

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY COMMITTEE

INFORMATION

Agenda Item No 9

meeting date: 22 OCTOBER 2013
 title: REVENUE MONITORING 2013/14
 submitted by: DIRECTOR OF RESOURCES
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1 PURPOSE

1.1 To let you know the position for the first six 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 arising from the budget monitoring exercise for the first six months of 2013/14.

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 net underspend of £1,151 on the net cost of services. Please note that underspends/savings are denoted by figures with a minus symbol.

Cost Centre	Cost Centre Name	Net Budget for the Full Year £	Net Budget to the end of period £	Actual including Commitments to the end of the period £	Variance £	
COMMD	Community Services Department	-16,800	641391	647,057	5,666	R
HWAGY	Highways Agency	15,470	516	198	-318	G
HWREP	Highway Repairs	3,260	258	0	-258	G
NHWAG	Non-Agency Highways Work	26,830	0	0	0	G
CULVT	Culverts & Water Courses	19,680	1,650	1,249	-401	G
DRAIN	Private Drains	11,680	-100	-21	79	G
RIVBK	Riverbank Protection	3,210	592	27	-565	G
BUSSH	Bus Shelters	16,940	3,528	765	-2,763	A
SEATS	Roadside Seats	5,670	1,168	2,074	906	G
SIGNS	Street Nameplates & Signs	32,260	1,740	3,171	1,431	G
RIGHT	Public Rights of Way	4,770	-34,818	-44,918	-10,100	R
STCLE	Street Cleansing	320,520	166,780	159,062	-7,718	R

Cost Centre	Cost Centre Name	Net Budget for the Full Year £	Net Budget to the end of period £	Actual including Commitments to the end of the period £	Variance £	
VARIOUS	Public Conveniences	188,210	86,601	95,059	8,458	R
LITTR	Litter Bins	16,390	3,778	2,880	-898	G
RCOLL	Refuse Collection	1,075,090	184,824	186,425	1,601	G
RECYC	Recycling & Waste Awareness	111,390	-6,390	21,486	27,876	R
PAPER	Waste Paper and Card Collection	36,310	2,640	-4,123	-6,743	R
TFRST	Waste Transfer Station	79,320	37,260	36,681	-579	G
TRREF	Trade Refuse	-21,130	-118,823	-129,300	-10,477	R
CRIME	Crime and Disorder	75,420	10,900	12,862	1,962	G
CRIMP	RV Crime Reduction Partnership	24,000	874	973	99	G
CCTEL	CCTV Equipment	113,880	58,705	57,980	-725	G
LNGCH	Longridge Civic Hall	17,000	0	0	0	G
ARTDV	Art Development	28,510	9,316	8,303	-1,013	G
PLATG	Platform Gallery	112,840	40,267	44,143	3,876	G
MUSEM	Castle Museum	204,730	8,407	11,039	2,632	A
MCAFE	Museum Café	910	-2,959	755	3,714	A
TURSM	Tourism	99,850	13,150	13,344	194	G
VARIOUS	Car Parking	-99,980	-61,025	-68,868	-7,843	R
LDEPO	Longridge Depot	0	6,051	5,798	-253	G
SDEPO	Salthill Depot	-290	20,982	22,126	1,144	G
VARIOUS	Refuse Collection Vehicles	0	203,869	178,602	-25,267	R
VARIOUS	Grounds Maintenance Vehicles	0	31,543	36,092	4,549	A
VARIOUS	Works Administration Vehicles	0	17,088	16,629	-459	G
VARIOUS	Plant	0	4,611	7,270	2,659	A
TWOWR	Two Way Radio	0	-1,652	-997	655	G
VEHCL	Vehicle Workshop	-900	-7,965	-7,925	40	G
WKSAD	Works Administration	-1,840	-69,729	-67,579	2,150	A
CARVN	Caravan Site	-6,520	0	1,332	1,332	G

Cost Centre	Cost Centre Name	Net Budget for the Full Year £	Net Budget to the end of period £	Actual including Commitments to the end of the period £	Variance £	
EDPIC	Edisford Picnic Area	-7,730	-8,329	-7,615	714	G
PKADM	Grounds Maintenance	-3,340	-102,807	-103,444	-637	G
ROEBN	Roefield Barn	50	-26	-25	1	G
RVPRK	Ribble Valley Parks	406,570	164,286	183,389	19,103	R
RPOOL	Ribblesdale Pool	269,820	30,750	22,402	-8,348	R
EALLW	Edisford All Weather Pitch	-10,820	-7,622	-7,418	204	G
CYCLS	Cycling	5,880	0	0	0	G
EXREF	Exercise Referral Scheme	40,430	34,368	29,720	-4,648	A
SPODV	Sports Development	85,120	15,868	13,917	-1,951	G
GRSRC	Grants & Subscriptions - Community	26,980	280	-90	-370	G
XMASL	Xmas Lights & RV in Bloom	3,220	952	560	-392	G
RECUL	Recreation and Culture Grants	36,940	26,995	27,985	990	G
SPOGR	Sports Grants	7,590	0	0	0	G
CULTG	Culture Grants	6,470	3,940	3,500	-440	G

	Total:	3,327,550	1,413,683	1,412,532	-1,151	
Transfers to/from Earmarked Reserves						
	Exercise Referral	-5,260	0	0	0	
	Total after Transfers to/from Earmarked Reserves	3,322,310	1,413,683	1,412,532	-1,151	

- 2.2 Following problems with the increased cost of paper collection, the Council approved a supplementary estimate of £30,000 for the additional costs between April and June 2013, and agreed to bring the service in house from 1 July 2013 (new cost centre – PAPER)
- 2.3 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, which 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

- 2.2 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.
- 2.3 The main variations for items included in the amber shaded cost centres are shown with budget holders' comments at Annex 2.
- 2.4 In summary the main areas of variance which are unlikely to rectify themselves by the end of the financial year are summarised below. Please note that favourable variances are denoted by figures with a minus symbol.

Description	Additional expenditure/ Savings to 30th September 2013
	£
Community Services Department (COMMD) – additional expenditure on salaries, as the expected level of vacancies hasn't been achieved, and an additional post has been filled	20,441
Public Conveniences (VARIOUS) - repair and maintenance-additional expenditure at Castle Field, Woone Lane, Berry Lane and Slaidburn	7,995
Recycling & Waste Awareness (RECYC) - Private Contract payments – additional costs from April to July as contract with Viridor much more expensive. However, brought service in-house with effect from 1 st July 2013	35,395
Ribble Valley Parks (RVPRK) – Additional expenditure on Repairs and Maintenance – particularly in respect of the Bowling Green, Castle Grounds, and at Roefield	13,979
Museum and Museum Café (MUSEM and MCAFE) – repairs and maintenance of buildings- Various items of repair. Budget for full year already overspent	10,392
Refuse and Paper Collection (RCOLL and PAPER) – Savings in staffing costs due to vacancies, and delays in filling posts	-22,093

Description	Additional expenditure/ Savings to 30th September 2013
Trade Refuse (TRREF) additional contract income re wheeled bins, offset by reduced income on sale of sacks	-11,664
Recycling Credits (RCOLL and RECYC) - claims made at higher rate.	-5,776
Public Rights of Way (RIGHT) – income from footpath diversion orders – likely to be eventually offset by expenditure	-8,548
Childrens Trust Grant (COMMD) – additional income re Working Together and families project	-10,000
Car park charges (VARIOUS) – increased income – mainly at Edisford and Ribchester, and probably because of the good weather in July	-9,914
Refuse Collection Vehicles- (VARIOUS) repairs and maintenance. Effects of staff savings and reduction in use of spares	-22,021
Refuse Collection Vehicles (VARIOUS) diesel – Lower than anticipated price of diesel and slightly lower consumption	-9,821
OTHER – Various items of net spending	10,484

3 CONCLUSION

- 3.1 Whilst there are many significant variances, the comparison between actual and budgeted expenditure shows a net underspend for Community Committee of just £1,151 for the first six months of the financial year 2013/14.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

CM7 -09/TH/AC
10 OCTOBER 2013

Community Services Committee Budget Monitoring - September 2013 - 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
COMMD/0100-0109	Community Services Department/ Staffing Costs	1,136,030	569,674	590,115	20,441	The Budget assumes 2% vacancies. There have been none so far this year, and in addition 2 further Planning posts have now been filled	Approval has been given for the filling of these posts, as Planning income has increased significantly. Continue to monitor expenditure and income closely to ensure overall net budget for the year is not overspent
COMMD/8039z	Community Services Department/ Children's Trust Grant	-20,000	-20,000	-30,000	-10,000	Additional grant re Working Together with Families project	Monitor expenditure to ensure that the additional grant is fully used
dtrn/8420n	Car Parks/ Car Park charges income	-276,600	-144,969	-154,883	-9,914	Significant increase in income during July, because of the fine weather, and particularly at Edisford Car Park	Continue to closely monitor income, as poor weather will have a negative effect on income
dsc0/2602	Refuse Collection Vehicles/Repairs and maintenance	152,340	70,563	48,542	-22,021	Significant reduction in expenditure, due to vehicle maintenance staff savings, and an overall reduction in the use of spares	Continue to closely monitor expenditure, as there might be a need for some large payments in the second half of the year

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
dSCO/2612	Refuse Collection Vehicles/ Diesel	205,670	96,462	86,641	-9,821	Lower than anticipated price of diesel, and slightly lower consumption of fuel	Continue to closely monitor expenditure, as an increase in fuel prices could affect this saving
pub/2402	Conveniences/ Repairs and maintenance of buildings	80,150	45,881	53,876	7,995	Additional expenditure particularly at Castle Field, Woone Lane, Berry Lane and Slaidburn	Monitor expenditure closely to ensure overall budget for the year is not overspent
MUSEM/2402	Castle Museum/ Repairs and Maintenance of Buildings	11,790	5,898	12,674	6,776	Budget for the full year already exceeded, particularly on repainting and the provision of a new counter	Budget holder identifying areas of savings elsewhere so that virement can be made
MUSEM/2409	Castle Museum/ Non Recurring expenditure	0	0	-7,860	-7,860	Contribution received from Lancashire County Council for insulation works	A scheme is now being drawn up to utilise this funding
RCOLL/PAPER 0150-0169	Refuse Collection and Paper Collection/ Drivers and Loaders wages etc	725,790	348,213	326,120	-22,093	Savings in Drivers and Loaders wages etc. due to staff vacancies, and maintenance of Paper Collection service with lower than anticipated staffing input	Monitor expenditure closely to ensure overall expenditure for the whole year is contained within the budget.
RECYC/3074	Recycling & Waste Awareness/ Private Contract Payments	13,890	13,890	49,285	35,395	Previous contract for collection of paper ended at 31st March 2013. New contract much more expensive from April to end of June 2013	Contract terminated at 30th June 2013, and service brought in-house, with hoped for significant savings

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
RECYC/8431z	Recycling/ Recycling Credits	-28,440	-21,081	-27,638	-6,557	Recycling credit for paper claimed at higher rate.	At this stage continue to invoice at higher rate
RPOOL/8571n	Ribblesdale Pool/ Adult Admissions	-75,590	-42,608	-36,636	5,972	Lower level of attendances than in 2012/13, but partly offset by increase in income from contracts and courses	Monitor income to see how much the annual Budget will be exceeded by
SPODV/2971	Sports Development /Printing & Stationery	0	0	5,398	5,398	Expenditure carried over from 2012/13 - to be met from Earmarked Reserve also carried over, and expenditure on Summer activity scheme	Contribution from Earmarked Reserve to be brought in below the line
SPODV/8039z	Sports Development /Children's Trust Grant	0	0	-5,000	-5,000	Grant from LCC for the Summer Activity scheme	Will meet invoices already paid, with some more to come
TRREF/8411z	Trade Refuse/ Contracts	-111,210	-111,210	-127,380	-16,170	Invoices already raised exceed the annual Budget, but there may be some reductions to these bills during the year, and as the take up is higher than expected, there will undoubtedly be an increase in Tipping Fees	Monitor income to see how much the annual Budget will be exceeded by

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
RIGHT/8586n	Public Rights of Way/ Footpath Diversion Orders	0	0	-8,548	-8,548	Income re several diversion orders not budgeted for.	Monitor expenditure to ensure that the additional income is fully used
RVPRK/2402	Ribble Valley Parks/ Repairs and maintenance of Buildings	20,110	11,301	25,280	13,979	Expenditure has taken place in respect of double glazed windows (£8308) and remedial repairs (£3132) at the Bowling Green café. In addition, considerable time has been spent by Works Admin at the Castle grounds and at Roefield.	Budget holder advised that in the light of expenditure incurred and further orders placed, the Budget will certainly be overspent, and that areas of saving should be identified elsewhere to offset this.
VEHCL/0110-0350	Vehicle Workshop/ Staffing	60,710	30,364	21,965	-8,399	Senior post vacant for several months	Vacancy now filled, but there will be a saving at the end of the year. However, this is offset by the reduced charge to users - see below
VEHCL/8900z	Vehicle Workshop/ Oncost 100%	-87,520	-43,778	-32,447	11,331	Reduced recharge as costs are lower due to vacancy	The reduced income here will also be reflected in a reduced recharge to users. It will be offset by savings in employee costs shown elsewhere.
					-19,096		

Community Services Committee Budget Monitoring - September 2013- 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
BUSSH/2402	Bus Shelters/ Repairs and maintenance	7,050	3,528	765	-2,763	Expenditure postponed in the light of overspendings on some other Budgets
COMMD/2089	Community Services Department/ Non Recurring Purchases of Equipment	0	0	2,709	2,709	No Budget - but to be met from Earmarked Reserve created in 2012/13
pub/2475	Public Conveniences/General Cleaning	4,000	2,002	6,736	4,734	Annual Budget already overspent on general expenditure. Budget holder identifying areas of savings elsewhere so that virement can be made
pub/3085	Public Conveniences/Consultants Fees	6,120	3,058	0	-3,058	Nothing spent so far this year. May be possible to vire some or all of this saving to offset overspendings elsewhere
vpla/2602	Vehicles and Plant/ Repairs and maintenance	4,250	2,155	4,245	2,090	Budget for the whole year already nearly overspent, particularly following essential repairs to the Cherry Picker
MCAFE/2402	Museum Café/Repairs and Maintenance	510	258	3,874	3,616	Budget for year already considerably exceeded, particularly due to electrical work following revamping to kitchen (£1679) and repairs to dishwasher (£623). Areas of virement being identified to meet this.

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
PAPER/2636	Paper Collection/ Hire of transport	750	252	3,000	2,748	Hire of vehicle as new vehicle was not available at the very start of the contract
PAPER/8431z	Recycling/ Recycling Credits	-58,160	-12,912	-16,163	-3,251	Recycling credit for paper claimed at higher rate.
PLATG/2402	Platform Gallery/Repair and maintenance of Buildings	3,710	2,822	4,859	2,037	Annual Budget already overspent on general expenditure. Budget holder identifying areas of savings elsewhere so that virement can be made
PLATG/3277	Platform Gallery/ Promotional Activities	7,480	2,869	607	-2,262	Some expenditure has been delayed, and the savings may be needed to offset overspending elsewhere
PLATG/8708n	Platform Gallery/ Commission	-28,430	-10,352	-7,631	2,721	There has been a fall in sales of Artists work, where we receive commission. Steps are being taken to try and reverse this trend, particularly over the next 3 months
RPOOL/0100-0229	Ribblesdale Pool/ staffing Costs	299,250	153,252	150,361	-2,891	Savings due to staff vacancies.
RPOOL/8532l	Ribblesdale Pool/ Hire of Baths/Clubs	-31,800	-31,800	-35,186	-3,386	Budgeted income for the full year has already been exceeded - mainly due to additional bookings on a Saturday. This income may be slightly reduced during the year if individual booked days are cancelled

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
RPOOL/8542l	Ribblesdale Pool/Courses	-93,910	-61,321	-65,028	-3,707	Greater take up of courses than in 2012/13.
RPOOL/8543n	Ribblesdale Pool/Contracts	-24,660	-12,083	-15,219	-3,136	Greater take up of courses than in 2012/13.
RPOOL/8572n	Ribblesdale Pool/ Junior Admissions	-51,800	-29,793	-26,177	3,616	Lower level of attendances than in 2012/13, but partly offset by increase in income from contracts and courses
RVPRK/2414	Ribble Valley Parks/ Emergency Tree Work	5,500	2,772	5,345	2,573	Tree works at Whalley Moor. Budget for the whole year nearly all spent
STCLE/2637	Street Cleansing/ Hire of Plant	97,230	97,230	93,161	-4,069	This takes account of the contract for the full year, but additional plant may be hired as required later in the year
TRREF/8410z	Trade Refuse/sacks and Labels	-29,750	-14,882	-12,429	2,453	Lower take up of sacks and labels, as more businesses go over to wheel bins
TRREF/8550z	Trade Refuse/Charitable sacks and Labels	-17,380	-8,692	-6,639	2,053	Lower take up of sacks and labels, as more charities etc go over to wheel bins
WKSAD/8900z and 8920z	Works Administration/Oncost	-213,600	-94,811	-90,089	4,722	Lower recharge to reflect lower wages costs
					7,549	