

## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 16

meeting date: 12 SEPTEMBER 2017  
 title: OVERALL REVENUE MONITORING 2017/18  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: LAWSON ODDIE

### 1 PURPOSE

1.1 To consider the position on the revenue budget for the current financial year up to the end of July.

### 2 ORIGINAL BUDGET 2017/18

2.1 The original budget agreed for the current year is set out below.

	<b>Original Estimate 2017/18 £</b>
Committee Net Requirements	6,995,600
Capital Charges Adjustment	-744,380
<b>Committee Expenditure After Adjustments</b>	<b>6,251,220</b>
Other Items - Interest Payable	7,830
- Interest on balances	-15,660
- New Homes Bonus	-1,576,964
- Transition Grant	-20,345
- Rural Areas Delivery Grants – Additional Funding	-86,603
- Retained Business Rates Income	-447,824
- Renewable Energy Business Rates	-29,091
- Section 31 Grant for Business Rates	-591,197
- 10% of Retained Levy – Payable to LCC under Pooling	50,080
- Share of Business Rates Deficit on Collection Fund	-45,368
<b>Expenditure After Other Items</b>	<b>3,496,078</b>
<b>Less Added to/(taken from) Earmarked Reserves</b>	
Elections	22,540
Building Control Fee Earning	5,490
Performance Reward Grant	-53,500
IER Reserve	-1,300
Community Safety	-13,520
Equipment Reserve	-120

	<b>Original Estimate 2017/18 £</b>
Revaluation Reserve	2,060
Government Housing Grants Reserve	-130
Planning Reserve	-42,900
Post LSVT Pensions Reserve	-36,512
VAT Shelter	158,000
New Homes Bonus Reserve	783,885
Vehicle Renewals Reserve	46,000
Business Rates Volatility Reserve	787,886
Taken From Revenue Balances	-250,000
<b>Net Expenditure</b>	<b>4,903,957</b>

### 3 COMMENTS

3.1 Accountants are soon to start preparing the revised estimates for the current financial year. Regular budget monitoring is undertaken on a monthly basis. In addition committees are currently receiving monitoring reports in the current cycle.

3.2 Looking at three of the largest elements within our budget - employee costs, fees and charges and interest. The position at the end of July on these was as follows:

#### 3.3 *Employees*

Position at end of July:

	<b>£</b>
Budget to the end of July	1,814,473
Actual to the end of July	1,806,238
<b>Difference as at the end of July</b>	<b>-8,235</b>

Annex 1 shows the main variances by individual cost centre. However, the reasons for the larger variances are summarised below:

- COMMD: Community Services Department (£9,668) – The staffing budget allows for staff turnover within the full financial year of 4%. To date there has been a low level of turnover within the department and to date this turnover has not materialised. This variance may correct itself as the year progresses.
- RCOLL: Refuse Collection (£7,752) – There has been an increased usage of agency staff on the service due to staff sickness. Furthermore, the staffing budget allows for staff turnover within the full financial year of 4%. To date there has been a low level of turnover.

- RPOOL: Ribblesdale Pool (£-11,819) – As reflected in the variances on Fees and Charges, there are vacancies in swimming teachers (1 full time and 1 part time post) resulting in the underspend shown. There is also a vacant apprentice lifeguard post. Some of the variance from these items has been partly offset by increased overtime cover.

### 3.4 Fees and Charges

Position at end of July:

	£
Budget to the end of July	-1,048,197
Actual to the end of July	-1,104,142
<b>Difference as at the end of July</b>	<b>-55,945</b>

Again, Annex 2 shows the main differences and the reasons for the larger variances are summarised below:

- CLMKT: Clitheroe Market (-£5,756) – Cabins income is higher than budgeted for because occupancy levels to date are higher than estimated. The actual to date includes all cabins invoiced for the full year in April 2017, so if any cabin holder leaves in-year, then the cabins income will drop if there is a vacant period for that cabin.
- PLANG: Planning Control and Enforcement (£-10,765) – There have been two large application fees received in June and July (Shay Lane, Longridge £11,550 and Low Moor, Clitheroe £13,860)
- RCOLL: Refuse Collection (-£5,784) – There has been an increase in the level of take up of the bin hire scheme. Income from the scheme is already double that allowed for in the budget. There has also been increased income from household special collections due to increased demand.
- RPOOL: Ribblesdale Pool (£27,422) – There has been a fall in income from swimming lessons due to vacancies in swimming teachers (1 full time and 1 part time post). Income on lessons commencing in September has been invoiced in July and shows a variance of £21,490. Admissions income for adults and juniors is also down.
- TRREF: Trade Refuse (-£51,458) – Trade Waste contracts have been invoiced for the full year. There is a chance that some of these contracts may be cancelled as the year progresses, which will bring down the variance shown. The budget has been increased over recent years as we have seen an influx of customers since another operator in the area went out of business. At the moment it is anticipated that there may be net income of between £20k-£30k above the original estimate by the end of the year. This will be reflected at the revised estimate.
- VARIOUS: Car Parks (-£8,964) – This is largely due to increased usage at the Market, Dunsop Bridge and Edisford car parks.

### 3.5 **Interest**

Position at end of July:

	<b>£</b>
Budget to the end of July	-5,240
Actual to the end of July	-3,734
<b>Difference as at the end of July</b>	<b>1,506</b>

At this stage it is difficult to predict how our final interest figure will be in comparison to our budget for the year.

## 4 SUMMARY

4.1 In summary, the position is as follows:

	<b>£ 000</b>
Employees	-8,235
Income	-55,945
Interest	1,506
<b>Total Net Savings/Underspend/Extra Income</b>	<b>-62,674</b>

## 5 CONCLUSION

5.1 Overall, the variances to the end of July are favourable, with a net saving/additional income of £62,674, based on the areas included within this report.

5.2 The main reasons for the variance is the increased income on Trade Refuse and Planning Fees, partly offset by lower income levels (Swimming Lessons/Teachers) at Ribblesdale Pool.

5.3 The variances on Employees are largely compensating. However, the variance on Swimming Teachers has impacted on the Income levels as highlighted above.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

PF39-17/LO/AC  
21 August 2017

BACKGROUND PAPERS: None

For further information please ask for Lawson Oddie.

# ANNEX 1

## Employees – April to July 2017

Cost Centre	Cost Centre Name	Original Estimate to end July 2017	Actual to end July 2017	Variance
ARTDV	Art Development	4,586	3,969	-617
BCSAP	Building Control SAP Fees	48	38	-10
CEXEC	Chief Executives Department	283,529	279,781	-3,748
CIVCF	Civic Functions	4,074	2,609	-1,465
CIVST	Civic Suite	3,074	2,966	-108
CLMKT	Clitheroe Market	508	372	-136
CLOFF	Council Offices	16,828	14,250	-2,578
COMMD	Community Services Department	324,889	334,557	9,668
COMPR	Computer Services	49,484	51,541	2,057
CONTC	Contact Centre	46,978	45,677	-1,301
COSDM	Cost of Democracy	1,120	1,213	93
CPADM	Car Park Administration - Off Street	14,404	13,863	-541
DNHAM	Downham Toilets	88	80	-8
ELECT	Register of Electors	112	1,834	1,722
EXREF	Exercise Referral Scheme	14,408	12,612	-1,796
FMISC	Policy & Finance Miscellaneous	0	42	42
FSERV	Financial Services	164,300	169,203	4,903
HSASS	Housing Associations	0	830	830
JARMS	Joiners Arms	5,312	2,969	-2,343
LSERV	Legal Services	93,186	96,805	3,619
OMDEV	Organisation & Member Development	90,396	90,380	-16
PAPER	Waste Paper and Card Collection	27,710	26,029	-1,681
PCADM	Public Conveniences Administration	2,118	851	-1,267
PKADM	Grounds Maintenance	71,551	69,815	-1,736
PLATG	Platform Gallery and Visitor Information	22,802	21,606	-1,196
RCOLL	Refuse Collection	199,396	207,148	7,752
REVUE	Revenues & Benefits	135,452	133,693	-1,759

**ANNEX 1****Employees – April to July 2017**

<b>Cost Centre</b>	<b>Cost Centre Name</b>	<b>Original Estimate to end July 2017</b>	<b>Actual to end July 2017</b>	<b>Variance</b>
RPOOL	Ribblesdale Pool	105,375	93,556	-11,819
SDEPO	Salthill Depot	7,376	6,460	-916
STCLE	Street Cleansing	43,218	44,370	1,152
SUPDF	Superannuation Deficiency Payments	2,124	2,125	1
TFRST	Waste Transfer Station	8,165	6,521	-1,644
UPACT	Up and Active Service	17,824	16,915	-909
VEHCL	Vehicle Workshop	18,194	17,522	-672
WKSAD	Works Administration	35,844	34,034	-1,810
		<b>1,814,473</b>	<b>1,806,238</b>	<b>-8,235</b>

## ANNEX 2

### Fees and Charges – April to July 2017

<b>Cost Centre</b>	<b>Cost Centre Name</b>	<b>Original Estimate to end July 2017</b>	<b>Actual to end July 2017</b>	<b>Variance</b>
BCFEE	Building Control Fee Earning	-65,345	-68,586	-3,241
BCNON	Building Control Non Fee Earning	-440	-528	-88
BCSAP	Building Control SAP Fees	-1,748	-1,120	628
CIVST	Civic Suite	-1,444	-3,098	-1,654
CLCEM	Clitheroe Cemetery	-14,552	-13,283	1,269
CLMKT	Clitheroe Market	-104,338	-110,094	-5,756
COMMD	Community Services Department	-212	-278	-66
COMPR	Computer Services	0	-208	-208
DOGWD	Dog Warden & Pest Control	-6,497	-5,292	1,205
DRAIN	Private Drains	-502	-415	87
EALLW	Edisford All Weather Pitch	-5,756	-6,709	-953
EDPIC	Edisford Picnic Area	-436	-500	-64
ENVHT	Environmental Health Services	-8,582	-6,177	2,405
EXREF	Exercise Referral Scheme	-1,632	-1,593	39
FSERV	Financial Services	-380	-384	-4
IMPGR	Improvement Grants	-2,156	0	2,156
LANDC	Land Charges	-26,952	-25,716	1,236
LICSE	Licensing	-25,973	-24,906	1,067
LSERV	Legal Services	-340	-835	-495
MCAFE	Museum Cafe	-2,286	-2,841	-555
MUSEM	Castle Museum	0	-1,318	-1,318
PLANG	Planning Control & Enforcement	-196,250	-207,015	-10,765
RCOLL	Refuse Collection	-9,816	-15,600	-5,784
RPOOL	Ribblesdale Pool	-135,764	-108,342	27,422
RVPRK	Ribble Valley Parks	-1,449	-3,252	-1,803
SDEPO	Salthill Depot	-260	-244	16

**ANNEX 2****Fees and Charges – April to July 2017**

<b>Cost Centre</b>	<b>Cost Centre Name</b>	<b>Original Estimate to end July 2017</b>	<b>Actual to end July 2017</b>	<b>Variance</b>
SIGNS	Street Nameplates & Signs	-176	-546	-370
SPODV	Sports Development	-72	0	72
TRREF	Trade Refuse	-303,080	-354,538	-51,458
VARIOUS	Car Parks	-131,759	-140,723	-8,964
		<b>-1,048,197</b>	<b>-1,104,142</b>	<b>-55,945</b>