Cabinet	Agenda Item: 8		
Meeting Date	2 September 2015		
Report Title	Financial Managen	nent Report –	
	April – June 2015		
Cabinet Member	Cllr Duncan Dewar for Finance	-Whalley, Cabinet Member	
SMT Lead	Nick Vickers, Head of Finance		
Head of Service	Nick Vickers, Head	of Finance	
Lead Officer	Phil Wilson, Chief	Accountant	
Key Decision	Yes		
Classification	Open		
Forward Plan	Reference number	:	
Recommendations	To note the projected revenue underspend on services of £319,390.		
	2. To note the capital expenditure of £119,800 to end of period 3.		

### 1. Purpose of Report and Executive Summary

- 1.1 This report shows the revenue and capital projected outturn for 2015/16 as at the end of period three, covering the period April to June 2015. The report is based on service activity up to the end of June 2015, and is collated from monitoring reports from budget managers.
- 1.2 The headline figures are:
  - total forecast revenue underspend of £319,390; and
  - capital expenditure of £119,800 to end of period 3.

### 2. Background

- 2.1 The Council operates a monthly budget monitoring process at Head of Service level, with reports each month to the Strategic Management Team.
- 2.2 Financial monitoring reports are presented to Cabinet on a quarterly basis, as well as to Scrutiny Committee.

### 3. Proposal

#### **Revenue Outturn**

3.1 Table 1 shows the projected outturn position by service, with most services showing an underspend. The line-by-line variations are explained in Table 2.

- 3.2 The main areas of underspend are as follows (items over £50,000 not attributable to grants):
  - Waste contract Refuse & recycling underspend £74,060
    - Street Cleansing underspend £39,170

    - Enabling payments additional income £53,900
      Garden Waste brown bins additional income £101,250

**Grounds Maintenance Contract** 

- Sports Facilities and Open Spaces underspend £42,170

**Table 1: Underspend by Service** 

	Service Manager	Working Budget	Projected Outturn 2015/16	Projected Variance
		£	£	£
Chief Executive	A. Kara	258,450	248,030	(10,420)
Policy	D. Clifford	204,010	199,290	(4,720)
Economy & Communities	E. Wiggins	2,092,760	2,092,760	0
Communications	S. Toal	254,920	254,920	0
Resident Services	A. Christou	1,468,620	1,468,620	0
Planning	J. Freeman	876,210	876,210	0
Commissioning & Customer Contact	D. Thomas	5,799,640	5,481,150	(318,490)
Director of Corporate Services & Director of Regeneration	M. Radford / P. Raine	335,650	335,650	0
Information Technology	A. Cole	1,038,270	1,038,270	0
Audit	R. Clarke	155,520	155,520	0
Environmental Health	T. Beattie	470,900	474,650	3,750
Finance	N. Vickers	1,398,940	1,397,790	(1,150)
Human Resources	D. Smart	339,110	339,110	0
Legal	J. Scarborough	347,790	347,790	0
Democratic Services	K. Bescoby	820,230	843,230	23,000
Property	A. Adams	527,550	504,190	(23,360)
Variances to be met from underspend		0	12,000	12,000
Minimum Revenue Provision		655,180	655,180	0
Corporate Items		882,250	882,250	0
SERVICE EXPENDITURE		17,926,000	17,606,610	(319,390)
Financed by:				
Revenue Support Grant		(2,929,000)	(2,929,000)	0
Business Rates		(5,053,000)	(5,053,000)	0
Collection Fund Surplus		(176,200)	(176,200)	0
New Homes Bonus		(2,811,000)	(2,811,000)	0
Council Tax Freeze Grant		(159,000)	(159,000)	0
Council Tax Requirement		(6,855,800)	(6,855,800)	0
NET EXPENDITURE		(58,000)	(377,390)	(319,390)
Contribution to General Fund		58,000	58,000	0
NET EXPENDITURE		0	(319,390)	(319,390)

**Table 2: Main Variations by Service** 

Projected Net (Under)/Ove	Projected Net (Under)/Overspend / Income Shortfall as at end of June 2015			
Service - Cabinet Member (Head of Service)				
	£'000	Explanation		
CHIEF EXECUTIVE - CIIr A. Bowles (Abdool Kara)				
Chief Executive & Corporate Costs	(10)	Mainly a projected underspend on special projects.		
Policy	(5)	Projected underspend on salaries.		
TOTAL	(15)			
ECONOMY AND COMMUNIT	ΓIES – CII	rs M. Cosgrove, M. Whiting & K. Pugh (Emma Wiggins)		
Environmental Initiatives	1	Loss of income re graffiti cleaning to Third Party property.		
Pest Control	(1)	Additional income.		
TOTAL	0			
COMMUNICATIONS - (Sa	ra Toal)			
Communications	0	No variance reported.		
TOTAL	0			
RESIDENT SERVICES - (A	Amber C	hristou)		
Housing Development and Strategy	0	No variance reported.		
Private Sector Housing	0	No variance reported.		
Stay Put Scheme	0	No variance reported.		
Housing Options	0	No variance reported.		
Revenues & Benefits	0	No variance reported.		
TOTAL	0			
PLANNING - CIIr G. Lewin	(James	Freeman)		
Building Control	0	No variance reported.		
Development Control	0	No variance reported.		
Development Services	0	No variance reported.		
Local Land Charges	0	No variance reported.		
Local Planning & Conservation	0	No variance reported.		
Planning Mid Kent Planning Service (MKPS)	0	No variance reported.		
TOTAL	0			

Projected Net (Under)/Overspend / Income Shortfall as at end of June 2015				
Service – Cabinet Member (Head of Service)				
£'000 Explanation				
COMMISSIONING & CUST	OMER C	ONTACT – (Dave Thomas)		
Grounds Maintenance Contract	(37)	Savings on reduced area/no. of sports pitches £20k, open spaces £5k and cemeteries £12k.		
Cleansing	(34)	Savings on salaries, reduced hours £24k and officers not in pension scheme £10k.		
Public Conveniences	(13)	Savings from retendered hygiene contract £11k and closed PC's £2k.		
Recycling & Waste Minimisation	(155)	Additional income from Garden Waste brown bins £101k and 'Enabling Payments' £54k. (Under the new Waste contract, 'Enabling Payments' have compensated SBC for the income previously received from KCC re Recycling Credits.)		
Refuse Collection / Street Cleansing	(104)	Waste contract savings (including Street Cleansing) £113k largely due to negative indexation, additional income Special Collections £25k, overspend for additional wheeled bins (not covered by waste contract) £20k and other net minor overspends £14k. £100k to be committed to a major communication programme to improve recycling rates.		
Minor net variances	24	Overspend re disabled parking bays & other highway maintenance £10k, ex-contract grounds maintenance on closed churchyards £10k and other net overspend on minor items £4k.		
TOTAL	(319)			
DIRECTOR OF CORPORA	TE SERV	ICES – (Mark Radford)		
Corporate Costs	0	No variance reported.		
Licensing	0	Additional staff resource is being deployed but this will be funded from the Performance Fund.		
TOTAL	0			
EMERGENCY PLANNING -	- (Della	Fackrell)		
Emergency Planning	0	No variance reported.		
TOTAL	0			
DIRECTOR OF REGENERA	ATION –	(Pete Raine)		
Strategic Directors	0	No variance reported.		
TOTAL	0			
IT SERVICES - CIIr D. Dew	ar-Whall	ey (Andy Cole)		
IT MKIP	0	No variance reported.		
GIS	0	No variance reported.		

Projected Net (Under)/Ove	rspend /	Income Shortfall as at end of June 2015	
Service - Cabinet Member (Head of Service)			
	£'000	Explanation	
TOTAL	0		
ENVIRONMENTAL HEALT	H – Clir.	D. Simmons (Tracey Beattie)	
Cemeteries & Closed Churchyards	4	Projected overspend on funeral costs.	
TOTAL	4		
INTERNAL AUDIT – CIIr D	. Dewar-V	Vhalley (Rich Clarke)	
Audit Services	0	No variance reported.	
TOTAL	0		
FINANCE - CIIr D. Dewar-	Whalley	(Nick Vickers)	
Financial Services	(1)	Net interest from funds.	
TOTAL	(1)		
HUMAN RESOURCES - (	Dena Sm	iart)	
Organisational Development	0	No variance reported.	
TOTAL	0		
LEGAL - (John Scarbord	ugh)		
External Legal Fees	0	No variance reported.	
Legal MKLS	0	No variance reported.	
TOTAL	0		
DEMOCRATIC SERVICES	- (Kath	erine Bescoby)	
Democratic Process	23	Increased National Insurance on members travel following changes in HMRC taxation legislation as reported in the 3 <sup>rd</sup> quarter 2014/15 monitoring report to Cabinet.	
TOTAL	23		
PROPERTY - (Anne Ada	ms)		
Property Management	(23)	Additional depot rental income.	
TOTAL	(23)		
OTHER VARIANCES			
Remembrance & Commemoration	12	Commemorations in respect of the 30,000 <sup>th</sup> Last Post (large-scale participative event re the Last Post – blown on 9 July 2015 under the Menin Gate in Ypres).	
TOTAL	12		
	(319)	NET EXPENDITURE (Projected Variance)	

### **Sensitivity Analysis**

3.3 The Council has a small number of large and volatile budgets which will be the main cause of any significant variation in the Council's final outturn.

**Table 3: Sensitivity Analysis** 

Budget Head	2015/16 Working Budget	Current Forecast	Current Projected Variance (as per table 2)	Range of Variance Options (increased/ decreased cost or income)		Notes
				Min	Max	
	£'000	£'000	£'000	£'000	£'000	
Car Park Income	(1,498)	(1,498)	0	0	(57)	Additional income
PCN Income	(475)	(475)	0	0	(16)	Additional income
Planning Fees Income	(754)	(754)	0	20	(120)	Loss of income/ additional income (see note (i) below)
Bed & Breakfast costs	127	127	0	0	150	Additional expenditure (see note ii below)
Housing Benefits Costs	56,840	56,840	0	(100)	100	Reduced expenditure/ additional expenditure (see note iii below)

- (i) Planning Fees We have currently received slight increase above forecast but budget subject to income from small number of major applications and S106 contributions received;
- (ii) Bed & Breakfast There is potentially an increased risk to this volatile budget due to the known increases in homelessness and the announced welfare reform changes for housing benefits for under 21 year olds;
- (iii) Housing Benefits This is an extremely volatile budget and could vary by +/(-) £100,000 at year-end on a gross budget of £57m.

### **Business Rates**

3.4 The headline figures for total Business Rates income are:

2014/15 NNDR3 (outturn)	£45,056,000
2015/16 Budget	£44,960,000
2015/16 NNDR1 (Forecast)	£46,494,000

This shows a strong growth in projected business rates.

- 3.5 The Council retains about 10% of total business rates and 40% of any growth over the 1 April 2013 base position. The Council has agreed to budget a year in arrears for business rates growth and any surplus goes into the Business Rates Volatility Reserve. The reserve currently stands at £1.1m.
- 3.6 The Council also has set aside £4.7m for business rates appeals.
- 3.7 At this early point in the financial year we do expect to over-achieve the 2015/16 budget figure but the very high level of appeals does introduce a large degree of uncertainty. In the six-month monitoring report we will present more detailed information on the performance.

### Improvement and Regeneration Funds

3.8 Table 4 below details the balance as at the end of June 2015 on the Improvement and Regeneration Funds:

**Table 4: Improvement and Regeneration Funds** 

		Transfers from reserve in year	
Funds:	£	£	£
Performance	519,208	34,000	485,208
Regeneration	347,647	47,000	300,647
Localism	39,027	28,068	10,959
Transformation	193,338	0	193,338
Local Loan Fund	250,000	0	250,000
TOTAL	1,349,220	109,068	1,240,152

3.9 Further details of the approved allocations to the end of June 2015 are available in Appendix I.

#### **Capital Expenditure**

- 3.10 This report details the latest position on the 2015/16 capital programme and highlights any variations between the revised 2015/16 capital budget and expenditure to the end of June 2015.
- 3.11 Actual expenditure to end of June 2015 is £119,803. This represents 6.4% of the revised budget. Further details are set out in Appendix II.
- 3.12 At Cabinet on 15 July Members approved a number of capital rollover requests totalling £319,550 to be spent in 2015/16 to be released from the underspend of 2014/15.

### **Funding of the 2015/16 Capital Programme**

3.13 The 2015/16 capital programme expenditure to end of June 2015 is to be funded as set out in Table 5.

**Table 5: Capital Programme Funding** 

	2015/16 Revised Budget	2015/16 Actual to end of June 2015
	£	£
Use of partnership funding (including S106 Grants) to fund capital expenditure	1,284,740	85,477
Use of earmarked reserves to fund capital expenditure	15,000	0
Use of long term debtors / third party loans to fund capital expenditure	0	14,175
Use of capital receipts to fund capital expenditure	563,680	20,151
Total Funded	1,863,420	119,803

### **Payment of Creditors**

3.14 The latest monitoring position is shown in Table 6.

**Table 6: Invoice payment** 

	Target 2015/16	Cumulative year to date	June 2015	June 2014
Invoices paid in 30 days	97.00%	98.91%	99.48%	97.82%

#### **Debtors**

- 3.15 Tables 7, 8 and 9 analyse the debt outstanding.
- 3.16 The debt over six years old relates to charges on property, i.e. where the debt cannot be collected until the property concerned is sold. It should be noted that the number of debts raised is increasing as we are now required to formally raise debts for all of our grants receivable from Kent County Council, NHS etc.
- 3.17 As can be clearly seen, on the measure of collectable debt less than two months old, the position has improved substantially.

Table 7: Debt outstanding by due date (not including Rent Deposit Scheme)

	June 2015	June 2014
	£'000	£'000
0-2 Months	299	166
2-6 Months	175	243
6-12 Months	36	18
1-2 Years	15	21
2-3 Years	4	15
3-4 Years	10	25
4-5 Years	24	13
5-6 Years	11	4
6 Years +	15	28
Total	589	533
Total over two months	290	367
% Total over two months	49%	68%

Table 8: Debt outstanding by due date (including Rent Deposit Scheme)

	June 2015	June 2014
	£'000	£'000
0-2 Months	303	164
2-6 Months	176	206
6-12 Months	44	37
1-2 Years	18	43
2-3 Years	15	21
3-4 Years	15	51
4-5 Years	47	258
5-6 Years	186	4
6 Years +	15	28
Total	819	812
Total over two months	516	648
% Total over two months	63%	79%

Table 9: Debt outstanding (including Rent Deposit Scheme) by Head of Service

	June 2015	June 2014
	£'000	£'000
Rent Deposit Scheme	231	279
Commissioning & Customer Contact	32	232
Property	196	164
Residents Services	66	51
Legal (MKLS)	2	36
Economy & Communities	12	30
Planning	20	14
Regeneration	45	0
Communications	1	0
Environmental Health	4	0
Finance	0	9
Policy	3	0
Other	207	(3)
Total	819	812
Total over two months	516	648
% Total over two months	63%	79%

### 4. Alternative Options

4.1 None identified – this report is largely for information.

## 5. Consultation Undertaken or Proposed

5.1 Heads of Service and Strategic Management Team have been consulted in preparing this report.

## 6. Implications

Issue	Implications
Corporate Plan	Good financial management is key to achieving our Corporate Plan priority of being "A council to be proud of"
Financial, Resource and Property	As detailed in the report
Legal and Statutory	None identified at this stage
Crime and Disorder	None identified at this stage
Sustainability	None identified at this stage
Health & Wellbeing	None identified at this stage
Risk Management and Health and Safety	None identified at this stage
Equality and Diversity	None identified at this stage

## 7. Appendices

- 7.1 The following documents are published with this report and form part of the report:
  - Appendix I Improvement and Regeneration Fund allocations as at end of June 2015;
  - Appendix II Capital Programme Projected outturn as at end of June 2015.

# 8. Background Papers

8.1 The Budget 2015/16 and Medium Term Financial Strategy 2015/16 to 2017/18

# **IMPROVEMENT AND REGENERATION FUND ALLOCATIONS (PERIOD 3)**

	Amount £
Performance Fund	
Fixed Penalty Notices pilot tackling anti-social behaviour	25,000
Cabinet Member ICT Equipment	9,000
Total Approved as at June 2015	34,000
Regeneration Fund	
Members Regeneration Grants	47,000
Total Approved as at June 2015	47,000
Localism Fund	
Swale Trustee Network Event 2015/16	4,400
Volunteers' Week Billboards 2015/16	1,168
Meads Community Centre Grant	22,500
Total Approved as at June 2015	28,068

	Funding SBC / P	2015/16 Original Budget	Approved Rollovers	Other Adjustments	2015/16 Working Budget	2015/16 Actual to End of period 3	2015/16 Variance to end of period 3
		£	£	£	£	£	£
SUMMARY							
PARTNERSHIP FUNDING SCHEMES							
Economy & Communities	P	0	0	4,870	4,870	12,143	7,273
Commissioning & Customer Contact	Р	0	129,810	0	129,810	0	-129,810
Residents Services	Р	1,058,000	92,060	0	1,150,060	70,689	-1,079,371
Property	Р	0	0	0	0	0	0
TOTAL PARTNERSHIP FUNDING SCHEMES	P	1,058,000	221,870	4,870	1,284,740	82,832	-1,201,908
SWALE BOROUGH COUNCIL FUNDING SCHEMES							
Commissing & Customer Contact	SBC	30,000	74,920	36,000	140,920	15,351	-125,569
Economy & Communities	SBC	15,000	0	0	15,000	0	-15,000
Residents Services	SBC	0	0	0	0	16,820	16,820
Finance	SBC	0	22,760	0	22,760	4,800	-17,960
Regeneration	SBC	0	0	400,000	400,000	0	-400,000
TOTAL SBC FUNDING SCHEMES	SBC	45,000	97,680	436,000	578,680	36,971	-541,709
TOTAL CAPITAL PROGRAMME		1,103,000	319,550	440,870	1,863,420	119,803	-1,743,617

	Funding SBC / P	2015/16 Original Budget	Approved Rollovers	Other Adjustments	2015/16 Working Budget	2015/16 Actual to End of period 3	2015/16 Variance to end of period 3
		£	£	£	£	£	£
REGENERATION - P RAINE							
The Mill Project, Sittingbourne Skate Park	SBC	0	0	,	,	0	,
Faversham Creek Basin Regeneration Project	SBC	0	0	_00,000		0	
TOTAL REGENERATION		0	0	400,000	400,000	0	-400,000
ECONOMY & COMMUNITIES - E.WIGGINS							
CCTV - Repairs & Renewals Reserve	SBC	15,000	0	0	15,000	0	-15,000
Kemsley Community Facilities - S106	P	0	0	4,870	4,870	4,866	
Easthall Farm Community Centre	Р	0	0	0	0	7,277	
TOTAL ECONOMY & COMMUNITIES		15,000	0	4,870	19,870	12,143	-7,727
COMMISSIONING & CUSTOMER CONTACT - D.THOMAS							
Cemeteries - Capital Receipts	SBC	0	22,040	0	22,040	0	-22,040
Milton Creek Footpath & Viewing platform - Capital Receipts	SBC	0	5,190	11,000	16,190	0	-16,190
High Risk Tree Works - Capital Receipts	SBC	30,000	7,690	0	37,690	0	-37,690
Medium Risk Tree Works - Capital Receipts	SBC	0	0	0	0	15,351	15,351
Customer Service Centre telephony system	SBC	0	40,000	25,000	65,000	0	-65,000
Thistle Hill Community Woodland - Trim Trail - S106	Р	0	35,000	0	35,000	0	-35,000
New Play Area - Iwade Schemes - S106	Р	0	92,200	0	92,200	0	-92,200
Faversham Recreation Ground Improvements- S106	Р	0	2,610	0	2,610	0	-2,610
TOTAL COMMISSIONING & CUSTOMER CONTACT		30,000	204,730	36,000	270,730	15,351	-255,379

	Funding SBC / P	2015/16 Original Budget	Approved Rollovers	Other Adjustments	2015/16 Working Budget	2015/16 Actual to End of period 3	2015/16 Variance to end of period 3
RESIDENTS SERVICES - A CHRISTOU							
DFG Mandatory Grants (CLG)	Р	1,058,000	92,060	0	1,150,060	70,689	-1,079,371
HRG - Housing Repair Grants Over 60	SBC	0	0	0	0	2,645	2,645
RHB2 - Decent Home Loans Owner Occupier	SBC	0	0	0	0	14,175	14,175
TOTAL HOUSING		1,058,000	92,060	0	1,150,060	87,509	-1,062,551
FINANCE - N. VICKERS							
Cash Receipting System Replacement - Capital Receipts	SBC	0	22,760	0	22,760	4,800	-17,960
TOTAL FINANCE AND PERFORMANCE PORTFOLIO		0	22,760	0	22,760	4,800	-17,960