

<b>Scrutiny Committee</b>	<b>Agenda Item: 4</b>
<b>Meeting Date</b>	<b>27 November 2014</b>
<b>Report Title</b>	<b>Financial Management Report – April – September 2014</b>
<b>Cabinet Member</b>	<b>Cllr Duncan Dewar-Whalley, Cabinet Member for Finance</b>
<b>SMT Lead</b>	<b>Nick Vickers, Head of Finance</b>
<b>Head of Service</b>	<b>Nick Vickers, Head of Finance</b>
<b>Lead Officer</b>	<b>Phil Wilson, Chief Accountant</b>
<b>Key Decision</b>	<b>Yes</b>
<b>Classification</b>	<b>Open</b>
<b>Forward Plan</b>	<b>Reference number:</b>
<b>Recommendations</b>	<ol style="list-style-type: none"> <li>1. To note the projected revenue underspend of £687,720.</li> <li>2. To note the projected capital underspend for 2014/15 of £175,270 and to approve the additional funding of £6,200 for the Kemsley West Play Area from capital receipts.</li> </ol>

## **1. Purpose of Report and Executive Summary**

- 1.1 This report shows the revenue and capital projected outturn for 2014/15 as at the end of period six, covering the period from April to September 2014. The report is based on service activity up to the end of September 2014, and is collated from monitoring reports from budget managers.

## **2. Background**

- 2.1 As part of the monthly financial reporting arrangements, detailed reports by Heads of Service have been produced to help focus accountability and reporting at the overall level. Based on the responses and discussions with Service Managers, a budget underspend of £687,720 is projected for the period April 2014 to September 2014 (six months).
- 2.2 Financial monitoring reports are presented to Cabinet on a quarterly basis as well as to Scrutiny Committee.

### 3. Proposal

#### Revenue Spend

3.1 Based on the responses and discussions with Service Managers, a projected underspend of £687,720 is forecast compared with £406,000 when last reported to Cabinet in September - a movement of £281,720.

3.2 The main movements from September over £25,000 are as follows:

- Housing – additional cost for bed and breakfast landlord payments £47k;
- Planning – additional planning fees income £136k;
- Planning – estimated additional cost for implementing Mid Kent Planning Service £50k;
- Planning – net additional Agency/Contract staff costs to meet the high workloads within the Mid Kent Planning Service - £62k;
- Refuse Collection, special collections, additional income £30k;
- Refuse Collection, additional properties, reduced costs £35k;
- Street Cleansing, contract savings £54k;
- Recycling & Waste, Garden Waste Scheme additional income £101k;
- Parking – reduced income from fees and penalty charge notices (PCN's) £24k;
- Sittingbourne Town Centre, Consultancy costs £43k;
- Additional second homes grant from Kent County Council (KCC) £28k;
- Earmarked reserves no longer required and approved by Cabinet 10 September 2014 can be added back to the General Fund - £46k;
- Non service items including interest savings on finance leases, business rates grants and reduction in bad debt provision £50k;
- Salaries – net savings (offset against agency) as a result of vacant posts £65k.

The balance of movements from September is additional costs £37k.

3.3 Table 1 analyses the projected variance by Service.

**Table 1: Underspend by Service**

	Service Manager	Working Budget	Projected Outturn 2014/15	Projected Variance
		£	£	£
Chief Executive	A. Kara	253,900	238,900	(15,000)
Policy	D. Clifford	203,900	190,900	(13,000)
Economy & Communities	E. Wiggins	2,129,040	2,148,040	19,000
Communications	E. Wiggins	239,760	239,760	0
Housing	A. Christou	1,157,410	1,153,410	(4,000)
Planning	J. Freeman	981,340	962,340	(19,000)
Commissioning & Customer Contact	D. Thomas	6,816,470	6,331,470	(485,000)
Service Delivery	B. Planner	(645,360)	(657,360)	(12,000)
Director of Corporate Services & Director of Regeneration	M. Radford / P. Raine	355,930	355,930	0
Information Technology	A. Cole	979,790	984,790	5,000
Audit	R. Clarke	150,910	150,910	0
Environmental Health	T. Beattie	472,460	484,460	12,000
Finance	N. Vickers	974,090	954,090	(20,000)
Human Resources	D. Smart	387,040	387,040	0
Legal	J. Scarborough	330,010	307,010	(23,000)
Democratic Services	K. Bescoby	806,060	829,060	23,000
Property	A. Adams	659,190	574,190	(85,000)
Other Variances		0	48,000	48,000
KCC Second Homes Discount		(46,000)	(73,530)	(27,530)
Provision for Bad Debts		217,440	207,440	(10,000)
New Burden CT & Bus. Rates Grant		0	(20,300)	(20,300)
Corporate Items		1,650,640	1,573,750	(76,890)
<b>TOTAL SERVICE EXPENDITURE</b>		<b>18,074,020</b>	<b>17,370,300</b>	<b>(703,720)</b>
Rollover Specific and Other Grants		0	16,000	16,000
Contribution to/ (from) General Fund (after requests for roll forward of ring fenced grants)		63,000	63,000	0
<b>NET EXPENDITURE</b>		<b>18,137,020</b>	<b>17,449,300</b>	<b>(687,720)</b>

3.4 Table 2 below details the main variations by Service:

**Table 2: Main variations by Service**

<b>Projected Net (Under)/Overspend / Income Shortfall as at end of September 2014</b>		
<b>Service – Cabinet Member (Head of Service)</b>	<b>£'000</b>	<b>Explanation</b>
<b>CHIEF EXECUTIVE - Cllr A. Bowles (Abdool Kara)</b>		
Chief Executive	(2)	Various underspends.
Corporate Costs	(13)	Reduced Consultancy/ Specialist Advice expenditure.
Policy	(13)	Salary underspend as result of vacant posts.
<b>TOTAL</b>	<b>(28)</b>	
<b>ECONOMY AND COMMUNITIES – Cllrs M. Cosgrove, M. Whiting &amp; K. Pugh (Emma Wiggins)</b>		
Environmental Initiatives	4	Overspend on signage costs re litter campaign £2k and legal fees on illegal Travellers' sites £2k.
CCTV	12	Reduced income for CCTV re previous customers cancelling use of the service.
Community Halls/Centres	3	Quinton Hall additional costs (rates £1.5k and estimated utility costs £1.5k).
<b>TOTAL</b>	<b>19</b>	
<b>COMMUNICATIONS, PRINTING, ADVERTISING &amp; PROMOTION – Cllrs M. Cosgrove, M. Whiting &amp; K. Pugh (Emma Wiggins)</b>		
Communications	0	Nil net variances – overspend Licence fees £5k, underspend Advertising & Promotion costs £5k.
<b>TOTAL</b>	<b>0</b>	
<b>HOUSING – Cllr J. Wright (Amber Christou)</b>		
Housing Development and Strategy	(19)	Staff costs savings £18k, other net savings £1k
Private Sector Housing	(17)	Staff costs savings £13k, mileage and lump sum savings £3k, other minor savings £1k.
Stay Put Scheme	(15)	Salary costs savings £15k; unachievable Disabled Facilities Grant income, offset by an underspend on salaries as a result of new grant funding.
Housing Options	47	Projected overspend of £46k on Bed & Breakfast landlord payments; other minor overspends £1k.
<b>TOTAL</b>	<b>(4)</b>	
<b>PLANNING – Cllr G. Lewin (James Freeman)</b>		
Development Control	(142)	Additional planning fees £150k, net IT Development costs £8k.
Development Services	67	£69k net additional staffing costs to meet the high workloads the Swale Development teams are now experiencing. £2k office move & redecoration costs.
Local Planning & Conservation	6	Anticipated staff vacancies savings not achievable re Spatial Planning and Conservation & Design Teams.
Planning Mid Kent Planning Service (MKPS)	50	The cost of implementing the planning MKIP service is £75k. However, £25k can be met from reserves.

<b>Projected Net (Under)/Overspend / Income Shortfall as at end of September 2014</b>		
<b>Service – Cabinet Member (Head of Service)</b>	<b>£'000</b>	<b>Explanation</b>
<b>TOTAL</b>	<b>(19)</b>	
<b>COMMISSIONING AND CUSTOMER CONTACT – Cllrs D. Simmons &amp; M. Whiting (Dave Thomas)</b>		
Cemeteries and Closed Churchyards	27	Additional grounds maintenance required to trees and footpaths in cemeteries.
Countryside & Country Parks	(4)	Staff costs savings £5k, additional rates £1k.
Client & Amenity Services	(3)	Staff costs savings.
Harbour & Quays	2	Reduced mooring fees.
Parks & Open Spaces	5	Overspend on equipment maintenance.
Seafront	(1)	Net additional chalets income.
Sports Pitches & Pavilions	2	Minor overspends.
Commissioning & Customer Contact	8	Net staff costs overspend £4k and £4k rent & rates for Alexander Centre office.
Cleansing	(9)	Staff costs savings.
Public Conveniences	(9)	Underspend on contract costs and energy costs.
Recycling & Waste Minimisation	(119)	Net additional income from Garden Waste Scheme and savings on Recycling Credits.
Refuse Collection	(175)	Net underspend on contract costs (including savings on cost of additional properties, increased Bulky Waste, Special Collections and bin sales income and additional costs for purchase of bins).
Street Cleansing	(209)	Net underspend on contract costs.
<b>TOTAL</b>	<b>(485)</b>	
<b>SERVICE DELIVERY – Cllr D. Simmons (Brian Planner)</b>		
Parking Management	24	Net additional cost from increase in contract costs, reduced income from fees and PCN's, and increased income from permit fees.
Service Delivery	(36)	Salary underspend on Head of Service Delivery post.
<b>TOTAL</b>	<b>(12)</b>	
<b>DIRECTOR OF CORPORATE SERVICES – Cllrs D. Dewar-Whalley &amp; T. Wilcox (Mark Radford)</b>		
Corporate Costs	0	Nil variance reported to date.
<b>TOTAL</b>	<b>0</b>	
<b>EMERGENCY PLANNING – Cllr A. Bowles (Della Fackrell)</b>		
Emergency Planning	0	Nil variance reported to date.
<b>TOTAL</b>	<b>0</b>	
<b>DIRECTOR OF REGENERATION (Pete Raine)</b>		
Strategic Directors	0	Nil variance reported to date.
<b>TOTAL</b>	<b>0</b>	
<b>IT SERVICES – Cllr D. Dewar-Whalley (Andy Cole)</b>		

<b>Projected Net (Under)/Overspend / Income Shortfall as at end of September 2014</b>		
<b>Service – Cabinet Member (Head of Service)</b>	<b>£'000</b>	<b>Explanation</b>
IT MKIP	0	Nil variance reported to date.
GIS	5	Outstanding holiday pay and related on costs.
<b>TOTAL</b>	<b>5</b>	
<b>ENVIRONMENTAL HEALTH – Cllr. D. Simmons (Tracey Beattie)</b>		
Environmental Services	10	Additional staff costs £5k, additional mileage costs £6k and minor savings £1k.
Health & Safety	(4)	Additional fee income.
Pollution Control	6	Net reduced fees received.
<b>TOTAL</b>	<b>12</b>	
<b>INTERNAL AUDIT – Cllr D. Dewar-Whalley (Rich Clarke)</b>		
Audit Services	0	Nil variance reported to date.
<b>TOTAL</b>	<b>0</b>	
<b>FINANCE – Cllr D. Dewar-Whalley (Nick Vickers)</b>		
Financial Services	(20)	Savings on Minimum Revenue Provision (MRP).
<b>TOTAL</b>	<b>(20)</b>	
<b>HUMAN RESOURCES – Cllr T. Wilcox (Dena Smart)</b>		
Organisational Development	0	Nil variance reported to date.
<b>TOTAL</b>	<b>0</b>	
<b>LEGAL – Cllr D. Dewar-Whalley (John Scarborough)</b>		
Legal	(23)	Net staff & Agency staff costs savings £40k, net additional fees income/recovery £8k, overspend lump sum/mileage costs £6k, overspend Books & Journals £14k, other additional costs and charges £5k.
<b>TOTAL</b>	<b>(23)</b>	
<b>DEMOCRATIC SERVICES – Cllr A. Bowles (Katherine Bescoby)</b>		
Democratic Process	(4)	Additional staff costs £2k, savings on training courses £5k, other miscellaneous savings £1k.
Administration	4	Net staff costs overspend.
Elections & Electoral Registration	23	Additional canvassers fees £18k, additional stationery costs £3k, net general other costs £2k.
<b>TOTAL</b>	<b>23</b>	
<b>PROPERTY – Cllr D. Dewar-Whalley (Anne Adams)</b>		
Health & Safety	(2)	Saving on books & journals.
Property Services	(3)	Staff costs savings £1k and other minor savings.
Administrative Buildings	(28)	Net utility costs savings £22k, savings re rates £4k and other miscellaneous savings £2k.
Property Management	(52)	Net additional property rental income based on 14/15 forecast.

<b>Projected Net (Under)/Overspend / Income Shortfall as at end of September 2014</b>		
<b>Service – Cabinet Member (Head of Service)</b>	<b>£'000</b>	<b>Explanation</b>
<b>TOTAL</b>	<b>(85)</b>	
<b>OTHER VARIANCES (TO BE MET FROM TOTAL UNDERSPEND)</b>		
Sittingbourne Town Centre Development	43	Variance to be funded out of general year-end corporate underspend.
Arts Events & Activities	5	Additional spend will be funded out of general year-end corporate underspend.
<b>TOTAL</b>	<b>48</b>	
<b>NON-SERVICE BUDGETS</b>		
KCC 2 <sup>nd</sup> Homes Discount	(28)	Additional KCC 2 <sup>nd</sup> Homes Discount grant.
Corporate Provision for bad debt	(10)	Improvement in outstanding debt.
Business Rates	(20)	Additional income 'New Burden – Council Tax & Business Rates' Grant.
Corporate Items	(77)	Interest savings on finance leases £20k, unspent earmarked reserves £46k and grant received £16k offset by pensions adjustment £5k. (£16k will be requested to roll forward into 2015/16 of unspent non-ring fenced grants.)
<b>TOTAL</b>	<b>(135)</b>	
<b>NET EXPENDITURE</b>	<b>(704)</b>	

### Sensitivity Analysis

3.5 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:**

<b>Budget Head</b>	<b>2014/15 Working Budget</b>	<b>Current Forecast</b>	<b>Current Projected Variance (as per table 2)</b>	<b>Range of Variance Options (increased / decreased cost or income)</b>		<b>Notes</b>
				<b>Min</b>	<b>Max</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
Car Park Income	(1,522,900)	(1,500,900)	20,000	0	40,000	
PCN Income	(499,890)	(479,890)	20,000	10,000	30,000	
Planning Fees	(600,930)	(750,930)	(150,000)	(150,000)	(260,000)	(i)
Homelessness – Bed & Breakfast costs	253,600	299,600	46,000	0	52,000	(ii)
Housing Benefits	56,840,000	56,840,000	0	(100,000)	100,000	(iii)

- (i) We have received several major planning applications with significant fee income. Further major applications are also expected by the end of the financial year which should give rise to fee income significantly above forecast.

- (ii) There has been a recent increase in emergency accommodation placements as predicted and the costs have therefore slightly increased. This is currently offset by income and Homelessness Grant and will be closely monitored, but the alternative emergency accommodation arrangements owned by SBC should be in place by January 2015 which should reduce costs by year-end.
- (iii) This is an extremely volatile budget and could vary by +/- £100,000 at year-end on a gross budget of £57m.

## Improvement and Regeneration Funds

3.6 The balance as at the end of September 2014 on these funds is shown in Table 4 below:

**Table 4: Improvement & Regeneration Funds**

	<b>Balance Unallocated as at 1 April 2014</b>	<b>2014/15 Approved Allocations</b>	<b>Balance Unallocated as at 30 September 2014</b>
<b>Funds:</b>	<b>£</b>	<b>£</b>	<b>£</b>
Performance	598,264	69,955	528,309
Regeneration	368,290	90,060	278,230
Localism	48,793	14,906	33,887
Transformation	252,418	108,333	144,085
Local Loan Fund	250,000	50,000	200,000
<b>TOTAL</b>	<b>1,517,765</b>	<b>333,254</b>	<b>1,184,511</b>

3.7 The Regeneration Fund was topped up by £250,000 from the 2014/15 budget.

3.8 The Localism Fund was topped up by £26,400 from the 2013/14 underspend.

3.9 Further details of the approved allocations to the end of September 2014 are available in Appendix I.

3.10 Appendix I provides details of how to submit bids against these funds.

3.11 If any of the above allocations are not required the balance will be added back to the relevant fund as at 31 March 2015.

## Reserves

3.12 Departmental budgets have been increased by £153,940 and this is funded from the 2013/14 underspend as agreed by Cabinet in 16 July 2014.

3.13 For 2014/15 to date, the reserves have funded service expenditure totalling £691,033.



## Capital Expenditure

3.14 This report details the latest position on the 2014/15 capital programme and highlights any variations between the 2014/15 capital budget and expenditure to the end of period 6 (September 2014). An underspend of £175,720 is forecast on the capital budget.

3.15 Actual expenditure to end of September 2014 (month 6) is £640,970. This represents 26.4% of the working budget (as per Appendix II).

3.16 The main issues on the projected variances are set out in table 5 below.

**Table 5: Capital programme – main projected variances**

Type of Variance	Specific Issues
Managed Underspends	Waste Collection & Recycling £35k: recent years' spend on wheeled bins has been treated as revenue; part-funded by the revenue budget and also the repairs and renewals reserve. Further on-going expenditure for replacement bins is expected to continue as revenue expenditure. Disabled Facilities Grants £120k: these grants will all be committed by the end of 2014/15 but payments are unlikely to be made until early 2015/16.
Deferred Projects	Swale House Window Replacement and Building Refurbishment £26k: until we have definite plans regarding future office space we will not be planning to invest in Swale House. However, as plant and equipment is increasingly likely to fail the longer that Swale House remains in use, capital funded projects may be required to replace this equipment on a reactive basis.
Overspends	Kemsley West Play Area: £6k overspend as a result of unforeseen ground conditions during the building phase. Additional footings were required to strengthen due to a layer of gravel and ground water.

3.17 A request is made to fund the Kemsley play area overspend of £6,200 from Capital Receipts.

3.18 Table 6 details the movement from the Original 2014/15 budget to the Working Budget 2014/15.

**Table 6: Actual Expenditure to Date and Forecast Variations**

	£
<b>Original Estimate</b>	<b>1,106,740</b>
Add Supplementary Approvals:	
Rollovers agreed at Cabinet 16 July 2014	372,150
External Funding	508,420
Capital Receipts	198,880
Earmarked Reserve	242,000
<b>Total Working Budget</b>	<b>2,428,190</b>
Actual to end of September 2014	640,970
Variance to date	(1,787,220)
<b>Projected Variance</b>	<b>(175,270)</b>

3.19 Further details are available in Appendix II.

### Capital Receipts

3.20 Balance of capital receipts as at 31 March 2014 was £1,330,818.

### Payment of Creditors

3.21 The latest monitoring position is shown in Table 7.

**Table 7: Invoice payment**

	<b>Target 2014/15</b>	<b>Cumulative year to date</b>	<b>September 2014</b>	<b>August 2014</b>	<b>July 2014</b>
Invoices paid in 30 days	97.00%	97.06%	96.11%	93.88%	96.45%

### Debtors

3.22 Tables 8, 9 and 10 analyse the debt outstanding. 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.

**Table 8: Debt outstanding by due date (not including Rent Deposit Scheme)**

	<b>Current Year</b>		<b>Previous Year</b>
	<b>September 2014</b>	<b>August 2014</b>	<b>September 2013</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
0 – 2 Months	229	76	108
2 – 6 Months	67	108	49
6 – 12 Months	53	23	61
1 – 2 Years	13	14	15
2 – 3 Years	11	13	27
3 – 4 Years	27	27	13
4 – 5 Years	12	11	7
5 – 6 Years	6	6	1
6 Years +	15	28	27
<b>Total</b>	<b>433</b>	<b>306</b>	<b>308</b>
<b>Total Over 2 Months</b>	<b>204</b>	<b>230</b>	<b>200</b>

Increase in 0-2 months is as a result of quarterly rental invoices and KCC preceptors invoice (£104k).

**Table 9: Debt outstanding by due date (including Rent Deposit Scheme)**

	Current Year		Previous Year
	September 2014	August 2014	September 2013
	£'000	£'000	£'000
0 – 2 Months	229	75	109
2 – 6 Months	67	112	80
6 – 12 Months	28	-9	65
1 – 2 Years	44	45	20
2 – 3 Years	17	20	41
3 – 4 Years	39	45	285
4 – 5 Years	257	255	7
5 – 6 Years	6	6	1
6 Years +	15	27	27
<b>Total</b>	<b>702</b>	<b>576</b>	<b>635</b>
<b>Total Over 2 Months</b>	<b>473</b>	<b>501</b>	<b>526</b>

Increase in 0-2 months is as a result of quarterly rental invoices and KCC preceptors invoice (£104k).

**Table 10: Debt outstanding (including Rent Deposit Scheme) by Head of Service**

	September 2014	August 2014
	£'000	£'000
Rent Deposit Scheme	269	270
Commissioning & Customer Contact	20	54
Property	185	116
Housing	42	43
Legal	7	36
Economy & Communities	18	25
Planning	1	1
Environmental Health	3	3
Service Delivery	24	20
Finance	125	0
Policy	3	3
Other	5	5
<b>Total</b>	<b>702</b>	<b>576</b>

Increase in Property and Finance are as a result of quarterly rental income invoices and KCC preceptors invoice (£104k).

### Business Rates Monitoring

- 3.23 In 2013/14 the Council's total business rate income was £4.3m and for 2014/15 it is forecast to be £4.9m. Any surplus on the business rate income will be put into the business rate volatility reserve as agreed at Cabinet in February. A Business Rate Group consisting of representatives from Finance, Revenues and Economic Development has been established to regularly review the factors that may affect the forecast income for this item.

## 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	Embracing Localism Open for Business Healthy Environment
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 forms part of the report:

Appendix I – Improvement and Regeneration Fund allocations as at end of September 2014;

Appendix II – Capital Programme - Projected outturn as at end of September 2014.

## 8. Background Papers

8.1 The Budget 2014/15 and Medium Term Financial Strategy 2014/15 to 2016/17.

**IMPROVEMENT AND REGENERATION FUND ALLOCATIONS (PERIOD 6)**

	Amount £
<b>Performance Fund</b>	
Communications Service Interim Support	10,027
Grove toilets, Leysdown	4,995
Local Area Perception Survey 2014/15	12,000
Annual Contribution to MKIP 2014/15	34,425
Softphone Licences for Remote Working	1,908
Analytical reviews of income from Business Rates	6,600
<b>Total Approved as at September 2014</b>	<b>69,955</b>
<b>Regeneration Fund</b>	
Members Regeneration Grants	47,000
Trademarks - Faversham Hop Festival	1,520
Magna Carta 800 Celebrations, Faversham 2015	9,950
Small Business Saturday 2014	5,590
Christmas Car Parking Concession 2014	26,000
<b>Total Approved as at September 2014</b>	<b>90,060</b>
<b>Localism Fund</b>	
Volunteer Week Campaign	1,186
Funding Fair	1,050
Heritage Projects	10,000
Volunteer Swale Awards 2014/15	2,670
<b>Total Approved as at September 2014</b>	<b>14,906</b>
<b>Transformation Fund</b>	
Redundancy Payments 2014/15	108,333
<b>Total Approved as at September 2014</b>	<b>108,333</b>
<b>Swale Local Loan Fund</b>	
Queenborough Harbour Trust	50,000
<b>Total Approved as at September 2014</b>	<b>50,000</b>
<b>TOTAL APPROVED AS AT SEPTEMBER 2014</b>	<b>333,254</b>

**IMPROVEMENT AND REGENERATION FUND APPROVAL PROCESS**

<b>Fund</b>	<b>Purpose</b>	<b>Authorisation Process</b>
Performance Fund	To improve overall performance. Officers are invited to submit a bidding list of proposals.	Bids are to be submitted to Finance and agreed and signed by the Head of Finance and Cabinet Member for Finance. The Strategic Management Team will then consider the bids as part of the Financial Monitoring process.
Regeneration Fund	To fund regeneration projects in the Borough.	<ol style="list-style-type: none"> <li>1. The application should be agreed by the Relevant Cabinet Member for his/her endorsement before submission.</li> <li>2. Email copy to Head of ECS who will then forward to Director of Regeneration and the Head of Finance who will sign to approve.</li> <li>3. The form is forwarded to the Council Leader and Cabinet Member for Finance for their sign off.</li> <li>4. The fully approved bid form will be returned to the relevant Head of Service.</li> </ol>
Localism Fund	To drive the Localism agenda by delivering the actions and projects under the Embracing Localism priority in the Council's Corporate Plan.	Sign off will be through Head of ECS, Head of Finance, Director of Regeneration and Cabinet Member Localism.

	Funding SBC / P	2014/15 Original Budget £	Approved Rollovers £	Other Adjustments £	2014/15 Working Budget £	2014/15 Budget to end of period 06 September 2014 £	2014/15 Actual to End of period 6 £	Projected Variance £
<b><u>SUMMARY</u></b>								
<b><u>PARTNERSHIP FUNDING SCHEMES</u></b>								
Economy & Communities	P	0	0	399,770	399,770	199,885	40,245	0
Commissioning & Customer Contact	P	0	127,200	106,000	233,200	116,600	70,051	6,200
Housing	P	926,740	0	0	926,740	463,370	398,660	0
Corporate Services	P	0	0	6,200	6,200	3,100	6,216	0
Property	P	0	0	4,550	4,550	2,275	4,554	0
<b>TOTAL PARTNERSHIP FUNDING SCHEMES</b>	<b>P</b>	<b>926,740</b>	<b>127,200</b>	<b>516,520</b>	<b>1,570,460</b>	<b>785,230</b>	<b>519,726</b>	<b>6,200</b>
<b><u>SWALE BOROUGH COUNCIL FUNDING SCHEMES</u></b>								
Commissioning & Customer Contact	SBC	35,000	39,760	110,300	185,060	92,530	0	-35,000
Economy & Communities	SBC	15,000	0	0	15,000	7,500	0	0
Housing	SBC	100,000	152,150	165,000	417,150	208,575	52,208	-120,000
Finance	SBC	30,000	26,570	0	56,570	28,285	0	0
Property	SBC	0	26,470	112,480	138,950	69,475	68,587	-26,470
Service Delivery	SBC	0	0	45,000	45,000	22,500	449	0
<b>TOTAL SBC FUNDING SCHEMES</b>	<b>SBC</b>	<b>180,000</b>	<b>244,950</b>	<b>432,780</b>	<b>857,730</b>	<b>428,865</b>	<b>121,244</b>	<b>-181,470</b>
<b>TOTAL CAPITAL PROGRAMME</b>		<b>1,106,740</b>	<b>372,150</b>	<b>949,300</b>	<b>2,428,190</b>	<b>1,214,095</b>	<b>640,970</b>	<b>-175,270</b>

	Funding SBC / P	2014/15 Original Budget £	Approved Rollovers £	Other Adjustments £	2014/15 Working Budget £	2014/15 Budget to end of period 06 September 2014 £	2014/15 Actual to End of period 6 £	Projected Variance
<b><u>ECONOMY &amp; COMMUNITIES - E.WIGGINS</u></b>								
CCTV	SBC	15,000	0	0	15,000	7,500	0	0
Capital Expansion of CCTV Service	P	0	0	38,800	38,800	19,400	0	0
Meads Community Centre - S106	P	0	0	348,000	348,000	174,000	35,379	0
Sittingbourne War Memorial	P	0	0	8,100	8,100	4,050	0	0
Kemsley Community Facilities- S106	P	0	0	4,870	4,870	2,435	4,866	0
<b>TOTAL ECONOMY &amp; COMMUNITIES</b>		<b>15,000</b>	<b>0</b>	<b>399,770</b>	<b>414,770</b>	<b>207,385</b>	<b>40,245</b>	<b>0</b>
<b><u>CORPORATE SERVICES - M.RADFORD</u></b>								
Miscellaneous I.T Equipment - Scanners	P	0	0	6,200	6,200	3,100	6,216	0
<b>TOTAL CORPORATE SERVICES</b>		<b>0</b>	<b>0</b>	<b>6,200</b>	<b>6,200</b>	<b>3,100</b>	<b>6,216</b>	<b>0</b>
<b><u>COMMISSIONING &amp; CUSTOMER CONTACT - D.THOMAS</u></b>								
Cemeteries - future burial provision in the borough	SBC	0	32,590	0	32,590	16,295	0	0
Waste Collection and Recycling (Wheelie bins) (R&R)	SBC	35,000	0	0	35,000	17,500	0	-35,000
Beach Huts, Minster Leas, Sheppey	SBC	0	7,170	0	7,170	3,585	0	0
Cemetery Chapel, Love Lane Faversham- Capital Receipts	SBC	0	0	25,300	25,300	12,650	0	0
Milton Creek Footpath	SBC	0	0	30,000	30,000	15,000	0	0
High Risk Tree Wroks in 3 Cemeteries - Capital Receipts	SBC	0	0	45,000	45,000	22,500	0	0
Medium Risk Tree Wroks in 3 Cemeteries- Capital Receipts	SBC	0	0	10,000	10,000	5,000	0	0
Thistle Hill Community Woodland Trim Trail - S106	P	0	35,000	0	35,000	17,500	0	0
New Play Area - Iwade Schemes	P	0	92,200	0	92,200	46,100	0	0
Kemsley West Play Area - S106	P	0	0	56,000	56,000	28,000	62,199	6,200
Kemsley East Play Area - S106	P	0	0	50,000	50,000	25,000	7,852	0
<b>TOTAL COMMISSIONING &amp; CUSTOMER CONTACT</b>		<b>35,000</b>	<b>166,960</b>	<b>216,300</b>	<b>418,260</b>	<b>209,130</b>	<b>70,051</b>	<b>-28,800</b>



	Funding SBC / P	2014/15 Original Budget £	Approved Rollovers £	Other Adjustments £	2014/15 Working Budget £	2014/15 Budget to end of period 06 September 2014 £	2014/15 Actual to End of period 6 £	Projected Variance £
<b>SERVICE DELIVERY - B. PLANNER</b>								
Ground Floor Reception Area - Revenue Funding	SBC	0	0	25,000	25,000	12,500	449	0
Ground Floor Reception Area - Capital Receipts	SBC	0	0	20,000	20,000	10,000	0	0
<b>TOTAL SERVICE DELIVERY</b>		<b>0</b>	<b>0</b>	<b>45,000</b>	<b>45,000</b>	<b>22,500</b>	<b>449</b>	<b>0</b>
<b>HOUSING - A. CHRISTOU</b>								
DFG Mandatory Grants	SBC	100,000	152,150	0	252,150	126,075	0	-120,000
<i>DFG Mandatory Grants - External Grant</i>	<i>P</i>	<i>926,740</i>		<i>0</i>	<i>926,740</i>	<i>463,370</i>	<i>398,660</i>	<i>0</i>
HRG - Housing Repair Grants Over 60	SBC	0	0	0	0	0	13,328	0
HRG - DFG Remedial	SBC	0	0	0	0	0	2,717	0
RHB2 - Decent Home Loans Owner Occupier	SBC	0	0	0	0	0	36,163	0
Emergency Accommodation - House Purchase	SBC	0	0	165,000	165,000	82,500	0	
<b>TOTAL HOUSING</b>		<b>1,026,740</b>	<b>152,150</b>	<b>165,000</b>	<b>1,343,890</b>	<b>671,945</b>	<b>450,868</b>	<b>-120,000</b>

	Funding SBC / P	2014/15 Original Budget £	Approved Rollovers £	Other Adjustments £	2014/15 Working Budget £	2014/15 Budget to end of period 06 September 2014 £	2014/15 Actual to End of period 6 £	Projected Variance £
<b><u>FINANCE - N. VICKERS</u></b>								
Cash Receipting System - Replacement - Capital Receipts	SBC	30,000	26,570	0	56,570	28,285	0	0
<b>TOTAL FINANCE AND PERFORMANCE PORTFOLIO</b>		<b>30,000</b>	<b>26,570</b>	<b>0</b>	<b>56,570</b>	<b>28,285</b>	<b>0</b>	<b>0</b>
<b><u>PROPERTY - A. ADAMS</u></b>								
Swale House Window Rep & Blding Refurbishment - Capital Receipts	SBC	0	26,470	0	26,470	13,235	0	-26,470
Central Plaza Sittingbourne - Capital Receipts	SBC	0	0	25,740	25,740	12,870	0	0
Folder Inserter Machine - Capital Receipts	SBC	0	0	15,970	15,970	7,985	15,970	0
Folder Inserter Machine - Revenue Grant	P	0	0	4,550	4,550	2,275	4,554	0
Committee Room Adaptations - Capital Receipts	SBC	0	0	18,770	18,770	9,385	0	0
Council Chamber Digital System - Reserves	SBC	0	0	52,000	52,000	26,000	52,617	0
<b>TOTAL PROPERTY</b>		<b>0</b>	<b>26,470</b>	<b>117,030</b>	<b>143,500</b>	<b>71,750</b>	<b>73,141</b>	<b>-26,470</b>