

Resources Overview and Scrutiny Panel

Agenda Item:

A.8

Meeting Date: 29 August 2013
 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 JUNE 2013
 Report of: DIRECTOR OF RESOURCES
 Report Number: RD29/13

Purpose / Summary:

This report provides an overview of the General Fund revenue budgetary position for the period April to June 2012 and was considered by the Executive on 5 August 2013.

Questions for / input required from Scrutiny:

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

Recommendations:

Members of the Resources Overview and Scrutiny Panel are asked to note the overall budgetary position for the period April to June 2013.

Tracking

Executive:	5 August 2013
Overview and Scrutiny:	29 August 2013
Council:	n/a

Report to Executive	Agenda Item:
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Meeting Date: 5th August 2013
 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 JUNE 2013
 Report of: DIRECTOR OF RESOURCES
 Report Number: RD29/13

Purpose / Summary: This report provides an overview of the Council’s overall budgetary position for the period April to June 2013 for revenue schemes only. The revenue report includes details of balance sheet management issues, high-risk budgets and performance management.

Recommendations:

The Executive is asked to:

- (i) Note the budgetary performance position of the Council to June 2013; and
- (ii) Note the action by the Director of Resources to write-off bad debts as detailed in paragraph 9.

Tracking

Executive:	5th August 2013
Overview and Scrutiny:	29th August 2013
Council:	Not applicable

1. BACKGROUND INFORMATION AND OPTIONS

- 1.1 In accordance with the City Council's Financial Procedure Rules, the Director of Resources 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. It is the responsibility of individual Directors to control income and expenditure within their service areas and to monitor performance, taking account of financial information provided by the Director of Resources.
- 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 June 2013:

2013/14 Revenue Budget	£
Approved Budget (Council resolution – February 2013)	12,755,000
Carry forward requests (2012/13 out-turn)	677,400
Council Resolution 2013/14	13,432,400
Non-Recurring Expenditure (note 1)	
Transformation Costs (Transformation Reserve)	10,400
Updated Budget 2013/14	13,442,800

Note (1) use of earmarked reserves to fund 2013/14 expenditure

- 2.2 Carry Forward requests relating to 2012/13 totalling £667,400 were approved by Council on 16th July 2013.

3. 2013/14 BUDGET MONITORING

3.1 The summarised budgetary position as at June 2013 is shown below:

Directorate / Appendix		Annual Net Budget	Net Budget to date	Net Spend to date	Adjusted Variance
		(£)		(£)	(£)
Chief Executive's Team	A1	193,000	47,656	58,931	11,275
Community Engagement	A2	7,545,700	1,445,784	1,466,013	20,229
Economic Development	A3	1,659,800	342,178	417,819	75,641
Governance	A4	1,828,000	522,871	510,123	(12,748)
Local Environment	A5	6,086,900	1,375,912	1,239,101	(136,811)
Resources	A6	(3,870,600)	(735,950)	(912,971)	(177,021)
Total		13,442,800	2,998,451	2,779,016	(219,435)

3.2 Further details for each directorate can be found in **Appendices A1 – A6**. Each appendix shows a breakdown of the variance for the Directorate, with comments and a note of any performance issues.

3.3 The figures for the Resources directorate in the above table and attached **Appendix A6** include corporate budgets held centrally.

4. KEY ISSUES

4.1 The corporate Salary Turnover Savings target for 2013/14 is £242,500, approximately 2% of the Council's direct staffing costs, and savings from salary budgets across the authority are measured and transferred to it throughout the year. There are a number of vacant posts, a high proportion of which are due to Transformation changes awaiting implementation. With employee related budgets accounting for more than 30% of the Council's gross budgeted expenditure, the management of this resource is a key component of the Budget Monitoring process and a broad summary of the staffing expenditure to date is provided below.

Direct Staffing Expenditure	Annual Net Budget	Budget to date	Spend to date	Variance	STOS to date	Adjusted Variance
Directorate	(£)		(£)	(£)	(£)	(£)
Chief Executive's Team	685,400	171,230	175,360	4,130	(4,200)	(70)
Community Engagement	1,877,600	470,746	467,280	(3,466)	13,900	10,434
Economic Development	1,428,100	354,796	337,139	(17,657)	0	(17,657)
Governance	1,115,600	271,156	261,553	(9,603)	8,800	(803)
Local Environment	4,686,300	1,172,713	1,057,273	(115,440)	114,700	(740)
Resources	2,673,200	648,106	630,348	(17,758)	13,800	(3,958)
Total	12,466,200	3,088,747	2,928,954	(159,793)	147,000	(12,793)

4.2 In Economic Development there is an overspend due to payments totalling £45,000, in respect of legal costs of the Airport application, for which there is insufficient budget. There are also income shortfalls, totalling £31,500 in the Enterprise Centre rental income and Building Control fees that are further discussed in paragraph 6.

4.3 The City's parking operations include providing Carlisle and Eden's On Street Parking and South Lakeland's back office processing contracts on behalf of Cumbria County Council. Dialogue is underway with the County Council to agree a formula so that the City Council is sufficiently recompensed for the cost of running these in this, and future years.

4.4 Income from the City's investments is being severely affected by the average rate of return from short term investments being less than 1% and it is expected that there will be a shortfall in the region of £150,000 at the year end.

5. FORECAST OUTTURN POSITION 2013/14

5.1 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 the economic climate 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.

5.2 The Council's financial position will continue to be closely monitored and will be reported more fully in the Quarter 3 report to the end of December 2013. It will be important to maintain a prudent approach so as to ensure a sustainable budget position for future years to avoid any significant variance at the year end.

6. HIGH RISK BUDGETS

6.1 A number of high-risk budgets have been identified which require detailed monitoring throughout the year. These particularly include income budgets, recurring and non-recurring bids, approved in the 2013/14 Council Resolution.

6.2 The summarised position of income budgets deemed to be high risk is as follows:

Budget Area	Directorate	Annual Budget £	Budget to date £	Actual to date £	Variance £	para.
Hostels	CE	(535,300)	(146,733)	(145,114)	1,619	6.3
Building Control	ED	(331,800)	(98,754)	(77,360)	21,394	6.4
Development Control	ED	(545,800)	(155,295)	(124,379)	30,916	6.5
Enterprise Centre	ED	(140,700)	(35,219)	(25,014)	10,205	6.6
Tourist Information Centres	ED	(141,600)	(31,192)	(22,525)	8,667	6.7
Land Charges	Gov	(165,700)	(41,475)	(38,927)	2,548	6.8
Cemeteries	LE	(272,300)	(64,158)	(56,472)	7,686	6.9
Crematorium	LE	(852,800)	(204,672)	(199,939)	4,733	6.9
Off Street Parking	LE	(1,299,200)	(367,325)	(275,383)	91,942	6.10
On Street Parking	LE	(364,700)	(94,145)	(84,945)	9,200	6.10
Bring Sites	LE	(192,200)	(48,107)	(33,339)	14,768	6.11
Garden Waste	LE	(485,100)	(178,905)	(183,161)	(4,256)	6.11
Bulky Waste/Special Collections	LE	(36,300)	(9,086)	(9,290)	(204)	6.11
Plastics & Card	LE	(241,600)	(60,069)	(46,730)	13,339	6.11
Green Box Collection	LE	(343,300)	(90,081)	(82,293)	7,788	6.11
Industrial Estates	Res	(2,445,600)	(611,873)	(611,873)	(0)	6.12
Lanes	Res	(1,383,300)	(345,825)	(326,586)	19,239	6.13

6.3 The income target for **Hostels** is lower than for the previous year and income is falling short of the new target by only 1%.

6.4 The reduced income levels from **Building Control** fees continue to challenge the service managers and spending is held at the lowest possible level in an attempt to offset the anticipated shortfall, currently running at almost 22%.

6.5 **Development Control** charges income's decline in recent years, with fewer planning applications received throughout the economic downturn, continues and is just under 20% lower than the target set for the first quarter of the year.

- 6.6 Local small businesses continue to feel the ongoing effects of the recession and this is reflected in the number of empty units at the **Enterprise Centre** and there is a significant drop in income (29% down on the budget to date) from lettings.
- 6.7 It is likely that the income generated from sales at Carlisle's **Tourist Information Centre** has been affected by its relocation whilst building improvements were carried out at the Old Town Hall and the income shortfall was 27.8% up to the end of the first quarter of 2013/14. However, it is expected that the refurbishment and changes made will reverse this position following its re-opening.
- 6.8 The annual budget for income from **Land Charges** has been reduced over the past few years to reflect the continuing impact of the economic climate on the housing market. However, there was a £6,000 surplus at the year end on the budget set for 2012/13 and the target for this year includes an increase of 10% in anticipation of a recovery in this sector. Unfortunately, there has been a lower level of activity than expected during the first three months of the year resulting in a 6% income shortfall.
- 6.9 There was a small surplus of 1.5% on **Bereavement Services** income at the end of last year and the budget uplift for 2013/14 was set at a lower rate than this level. However, the income fell short of the revised target for the first three months by 5%.
- 6.10 Income generated from **Car Parking** has been consistently lower than the level budgeted for a number of years and significant changes to the charging strategy were introduced after a review undertaken in 2012. However, the combined impact of the recession and the weather on both the high street and visitor numbers makes it difficult to quantify any benefit that may have been realised from the changes. In addition the parking income budget is increased for this year by £45,300 and there is a deficit against the new level of 25% up to the end of June 2013.
- 6.11 The total income from the various **Waste and Recycling Collection Services** is lower than the expected levels, with income from the Bring Sites, down by more than 30% against the first quarter's target, being the area of most concern. The recent review of the Bring Site service determined that there was an over provision and that only those sites providing best value to the public will be retained.
- 6.12 Adjustments for rent recovered from **Industrial Estates** now sold helped in 2012/13 to offset the full effects of the downturn in the property market. However, until new sites have been identified for purchase and marketed, there is likely to be a shortfall against expected rent levels from corporate properties in this coming year.

6.13 Income from the **Lanes** continues to be affected by the economic recession and the number of empty units, and is down approximately 6% against the target for the first three months.

7. S.106 COMMUTED SUMS

7.1 As at 30th June 2013 balances totalling £1,436,387 are held in respect of Section 106 agreements and other commuted sums, with a further £4,981,821 expected. The expected sums, for the most part relate to agreements for sites yet to be developed and include negotiated items that, in view of the terms of the agreement, may not be due until later phases of development. These sums are to be used for the provision and future maintenance of public open spaces, school buildings, children's play areas, cycleways and transport facilities etc.

7.2 The City Council acts as custodian only for £856,253 of the sums held, in respect of projects for which Cumbria County Council is responsible, including the Public Realm and Caldew Cycleway. Should the County Council not progress these projects, or they remain incomplete within the agreed deadlines, the custodial sums must be repaid, along with a premium for interest, to the Developers. A summary of the balances retained is set out in the table below:

Commuted Sums 2013/2014	Opening Balance & Receipts (£)	Spend (£)	Retained Balance 30/06/13 (£)	Expected Sums (£)
Affordable Housing Contributions	15,000	0	15,000	254,373
Cycleway & Public Realm	732,841	0	732,841	0
Education	0	0	0	3,500,000
Play Areas & Facilities	238,005	0	238,005	94,500
Public Open Spaces Provision/Maintenance	327,129	0	327,129	396,572
Sports Provision/Maintenance	0	0	0	48,584
Transport & Pedestrianisation	123,412	0	123,412	687,792
Total	1,436,387	0	1,436,387	4,981,821

8. DIRECTION OF TRAVEL

8.1 Balance Sheet Management

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 31/03/2013	Balance at 30/06/2013	Note
Investments	£18.7m	£23.2m	(i)
Loans	£15.0m	£15.0m	(ii)
Debtors	£1.07m	£1.64m	(iii)
Creditors	£0.06m	£0.27m	

- (i) The anticipated return on these investments is estimated at £473,100 for 2013/14 with current projections anticipated to be significantly below this target.
- (ii) The cost of managing this debt, in terms of interest payable, is budgeted at £1,319,000 in 2013/14 with costs currently on target. There are no proposals for further borrowing during 2013/14, although the position will need to be kept under review.
- (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 outstanding claims with Cumbria County Council for Civic Centre accommodation and associated charges.
- (iv) Use of Reserves: The usage and level of all Council reserves are set out in the Medium Term Financial Plan (RD29/12), approved by Council in September 2012. It is anticipated that £0.4m will be required from the Council's Revenue Reserves to fund expenditure in 2013/14, including £667,400 of 2012/13 carry forwards. Any under or overspend at the year end will adjust the balance transferred to or from the reserve. Council reserves are under significant pressure for 2013/14 and the savings strategy approved in February 2013 will help to resolve the projected deficit. However, further savings must be identified to replenish usable revenue reserves to the minimum required.
- (v) The Council's VAT partial exemption calculation for the period ending 30th June 2013 is still being calculated but is likely to be well below the 5% limit set by HMRC.

9. BAD DEBT WRITE-OFFS

- 9.1 The Director of Resources 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 £39,990.92 have been written off during Quarter 1 to the end of June 2013. A summary of the

bad debts is given in Table 1, **Appendix B** of this report and these costs will fall against the following:

	£
General Fund	18,633.16
Council Tax (Collection Fund)	21,357.76
Total Write-offs	39,990.92

9.2 The “write-ons” itemised in Table 2, Appendix B, totalling £4,960.28, are in respect of balances originally written off that have since been paid, credit write-offs for the Quarter 1 to the end of June 2013. The write-ons will be credited as follows:

	£
General Fund	4.01
Council Tax (Collection Fund)	4,956.27
Total Write-offs	4,960.28

9.3 In the case of the General Fund, the write-offs will be charged against provisions for bad debts (except for PCNs which are accounted for on a cash basis). However VAT, which has been identified separately, will be recouped in future VAT returns. HRA debts and provisions have transferred to the General Fund and any write-off/write-on of Council Tax will fall against the pool provisions within these accounts. Any Council Tax court costs written off will be charged against the Bad Debt Provision within the General Fund.

9.4 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 and the write-on and write-off trends compared to previous years will be reported in the next quarter's report.

10. CONSULTATION

10.1 Consultation to date.

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

10.2 Consultation Proposed

Resources Overview and Scrutiny Panel will consider the report on 25th August 2013.

11. CONCLUSION AND REASONS FOR RECOMMENDATIONS

11.1 The Executive is asked to:

- (i) Note the budgetary performance position of the Council to June 2013; and
- (ii) Note the action by the Director of Resources to write-off bad debts as detailed in paragraph 9.

12. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

12.1 The Council's budget is set in accordance with the priorities of the Carlisle Plan and the position for the first quarter of 2013/14 shows the delivery of these priorities within budget.

Contact Officer: Maureen McCartney

Ext: 7291

Appendices A1 to A6 and B.
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.

Chief Executive's – N/A

Community Engagement – N/A

Economic Development – N/A

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

Local Environment – N/A

Resources – Financial implications are contained within the main body of the report.

REVENUE BUDGET MONITORING 2013/14

CHIEF EXECUTIVE'S TEAM		Gross Expenditure	Gross Income	Recharges	Adjusted Total
Position as at 30th June 2013		£	£	£	£
Annual Budget		1,508,800	(23,300)	(1,292,500)	193,000
Budget to date		380,111	(8,940)	(323,515)	47,656
Total Actual		393,260	(13,793)	(320,535)	58,931
Adjusted Variance		13,149	(4,853)	2,980	11,275

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Adjusted Variance
Service	Note	£	£	£	£
Policy and Communications	1	16,633	0	541	17,174
Miscellaneous	2	(3,484)	(4,853)	2,439	(5,899)
Total Variance to date		13,149	(4,853)	2,980	11,275

Note	Chief Executive's Team - Comments
1.	Shortfall against savings target
2.	Various net minor underspends across the service.

Chief Exec

REVENUE BUDGET MONITORING 2013/14

COMMUNITY ENGAGEMENT	Gross Expenditure	Gross Income	Recharges	Adjusted Total
Position as at 30th June 2013	£	£	£	£
Annual Budget	13,259,000	(4,391,600)	(1,321,700)	7,545,700
Budget to date	3,467,542	(1,690,933)	(330,825)	1,445,784
Total Actual	3,586,949	(1,790,518)	(330,418)	1,466,013
Adjusted Variance	119,407	(99,585)	407	20,229

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Adjusted Variance
Service	Note	£	£	£	£
Hostels & Homeshares	1	40,327	1,712	0	42,039
Miscellaneous	2	79,080	(101,297)	407	(21,810)
Total Variance to date		119,407	(99,585)	407	20,229

Note	Community Engagement - Comments
1.	Overspends include staffing structure changes not yet implemented
2.	Net underspend relates to miscellaneous variances and grant income to be allocated across services.

REVENUE BUDGET MONITORING 2013/14

ECONOMIC DEVELOPMENT	Gross Expenditure	Gross Income	Recharges	Adjusted Total
Position as at 30th June 2013	£	£	£	£
Annual Budget	3,455,400	(1,184,400)	(611,200)	1,659,800
Budget to date	821,684	(326,522)	(152,984)	342,178
Total Actual	833,437	(262,819)	(152,800)	417,819
Adjusted Variance	11,753	63,703	184	75,641

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Adjusted Variance
Service	Note	£	£	£	£
Development Control	1	25,604	31,330	0	56,934
Miscellaneous	2	(13,850)	32,374	184	18,707
Total Variance to date		11,753	63,703	184	75,641

Note	Economic Development - Comments
1.	Overspend, partly offset by savings on staff and advertising costs, includes £45,100 Airport application legal expenses, and income shortfall from fees.
2.	Net variance includes income shortfall against budgets to date.

REVENUE BUDGET MONITORING 2013/14

GOVERNANCE	Gross Expenditure	Gross Income	Recharges	Adjusted Total
Position as at 30th June 2013	£	£	£	£
Annual Budget	3,093,400	(439,100)	(826,300)	1,828,000
Budget to date	829,924	(100,230)	(206,823)	522,871
Total Actual	876,451	(159,755)	(206,573)	510,123
Adjusted Variance	46,527	(59,525)	250	(12,748)

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Adjusted Variance
Service	Note	£	£	£	£
Miscellaneous	1	46,527	(59,525)	250	(12,748)
Total Variance to date		46,527	(59,525)	250	(12,748)

Note	Governance - Comments
1.	Overspent expenses offset by surplus income across the services

REVENUE BUDGET MONITORING 2013/14

LOCAL ENVIRONMENT	Gross Expenditure	Gross Income	Recharges	Total
Position as at 30th June 2013	£	£	£	£
Annual Budget	14,758,700	(6,091,700)	(2,580,100)	6,086,900
Budget to date	3,672,915	(1,649,248)	(647,755)	1,375,912
Total Actual	3,398,341	(1,512,263)	(646,976)	1,239,101
Adjusted Variance	(274,574)	136,985	779	(136,811)

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Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Adjusted Variance
Service	Note	£	£	£	£
Off Street Parking	1	(30,281)	91,522	92	61,333
On Street Parking	2	(31,072)	9,200	0	(21,872)
South Lakeland Parking	3	59	(30,190)	0	(30,131)
City Lighting	4	(21,154)	0	0	(21,154)
Recycling & Waste Collection	5	(59,732)	8,463	0	(51,269)
Street Cleaning	6	(14,234)	(782)	0	(15,016)
Miscellaneous	7	(118,160)	58,772	687	(58,701)
Total Variance to date		(274,574)	136,985	779	(136,811)

Local Env

REVENUE BUDGET MONITORING 2013/14

Note	Local Environment - Comments
	<ol style="list-style-type: none"> 1. Windfall from Lower Viaduct sewerage charge rebate (£39,450) backdated to 2008; and underspend on staffing (£26,800) taken into Salary Turnover Savings offset by income shortfall from ticket sales and PCNs. 2. Net underspend after savings in administration costs and income shortfall from PCNs etc. 3. Underspend on back office support contract, includes PCN income to be paid over to CCC net of management fee. 4. Savings on lighting maintenance and energy costs 5. Efficiency savings on tipping charges (£27,300), transport hire and repairs (£23,900), and materials (£9,600). 6. Underspends on transport and cost of materials 7. Various minor underspends more than offset income shortfalls across the services.

REVENUE BUDGET MONITORING 2013/14

RESOURCES	Gross Expenditure	Gross Income	Recharges	Adjusted Total
Position as at 30th June 2013	£	£	£	£
Annual Budget	37,604,800	(34,668,200)	(6,807,200)	(3,870,600)
Budget to date	10,571,570	(9,270,610)	(2,036,910)	(735,950)
Total Actual	10,355,240	(9,250,941)	(2,017,270)	(912,971)
Adjusted Variance	(216,330)	19,669	19,640	(177,021)

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Adjusted Variance
Service	Note	£	£	£	£
Treasury & Debt Management	1	(3,423)	67,777	0	64,354
Non Distributed Costs	2	(44,362)	0	0	(44,362)
Other Financial Costs	3	(144,902)	(52,882)	0	(197,784)
Property Services	4	22,562	927	139	23,628
The Lanes	5	207	19,239	0	19,446
Miscellaneous	6	(46,413)	(15,392)	19,501	(42,303)
Total Variance to date		(216,330)	19,669	19,640	(177,021)

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Resources

Note	Resources - Comments
	<ol style="list-style-type: none"> 1. Continued decline in average interest rates is having a negative impact on investment income target 2. Includes savings on shared service pension costs 3. Improvements in savings for RSG Settlement shortfall (£44,300), Salary Turnover (£80,200) and Living Wage costs (£19,700); and surplus income includes (£24,800) New Homes Bonus, (£19,800) Transition Grant for Rural LA's and (£8,500) New Burdens Grant. 4. Liability for NNDR charges whilst awaiting land sale of ex Bailing Depot at Willowholme 5. Shortfall on guaranteed rent income due to continuing effects of the recession 6. Various minor underspends and surplus income, partly offset by recharged expenses shortfall.

TABLE 1 Type of Debt	Write-Offs June 2013	
	No.	£
NNDR Council Tax Debtors:	60	21,357.76
Private Tenants	21	2,040.90
Housing Benefit Overpayments		
General Fund	20	1,613.31
Penalty Charge Notices:		
On Street	148	13,360.95
Off Street	19	1,618.00
Ex FTA Benefit		
TOTAL	268	39,990.92

TABLE 2 Type of Debt	Write-Ons June 2013	
		£
NNDR Council Tax Debtors:	31	4,956.27
Private Tenants		
Housing Benefit Overpayments		
General Fund	10	4.01
Ex FTA Benefit		
TOTAL		4,960.28

EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 5 AUGUST 2013

**EX.91/13 REVENUE BUDGET OVERVIEW AND MONITORING REPORT – APRIL
TO JUNE 2013**
(Non Key Decision)

Portfolio Finance, Governance and Resources

Relevant Overview and Scrutiny Panel Resources
Subject Matter

The Finance, Governance and Resources Portfolio Holder presented report RD.29/13 providing an overview of the Council's overall budgetary position for the period April to June 2013 for revenue schemes only.

He summarised the budgetary position as at June 2013 which showed an underspend totalling £219,435; and highlighted the key issues, including performance against the corporate Salary Turnover Savings target; an overspend in Economic Development; parking operations; and income from the City's investments. Members' attention was also drawn to the main variances in the Revenue Budgets of the various Directorates.

The Finance, Governance and Resources Portfolio Holder added that the Council's financial position was affected by a number of external factors which would have a financial impact during the course of the year and ultimately at the year-end, including the general effect of the economic climate on the Council's income streams; fuel prices, energy costs and other inflationary issues; and the effects of the housing market and property prices, especially with regard to income from land charges, rents and building and development control. He added that the Council's financial position would continue to be closely monitored and would be reported more fully in the next quarterly report. It was important to maintain a prudent approach so as to ensure a sustainable budget position for future years and to avoid any significant variance at the year end.

Members' attention was further drawn to a number of high risk budgets which had been identified as requiring detailed monitoring throughout the year; Section 106 commuted sums currently held by the Council; together with details of the Council's Direction of Travel and action taken by the Director of Resources in writing off bad debts.

The Finance, Governance and Resources Portfolio Holder paid tribute to the Director of Resources and his staff for the very prudent approach adopted, which would ensure a sustainable budget position for future years and avoid significant variance at the year end.

In conclusion, the Finance, Governance and Resources Portfolio Holder moved the recommendations set out in the report.

Summary of options rejected None

DECISION

That the Executive:

1. noted the budgetary and performance position of the Council to June 2013; and
2. noted the action by the Director of Resources to write off bad debts as detailed in paragraph 9 of Report RD.29/13.

Reasons for Decision

To show that the Executive had been informed of the Council's actual financial position compared with the budgeted position and to bring to their attention any areas of concern