

INFORMATION

RIBBLE VALLEY BOROUGH COUNCIL
REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No 24a

meeting date: 21 SEPTEMBER 2010
title: REVENUE MONITORING 2010/11
submitted by: DIRECTOR OF RESOURCES
principal author: TRUDY HOLDERNESS

1 PURPOSE

1.1 To let you know the position for the first four months of this year's revenue budget as far as this committee is concerned.

1.2 Relevance to the Council's ambitions and priorities:

- ❖ In accordance with corporate performance and improvement plan objective 2, "to maintain critical financial management and controls," this report provides members with information to ensure that budget allocation and expenditure is in line with corporate priorities.

2 FINANCIAL INFORMATION

2.1 Shown below, by cost centre, is a comparison between actual expenditure and the original estimate for the period. You will see an overall over spend of £8,315 on the net expenditure, after allowing for estimated transfers to and from balances and reserves.

Cost Centre	Cost Centre Name	Net Budget for the full year £	Net Budget to the end of the period £	Actual including Commitments to the end of the period £	Variance £	
CEXEC	Chief Executive Department	-1,960	47,515	47,800	285	G
CSERV	Corporate Service	195,620	46,685	41,229	-5,456	R
HRDEV	Human Resource Development	37,270	2,603	3,180	577	G
OMDEV	Organisation and Member Development	-3,860	105,740	109,002	3,262	A
STRAH	Strategic Housing Section	-1,620	41,797	35,864	-5,933	R
CORPM	Corporate Management	419,280	0	275	275	G
EPROC	E Procurement Revenue Costs	45,330	0	0	0	G
GOVTE	E Government Revenue Costs	29,560	18,000	18,000	0	G
CIVST	Civic Suite	-2,670	16,410	15,483	-927	G
CLOFF	Council Offices	-570	99,756	105,345	5,589	R
LRGOF	Longridge Offices	0	0	0	0	G
MOBIL	Mobile Office	0	0	-179	-179	G
EMERG	Community Safety	62,420	4,544	3,307	-1,237	G
CLTAX	Council Tax	406,440	16,039	10,775	-5,264	R
NNDRC	National Non Domestic Rates	47,890	362	332	-30	G

Cost Centre	Cost Centre Name	Net Budget for the full year £	Net Budget to the end of the period £	Actual including Commitments to the end of the period £	Variance £	
ATTEN	Mayor's Attendant / Keeper	-170	5,004	3,595	-1,409	G
CIVCF	Civic Functions	56,140	20,239	21,463	1,224	G
COSDM	Cost of Democracy	456,700	69,722	71,766	2,044	A
MAYCR	Mayoral Transport	0	6,855	6,473	-382	G
DISTC	District Elections	2,080	0	0	0	G
ELECT	Register of Electors	71,470	10,822	10,319	-503	G
EUROP	European Elections	2,400	0	0	0	G
LANCS	Lancashire County Elections	2,400	0	0	0	G
PARIS	Parish Elections	1,000	0	0	0	G
PARLI	Parliamentary Elections	32,530	0	113,098	113,098	R
VARIOUS	Meals on Wheels and Luncheon Clubs	25,760	20,368	17,464	-2,904	A
ESTAT	Estates	25,330	-528	-280	248	G
FGSUB	Grants & Subscriptions – Policy and Finance	151,950	78,800	88,873	10,073	R
LANDC	Land Charges	39,680	-14,287	-23,831	-9,544	R
LICSE	Licensing	52,540	-17,567	-18,643	-1,076	G
FMISC	Policy and Finance Miscellaneous	166,520	29,754	23,101	-6,653	R
SUPDF	Superannuation Deficiency Payments	123,340	26,200	25,533	-667	G
CONTC	Contact Centre	158,730	23,920	22,293	-1,627	G
COMPR	Computer Services	-2,480	159,254	156,254	-3,000	A
FSERV	Financial Services	-7,990	197,256	198,828	1,572	G
LSERV	Legal Services	-3,610	113,393	103,410	-9,983	R
REVUE	Revenues and Benefits	-8,260	189,987	190,611	624	G
CONCS	Concessionary Travel	444,550	105,512	27,538	-77,974	R
Total net cost of services		3,023,740	1,424,155	1,428,278	4,123	

Items added to / (taken from) balances and reserves					
FNBAL H230	Election Reserve Fund	4,290	0	0	0
FNBAL H237	Single Status Reserve Fund	0	0	-938	-938
FNBAL H255	Concurrent Function Grants	-14,140	0	0	0
FNBAL H266	Civic Regalia Reserve Fund	0	0	-4,500	-4,500
FNBAL H326	Performance Reward Grant	0	0	-7,000	-7,000
Net Balances and reserves		-9,850	0	-12,438	-12,438

Net Expenditure	3,013,890	1,424,155	1,415,840	-8,315
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- 2.2 The variations between budget and actuals have been split into groups of red, amber and green variance. The red variances highlight specific areas of high concern, for which budget holders are required to have an action plan. Amber variances are potential areas of high concern and green variances are areas, which currently do not present any significant concern.

Key to Variance shading	
Variance of more than £5,000 (Red)	R
Variance between £2,000 and £4,999 (Amber)	A
Variance less than £2,000 (Green)	G

- 2.3 We have then extracted the main variations for the items included in the red shaded cost centres and shown them with the budget holder's comments and agreed action plans, in Annex 1.

- 2.4 The main variations for items included in the amber shaded cost centres are shown with budget holders' comments at Annex 2.

3 CONCLUSION

- 3.1 The comparison between actual and budgeted expenditure shows an under spend for the first four months of the financial year 2010/11 of £8,315; however there are some large fluctuations that make up this net figure.

- 3.2 Parliamentary election costs of £113,000 are to be claimed back from the Government.

- 3.3 The current under spend of £72,000 is due to a delay in being invoiced for the pooling arrangement.



SENIOR ACCOUNTANT

PF31-10/TH/AC
16 August 2010

POLICY AND FINANCE COMMITTEE

RED VARIANCES

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance		Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
PARLI/0100	Parliamentary Elections / Salaries	0	0	17,918	17,918	R	Expenditure incurred on Parliamentary Elections. Budget to be introduced at revised estimate. Expenditure to be reclaimed	Claim will be prepared when all expenditure has been determined including South Ribble BC expenditure.
PARLI/0364	Parliamentary Elections / Presiding Officer Fees	0	0	15,990	15,990	R		
PARLI/0365	Parliamentary Elections / Poll Clerk Fees	0	0	9,775	9,775	R		
PARLI/0367	Parliamentary Elections / Poll Card Delivery	0	0	9,205	9,205	R		
PARLI/2446	Parliamentary Elections / Rent of Buildings	0	0	11,208	11,208	R		
PARLI/2975	Parliamentary Elections / Printing and Stationery - Postal Votes	0	0	12,525	12,525	R		
FGSUB/3011	Grants and Subscriptions / Voluntary Organisations	91,560	53,296	62,810	9,514	R	Payment of grants not following same payment profile as 2009/10	No action proposed at present

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance		Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
FMISC/4675	Policy and Finance Miscellaneous/Performance Reward Grant Payments	0	0	7,000	7,000	R	Variance caused by the payment of performance reward grant to Clitheroe Chamber of Trade. No budget provision was allowed when budget prepared as funding was uncertain at that time. However income was received at the end of 2009/10 financial year and a reserve fund established to fund future expenditure.	Budget to be introduced at revised estimate
FMISC/5021	Policy and Finance Miscellaneous/Audit Fees	87,000	23,727	2,283	-21,444	R	Only 1st instalment paid to date offset by IFRS rebate received.	Invoices for 2010/11 anticipated so no action necessary at present. Provision for IFRS rebate to be made at revised estimate.
FMISC/5025	Policy and Finance Miscellaneous/Audit Fees- Grants	27,790	0	10,265	10,265	R	Expenditure not following 2009/10 profile of expenditure	No action proposed at present, expenditure within full year budget provision
CONCS/2661	Concessionary Travel / Bus Passes	529,380	132,294	59,997	-72,297	R	Only 1st period paid to date	LCC have issued a period 4 invoice but no invoices for period 2 & 3.

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance		Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
LSERV/3090	Legal Services / Legal	1,680	560	5,722	5,162	R	Back log of court proceedings being undertaken by section	Situation being monitored
LSERV/8402z	Legal Services / Legal fees	-1,500	-500	-11,047	-10,547	R	Court costs awarded by court added to outstanding debtor accounts but recovery low at present	
LANDC/8408z	Land Charges / Search fees	-76,940	-23,313	-29,551	-6,238	R	More income received in period compared to previous year. However future income will be impacted by the revocation of the personal search fee by DEFRA	Ongoing review of the implications of the revocation of the personal search fee and any potential for refund of past fees.

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AMBER VARIANCES

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance		Reason for Variance
OMDEV/2981	Organisation and Member Development / postages	1,000	336	3,724	3,388	A	Council postages costs for July still to be allocated to departments
CLOFF/2402	Council Offices / repair and maintenance - buildings	34,770	11,596	15,726	4,130	A	Commitments placed for repair & maintenance items to the value of £3.9k
STRAH/0100	Strategic Housing Section / salaries	89,820	32,497	27,601	-4,896	A	Reduced cover within section for maternity leave partly offset by gratuity payment
CLOFF/5056	Council Offices / ground maintenance	1,370	458	4,035	3577	A	Services now being charged for ground maintenance work on actual work being carried out basis rather than yearend recharge based on historic data. Hours charged to service under investigation

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance		Reason for Variance
PARLI/0369	Parliamentary Elections / Counters	0	0	3,540	3,540	A	Expenditure incurred on Parliamentary Elections. Budget to be introduced at revised estimate. Expenditure to be reclaimed
PARLI/1018	Parliamentary Elections / Polling Station staff training	0	0	2,960	2,960	A	
PARLI/2856	Parliamentary Elections / preparation and transport of polling equipment	0	0	3,156	3,156	A	
PARLI/2970	Parliamentary Elections / printing ballot papers	0	0	4,792	4,792	A	
PARLI/2974	Parliamentary Elections / printing poll cards - Elections	0	0	2,665	2,665	A	
PARLI/2981	Parliamentary Elections / postages	0	0	4,051	4,051	A	
PARLI/2983	Parliamentary Elections / postages outward postal packs	0	0	3,741	3,741	A	
LSERV/8703z	Legal Services / admin charge	0	0	-4,286	-4,286	A	Admin fee awarded by court added to outstanding debtor accounts but recovery low at present

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance		Reason for Variance
COMPR/3006	Computer Services / Government connect	9,030	3,012	0	-3,012	A	No expenditure to date, budget profiled evenly as no previous profile to follow
FMISC/5028	Policy and Finance Miscellaneous / inspection fees	8,320	2,776	3	-2,773	A	Delay in being invoiced by Audit Commission
CONCS/2662	Concessionary Travel / community transport	48,410	12,099	7,985	-4,114	A	Delay in being invoiced for period 2 by LCC.