

RIBBLE VALLEY BOROUGH COUNCIL INFORMATION

REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No 18

meeting date: 26 JULY 2011
 title: REVENUE MONITORING 2011/12
 submitted by: DIRECTOR OF RESOURCES
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1 PURPOSE

1.1 To let you know the position for the first three months of this year's revenue budget as far as this committee is concerned.

1.2 Relevance to the Council's ambitions and priorities:

- ❖ In accordance with corporate performance and improvement plan objective 2, "to maintain critical financial management and controls," this report provides members with information to ensure that budget allocation and expenditure is in line with corporate priorities.

2 FINANCIAL INFORMATION

2.1 Shown below, by cost centre, is a comparison between actual expenditure and the original estimate for the period. You will see an overall under spend of £60,365 on the net expenditure, after allowing for estimated transfers to and from balances and reserves.

Cost Centre	Cost Centre Name	Net Budget for the full year £	Net Budget to the end of the period £	Actual including Commitments to the end of the period £	Variance £	
COMPR	Computer Services	590	140,795	138,031	-2,764	A
LICSE	Licensing	52,570	-11,679	-13,413	-1,734	G
LANDC	Land Charges	43,000	-13,942	-653	13,289	R
FGSUB	Grants & Subscriptions – Policy & Finance	144,360	73,324	67,554	-5,770	R
CEEXEC	Chief Executives Department	3,790	256,777	237,154	-19,623	R
CLTAX	Council Tax	379,240	10,578	4,952	-5,626	R
NNDRC	National Non Domestic Rates	35,290	334	34	-300	G
CORPM	Corporate Management	289,010	0	0	0	G
EMERG	Community Safety	55,810	3,422	2,194	-1,228	G
DISTC	District Elections	16,910	0	109,135	109,135	R
ELECT	Register of Electors	75,380	11,666	11,895	229	G
EUROP	European Elections	30	0	0	0	G
LANCS	Lancashire County Elections	10	0	0	0	G
PARIS	Parish Elections	1,050	0	0	0	G
PARLI	Parliamentary Elections	19,550	0	0	0	G

Cost Centre	Cost Centre Name	Net Budget for the full year £	Net Budget to the end of the period £	Actual including Commitments to the end of the period £	Variance £	
ESTAT	Estates	25,330	-3,731	-2,495	1,236	G
ATTEN	Mayor's Attendant/ Keeper	0	4,338	2,905	-1,433	G
CIVCF	Civic Functions	56,440	14,804	15,024	220	G
COSDM	Cost of Democracy	418,850	52,939	51,413	-1,526	G
MAYCR	Mayoral Transport	0	6,402	6,072	-330	G
FSERV	Financial Services	2,230	152,150	145,946	-6,204	R
VARIOUS	Meals on Wheels and Luncheon Clubs	26,240	17,820	14,988	-2,832	A
CIVST	Civic Suite	-710	15,925	16,370	445	G
CLOFF	Council Offices	140	94,779	95,968	1,189	G
FMISC	Policy & Finance Miscellaneous	161,250	18,366	1,824	-16,542	R
PERFM	Performance Reward Grants	52,690	0	0	0	G
SUPDF	Superannuation Deficiency Payments	122,120	25,297	24,587	-710	G
LSERV	Legal Services	-1,900	106,037	101,111	-4,926	A
OMDEV	Organisation & Member Development	-1,650	108,427	99,907	-8,520	R
CSERV	Corporate Services	206,510	8,745	7,467	-1,278	G
CONCS	Concessionary Travel	51,190	0	0	0	G
CONTC	Contact Centre	170,010	18,877	17,081	-1,796	G
REVUE	Revenues & Benefits	-4,020	143,986	134,161	-9,825	R
Total net cost of services		2,401,310	1,256,436	1,289,212	32,776	

Items added to / (taken from) balances and reserves					
FNBAL H230	Election Reserve Fund (balance of funds)	19,870	19,870	-63,552	-83,422
FNBAL H263	Government Connect	-4,520	-4,520	-5,239	-719
FNBAL H269	Asset Revaluation Reserve	2,000	0	0	0
FNBAL H278	Land Charges Software	0	0	-9,000	-9,000
FNBAL H326	Performance Reward Grant	-52,690	0	0	0
Net Balances and reserves		-35,340	15,350	-77,791	-93,141

Net Expenditure	2,365,970	1,271,786	1,211,421	-60,365
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2.2 The variations between budget and actuals have been split into groups of red, amber and green variance. The red variances highlight specific areas of high concern, for which budget holders are required to have an action plan. Amber variances are potential areas of high concern and green variances are areas that currently do not present any significant concern.

Key to Variance shading	
Variance of more than £5,000 (Red)	R
Variance between £2,000 and £4,999 (Amber)	A
Variance less than £2,000 (Green)	G

2.3 We have then extracted the main variations for the items included in the red shaded cost centres and shown them with the budget holder's comments and agreed action plans, in Annex 1.

2.4 The main variations for items included in the amber shaded cost centres are shown with budget holders' comments at Annex 2.

3 CONCLUSION

3.1 The comparison between actual and budgeted expenditure shows an under spend of £60,365 for the first three months of the financial year 2010/11, however there are some large fluctuations that make up this net figure.

3.2 The cost of district and parish elections and also the referendum on the voting system totalling £109,135 will partly be met from the election reserve fund and partly reimbursed from the Ministry of Justice.

3.3 The current under spends of £24,733 on vacant posts within chief executives, organisation & member development and revenues sections are as a result of a freeze on recruitment.

SENIOR ACCOUNTANT

PF44-11/TH/AC

6 July 2011

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RED VARIANCES

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance		Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
CEXEC/0100	Chief Executives department / salaries	783,040	195,915	182,985	-12,930	R	Vacant posts in environmental health section and no maternity cover in regeneration section	Service managers undertaking a review of their service area. Current freeze on recruitment
OMDEV/0100	Organisation & Member Development / salaries	287,660	71,970	66,497	-5,473	R	Vacant administration assistant and assistant corporate policy officer posts also reduced hours being worked by principal communication officer	Service managers undertaking a review of their service area. Current freeze on recruitment
FMISC/5021	Policy & Finance miscellaneous / audit fees	87,840	15,970	0	-15,970	R	No invoices received for 2011/12	Invoices to be chased.
LSERV/2976	Legal Services / reference books	22,200	22,200	14,657	-7,543	R	New online contract arranged	Savings to be used as a contribution towards cost of new land charges system.

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance		Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
DISTC/ Various	District Election / various	0	0	109,135	109,135	R	Cost of district and parish elections and also the referendum on the voting system held in May 2011	Cost to be split between elections once all invoices received. Costs associated with district and parish elections to be met from election reserve fund. Claim to be made for cost of the referendum.
LANDC/2998	Land Charges/ software maintenance	5,340	428	13,588	13,160	R	Commitment placed for implementation of new land charges system	Cost of new system to be met from existing budgets and earmarked reserve funds
REVUE/0100	Revenues & Benefits/ salaries	445,530	111,471	105,141	-6,330	R	Vacant clerical assistant, recovery assistant and benefits assistant posts.	Service managers undertaking a review of their service area. Current freeze on recruitment

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AMBER VARIANCES

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance		Reason for Variance
CEXEC/0109	Chief Executives department / Superannuation	122,170	30,566	27,511	-3,055	A	Vacant posts in environmental health section and no maternity cover in regeneration section as a result of freeze on recruitment
OMDEV/6002	Organisation & Member Development / car leasing repayment	4,140	0	3,534	3,534	A	Commitment placed for replacement vehicle
CLOFF/2402	Council offices / repair & maintenance – buildings	32,900	8,229	11,658	3,429	A	Commitments placed for replacement windows and annual PATs testing and other repair and maintenance items
EMERG/2881	Community Safety / purchase of equipment & materials	11,990	2,999	927	-2,072	A	Partnership working has resulted in some savings
CLTAX/2971	Council tax / printing & stationery	6,830	1,735	-614	-2,349	A	Provision made for printing council tax leaflets in 2010/11

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance		Reason for Variance
FGSUB/3013	Grants & subscriptions / subscriptions	28,930	13,909	10,144	-3,765	A	Final payment to the community foundation still to pay, due at the end of 2010/11. No invoiced received.
FGSUB/4678	Grants & subscriptions / grants to voluntary organisations	94,310	59,415	57,410	-2,005	A	Grant to East Lancs. Women's refuge still to pay. No request for payment received.
COMPR/0100	Computer services / salaries	115,640	28,932	24,567	-4,365	A	Vacant computer administrator post as a result of current freeze on recruitment.
COMPR/2998	Computer services / communication equipment	2,660	1,893	4,680	2,787	A	Commitment for Webmarshal maintenance for 3 years and Clearswift email secure gateway support for 2 years. Provision for payment in advance to be arranged once invoices paid.
FSERV/2978	Financial services / other publications	5,270	4,804	140	-4,664	A	Delay in paying subscription for CIFPA technical information online service.
LSERV/0100	Legal services / salaries	237,020	59,301	62,797	3,496	A	Additional salary cost to cover long-term sickness of electoral & licensing officer post.