Report to Cabinet Item

Report of Chief finance officer

Subject Revenue budget monitoring 2014/15 – Period 03

7(a)

Purpose

To update cabinet on the financial position as at 30 June 2014, the forecast outturn for the year 2014/15, and the consequent forecast of the general fund and housing revenue account balances.

Monitoring of key budgets does not indicate any unusual cause for concern, however the position will need to be continually monitored in order to deliver to the forecast outturn.

Recommendation

To note the financial position as at 30 June 2014 and the forecast outturn 2014/15.

Corporate and service priorities

The report helps to meet the corporate priority value for money services and the service plan priority to provide accurate, relevant and timely financial information.

Financial implications

The general fund and housing revenue account budgets are forecast to achieve an underspend of £1.460m in the general fund and an underspend of £1.4m in the housing revenue account.

Ward/s: All wards

Cabinet member: Councillor Waters – Deputy leader and resources

Contact officers

Justine Hartley, chief finance officer 01603 212440 Nisar Ahmed, finance control manager 01603 212561

Background documents

Budget Reports (Council 21 February 2012)

Report

- 1. Council approved budgets for the 2014-15 financial year on 18 February 2014.
- 2. The attached appendices show the year-to-date and forecast outturn positions for the general fund and the housing revenue account (HRA):
 - Appendix 1 shows the general fund by corporate leadership team responsibilities, and by subjective group
 - Appendix 2 shows the housing revenue account in (near) statutory format, and by subjective group
 - Appendix 3 shows budget and expenditure for the year to date in graphical format

General fund

3. Budgets reported include the resources financing the council's net budget requirement (which includes a contribution of £0.541m to balances as allowed for in the *Medium term financial strategy*) so that the net budget totals zero:

Item	Approved Budget £000s
Net Budget Requirement	18,407
Non-Domestic Rates	(4,651)
Revenue Support Grant	(5,980)
Council Tax precept	(7,776)
Total General Fund budget	0

4. The general fund has been forecast to underspend by £1.460m at year end. Significant forecast overspends and underspends are explained below:

Service	Forecast Over/(Under) Spend £000s	Commentary
Communications and culture	(417)	£(322)k relates to Riverside swimming centre, Sports and Leisure development tourist information and culture and events. The remaining £(95)k relates to minor variances across other budget heads
Customer contact	(115)	£(95)k relates to lands searches and customer contact team, mail handling and Corporate Business Support underspends.
City Development	(348)	The major elements are: £(48)k on Livestock Markets and £(238)k on Private Sector Housing.
Neighbourhood Housing	(82)	£(0.21)k on Housing Options and £(0.36)k on private sector leasing scheme

Service	Forecast Over/(Under) Spend £000s	Commentary
Democratic Services	(253)	Major variances are £(81)k on Electoral registration, £(119)k on Committee secretariat and minor variances on members expenses and council elections.

5. For the year to date an overspend against budget of £2.520m is being reported. This overspend is made up of many debit and credit figures where various income and expenditure lines are ahead of or behind budget profile. Significant variances are explained below. These lines will be monitored closely as the year progresses to identify any potential impact on forecast outturn figures.

Service	Year to date Variance Over/(Under) £000s	Commentary
Finance	6.949	£(3.9)m relates to HB public sector rent rebates and £9.1m on CT & NNDR pool income.
Business Relationship Management	(2.420)	£(1.104)m provision for LGSS payments outstanding, £0.10m provision for insurance premiums outstanding
Procurement	(2.194)	£(2.1)m provision for LGSS payments outstanding
City Development	(589)	Major variances comprise of over and underspends with the major contributors being £(0.090m) on investment property costs, £(0.114)m private sector housing, £(0.170) on project Seattle (NAHCASP), transportation £0.20m. £(0.414)m on off street parking, enforcement and on street operations
Human Resources	2,113	£2.1m Pension Fund costs to be recharged to other services

Housing revenue account

6. The budgets reported include a £7.7m use of HRA balances, so that the net budget totals zero:

Item	Approved Budget £000s
Gross HRA Expenditure	80,827
Gross HRA Income	(73,120)
Contribution from HRA Balance	(7,707)
Total net HRA budget	0

7. The HRA has been forecast to underspend by £1.4m. Significant forecast overspends and underspends are explained below

Service	Underspend £000s	Commentary
General Management	(860)	Provisions for payments outstanding
Special Services	(642)	Provisions for payments outstanding
Provision for Bad Debts	(691)	BDP is charged to the I&E at year end, the actual provision is anticipated to be much less than budgeted for.

8. For the year to date an overspend of £6.239m is being reported. The overspend to date reported is made up of many debit and credit figures, where various income and expenditure lines are ahead of or behind budget profile, including many still influenced by 'accrual' sums brought forward to cover obligations accounted for in the last financial year, and others where the budget profile does not properly reflect the timing of income and expenditure. These will be further scrutinised and where appropriate amended. Significant underspends to date are:

Service	Underspend £000s	Commentary
Repairs & Maintenance	(2,902)	Spend behind schedule owing to provisions for outstanding payments
Rents, Rates & Property Costs	4,290	Payment made for water rates and other property costs which cover the whole financial year
General Management	(1,134)	Provisions for payments outstanding
Special Services	(642)	Provisions for payments outstanding
Provision for Bad Debts	(235)	BDP is charged to the I&E at year end, the actual provision is anticipated to be much less than budgeted for.
Dwelling Rents	5,875	This relates to dwelling rents which due to systems issues has not been input in Oracle. This will be corrected in P4.
Service Charges - General	862	This relates to the under recovery of charges, which is reflected in the underspend on repairs

Risks

9. A risk-based review based on the size and volatility of budgets has identified a 'Top 10' of key budgets where insufficient monitoring and control could pose a significant threat to the council's overall financial position. As these budgets are demand led and can be volatile in nature closer scrutiny must be applied to allow for both control and corrective action where required to identify any potential impact on the forecast outturn.

These are shown in the following table.

	Budget	Current	Current	Current	Forecast	Forecast	Forecast
Key Risk Budgets	£000s	Variance	Var %	RAG	Variance	Var %	RAG
Housing Benefit Payments - Council tenants	36,254	241	1%	GREEN	7	0%	GREEN
Housing Benefit Payments - Other tenants	32,280	471	1%	GREEN	-2,322	-7%	RED
HRA Repairs - Tenanted Properties	12,408	-1,503	-12%	RED	17	0%	GREEN
HRA Repairs - Void Properties	2,630	-190	-7%	RED	0	0%	GREEN
Multi-Storey Car Parks	1,797	-16	-1%	GREEN	32	2%	GREEN
HRA Rents - Estate Properties	-58,916	10	0%	GREEN	-100	0%	GREEN
City Hall	871	24	3%	GREEN	50	6%	GREEN
Corporate Management including Contingency	1,340	-22	-2%	GREEN	0	0%	GREEN
Private Sector Leasing Costs	2,570	-105	-4%	AMBER	-38	-1%	GREEN

10. The red/amber status of items in the "Forecast RAG" column is explained below:

Key Risk Budgets	Comment
Housing Benefits Payments – Other tenants	The forecast variance shows an underspend of £2.3m, however it should be noted that this is a demand led budget which could significantly change as demand changes during the course of the financial year.

9. The 2014/15 budgets approved by council were drawn up in the expectation of reduced resources as announced by the coalition government. There are risks to the current and medium term financial position from:

Reductions in government grant – the localisation of business rates and of council tax reductions has increased the risks to the council's financial position arising from economic conditions and policy decisions.

Delivery of savings – the budget incorporates both savings measures already in place, and those planned for implementation during the year. If these savings are not achievable in full, overspends will result. With appropriate approvals these may be mitigated through provision made in the corporate contingency, up to the level of that contingency

Identification of further savings – work is continuing on developing proposals for additional savings to bridge the medium-term budget gap. If these proposals fall short, or are not implemented fully and in a timely manner, further budget shortfalls will result.

10. Forecast outturns will be estimates based on management assessments, formulae, and extrapolation. They may not adequately take account of variables such as:

Bad debts – budget reports show gross debt, i.e., invoices raised. While allowance has been made in the budget for non-collections, the current economic climate may have an adverse influence on our ability to collect money owed. This may be reflected in higher provisions for bad debt, as may the impact of welfare reforms such as the so-called 'Bedroom Tax'.

Seasonal factors – if adverse weather conditions or a worsening economic climate depress levels of trade and leisure activities in the city, there may be a negative impact on parking and other income.

Housing repairs and improvements – the rate of spend on void properties, though closely managed, is heavily influenced by void turnaround, since transfers can create a chain of voids involving significant repair costs.

Financial planning

- 11. Overall levels of overspend and underspend will have an ongoing impact on the budget for following years and the size and urgency of savings requirements
- 12. Net overspends and underspends will be consolidated into the general fund and housing revenue account balances carried forward to 2015-16.
- 13. These are reflected in periodic updates to the medium term financial strategy and housing revenue account business plan.

Impact on balances

14. The prudent minimum level of general fund reserves has been assessed as £4.496m. The budgeted outturn's impact on the (unaudited) 2013/14 balance brought forward outturn, is as follows:

Item	£000s		
Balance at 1 April 2014 (unaudited)	(8,313)		
Budgeted use of balances 2014/15	541		
Forecast outturn 2014/15	(1,460)		
= Forecast balance at 31 March 2015	(9,232)		

- 11. The general fund balance is therefore expected to continue to exceed the prudent minimum.
- 12. The prudent minimum level of HRA reserves has been assessed as £3.067m. The budgeted outturn's impact on the (unaudited) 2013/14 balance brought forward outturn, is as follows

Item	£000s
Balance at 1 April 2014 (unaudited)	(25,129)
Budgeted use of balances 2014/15	7,707
Forecast outturn 2014/15	(1,400)
= Forecast balance at 31 March 2015	(18,822)

13. The HRA balance is therefore expected to continue to exceed the prudent minimum.

Collection fund

14. The collection fund is made up of three accounts – council tax, the business improvement district (BID) account and national non-domestic rates (NNDR):

Council tax is shared between the city, the county, and the police and crime commissioner based on an estimated tax base and the council tax rates agreed by each of the preceptors. Any surplus or deficit is shared in the following financial year.

The **BID account** is operated on behalf of the BID company, to collect their income from the BID levy. Any surplus or deficit is passed on the BID company.

NNDR income is shared between the city, the county, and central government. Since localisation, any surplus or deficit is also shared, rather than as formerly being borne wholly by the government.

15. There are particular risks attached to NNDR, which are:

Appeals – the impact of any appeals will fall on the collection fund, and therefore in part on the city. Although the Valuation Office has a large backlog of appeals, the value of the appeals is not known, nor the likelihood of success, nor the timing of the appeal being determined.

NNDR billable – changes in the NNDR billable, e.g., demolition or construction of new billable premises, will impact on the amount billable. Assumptions of growth may also be affected by changes in the larger economic environment.

NNDR collectable – arrears and write-offs (e.g., where a business goes into administration) will also impact on the collection fund.

- 16. These risks are monitored and mitigated through normal revenues operations.
- 17. A summary of the collection fund is provided below:

Approved	Current	Collection Fund Summary	Actual To	Forecast	Forecast
Budget	Budget		Date	Outturn	Variance
		Council tax			
53,797	53,797	Expenditure	11,764	53,797	0
(53,797)	(53,797)	Income	29	(53,797)	0
		Business Improvement District			
656	656	Expenditure	193	656	0
(656)	(656)	Income	(18)	(656)	0
		National Non-Domestic Rate			
77,698	77,698	Expenditure	13,297	77,698	0
(77,698)	(77,698)	Income	(13,979)	(77,698)	0
	, , ,		, , ,	, , ,	
0	0	Total Collection Fund	11,286	0	0

- 18.On council tax, actual income is not posted from the council tax system into the finance system until year-end. The actual year-end surplus or deficit will be taken into account in considering distribution of balances between the preceptors (city, county, and police).
- 19. The council operates the BID account on behalf of the BID company, so no surplus or deficit will fall on the council's accounts.
- 20. On the NNDR account, actual income is not posted from the rates system into the finance system until year-end. If a deficit materialises, this will roll forward and be distributed in the

2015-16 budget cycle; the city's share would be 50%. Further work is being done to enable accurate forecasting. Additional (section 31) grant may be received in the general fund to offset all or part of any shortfall in business rate income due to additional reliefs granted by government.

Integrated impact assessment



Report author to complete	
Committee:	Cabinet
Committee date:	10 September 2014
Head of service:	Chief Finance Officer
Report subject:	Revenue Budget Monitoring 2014/15
Date assessed:	29 July 2014
Description:	This is the integrated impact assessment for the Revenue Budget Monitoring 2014/15 P03 report to cabinet

		Impact		
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)		\boxtimes		The report shows that the council monitors its budgets, considers risks to achieving its budget objectives, reviews its balances position, and is therefore able to maintain its financial standing
Other departments and services e.g. office facilities, customer contact	\boxtimes			
ICT services	\boxtimes			
Economic development	\boxtimes			
Financial inclusion	\boxtimes			
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	\boxtimes			
S17 crime and disorder act 1998	\boxtimes			
Human Rights Act 1998	\boxtimes			
Health and well being	\boxtimes			

		Impact		
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	\boxtimes			
Eliminating discrimination & harassment	\boxtimes			
Advancing equality of opportunity	\boxtimes			
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	\boxtimes			
Natural and built environment	\boxtimes			
Waste minimisation & resource use	\boxtimes			
Pollution	\boxtimes			
Sustainable procurement	\boxtimes			
Energy and climate change	\boxtimes			
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management		\boxtimes		The report demonstrates that the council is aware of and monitors risks to the achievement of its financial strategy.

Recommendations from impact assessment
Positive
None
Negative
None
Neutral
None
Issues
The council should continue to monitor its budget performance in the context of the financial risk environment within which it operates.

GENERAL FUND SERVICE SUMMARY

Approved	Current		Budget To	Actual To Date	Variance To	Forecast	Forecast
Budget	Budget		Date		Date	Outturn	Variance
		Business Relationship Management					
2,824,121	2,792,678	Business Relationship Management	1,309,044	(1,111,848)	(2,420,892)	2,727,341	(65,337)
(20,186,020)	(20,186,020)	Finance	(4,556,022)	2,393,189	6,949,211	(20,183,120)	2,900
33,733	(1,317)	Procurement & Service Improvement	971,507	(1,223,055)	(2,194,562)	(40,433)	(39,116)
(17,328,166)	(17,394,659)	Total Business Relationship Management	(2,275,471)	58,286	2,333,757	(17,496,212)	(101,553)
		Chief Executive & Corporate					
0	0	Chief Executive	71,768	31,773	(39,995)	0	C
(1,079,432)	(1,012,939)	Corporate Management	(925,732)	(958,307)	(32,575)	(1,012,939)	C
(1,079,432)	(1,012,939)	Total Chief Executive & Corporate	(853,964)	(926,534)	(72,570)	(1,012,939)	O
		Customers, Comms & Culture					
2,525,619	2,325,357	Communications & Culture	602,669	175,574	(427,095)	1,908,795	(416,562)
(116,196)	, , -,	Customer Contact	731,336	461,317	(270,019)	(256,509)	(115,334)
2,409,423	2,184,182	Total Customers, Comms & Culture	1,334,005	636,891	(697,114)	1,652,285	(531,897)
		Operations					
(965,936)	, , ,	City Development	(856,578)	(1,445,666)	(589,088)	(1,302,451)	(347,647)
9,972,484		Cityw ide Services	2,117,509	2,182,333	64,824	9,896,970	28,296
0		Deputy Chief Executive	46,905	32,336	(14,569)	(4,830)	(4,830)
2,654,201	2,661,895	Neighbourhood Housing	553,572	402,049	(151,523)	2,579,781	(82,114)
2,229,016	2,332,505	Neighbourhood Services	508,636	419,307	(89,329)	2,312,642	(19,863)
1,743,316	1,743,036	Planning	363,262	94,646	(268,616)	1,736,054	(6,982)
125,419	252,319	Property Services	431,514	358,368	(73,146)	175,389	(76,930)
15,658,500	15,903,625	Total Operations	3,164,820	2,043,372	(1,121,448)	15,408,555	(495,070)
		Strategy, People & Democracy					
303,787	273,716	Democratic Services	275,653	307,928	32,275	20,088	(253,628)
(4)	(5,100)	Human Resources	328,395	2,441,615	2,113,220	(37,470)	(32,370)
35,892	51,175	Strategy & Programme Management	157,387	89,213	(68,174)	5,182	(45,993)
339,675	319,791	Total Strategy, People & Democracy	761,435	2,838,757	2,077,322	(12,200)	(331,991)
0	0	Total General Fund	2,130,825	4,650,771	2,519,946	(1,460,510)	(1,460,510)

GENERAL FUND SUBJECTIVE SUMMARY

Approved	Current		Budget To	Actual To Date	Variance To	Forecast	Forecast
Budget	Budget		Date		Date	Outturn	Variance
17,366,808	17,429,262	Employees	5,254,207	5,892,433	638,226	16,919,153	(510,109)
8,577,187	8,577,187	Premises	2,888,241	3,154,990	266,749	8,249,858	(327, 329)
314,000	313,998	Transport	66,891	20,582	(46,309)	152,790	(161,208)
15,884,736	15,965,374	Supplies & Services	3,795,821	2,471,363	(1,324,458)	14,849,629	(1,115,745)
7,784,578	7,784,578	Third Party Payments	1,946,148	(2,486,403)	(4,432,551)	7,325,381	(459,197)
94,462,444	94,462,444	Transfer Payments	23,615,613	22,156,273	(1,459,340)	94,462,444	0
3,685,062	3,685,062	Capital Financing	384,330	531,314	146,984	3,684,404	(658)
(55,000)	0	Savings Proposals	0	0	0	0	0
(23,185,762)(23,185,762)	Receipts	(5,841,189)	(4,501,896)	1,339,293	(22,291,525)	894,237
(118,033,744)(118,117,443	Government Grants	(29,529,360)	(21,945,276)	7,584,084	(118,342,006)	(224,563)
1,304,093	1,304,093	Centrally Managed	326,043	10,675	(315,368)	1,304,093	0
17,496,584	17,552,192	Recharge Expenditure	792,447	270,405	(522,042)	17,398,026	(154,166)
(25,600,986)(25,770,985)	Recharge Income	(1,568,367)	(923,689)	644,678	(25,172,756)	598,229
0	0	Total General Fund	2,130,825	4,650,771	2,519,946	(1,460,510)	(1,460,510)

Budget Monitoring Report Year: 2014/15 Period: 03 (June)

HOUSING REVENUE ACCOUNT STATUTORY SUMMARY

Approved	Current		Budget To	Actual To Date	Variance To	Forecast	Forecast
Budget	Budget		Date		Date	Outturn	Variance
15,923,170	15,923,170	Repairs & Maintenance	3,980,793	1,078,525	(2,902,268)	16,004,222	81,052
6,178,443	6,178,443	Rents, Rates, & Other Property Costs	1,516,089	5,806,717	4,290,628	6,291,415	112,972
11,382,720	11,370,008	General Management	2,157,364	1,023,343	(1,134,021)	10,509,988	(860,021)
5,628,948	5,641,660	Special Services	1,350,794	708,500	(642,294)	5,570,525	(71,135)
21,924,793	21,924,793	Depreciation & Impairment	25,626	0	(25,626)	21,924,793	Ó
941,000	941,000	Provision for Bad Debts	235,250	0	(235,250)	250,000	(691,000)
(58,915,983)	(58,915,983)	Dw elling Rents	(15,318,157)	(9,442,545)	5,875,612	(59,015,907)	(99,924)
(1,951,186)	(1,951,186)	Garage & Other Property Rents	(493,978)	(422,212)	71,766	(2,116,126)	(164,940)
(9,643,814)	(9,643,814)	Service Charges - General	(2,303,515)	(1,441,361)	862,154	(9,320,108)	323,707
Ó	Ó	Miscellaneous Income	Ó	(7,868)	(7,868)	(31,472)	(31,472)
9,382,073	9,382,073	Adjustments & Financing Items	(49,000)	(150)	48,850	9,382,074	1
(700,164)	(700, 164)	Amenities shared by whole community	0	0	0	(700, 164)	0
(150,000)	(150,000)	Interest Received	(37,500)	0	37,500	(150,000)	0
0	0	Total Housing Revenue Account	(8,936,234)	(2,697,051)	6,239,183	(1,400,760)	(1,400,760)

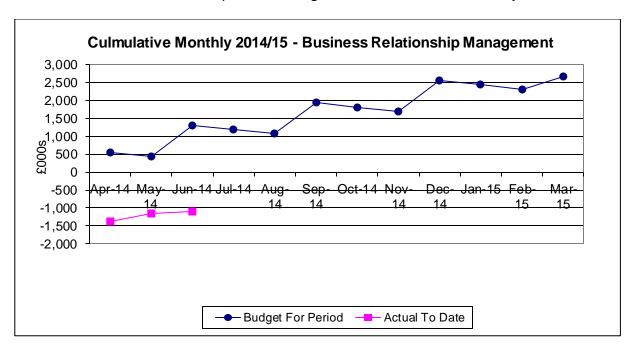
HOUSING REVENUE ACCOUNT SUBJECTIVE SUMMARY

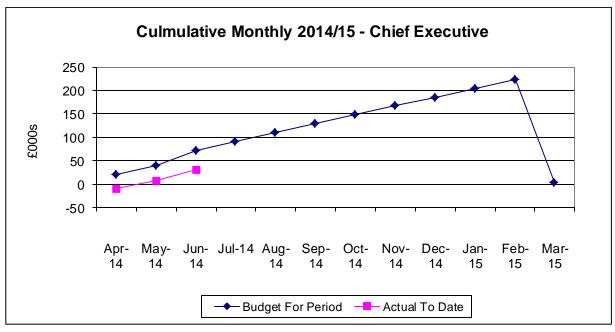
(221,256)	(221,256)	Government Grants Recharge Income	(10,457,046) (117,813) (12,489)	(11,734,575) 0 0	117,813 12,489	(221,256) (992,242)	0 28,979
\ , ,	(221,256)	Government Grants	, , ,	(11,734,575) 0	,	` ' '	84,034 0
5,847,385 1,167,846	1,167,846	Recharge Expenditure Capital Financing	585,918 25,626	383,102 0	(202,816) (25,626)	5,985,269 1,167,846	70,991 0
3,997,007 348,001	348,001	Supplies & Services Third Party Payments	812,420 28,398	251,345 (35,132)	(561,075) (63,530)	2,643,819 346,901	(1,281,295) (1,100)
122,263	122,263	Transport	30,570	8,756	(21,814)	102,269	(19,994)
6,467,099 25.086.833	6,472,099 25,086,833	Employees	1,965,992 6,202,192	1,309,389 7.120.064	(656,603) 917.872	6,281,361 24,995,196	(190,738) (91,637)
Approved Budget	Current Budget		Budget To Date	Actual To Date	Variance To Date	Forecast Outturn	Forecast Variance

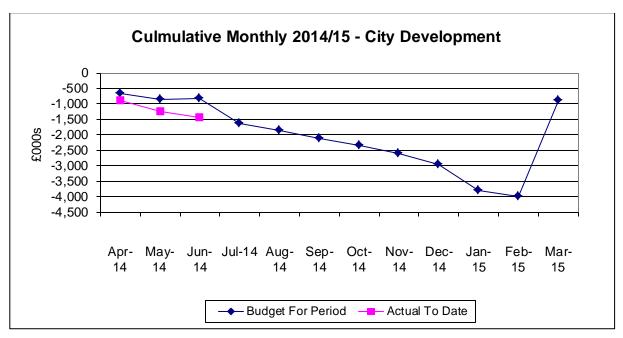
The following graphs show the monthly budget profile and income/expenditure to date for each service in the general fund for the financial year.

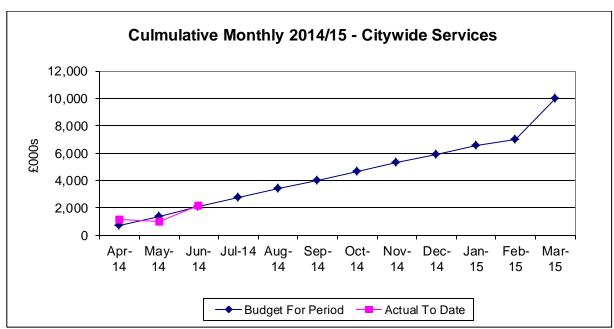
The actual income/expenditure reported is influenced by accrual provisions brought forward from the previous financial year, and by any delays in invoicing and/or payment.

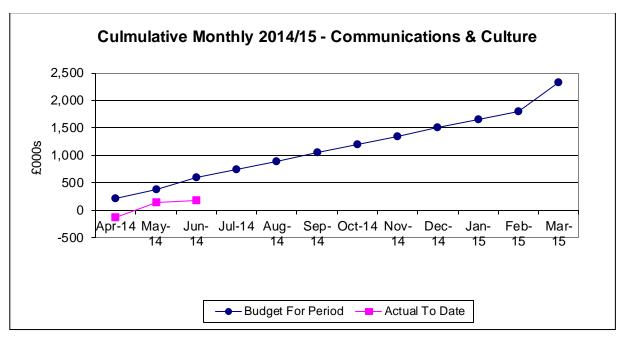
Budgets are profiled to show the expected pattern of income and expenditure, and will be refined and improved during the course of the financial year.

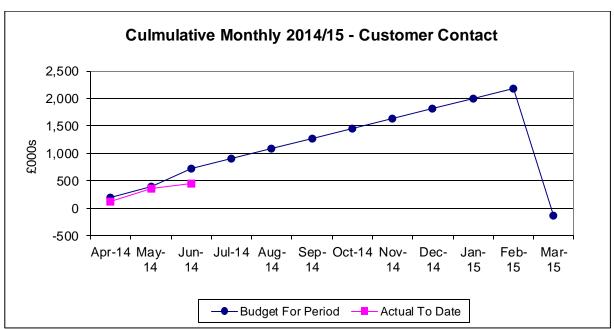


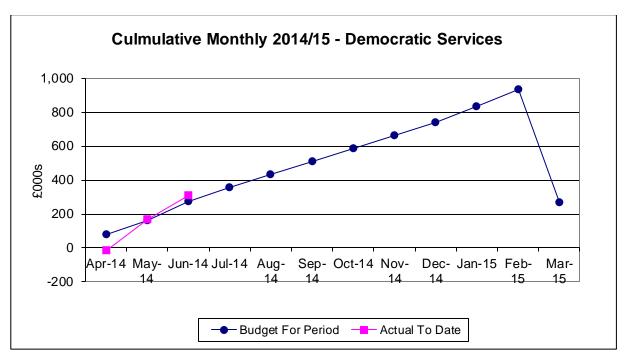


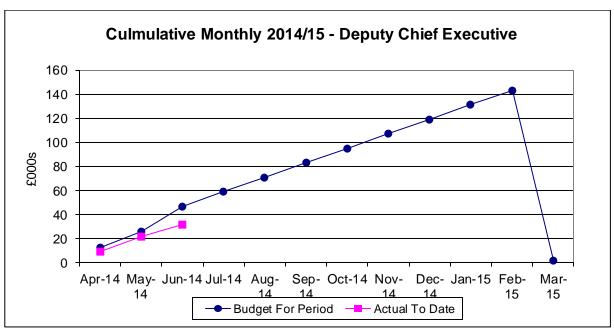


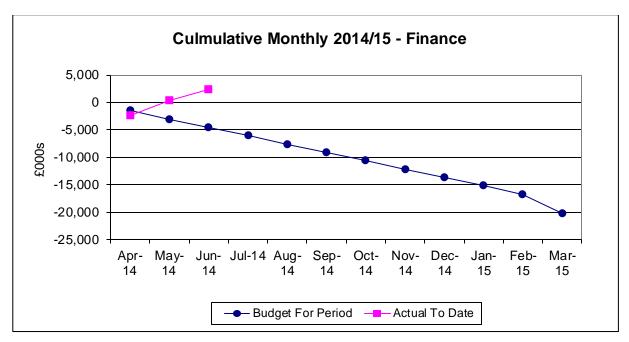


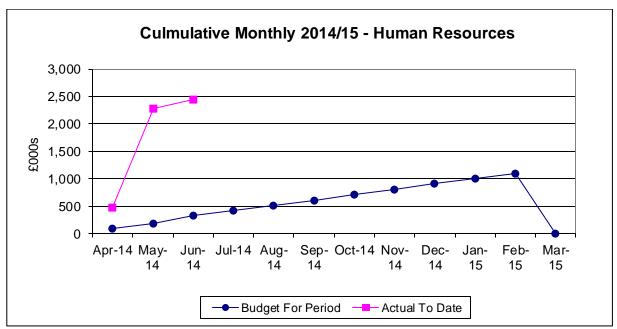


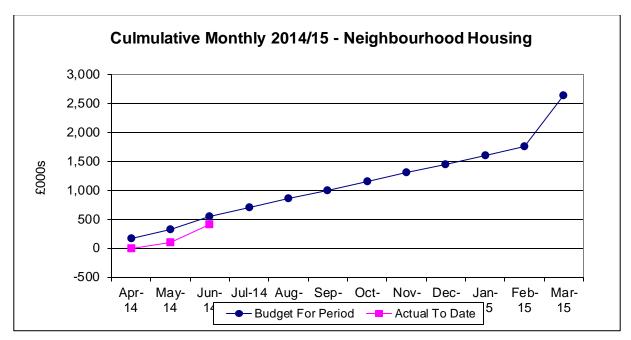


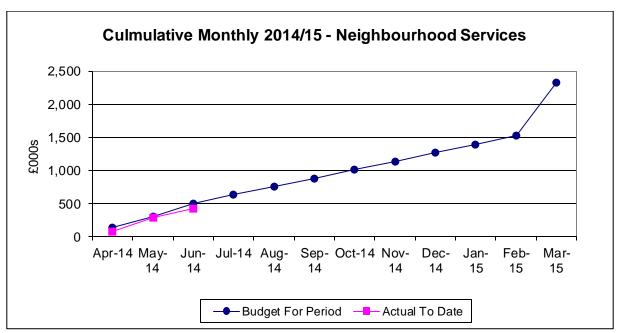


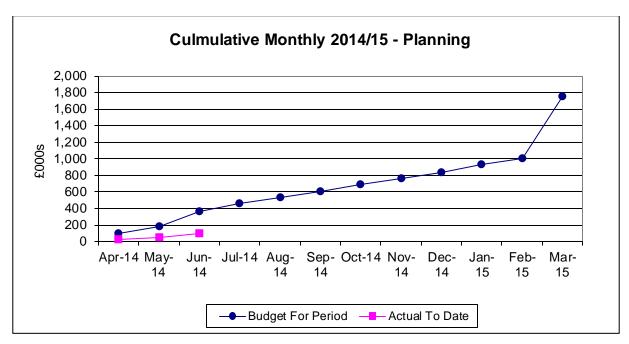


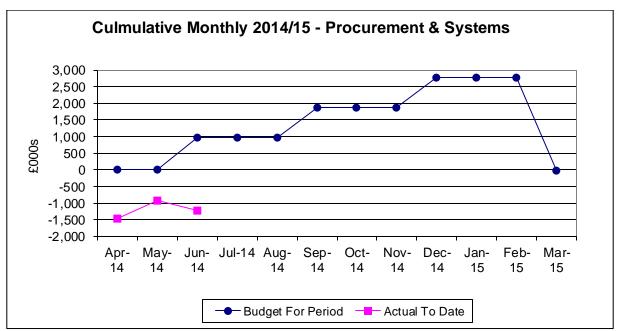


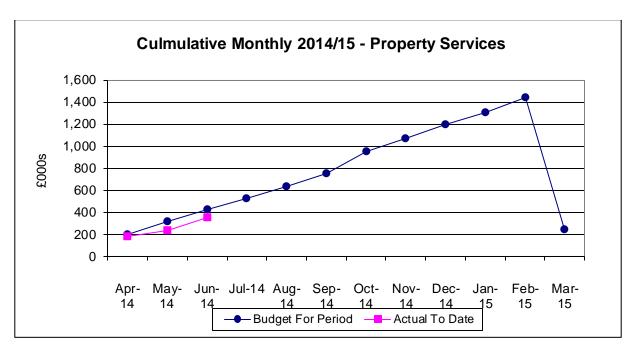


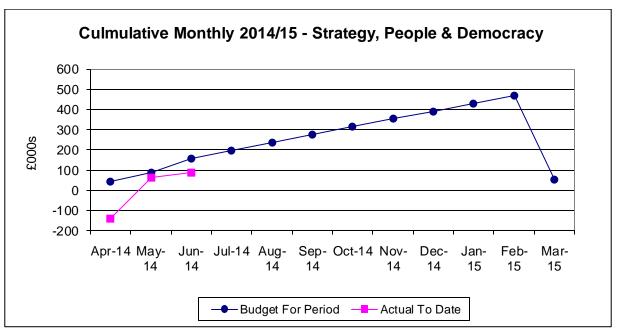












The following graph shows the total monthly budget profile and income/expenditure to date for the general fund and the housing revenue account, for the financial year.

