b>-0.2%</b>
<b>Non Service Expenditure</b>								
Contingency Fund	100,000	(83,000)	17,000		17,000	-	(17,000)	0.0%
Contingency - Corporate Savings	(328,050)	328,050	-		-	-	-	0.0%
Notional Capital Charges	1,168,630		1,168,630		1,168,630	1,168,630	-	0.0%
Net Financing Transactions	70,350		70,350		70,350	120,350	50,000	71.1%
Parish Precepts	412,562		412,562		412,562	412,562	-	0.0%
<b>Total Non Service Expenditure</b>	<b>1,423,492</b>	<b>245,050</b>	<b>1,668,542</b>	<b>-</b>	<b>1,668,542</b>	<b>1,701,542</b>	<b>33,000</b>	<b>2.0%</b>
<b>Financed By</b>								
Council Tax	(6,057,272)		(6,057,272)		(6,057,272)	(6,057,272)	-	0.0%
National Non-Domestic Rates	(2,945,840)		(2,945,840)		(2,945,840)	(2,945,840)	-	0.0%
Revenue Support Grant	(3,704,920)		(3,704,920)		(3,704,920)	(3,704,920)	-	0.0%
Collection Fund Surplus	(47,550)		(47,550)		(47,550)	(47,550)	-	0.0%
Use Of Provision			-		-	-	-	#DIV/0!
Use of Earmarked Reserves	(1,167,670)	(295,350)	(1,463,020)		(1,463,020)	(1,463,020)	-	0.0%
Use of General Balances	(250,000)		(250,000)		(250,000)	(250,000)	-	0.0%
<b>Total Financing</b>	<b>(14,173,252)</b>	<b>(295,350)</b>	<b>(14,468,602)</b>	<b>-</b>	<b>(14,468,602)</b>	<b>(14,468,602)</b>	<b>-</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>13,110</b>	<b>13,110</b>	<b>0.10%</b>

	Budget £	Forecast £
<b>General Balances Summary Position</b>		
General Fund Balance at 1.4.05	1,000,000	1,000,000
Variations agreed utilising General Fund Balance	(250,000)	(250,000)
Forecast (Over)/Under Spend	-	(13,110)
<b>Forecast General Fund Balance at 31.3.06</b>	<b>750,000</b>	<b>736,890</b>

## SERVICE LEVEL BUDGET MONITORING 2005/2006

### CORPORATE & POLICY SERVICES

January 2006	£'000	£'000
<b>ORIGINAL CASH BUDGET</b>		<b>518</b>
<b>Add Adjustments for In year cash movements</b>		
Slippage from 2004/2005		
- Use of Earmarked Reserves		
Cabinet approved decisions		
Delegated Authority decisions		
<b>ADJUSTED CASH BUDGET</b>		<b>518</b>
<b>Less Corporate Savings</b>		
Contribution to Corporate savings targets		
- Base Budget Review - various minor savings		(4)
- Agreed budget savings - discretionary spending		(9)
- Further budget savings - discretionary spending		(7)
<b>CURRENT CASH BUDGET</b>		<b>498</b>

### FORECAST

#### EXPENDITURE

Staffing costs - Corporate Policy	(12)	
Staffing costs - Community Safety/CCTV	(14)	
CCTV Maintenance	10	
CCTV Electricity Supply	<u>2</u>	
Expenditure under(-)/or over(+) achieved		(14)

#### INCOME

<b>FORECAST CASH OUTTURN 2005/2006</b>	<b>484</b>
--	------------

#### Key Assumptions

- staffing savings will be offset by some additional costs on CCTV maintenance.

#### Key Issues/Variables

- The above staffing savings are required to offset additional costs to be incurred later in the year, though no firm details are available at this stage.
- Agreed reduction in the contributions to Community Safety Projects.

#### Key Actions

**SERVICE LEVEL BUDGET MONITORING 2005/2006****Customer, Democratic & Office Support Services**

January 2006	£'000	£'000
<b>ORIGINAL CASH BUDGET</b>		<b>2,931</b>
<b>Add Adjustments for In year cash movements</b>		
Slippage from 2004/2005		
- Use of Earmarked Reserves		151
Virements (to)/from other Services		
- Transfer of Allpay to Finance		(50)
- Transfer of PARIS Software to Finance		(4)
- Additional Office Accommodation Costs		59
- Intranet Rollout Campaign		6
<b>ADJUSTED CASH BUDGET</b>		<b>3,093</b>
<b>Less Corporate Savings</b>		
Contribution to Corporate savings targets		
- Salaries savings		(48)
Base Budget Review - various minor savings		(4)
Agreed budget savings - discretionary spending		(24)
Procurement savings - photocopier contract		(1)
<b>CURRENT CASH BUDGET</b>		<b>3,016</b>
<b>FORECAST</b>		
<b>EXPENDITURE</b>		
Staffing costs - Office Support Services	(11)	
Software/equipment - Office Support Services	8	
Printing & copying - copier charges	20	
Staffing costs - Corporate Procurement	(23)	
Roses Marketplace Licence	5	
Staffing costs - Customer Services	(61)	
Contact Centre Telephony costs funded by LGOL grant	(13)	
Town Hall Reception - Refurbishment	10	
Staffing costs - Democratic Services	(2)	
E-Democracy Software Maintenance	(5)	
Members Allowances Scheme	9	
Staffing costs - Civic Services/Cleaners	9	
Gas/Electricity Charges - Civic Buildings	9	
Staffing/Running costs - Closure of Lancastrian	(19)	
Non-Domestic Rates - Town Hall	(21)	
Office Accommodation - King St/Duxbury Offices	22	
Accommodation Review - Office moves	12	
Chief Executive recruitment	(5)	
Expenditure under(-)/or over(+) achieved		(56)
<b>INCOME</b>		
Room Hire - Closure of Lancastrian	11	
Recharges to HRA	18	
Income under(+)/or over(-) achieved		29
<b>FORECAST CASH OUTTURN 2005/2006</b>		<b>2,989</b>

**Key Assumptions**

- use of Duxbury Offices to mid February
- vacant posts frozen to end of March
- Town Hall returns to full use by 1st February

**Key Issues/Variables**



## SERVICE LEVEL BUDGET MONITORING 2005/2006

### Economic Regeneration

JANUARY 2006	£'000	£'000
<b>ORIGINAL CASH BUDGET</b>		<b>246</b>
<b>Add Adjustments for In year cash movements</b>		
Virements (to)/from other Services		
- Transfer of budget to Grounds Maintenance		(5)
- Transfer of budget to Leisure & Culture		(6)
Cabinet approved decisions		
Delegated Authority decisions		
<b>ADJUSTED CASH BUDGET</b>		<b>235</b>
<b>Less Corporate Savings</b>		
Contribution to Corporate savings targets		(24)
<b>CURRENT CASH BUDGET</b>		<b>211</b>
<b>FORECAST</b>		
<b>EXPENDITURE</b>		
Savings on vacant posts net of agency staff	(29)	
Vehicle costs	2	
Computer software/hardware	5	
Expenditure under(-) or over (+) current cash budget		(22)
<b>INCOME</b>		
Grant income: Withnell Fold	(7)	
Pro rata reduction in recharges to Astley Park LHF capital scheme re salary costs	23	
Income under (+)/ over (-) achieved		16
<b>FORECAST CASH OUTTURN 2005/2006</b>		<b>205</b>

### Key Assumptions

Astley Park Project Officer post filled from 23rd January 2006

The United Utilities funded Rivington Park Project is scheduled to finish at this financial year end.

### Key Issues/Variables

Maintaining matched funding for Project Officer posts

### Key Actions

It is critical that all costs associated with the Rivington Park Project are promptly recovered from United Utilities to prevent them falling on the Units revenue account which has no budget provision for a net cost or surplus.

**SERVICE LEVEL BUDGET MONITORING 2005/2006****Environmental Services**

JANUARY 2006		£000	£000
<b>ORIGINAL CASH BUDGET</b>			<b>3,090</b>
<b>Add Adjustments for In year cash movements</b>			
DEFFRA Grant income transferred to Capital			18
Matched reduction in supplies and services budget			(18)
<b>ADJUSTED CASH BUDGET</b>			<b>3,090</b>
<b>Less Corporate Savings</b>			
Base budget review			(29)
<b>CURRENT CASH BUDGET</b>			<b>3,061</b>
<b>FORECAST</b>			
<b>EXPENDITURE</b>			
Reycling Contract:	Additional Services	77	
	Target Bonus	48	
	Performance Bonus	(35)	
	Implementation costs	4	
	Publicity/promotional expenses	4	
Litter/dog waste bins		(9)	
Legal Fees (ASEC)		14	
Savings on vacant posts: EHCs Services		(21)	
	Waste Management	(27)	
	Environmental Wardens	(20)	
	Neighbourhood Wardens	(17)	
Pest Control contract		14	
Agency staff		5	
Leased cars		4	
Contaminated Land investigations		(2)	
Newsletter production		2	
Expenditure under(-) or over (+) current cash budget			41
<b>INCOME</b>			
Reycling Contract:	Agency reimbursements	(18)	
Reycling credits		(13)	
Income under (+) / over (-) achieved			(31)
<b>FORECAST CASH OUTFURN 2005/2006</b>			<b>3,071</b>

**Key Assumptions**

Young Persons Development Programme to be funded in full from salary savings in Neighbourhood Warden Service in 2005.

Activity levels in refuse collection service have returned to profiled budget levels from October.

The overspend in recycling contract relating to Additional Services payments has continued, the scheme manager now expects it to level out around £5k per month for the remainder of the year.

No further performance bonus payments will be triggered for the remainder of this financial year and this budget has been released as a saving. Recycling income budgets have been reviewed in light of the increases in recycle tonnages and income figures have been increased accordingly.

**Key Issues/Variables**

Higher than anticipated demand for refuse containers has generated additional costs in the refuse collection service.

The increased Green Waste Processing Rebate income from higher tonnages of green waste may be offset by further target bonus payments.

**Key Actions**

Closely monitor activity levels on new refuse collection service and report significant changes

**SERVICE LEVEL BUDGET MONITORING 2005/2006****JANUARY 2005**

<b>Finance</b>	<b>£'000</b>	<b>£'000</b>
<b>ORIGINAL CASH BUDGET</b>		<b>1,145</b>
<b>Add Adjustments for In year cash movements</b>		
Virements (to)/from other Services		
- Transfer of Allpay to Finance		50
- Transfer of PARIS Software budget to Finance		4
<b>ADJUSTED CASH BUDGET</b>		<b>1,199</b>
<b>Less Corporate Savings</b>		
Contribution to Corporate savings targets		(53)
Procurement savings: Allpay		(2)
<b>CURRENT CASH BUDGET</b>		<b>1,144</b>

**FORECAST****EXPENDITURE**

Saving on vacant posts:		
Council Tax/NNDR	(8)	
Benefits Administration	(6)	
Finance	(12)	
Audited 2004/05 Housing/CT Grant Final Claim	-22	
Budget correction - increased contribution from HRA	(40)	
Pay in lieu of notice	8	
Insurance premium adjustments (2004/05)	17	
Insurance premiums (2005/06)	35	
Concessionary travel	28	
Consultants fees	17	
Audit and Inspection Fees	(8)	
Bank Charges - AllPay	9	
Pension Increase Act Fees	5	
IT Software Annual Fees	6	
Microfilming	6	
Bailiffs Fees	8	
Statutory Notices	1	
Documents Online Service	(3)	
Magistrates Costs (2004/05) - Council Tax	10	
Magistrates Costs (2005/06) - Council Tax	12	
Expenditure under(-) or over (+) current cash budget		63
<b>INCOME</b>		
Housing Benefit Grants	(37)	
Enforcement costs recovered - Council Tax/NNDR	(30)	
Court costs awarded - Council Tax	(12)	
Miscellaneous contributions (External Funding Officer)	19	
Income under (+)/ over (-) achieved		(60)

**FORECAST CASH OUTTURN 2005/2006****1,147****Key Assumptions**

Young Persons Apprenticeships to be funded from internally generated savings.  
 Bailiffs fees based on current activity level. No existing budget  
 Magistrates Costs not accrued in 2004/05.  
 Concessionary Travel increased based on latest LCC projection for Bus passes

**Key Issues/Variables**

The Housing Benefit and Council Tax Benefit Subsidy final payments for 2004/05 have now been notified resulting in an increase in Rent Rebates Subsidy, offset by a reduction in Rent Rebates Subsidy Limitation.

**Key Actions**

Reveiw estimates of Housing Subsidy Grant income and expenditure in light of latest projected figures.

**SERVICE LEVEL BUDGET MONITORING 2005/2006****HOUSING SERVICES UNIT (GEN FUND)**

January 2006	£'000	£'000
<b>ORIGINAL CASH BUDGET</b>		<b>270</b>
<b>Add Adjustments for In year cash movements</b>		
Slippage		8
		<hr/>
<b>ADJUSTED CASH BUDGET</b>		<b>278</b>
<b>Less Corporate Savings</b>		
Contribution to Corporate savings targets		
		<hr/>
<b>CURRENT CASH BUDGET</b>		<b>278</b>
<b>FORECAST</b>		
<b>EXPENDITURE</b>		
Salaries	(57)	
Consultants	21	
Agency Cover	24	
	<hr/>	
Expenditure under(-) or over (+) current cash budget		(12)
<b>INCOME</b>		
Savings agreed with Head of Service	(4)	
	<hr/>	(4)
		<hr/>
<b>FORECAST CASH OUTTURN 2005/2006</b>		<b>262</b>
		<hr/> <hr/>

**Key Assumptions**

- Postponement of HIA until April 2006
- No further use of agency staff to cover vacant Housing Renewal Technician post
- One post (Customer Services Officer) to transfer from Gen Fund to HRA from January
- Role of Interim Housing Strategy Manager to be carried out by Tribal Consultants from January to March

**Key Issues/Variables****Key Actions**

## SERVICE LEVEL BUDGET MONITORING 2005/2006

### HUMAN RESOURCES UNIT

January 2005

	£'000	£'000
ORIGINAL CASH BUDGET		622
Virements for other Services		
Transfer from contingency      Reward & Retention		5
Transfer From Earmarked Reserves Developing Political Leadership		14
Transfer from PSS		2
Cabinet approved decisions      Job evaluation costs 05/06		69
Delegated Authority decisions		
ADJUSTED CASH BUDGET		<u>712</u>
Less Corporate Savings		
Contribution to Corporate savings targets		
Training		(35)
Recruitment Advertising		(20)
Misc Exp's		(6)
Lone Working		<u>(5)</u>
<b>CURRENT CASH BUDGET</b>		<b>646</b>
FORECAST		
EXPENDITURE		
Staffing & Restructure	(33)	
Young Persons Development Programme	15	
Temporary Staff	7	
Car Leasing Payment	(3)	
Legal Fees	4	
Hire of Furniture	1	
Occupational Health Fees	<u>6</u>	
Expenditure under (-) or over (+) current cash budget		(4)
INCOME		
South Ribble Health & Safety Contract	<u>26</u>	
Income under (+)/ over (-) achieved		26
<b>FORECAST CASH OUTTURN 2005/2006</b>		<b><u><u>669</u></u></b>

#### Key Assumptions

#### Key Issues/Variables

- Saving on staffing costs from restructure of Health & Safety Unit and vacant posts.
- Corporate training savings identified with S Baxendale
- Loss of income from withdrawal from contract with South Ribble B.C.
- Saving on advertising costs from new advertising initiative
- Young Persons Development 1.5 FTE, £5K costs per person per year 2 years costs paid in year 1
- Legal Fees for tribunals under accrued

#### Key Actions

**SERVICE LEVEL BUDGET MONITORING 2005/2006****INFORMATION & COMMUNICATION TECHNOLOGY SERVICES**

January 2005

	£'000	£'000
<b>ORIGINAL CASH BUDGET</b>		<b>905</b>
<b>Add Adjustment for In Year Cash Movements</b>		
Cabinet approved decisions		-
Increase in salaries budget re project support officer		40
Increase in income re project support officer recharge to capital		(40)
Delegated Authority decisions		-
Correction of Accounting Error		4
<b>ADJUSTED CASH BUDGET</b>		<b>909</b>
<b>Less Corporate Savings</b>		
Contribution to Corporate savings targets		
Misc Expls		(5)
<b>CURRENT CASH BUDGET</b>		<b>904</b>
<b>FORECAST</b>		
<b>EXPENDITURE</b>		
Salaries (E-Gov Prog Mgr/Cust Serv Assist.)	(94)	
Temporary Staff	50	
Telephones Rental	48	
Revenue expenditure transferred to capital	(30)	
Telephone calls charges	(13)	
Overtime	9	
Moving Furniture & Equipment	2	
Purchase of Furniture	25	
Conferences Staff	1	
Car Leasing Payment	(6)	
Expenditure under (-) or over (+) current cash budget		(31)
<b>INCOME</b>		
Telephones (private calls)	(3)	
Other Sales	(1)	
Income under (+) over (-) achieved		(4)
<b>FORECAST CASH OUTTURN 2005/2006</b>		<b>869</b>

**Key Assumptions**

Young Person's Development Programme to be funded from salary saving. Cust Servs Assist post to be kept vacant.

E-Gov Programme Manager capitalised post vacant until Mar 2006

Technician post capitalised cover continues at current levels

Review of Tel Rentals led to 20k reduction in 2005/6 budget further investigation reveals unable to achieve savings c  
to spare lines being identified as sever or alarm lines or due to accommodation programme

Income from private telephone calls will continue at current levels.

Purchase of Furniture due to new store room

Overtime due to insall of Padius Financials and Office moves

**Key Issues/Variables****Key Actions**

**SERVICE LEVEL BUDGET MONITORING 2005/2006****LEGAL SERVICES**

<b>January 2006</b>	<b>£'000</b>	<b>£'000</b>
---------------------	--------------	--------------

<b>ORIGINAL CASH BUDGET</b>		<b>101</b>
-----------------------------	--	------------

**Add Adjustments for In year cash movements**

Slippage from 2004/2005

Virements for other Services

Transfer from contingency

Cabinet approved decisions

Delegated Authority decisions

<b>ADJUSTED CASH BUDGET</b>		<b>101</b>
-----------------------------	--	------------

**Less Corporate Savings**

Contribution to Corporate savings targets

<b>CURRENT CASH BUDGET</b>		<b>101</b>
----------------------------	--	------------

**FORECAST****EXPENDITURE**

Agency Staff costs	40	
Publications	3	
Consultants Fees	17	
Legal Fees - solicitors costs	2	
Land Charges Search Fees	(7)	
Land Charges Network Fees	(13)	
Expenditure under (-) or over (+) current cash budget		42

**INCOME**

Land Charge Searches	112	
Licence Fees	(52)	
Income under (+)/ over (-) achieved		60
<b>FORECAST CASH OUTFURN 2005/06</b>		<b>203</b>

**Key Assumptions**

- agency staff covering vacant Senior Solicitor post to mid - February
- agency staff covering vacant Senior Legal Executive posts to end of March
- temporary Senior Legal Assistant post extended to end of March

**Key Issues/Variables**

- reduced volume of Land Charges
- increase in fee income under new Licensing Act 2003

**Key Actions**

## SERVICE LEVEL BUDGET MONITORING 2005/2006

### LEISURE & CULTURAL SERVICES

#### JANUARY 2006

	£'000	£'000
ORIGINAL CASH BUDGET		1,043
Add Adjustments for In year cash movements		
Slippage from 2004/2005		
Golf course consultancy		16
Midsummer Festival		1
CSC Fund Slippage		6
Virements for other Services		6
Transfer from contingency		
Cabinet approved decisions		
Trf from Change management Reserve for Community mgmt		10
ADJUSTED CASH BUDGET		<u>1,082</u>
Less Corporate Savings		
Contribution to Corporate savings targets		(19)
Salary Related savings		(12)
Maintenance related Savings		(11)
CURRENT CASH BUDGET		<u>1,039</u>
FORECAST		
EXPENDITURE		
Expenditure under(-) or over (+) current cash budget		
Professional and consultancy fees for indoor leisure contract	51	
Professional and consultancy fees for golf course market test	12	
Savings on indoor Leisure Contract	(99)	
Energy recharges at ASLC	10	
Additional costs from DAD	3	
Expenditure under (-) or over (+) current cash budget		(23)
INCOME		
Income under (+)/ over (-) achieved		
Arts officer funding	(17)	
Reduction in Golf Course Income	50	
Income under (+)/ over (-) achieved		33
<b>FORECAST CASH OUTTURN 2005/2006</b>		<u><u>1,049</u></u>

#### Key Assumptions

#### Key Issues/Variables

#### Key Actions



**SERVICE LEVEL BUDGET MONITORING 2005/2006****PLANNING SERVICES**

<b>January 2006</b>	<b>£000</b>	<b>£000</b>
---------------------	-------------	-------------

<b>ORIGINAL CASH BUDGET</b>		<b>468</b>
-----------------------------	--	------------

**Add Adjustments for In year cash movements**

Slippage from 2004/2005

- Use of Earmarked Reserves

Delegated Authority decisions

<b>ADJUSTED CASH BUDGET</b>	<u>          </u>	<b>468</b>
-----------------------------	-------------------	------------

**Less Corporate Savings**

Corporate savings - discretionary spending	<u>          </u>	<b>(9)</b>
--	-------------------	------------

<b>CURRENT CASH BUDGET</b>		<b>459</b>
----------------------------	--	------------

**FORECAST****EXPENDITURE**

Staffing costs	(17)	
PDG Funded Expenditure	123	
Computer Software - Maintenance/Support	(8)	
Mordiche/Filming	(4)	
Relocation Expenses	3	
Car Allowances	3	
Mapping Services Agreement	<u>1</u>	
Expenditure under (-) or over (+) current cash budget		101

**INCOME**

Planning Application Fees	(10)	
Building Control Fees	5	
Additional Planning Delivery Grant	(123)	
Other Income	<u>(3)</u>	
Income under (+) over (-) achieved		(131)

<b>FORECAST CASH OUTFURN 2005/2006</b>	<u>          </u>	<b>429</b>
--	-------------------	------------

**Key Assumptions**

- current income levels are maintained
- recruitment to 2 vacant posts from 1 March
- agency staff in Building Control to end of March

**Key Issues/Variables**

- level of grant received higher than budgetted
- increase in level of Planning Application fees received
- reduction in level of Building Control fees received

**Key Actions**

**SERVICE LEVEL BUDGET MONITORING 2005/2006****PROPERTY SERVICES UNIT**

<b>JANUARY 2006</b>	<b>£000</b>	<b>£000</b>
<b>ORIGINAL CASH BUDGET</b>		<b>81</b>
Add Adjustments for In year cash movements		
Slippage from 2004/2005		
- Use of AMF Reserve		
Virements for other Services		
Transfer from contingency		
Cabinet approved decisions		
- Purchase of outsourcing documents from Pende		20
Delegated Authority decisions		
<b>ADJUSTED CASH BUDGET</b>		<b>101</b>
Less Corporate Savings - Vacancy savings taken in July Monitoring		(15)
- Savings from line by line review		(6)
<b>CURRENT CASH BUDGET</b>		<b>80</b>
<b>FORECAST</b>		
<b>EXPENDITURE</b>		
Expenditure under(-) or over (+) current cash budget		
Additional agency staff costs not in budget	15	
Savings from staff vacancies	(15)	
		-
<b>INCOME</b>		
Income from Friday Street Depot	(28)	
		(28)
<b>FORECAST CASH OUTFURN 2005/2006</b>		<b>53</b>

**Key Assumptions**

Income from rents and market tolls broadly in line with estimates

**Key Issues/Variables****Key Actions**

## SERVICE LEVEL BUDGET MONITORING 2005/2006

PUBLIC SPACE SERVICES	£'000	£'000
<b>January 2006</b>		
<b>ORIGINAL CASH BUDGET</b>		<b>1,331</b>
<b>Add Adjustments for In year cash movements</b>		
<b>Slippage from 2004/2005</b>		
Other		
Transfer from Grounds Maint Reserve		15
Virement to HR Training budget		<u>(2)</u>
<b>ADJUSTED CASH BUDGET</b>		<b>1,344</b>
<b>Less Corporate Savings</b>		
Contribution to Corporate savings targets		<u>(9)</u>
<b>CURRENT CASH BUDGET</b>		<b>1,335</b>
<b>FORECAST</b>		
<b>EXPENDITURE</b>		
Expenditure under(-) or over (+) current cash budget		
Standby Duty Allowance	4	
Car Lease Payments	7	
Pay in Lieu of Notice	2	
General Repairs/Vandalism Repairs	23	
Maintenance of Building Services	6	
Purchase/Maintenance of Playground Equipment	3	
Purchase of Furniture	6	
Maintenance of Tools and Equipment	7	
Consultants re ISO 9001	3	
Material savings less LHP Admin Reimbursement	(35)	
Legal Fees	39	
Street Cleansing Client Budget	(20)	
NNDR-Bengal St Depot	8	
Duxbury Golf Course in house bid	22	
Miscellaneous Expenses	16	
Rechargeable works	<u>10</u>	
Expenditure under (-) or over (+) current cash budget		102
<b>INCOME</b>		
Income under (+)/ over (-) achieved		
Misc Income	(30)	
Residents/ Long Stay Parking Permits	(29)	
Car Parking Fees under profile	<u>29</u>	
Income under (+)/ over (-) achieved		(30)
Savings identified with Head of Service		(56)
<b>FORECAST CASH OUTTURN 2005/2006</b>		<b><u><u>1,351</u></u></b>

### Key Assumptions

>50% of outstanding Rechargeable Works are unlikely to be recovered. £10K provision to that effect.

>A further £31K of revenue salaries for Feb and March to be charged to capital schemes.

### Key Issues/Variables

>To action a stock take of Service Group materials and transport stock.

>Update on a monthly basis the revenue salaries recharged to capital schemes

### Key Actions

>To address the shortfall of car park pay and display income.

## Housing Revenue Account Budget Monitoring 2005/06

## Forecast Outturn as at Jan 2006

	(1) Original Budget £	(2) Agreed Changes £	(3) Current Cash Budget £	(4) Forecast Outturn £	(5) Variance £
<b>Income</b>					
Dwelling Rents	(6,801,510)		(6,801,510)	(6,967,510)	(166,000)
Non-dwelling rents	(96,170)		(96,170)	(91,170)	5,000
Service Charges	(108,000)		(108,000)	(85,000)	23,000
Contributions Towards Expenditure	(341,530)		(341,530)	(341,530)	-
Government Subsidy	-		-	-	-
<b>Total Income</b>	<b>(7,347,210)</b>	<b>0</b>	<b>(7,347,210)</b>	<b>(7,485,210)</b>	<b>(138,000)</b>
<b>Expenditure</b>					
Repairs and Maintenance	1,533,000		1,533,000	1,601,000	68,000
Supervision and Management					
- General	1,328,830		1,328,830	1,451,830	123,000
- Special	694,280		694,280	694,280	-
Rent. Rates, taxes and other charges	19,800		19,800	19,800	-
Rent Rebates	-		-	-	-
Bad Debt Provision	54,220		54,220	45,220	(9,000)
Negative Housing Subsidy	1,344,310		1,344,310	1,344,310	-
Rent Rebate Subsidy Limitation	100,000		100,000	100,000	-
Transfer to Gen Fund	-		-	40,000	40,000
Capital Financing etc	2,097,830		2,097,830	2,097,830	-
<b>Total Expenditure</b>	<b>7,172,270</b>	<b>0</b>	<b>7,172,270</b>	<b>7,394,270</b>	<b>222,000</b>
<b>Surplus (-) or Deficit (+) for year</b>	<b>(174,940)</b>	<b>-</b>	<b>(174,940)</b>	<b>(90,940)</b>	<b>84,000</b>

<b>Housing Revenue Account Balances Summary Position</b>	
	£
Balance at 1.4.05	442,848
Budget Surplus 2005-06	174,940
Agreed variations	0
Under (+) / Over (-) spend in year	(84,000)
<b>Forecast HRA Balances at 31.3.05</b>	<b>533,788</b>

**SERVICE LEVEL BUDGET MONITORING 2005/2006****HOUSING REVENUE ACCOUNT****JANUARY 2006**

	£'000	£'000
<b>ORIGINAL SURPLUS(-)/ DEFICIT (+) FOR YEAR</b>		(175)
<b>BALANCE AS AT 1.4.05</b>		(443)
<b>Add Adjustments for In year cash movements</b>		
Slippage from 2004/2005		
Virements for other Services		
Transfer from contingency		
Cabinet approved decisions		
Delegated Authority decisions		
		<hr/>
<b>ADJUSTED HRA BALANCES EXPECTED at 31.3.05</b>		<b>(618)</b>

**FORECAST****EXPENDITURE**

Salaries - Housing Services Temp Staffing Arrangements	83	
Transfer to General Fund - Contribution to Hsg Benefits Costs	40	
Recharges adjustment	40	
Repairs and Maint - Trading account deficit	55	
- additional Gas Servicing costs	13	
Bad Debt Provision	(9)	
	<hr/>	
Expenditure under(-) or over (+) current cash budget		222

**INCOME**

Rents & Other Charges	(143)	
Garage Rents	5	
	<hr/>	
Income under (+)/ over (-) achieved		(138)

**FORECAST BALANCES AS AT 31.3.06****(534)****Key Assumptions**

Rent forecast assumes 1 sale per week to end of year  
 Total Supervision and Mgmt Expenses generally in line with budget

**Key Issues/Variables**

Repairs and Maint expenditure  
 Supervision and Management expenditure  
 Rents and Charges Income

**Key Actions**

To maintain control of Supervision and Management Expenditure  
 To maintain control of Repairs and Maint Expenditure  
 To maximise Rents & Charges Income

**SERVICE LEVEL BUDGET MONITORING 2005/2006****HOUSING TRADING ACCOUNT**

January 2006

	£'000	£'000
<b>ORIGINAL SURPLUS / DEFICIT</b>		<b>0</b>

**Add Adjustments for In year cash movements**

Previously Reported  
 Virements for other Services  
 Cabinet approved decisions  
 Delegated Authority decisions

<b>ADJUSTED SURPLUS / DEFICIT</b>		<b>0</b>
-----------------------------------	--	----------

**FORECAST****EXPENDITURE**

Employees	19
Transport	5
Waste Collection	35
Materials	(116)
Hired Staff	28
Other Supplies & Services	<u>4</u>

Expenditure under(-) or over (+) current cash budget	(25)
--	------

**INCOME**

Income under (+)/ over (-) achieved	80
-------------------------------------	----

<b>FORECAST SURPLUS(-) / DEFICIT(+) 2005/2006</b>	<u><u>55</u></u>
---	------------------

**Key Assumptions**

Above trading position based on revised Windows/Doors replacement programme

Assumes no further use of Agency staff from mid-January

**Key Issues/Variables**

Control of sub-contractor budget  
 Control of agency budget  
 Control of material usage/cost  
 Increased cost of waste collection  
 Achieving revised income targets

**Key Actions**

to manage above

**SIGNED**

Head of Service