

# Business and Transformation Scrutiny Panel

Agenda  
Item:

**A.4**

Meeting Date: 15<sup>th</sup> February 2018  
Portfolio: Finance, Governance and Resources  
Key Decision: No  
Within Policy and Budget Framework YES  
Public / Private Public

Title: REVENUE BUDGET OVERVIEW & MONITORING REPORT:  
APRIL TO DECEMBER 2017  
Report of: CHIEF FINANCE OFFICER  
Report Number: RD 43/17

**Purpose / Summary:** This report provides an overview of the Council's General Fund revenue budgetary position for the period April to December 2017 and was considered by the Executive on 12<sup>th</sup> February 2018.

## Questions for / input required from Scrutiny:

Members are asked to note the variances contained within this report.

## Recommendations:

The Members of the Resources Overview and Scrutiny Panel are asked to note the overall budgetary position for the period April to December 2017.

## Tracking

Executive:	12 <sup>th</sup> February 2018
Overview and Scrutiny:	15 <sup>th</sup> February 2018
Council:	n/a

# Report to Executive

Agenda  
Item:

Meeting Date: 12<sup>th</sup> February 2018  
Portfolio: Finance, Governance and Resources  
Key Decision: No  
Within Policy and Budget Framework YES  
Public / Private Public

Title: REVENUE BUDGET OVERVIEW & MONITORING REPORT:  
APRIL TO DECEMBER 2017  
Report of: CHIEF FINANCE OFFICER  
Report Number: RD 43/17

**Purpose / Summary:** This report provides an overview of the Council's overall budgetary position for the period April to December 2017 for revenue schemes only. The revenue report includes details of balance sheet management issues, bad debts written off in the period and progress against the transformation savings is also provided.

## Recommendations:

The Executive is asked to:

- (i) Note the budgetary performance position of the Council to December 2017;
- (ii) Note the potential year end commitments as detailed in paragraph 4;
- (iii) Note the action by the Chief Finance Officer to write-off bad debts as detailed in paragraph 6;
- (iv) Note the virements and release of reserves as set out in paragraph 2.1 and Appendix A.

## Tracking

Executive:	12 <sup>th</sup> February 2018
Scrutiny:	15 <sup>th</sup> February 2018
Council:	n/a

## **1. BACKGROUND INFORMATION AND OPTIONS**

- 1.1 In accordance with the City Council's Financial Procedure Rules, the Chief Finance Officer is required to report to the Executive on the overall budget position, the monitoring and control of expenditure against budget allocations and the exercise of virement on a regular basis. Further details of virements processed can be found in **Appendix A**. It is the responsibility of individual Chief Officers to control income and expenditure within their service areas and to monitor performance, taking account of financial information provided by the Chief Finance Officer.
- 1.2 All Managers currently receive a monthly budget monitoring report covering their areas of responsibility. Information is collated from the main accounting system and then adjusted to correct any known budget profiling trends, timing differences and commitments. The report has been developed in line with the need to provide sound financial management information to inform the decision making process.
- 1.3 Please note that throughout this report:
- (i) the use of a bracket represents a favourable position i.e. either an underspend or additional income received,
  - (ii) the term 'underspend' is taken to include both reduced expenditure and/or increased income,
  - (iii) the term 'overspend' includes both spending above budget and/or reduced income levels.

## **2. REVENUE BUDGET OVERVIEW**

- 2.1 The following statement shows the total annual revenue budget as at December 2017:

<b>2017/18 Revenue Budget</b>	<b>£</b>
Approved Budget (Council resolution – February 2017)	11,038,000
Carry forward requests (2016/17 in-year)	97,000
Carry forward requests (2016/17 out-turn)	393,000
<b>Council Resolution 2017/18</b>	<b>11,528,000</b>
Non-Recurring Transfers to/(From) Reserves:	
IT Renewals Reserve (Enterprise Licences & IT Strategy)	214,200
Leisure Reserve	80,200
Revenue Grants Reserve	104,400
Cremator Replacement Reserve (Environmental Surcharge Income)	(64,600)
Building Control Reserve (Admin Support)	31,700
GLL Reserve	69,000
Promoting Carlisle Reserve	10,000
General Carry Forward Reserve	111,000
<b>Updated Budget 2017/18</b>	<b>12,083,900</b>

### 3. 2017/18 BUDGET MONITORING

3.1 The summarised budgetary position as at December 2017 is shown below:

<b>Directorate / Appendix</b>		<b>Annual Net Budget</b>	<b>Net Budget to date</b>	<b>Net Spend to date</b>	<b>Adjusted Variance</b>
		<b>(£)</b>	<b>(£)</b>	<b>(£)</b>	<b>(£)</b>
Community Services	B1	9,437,000	7,462,957	7,216,980	(245,977)
Corporate Support & Resource	B2	2,928,900	3,040,728	3,084,617	43,889
Economic Development	B3	1,291,100	730,115	501,728	(228,387)
Governance & Regulatory	B4	508,200	185,243	202,829	17,586
Corporate <sup>(1)</sup>	B5	(2,081,300)	(3,118,265)	(2,616,083)	502,182
<b>Sub Total</b>		<b>12,083,900</b>	<b>8,300,778</b>	<b>8,390,071</b>	<b>89,293</b>
Flood Expenditure (net) <sup>(2)</sup>	B6	0	0	114,612	114,612
<b>Total</b>		<b>12,083,900</b>	<b>8,300,778</b>	<b>8,504,683</b>	<b>203,905</b>
%age of budget (excluding flood)			68.7%	69.4%	

Note 1: Corporate underspends include Salary Turnover Savings, Budget Savings, Inflation Savings, Direct Revenue Financing, Non-Distributed (Pension) costs and corporate management costs (which include bank and audit charges).

Note 2: Net Flooding expenditure relates to costs incurred as a result of the flood, some of which will be able to be claimed back through insurance claims. Non-insured costs will be funded from the

£500,000 flood reserve unless the expenditure can be funded from underspends on base budgets. The overspend to date reflects the current funding required from the flood reserve.

3.2 Further details for each directorate can be found in **Appendices B1 – B6**. Each appendix shows a breakdown of the variance for the Directorate, with comments and a note of any performance issues.

3.3 The main income and expenditure variances are summarised below:

Under achieved Income

- Underachieved investment income of £33,200.
- Shortfall on income of £289,600 at John Street Accommodation due to closure from flood damage. Discussions are ongoing with the Council's insurance provider to agree the level of income that can be recovered as part of our insurance claim.
- Shortfall on income from Lanes of £67,400.

Over achieved Income/Grants & Contributions

- Improved levels of Development Control income of £146,700.
- Improved levels of Building Control income of £42,900.
- Improved levels of Licensing income of £25,800.

Under budget Expenditure

- Underspend on Councillors' small scale community schemes of £20,700.
- Additional in year savings from Rethinking Waste of £152,800.
- Underspend on Minimum Revenue Provision of £39,600 due to a lower Capital Financing Requirement (CFR) at 31<sup>st</sup> March 2017.
- Additional salary turnover saving achieved of £123,300 against target to date.
- Savings on previous year inflation of £16,700.
- Net underspend on Municipal Elections of £106,100 due to there being no City Election this year.
- Net underspend on Buildings and Facilities of £118,000 mainly in relation to underspends on energy costs and additional income at Civic Centre.

Over budget Expenditure

- Net overspend to date of £80,900 in relation to the ICT expenditure. A review of ICT Strategy costs is in progress to realign the profiles of expenditure budgets with revised implementation plans.

- Overspend of £114,600 in relation to flood recovery costs not covered by insurance settlements which may be funded from the £500,000 flood reserve.
- Shortfall on Base Budget Review savings of £108,100 against annual target of £403,000; work is in progress with the aim of achieving this target in full.
- Shortfall on recurring transformation savings of £572,000 mainly in relation to Rethinking Waste (£400,000) and VR/ER savings.

A subjective analysis of the summarised budgetary position excluding flood related items as at December is shown below:

Subjective Analysis	Annual Budget (£)	Budget to date (£)	Actual to date (£)	Adjusted Variance (£)
Employee Related <sup>(1)</sup>	14,915,300	11,090,996	11,511,671	420,675
Premises Related	3,917,800	3,130,168	3,034,844	(95,324)
Transport Related	1,352,700	1,031,474	990,594	(40,880)
Supplies and Services	5,791,600	4,585,977	4,343,709	(242,268)
Third Party Payments	3,114,500	1,969,138	2,073,605	104,467
Other e.g. Housing Benefits	27,300,500	20,470,162	20,667,014	196,852
<b>Total Expenditure</b>	<b>56,392,400</b>	<b>42,277,915</b>	<b>42,621,437</b>	<b>343,522</b>
Grants and Contributions	(5,475,700)	(4,263,864)	(4,556,980)	(293,116)
Specific Grants e.g. Housing Benefits	(27,089,400)	(20,620,845)	(20,638,668)	(17,823)
Customer & Client Receipts	(11,448,800)	(8,868,316)	(8,844,160)	24,156
Other Income	(294,600)	(224,112)	(191,558)	32,554
<b>Total Income</b>	<b>(44,308,500)</b>	<b>(33,977,137)</b>	<b>(34,231,366)</b>	<b>(254,229)</b>
<b>Total</b>	<b>12,083,900</b>	<b>8,300,778</b>	<b>8,390,071</b>	<b>89,293</b>

Note 1: the adjusted variance in Employee Related costs include the underachieved transformation savings to date.

- 3.4 The following table shows the position as at December 2017 of savings achieved against the transformation savings targets to date.

Savings Target	Target (£)	Achieved (£)	(Overachieved) /Outstanding (£)
Up to & including 2014/15		44,400	(44,400)
2015/16	0	(83,400)	83,400
2016/17	1,201,000	1,217,000	(16,000)
2017/18 Target	795,000	395,000	400,000
2017/18 Base Budget Review	403,000	294,900	108,100
<b>Net Position 2017/18</b>	<b>2,399,000</b>	<b>1,867,900</b>	<b>531,100</b>
2017/18 Base Budget Review	0	300	(300)
2018/19 Current Target	1,479,000	453,600	1,025,400
<b>Net Recurring position</b>	<b>3,878,000</b>	<b>2,321,800</b>	<b>1,556,200</b>

The current MTFP includes budgeted recurring savings of £3.878million (£3.475million for Transformation and £0.403million for Base Budget Review).

#### 4. FORECAST OUTTURN POSITION 2017/18

4.1 The Council's financial position is affected by a number of external factors that have a financial impact during the course of the year and ultimately at the year end.

These include:

- The general effect of local economic activity on the Council's income streams e.g. car parking, tourism and leisure activities.
- Fuel prices, energy costs and other inflationary issues.
- The effects of the housing market and property prices, especially with regard to income from land charges, rents and building and development control.

4.2 The Council's financial position will continue to be closely monitored and will be reported fully at outturn. Some of the significant service and income variances estimated for the year end are set out below.

##### Income

- Projected under achievement in investment income of £44,000.
- Projected shortfall on rental income from The Lanes of £85,200.
- Projected over achieved Development Control income of £130,000.
- Projected shortfall on income of £386,100 (maximum) at John Street Accommodation due to closure from flood damage. This will be partly offset by reduced costs and income generated from re-opening. The out-turn position is also dependent on the level of income recoverable as part of our insurance claim.

## Expenditure

- Additional in year savings from Rethinking Waste of £152,800, of which some may be utilised to fund waste receptacle purchases within the capital programme.
- Projected underspend on Minimum Revenue Provision of £39,600.
- Projected over achievement of salary turnover savings of £140,000.
- Projected savings on inflation of £17,500.
- Projected shortfall on Base Budget Review savings of £108,100 against annual target of £403,000.
- Projected shortfall on recurring transformation savings of £572,000 mainly in relation to Rethinking Waste (£400,000) and VR/ER savings.
- Projected underspend on Municipal Elections of £100,000.

4.3 Members are also asked to note that a full review of the profiling of budgets continue to be undertaken to allow better year end forecasting to be incorporated into the budget monitoring process.

4.4 Carry forward requests will be considered in line with the Council's Constitution as part of the year end process. However, a more robust and stringent approach will be taken where carry forwards will be strictly limited to those where there is evidence of contractual commitments to expenditure.

## **5. BALANCE SHEET MANAGEMENT**

5.1 In line with CIPFA guidance and good practice, information relating to significant items on the Council's balance sheet is shown below. The information concentrates on those items that may have a material impact on the Council if not reviewed on a regular basis.

Balance Sheet item	Balance at 31/03/2017	Balance at Dec 2017	Note
Investments	£14.7m	£18.0m	(i)
Loans	£15.0m	£15.0m	(ii)
Debtors	£1.32m	£1.39m	(iii)
Creditors	£0.004m	£0.209m	

- (i) The anticipated annual return on these investments is estimated at £262,400 for 2017/18 with current forecasts anticipated to be below these projections.
- (ii) The cost of managing this debt, in terms of interest payable, is budgeted at £1,319,700 in 2017/18 with costs currently on target.



- (iii) There may be a significant impact on the cash flow of the Council if outstanding debts are not received. Any debts deemed to be irrecoverable are written off against a bad debt provision set up specifically for this purpose. Other significant debts relate to Council Tax, NNDR, and Housing Benefit overpayments.
- (iv) The Council's VAT partial exemption calculation for the period ending September 2017 has been calculated and is well below the 5% limit set by HMRC at 1.59%. However, this will increase as expenditure is incurred on the capital programme especially on VAT exempt activities i.e. Civic Centre reinstatement.

## 6. BAD DEBT WRITE-OFFS

- 6.1 The Chief Finance Officer has delegated authority for the write-off of outstanding debts for NNDR, Council Tax and Debtors (including Penalty Charge Notices). In accordance with this, the Executive is asked to note that debts totalling £119,326.04 have been written off during Quarter 3 to the end of December 2017. A summary of bad debts is given in Table 1, **Appendix C** of this report and these costs will fall against the following:

	£
General Fund	42,948.90
Council Tax (Collection Fund)	25,336.23
NNDR	51,040.91
<b>Total Write-offs</b>	<b>119,326.04</b>

- 6.2 The “write-ons” itemised in Table 2, **Appendix C**, totalling £1,330.87, are in respect of balances originally written off that have since been paid. The write-ons will be credited as follows:

	£
General Fund	3.00
Council Tax (Collection Fund)	1,114.79
NNDR	213.08
<b>Total Write-ons</b>	<b>1,330.87</b>

- 6.3 In the case of the General Fund, the write-offs will be charged against provisions for bad debts. However VAT, which has been identified separately, will be recouped in future VAT returns. Any write-off/write-on of Council Tax/NNDR will fall against the provisions within the Collection Fund. Any Council Tax court costs written off will be charged against the Bad Debt Provision within the General Fund.

- 6.4 At this stage of the year, the level of bad debts is broadly in line with expectations and at this level will be within the scope of the current provisions to fund the bad debts. However, this situation is continuously under review and any major deviations will be the subject of future reports.

## **7. CONSULTATION**

### **7.1 Consultation to date.**

SMT and JMT have considered the issues raised in this report.

### **7.2 Consultation Proposed**

Business and Transformation Scrutiny Panel will consider the report on 15<sup>th</sup> February 2018.

## **8. CONCLUSION AND REASONS FOR RECOMMENDATIONS**

### **8.1 The Executive is asked to:**

- (i) Note the budgetary performance position of the Council to December 2017;
- (ii) Note the potential year end commitments as detailed in paragraph 4;
- (iii) Note the action by the Chief Finance Officer to write-off bad debts as detailed in paragraph 6;
- (iv) Note the virements and release of reserves as set out in paragraph 2.1 and Appendix A.

## **9. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES**

- 9.1 The Council's revenue budget is set in accordance with the priorities of the Carlisle Plan and the position for the third quarter of 2017/18 shows the delivery of these priorities within budget.

**Contact Officer: Emma Gillespie**

**Ext: 7289**

**Appendices A, B1 to B6, C.**  
**attached to report:**

**Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers:**

- **None**

**CORPORATE IMPLICATIONS/RISKS:** SMT and JMT have been involved in the preparation of this report. Risks to budgets and development of ongoing impact of issues identified are monitored carefully and appropriate action taken.

**Community Services – N/A**

**Corporate Support & Resources** – Financial implications are contained within the main body of the report.

**Economic Development – N/A**

**Governance & Regulatory Services** – The Council has a fiduciary duty to manage its finances properly and the proper reporting of budget monitoring is part of this process.

## REVENUE BUDGET MONITORING 2017/18

## VIREMENTS PROCESSED FOR PERIOD OCTOBER TO DECEMBER 2017

Date	Virement Details	Permanent/ Temporary	Value	Authorised By
<b>Requested by Officers (under £35,000 or delegated authority)</b>				
10/10/2017	Revenue contribution to Tennis Canopy Project	Temporary	19,200	OD 116/17 Deputy Chief Executive
Various	Release of funding from General Carry Forward Reserve	Temporary	60,700	Chief Finance Officer
Various	Release of funding held in Revenue Grants Reserve	Temporary	8,100	Chief Finance Officer
11/10/2017	Release of funds from Leisure Reserve to fund the completion of the Leisure Contract Retender & Sands Centre Design Works	Temporary	49,300	OD 115/17 Deputy Chief Executive
17/11/2017	Revenue contribution to Play Area Project	Temporary	4,000	Green Spaces Site Management Team Leader
08/12/2017	Revenue contribution to Economic Development ICT Purchases	Temporary	5,400	Building Control Manager
<b>Approved by Executive (£35,000 to £70,000)</b>				
<b>Approved by Council (over £70,000)</b>				

## REVENUE BUDGET MONITORING 2017/18

COMMUNITY SERVICES	Gross Expenditure	Gross Income	Recharges	Total
Position as at 29th December 2017	£	£	£	£
Annual Budget	17,974,800	(5,882,200)	(2,655,600)	<b>9,437,000</b>
Budget to date	14,170,753	(4,715,818)	(1,991,978)	<b>7,462,957</b>
Total Actual	14,012,090	(4,807,214)	(1,987,896)	<b>7,216,980</b>
<b>Variance</b>	<b>(158,663)</b>	<b>(91,396)</b>	<b>4,082</b>	<b>(245,977)</b>
<b>Carry Forwards/Reserves &amp; Provisions</b>				<b>0</b>
<b>Adjusted Variance</b>	<b>(158,663)</b>	<b>(91,396)</b>	<b>4,082</b>	<b>(245,977)</b>

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Adjusted Variance
Service	Note	£	£	£	£
Small Scale Community Schemes	1	(20,688)	0	0	<b>(20,688)</b>
Green Spaces	2	(22,739)	(73,997)	45	<b>(96,691)</b>
Leisure Contracts	3	31,859	(1,304)	0	<b>30,555</b>
Parking	4	(17,551)	(13,903)	7	<b>(31,447)</b>
Waste Services	5	(127,410)	(16,586)	69	<b>(143,927)</b>
Miscellaneous	6	(2,133)	14,394	3,961	<b>16,222</b>
<b>Total Variance to date</b>		<b>(158,663)</b>	<b>(91,396)</b>	<b>4,082</b>	<b>(245,977)</b>

Note	Community Services - Comments
1.	Under budget on Councillors' small scale community schemes.
2.	Various minor overspends & additional income across the service.
3.	Overspend in relation to new equipment being funded in excess of those included in the new Leisure contract.
4.	Under budget on supplies and services; additional PCN income received to date
5.	Over budget transport costs offset by savings achieved in advance of target; surplus income from Bring Sites.
6.	Various minor underspends & shortfall in income across the service.

## REVENUE BUDGET MONITORING 2017/18

CORPORATE SUPPORT AND RESOURCE	Gross Expenditure	Gross Income	Recharges	Adjusted Total
Position as at 29th December 2017	£	£	£	£
Annual Budget	37,953,300	(28,466,800)	(6,557,600)	<b>2,928,900</b>
Budget to date	29,938,666	(21,811,948)	(5,085,990)	<b>3,040,728</b>
Total Actual	29,965,871	(21,797,562)	(5,083,692)	<b>3,084,617</b>
<b>Variance</b>	<b>27,205</b>	<b>14,386</b>	<b>2,298</b>	<b>43,889</b>
<b>Carry Forwards/Reserves &amp; Provisions</b>				<b>0</b>
<b>Adjusted Variance</b>	<b>27,205</b>	<b>14,386</b>	<b>2,298</b>	<b>43,889</b>

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Adjusted Variance
Service	Note	£	£	£	£
ICT Services	1	69,784	6,015	5,058	<b>80,857</b>
Treasury and Debt Management	2	(41,310)	33,192	0	<b>(8,118)</b>
Revenues & Benefits	3	(20,682)	(7,890)	60	<b>(28,512)</b>
Miscellaneous	4	19,413	(16,931)	(2,820)	<b>(338)</b>
<b>Total Variance to date</b>		<b>27,205</b>	<b>14,386</b>	<b>2,298</b>	<b>43,889</b>

Note	Corporate Support & Resources - Comments
1.	Overspend in relation to ICT Support & Strategy expenditure.
2.	Under budget on Minimum Revenue Provision, under achieved market deposit investment interest.
3.	Various minor underspends; additional grant income & court cost income received to date.
4.	Various minor overspends across the service, offset by additional income received.

## REVENUE BUDGET MONITORING 2017/18

ECONOMIC DEVELOPMENT	Gross Expenditure	Gross Income	Recharges	Adjusted Total
Position as at 29th December 2017	£	£	£	£
Annual Budget	3,584,100	(1,832,100)	(460,900)	<b>1,291,100</b>
Budget to date	2,244,648	(1,168,809)	(345,724)	<b>730,115</b>
Total Actual	2,227,393	(1,379,990)	(345,675)	<b>501,728</b>
<b>Variance</b>	<b>(17,255)</b>	<b>(211,181)</b>	<b>49</b>	<b>(228,387)</b>
<b>Carry Forwards/Reserves &amp; Provisions</b>				<b>0</b>
<b>Adjusted Variance</b>	<b>(17,255)</b>	<b>(211,181)</b>	<b>49</b>	<b>(228,387)</b>

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Adjusted Variance
Service	Note	£	£	£	£
Development Control	1	(13,440)	(146,710)	0	<b>(160,150)</b>
Building Control	2	(3,952)	(42,959)	0	<b>(46,911)</b>
Miscellaneous	3	137	(21,513)	49	<b>(21,326)</b>
<b>Total Variance to date</b>		<b>(17,255)</b>	<b>(211,181)</b>	<b>49</b>	<b>(228,387)</b>

Note	Economic Development - Comments
1.	various minor underspends, improved levels of income from fees and charges.
2.	Various minor underspends; surplus fee income received to date.
3.	Various net minor overspends and surplus income across the service.

## REVENUE BUDGET MONITORING 2017/18

GOVERNANCE AND REGULATORY	Gross Expenditure	Gross Income	Recharges	Adjusted Total
Position as at 29th December 2017	£	£	£	£
Annual Budget	9,814,500	(6,226,500)	(3,079,800)	<b>508,200</b>
Budget to date	7,319,682	(4,824,263)	(2,310,176)	<b>185,243</b>
Total Actual	7,309,670	(4,794,598)	(2,312,243)	<b>202,829</b>
<b>Variance</b>	<b>(10,012)</b>	<b>29,665</b>	<b>(2,067)</b>	<b>17,586</b>
<b>Carry Forwards/Reserves &amp; Provisions</b>				<b>0</b>
<b>Adjusted Variance</b>	<b>(10,012)</b>	<b>29,665</b>	<b>(2,067)</b>	<b>17,586</b>

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Adjusted Variance
Service	Note	£	£	£	£
Homeless Accommodation	1	(8,908)	233,447	0	<b>224,540</b>
Buildings and Facilities	2	(49,346)	(11,014)	1,475	<b>(58,885)</b>
Civic Centre	3	(34,462)	(24,781)	84	<b>(59,159)</b>
The Lanes	4	(2)	67,439	0	<b>67,437</b>
Municipal Elections	5	78,892	(185,050)	0	<b>(106,157)</b>
Miscellaneous	6	3,814	(50,377)	(3,626)	<b>(50,189)</b>
<b>Total Variance to date</b>		<b>(10,012)</b>	<b>29,665</b>	<b>(2,067)</b>	<b>17,586</b>

Note	Governance & Regulatory Services - Comments
1.	Lower expenditure levels & shortfall in income due to temporary closure of John Street.
2.	Underspend on supplies and services & premises related costs; additional income received.
3.	Underspend on premises related expenditure; additional income received.
4.	Shortfall in rent income for 2017/18.
5.	Underspend on City Elections, however currently showing an overspend on expenditure due to budgets needing to be input for Parliamentary Elections to gross up the expenditure and income.
6.	Various net minor overspends and surplus income across the service.



## REVENUE BUDGET MONITORING 2017/18

CORPORATE MANAGEMENT	Gross Expenditure	Gross Income	Recharges	Adjusted Total
Position as at 29th December 2017	£	£	£	£
Annual Budget	173,200	(2,254,500)	0	<b>(2,081,300)</b>
Budget to date	(1,396,726)	(1,721,539)	0	<b>(3,118,265)</b>
Total Actual	(882,309)	(1,733,774)	0	<b>(2,616,083)</b>
<b>Variance</b>	<b>514,417</b>	<b>(12,235)</b>	<b>0</b>	<b>502,182</b>
<b>Carry Forwards/Reserves &amp; Provisions</b>				<b>0</b>
<b>Adjusted Variance</b>	<b>514,417</b>	<b>(12,235)</b>	<b>0</b>	<b>502,182</b>

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Adjusted Variance
Service	Note	£	£	£	£
Other Financial Costs	1	530,989	(12,234)	0	<b>518,755</b>
Miscellaneous	2	(16,572)	(1)	0	<b>(16,573)</b>
<b>Total Variance to date</b>		<b>514,417</b>	<b>(12,235)</b>	<b>0</b>	<b>502,182</b>

Note	Corporate - Comments
1.	Improvements in savings for Salary Turnover (£123,300) & Inflation savings (£16,700). Shortfall on base budget review savings (£108,100) & transformation savings (£572,000); additional grant income received.
2.	Various minor underspends.

## REVENUE BUDGET MONITORING 2017/18

REVENUE FLOOD RECOVERY	Gross Expenditure	Gross Income	Recharges	Adjusted Total
Position as at 29th December 2017	£	£	£	£
Annual Budget	713,500	(713,500)	0	0
Budget to date	0	0	0	0
Total Actual	3,258,713	(3,144,101)	0	114,612
<b>Variance</b>	<b>3,258,713</b>	<b>(3,144,101)</b>	<b>0</b>	<b>114,612</b>
<b>Carry Forwards/Reserves &amp; Provisions</b>				<b>0</b>
<b>Adjusted Variance</b>	<b>3,258,713</b>	<b>(3,144,101)</b>	<b>0</b>	<b>114,612</b>

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Adjusted Variance
Service	Note	£	£	£	£
Flood Damage Recovery	1	413,805	(299,192)	0	114,612
Flood Government Grant	2	2,844,908	(2,844,908)	0	0
<b>Total Variance to date</b>		<b>3,258,713</b>	<b>(3,144,101)</b>	<b>0</b>	<b>114,612</b>

Note	Flood - Comments
1.	Additional costs incurred as a result of the floods which will be recoverable through Insurance in full or in part. Variance shown is the balance required to be funded from revenue reserves as this is not covered by insurance.
2.	Flood grants paid out; fully recoverable through government grants.

**BAD DEBT PROVISION**

TABLE 1		Write-Offs December 2017		
Type of Debt	No.	£	Comments	
NNDR (General)	16	51,040.91	01/10/17 to 31/12/17	
Council Tax	35	25,336.23	01/10/17 to 31/12/17	
Debtors:				
Private Tenants	0	0.00	01/10/17 to 31/12/17	
Housing Benefit Overpayments	78	35,229.64	01/10/17 to 31/12/17	
General Fund	15	3,355.26	01/10/17 to 31/12/17	
Penalty Charge Notices:				
On Street	39	3,225.00	01/10/17 to 31/12/17	
Off Street	13	1,139.00	01/10/17 to 31/12/17	
TOTAL	196	119,326.04		
TABLE 2		Write-Ons December 2017		
Type of Debt		£	Comments	
NNDR (General)	6	213.08	01/10/17 to 31/12/17	
Council Tax	9	1,114.79	01/10/17 to 31/12/17	
Debtors:				
Private Tenants	0	0.00	01/10/17 to 31/12/17	
Housing Benefit Overpayments	0	0.00	01/10/17 to 31/12/17	
General Fund	1	3.00	01/10/17 to 31/12/17	
TOTAL	16	1,330.87		