

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No 14

meeting date: 8 NOVEMBER 2011  
 title: REVENUE MONITORING 2011-2012  
 submitted by: DIRECTOR OF RESOURCES  
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## 1 PURPOSE

1.1 To let you know the position for the first six 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 the overarching corporate priority of the council where one of our objectives is *'to maintain critical financial management and controls, and ensure the authority provides council tax payers with value for money'*. 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 underspend of £121,532 on the net cost of services.

Cost Centre	Cost Centre Name	Net Budget for the Full Year £	Net Budget to the end of period £	Actual including Commitments to the end of the period £	Variance £	
COMMD	Community Services Department	-1,600	672,593	645,937	-26,656	R
HWAGY	Highways Agency	11,810	502	83	-419	G
HWREP	Highway Repairs	4,130	252	0	-252	G
NHWAG	Non-Agency Highways Work	27,080	0	0	0	G
CULVT	Culverts & Water Courses	17,080	1,608	1,304	-304	G
DRAIN	Private Drains	19,250	-264	12	276	G
RIVBK	Riverbank Protection	2,910	576	0	-576	G
BUSSH	Bus Shelters	19,360	3,442	3,357	-85	G
SEATS	Roadside Seats	7,840	1,144	1,186	42	G
SIGNS	Street Nameplates & Signs	24,520	1,662	4,389	2,727	A
RIGHT	Public Rights of Way	2,700	-15,043	-10,000	5,043	R
STCLE	Street Cleansing	322,570	90,299	79,217	-11,082	R

Cost Centre	Cost Centre Name	Net Budget for the Full Year £	Net Budget to the end of period £	Actual including Commitments to the end of the period £	Variance £	
VARIOUS	Public Conveniences	273,660	133,824	132,885	-939	G
LITTR	Litter Bins	16,740	2,036	3,747	1,711	G
RCOLL	Refuse Collection	1,108,980	243,216	212,902	-30,314	R
RECYC	Recycling & Waste Awareness	78,470	-203	-860	-657	G
TFRST	Waste Transfer Station	77,360	35,378	35,843	465	G
TRREF	Trade Refuse	-21,970	-102,806	-106,678	-3,872	A
CRIME	Crime and Disorder	72,370	3,653	3,000	-653	G
CRIMP	RV Crime Reduction Partnership	9,040	1,141	5,844	4,703	A
CCTEL	CCTV Equipment	164,680	51,048	50,626	-422	G
LNGCH	Longridge Civic Hall	9,180	0	0	0	G
ARTDV	Art Development	40,810	11,267	2,491	-8,776	R
PLATG	Platform Gallery	76,840	33,204	29,357	-3,847	A
MUSEM	Castle Museum	239,980	116,946	105,300	-11,646	R
MCAFE	Museum Café	1,470	-2,883	-3,302	-419	G
TURSM	Tourism	135,640	47,369	43,552	-3,817	A
VARIOUS	Car Parking	-86,180	-62,328	-79,212	-16,884	R
LDEPO	Longridge Depot	0	6,852	7,681	829	G
SDEPO	Salthill Depot	-6,230	34,774	37,086	2,312	A
VARIOUS	Refuse Collection Vehicles	0	158,897	152,708	-6,189	R
VARIOUS	Grounds Maintenance Vehicles	0	36,807	38,403	1,596	G
VARIOUS	Works Administration Vehicles	0	18,502	13,638	-4,864	A
VARIOUS	Plant	0	2,647	3,505	858	G
TWOWR	Two Way Radio	0	656	876	220	G
VEHCL	Vehicle Workshop	240	-3,501	-4,196	-695	G
WKSAD	Works Administration	520	-82,021	-91,899	-9,878	R
CARVN	Caravan Site	-6,690	0	73	73	G
EDPIC	Edisford Picnic Area	2,200	-6,562	-5,489	1,073	G
PKADM	Grounds Maintenance	750	-130,486	-126,474	4,012	A

Cost Centre	Cost Centre Name	Net Budget for the Full Year £	Net Budget to the end of period £	Actual including Commitments to the end of the period £	Variance £	
ROEBN	Roefield Barn	1,160	-26	-25	1	G
RVPRK	Ribble Valley Parks	428,400	184,506	200,329	15,823	R
RPOOL	Ribblesdale Pool	310,000	86,335	75,167	-11,168	R
EALLW	Edisford All Weather Pitch	-4,470	-6,322	-5,115	1,207	G
LNGYM	Longridge Gym	86,410	19,251	18,081	-1,170	G
CYCLS	Cycling	6,870	0	0	0	G
EXREF	Exercise Referral Scheme	30,780	28,250	23,632	-4,618	A
SPODV	Sports Development	100,830	21,369	16,948	-4,421	A
GRSRC	Grants & Subscriptions - Community	47,840	19,030	18,760	-270	G
XMASL	Xmas Lights & RV in Bloom	3,060	900	700	-200	G
RECUK	Recreation and Culture Grants	34,770	7,833	8,776	943	G
SPOGR	Sports Grants	4,750	0	-700	-700	G
CULTG	Culture Grants	3,750	1,878	2,225	347	G
<b>Total net cost of services</b>		<b>3,699,660</b>	<b>1,667,202</b>	<b>1,545,670</b>	<b>-121,532</b>	

Items added to/(taken from) balances and reserves						
COBAL/ H239	Community Safety	-9,040	0	0	0	
<b>Net Balances and Reserves</b>		<b>-9,040</b>	<b>0</b>	<b>0</b>	<b>0</b>	

<b>Net Expenditure</b>	<b>3,690,620</b>	<b>1,667,202</b>	<b>1,545,670</b>	<b>-121,532</b>
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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.

2.3 Amber variances are potential areas of high concern and green variances are areas that 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

2.4 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.

2.5 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 underspend of £121,532 for the first six months of the financial year 2011/12.

3.2 In summary, the main reason for the net variance shown is staffing savings due to the review of post vacancies by CMT. Additional income on recycling credits and trade waste contracts has also had a positive effect on the half year position for this committee.

3.3 For this Committee the great majority of 'Red' and "Green" variances are favourable to the Council.

ROBIN BRAMHALL  
SENIOR ACCOUNTANT

CM9-11/RB/AC  
1 November 2011

## Community Services Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Original Budget for the Full Year	Original 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
COMMD/0100	Community Services Department/Salaries	941,920	471,148	455,132	-16,016	R	Savings due to vacancies over and above the level anticipated in the Budget	Continue to monitor all expenditure to ensure that these savings are maintained during the year
COMMD/1040	Community Services Department/Employee Insurances	27,060	27,060	32,105	5,045	R	Additional premium due to claims history	Try and ensure that the minimum number of claims arises in the coming year.
COMMD/8099z	Community Services Department/Capital Projects	-25,550	-8,519	-1,613	6,906	R	Much less time being spent on capital schemes, due to the nature of the schemes in the capital programme. Likely to be a substantial shortfall by the end of the year.	Monitor allocation of staff time very closely.
MUSEM/2433	Castle Museum/Gas	13,300	13,300	6,176	-7,124	R	<p>The Original Budget was based on the first 12 months opening of the Museum, when there was a high level of gas consumption as the building was new, and all of the energy saving measures had not been realised.</p> <p>The projection for the current year is based on bills paid to date, with the estimated level of consumption for the remainder of this year being the same as 2010/11.</p>	Monitor consumption for the remainder of the financial year

## Community Services Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Original Budget for the Full Year	Original 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
RCOLL/0150 and 0160	Refuse Collection/ Loaders and Drivers Wages	506,320	253,258	248,123	-5,135	R	Redesignation of a driver as a loader and the recharge of some time to the Waste Transfer Station. Also no pay rise for the year.	Continue to monitor staffing costs
RCOLL/8431z	Refuse Collection/Recycling Credits	-268,640	-95,341	-113,513	-18,172	R	Additional income as a result of a higher level of recycling each month	Continue to monitor levels of recycling
RECYC/3074	Recycling/Private Contract Payments	106,210	44,267	31,301	-12,966	R	Lower rate of payment to contractor agreed, as lower recycling credit received - see below	Continue to monitor reductions in expenditure and income to ensure that they broadly offset each other
RECYC/8431z	Recycling/Recycling Credits	-109,060	-45,455	-33,170	12,285	R	Lower recycling credit received, but lower rate of payment to contractor agreed to offset this - see above	Continue to monitor reductions in expenditure and income to ensure that they broadly offset each other
RIGHT/2401	Rights of Way/Oncosted Wages	13,100	8,412	14,201	5,789	R	Annual Budget already overspent. Work now being rescheduled to make sure that overspendings for the remainder of the year are minimised	Monitor expenditure to ensure only essential items are now charged against this Budget.
RPOOL/2458	Ribblesdale Pool/ Sewerage and Environmental Supplies	11,040	11,040	2,631	-8,409	R	Reduction in expenditure following successful challenge to sewerage charge banding	Monitor expenditure to ensure nothing else is charged against this Budget.

## Community Services Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Original Budget for the Full Year	Original 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
RPOOL/8571n	Ribblesdale Pool/Adult Admissions	-78,500	-43,499	-38,030	5,469	R	The Original Budget was set against a background of Free Swimming for part of 2010/11, and projected on admissions when charges were previously made for senior citizens. Income is down on the expected level for the first six months.	Monitor income for the remainder of the year to ensure that any further shortfall in income is identified quickly
RVPRK/2402	Ribble Valley Parks/ Repairs and Maintenance of Buildings	19,140	8,610	25,877	17,267	R	Considerable time spent on Castle bowling green cafe, bandstand and grounds	Areas of savings need to be urgently identified to offset this, and proposals for virement put forward to meet this overspending
RVPRK/5056	Ribble Valley Parks/ Grounds Maintenance	345,170	181,801	170,102	-11,699	R	Less time spent on grounds maintenance for the first 6 months of the year than anticipated.	Monitor expenditure for the rest of the year to ensure the correct time is charged to grounds maintenance
SPODV/0100	Sports Development/ Salaries	8,750	8,415	19,175	10,760	R	The Budget included provision for the Activity Co-Ordinator post the first 6 months.  Additionally the post of Community Sports facilitator was subsequently extended for a further 6 months to 30 September 2011. The funding will come from Safer Lancashire Board	Monitor income to ensure that this post is fully funded

## Community Services Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Original Budget for the Full Year	Original 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
SPODV/8084z	Sports Development/ Crime and Disorder Funding	0	0	-13,776	-13,776	R	Additional funding to meet the cost of extending the post of Community Sports facilitator	Monitor income to ensure that this post is fully funded
TRREF/8411n	Trade Refuse/ Contracts	-79,850	-79,850	-86,978	-7,128	R	Invoices raised for the provision of the service over the full year. Income has exceeded the original estimate. However, should any of these contracts be cancelled before the end of the year, then the income shown here would reduce.	Monitor income to see how much the annual Budget will be exceeded by
WKSAD/0110	Works Administration/Wages	127,700	69,289	57,472	-11,817	R	Savings arising from non-filling of vacant posts	Continue to monitor expenditure to ensure that this saving is not lost
WKSAD/8910z	Works Administration/Oncost Capital	-20,000	-8,336	-2,367	5,969	R	Much less time being spent on capital schemes, due to the nature of the schemes in the capital programme. More time is inevitably being spent on revenue activities, which impacts on the revenue budget.	Continue to monitor expenditure to identify savings to offset this



## Community Services Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Original Budget for the Full Year	Original Budget to the end of the period	Actual including Commitments to the end of the period	Variance		Reason for Variance
ARTDV/0100	Art Development/ Salaries	12,710	6,358	3,926	-2,432	A	Savings due to non-filling of vacancies
ARTDV/3277	Art Development/ Promotional Activities	10,940	3,373	1,198	-2,175	A	Art Development Officer delayed in commissioning items, but confident that the Budget will be fully spent by the end of the year
ARTDV/8576z	Art Development/Contributions and Donations	0	0	-3,000	-3,000	A	Income for L.E.T Project (Liberating Empty Terrain). This should be spent later this year.
COMMD/0109	Community Services Department/ Superannuation	149,670	74,864	71,402	-3,462	A	Savings due to vacancies over and above the level anticipated in the Budget
COMMD/2651	Community Services Department/ Vehicle Insurance	5,440	5,440	2,889	-2,551	A	Lower level of claims during the year.
COMMD/3103	Community Services Department/ Agricultural Consultants	8,130	2,033	0	-2,033	A	LCC invoice us on a quarterly basis for work they undertake on our behalf. They had no requests from us during the first two quarters, resulting in the variance shown.
COMMD/4360	Community Services Department/ Ordnance Survey Licence	7,270	3,635	0	-3,635	A	Licencing arrangements changed. Some virement from this Budget has already been approved to meet other requirements

## Community Services Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Original Budget for the Full Year	Original Budget to the end of the period	Actual including Commitments to the end of the period	Variance		Reason for Variance
CRIMP/3277	Community Safety Partnership/ Promotional Activities	31,260	13,029	17,241	4,212	A	Additional activity, particularly in relation to financing posts. Equivalent income will be received to offset this variance.
dsko/2602	Refuse Collection Vehicles/ Repairs and maintenance	124,940	56,268	51,272	-4,996	A	Fewer large repairs needed in the first half of the year. It is understood that this saving will be offset by a large repair scheduled for the next few weeks
dsko/2612	Refuse Collection Vehicles/ Diesel	124,940	65,837	69,030	3,193	A	Increased price of diesel - up by an average of over 11 pence per litre compared with the Original Estimate
dsko/2614	Refuse Collection Vehicles/ Tyres	27,840	13,934	11,472	-2,462	A	Improvement in tyre usage compared with the same period last year, but could soon be offset if there is damage to just a few tyres
dsoj/2612	Grounds Maintenance Vehicles/ Diesel	21,530	9,546	11,741	2,195	A	Increased price of diesel - up by an average of over 11 pence per litre compared with the Original Estimate
dtrn/8420n	Car Parks/ Income from Charges	-272,240	-143,310	-147,440	-4,130	A	Higher overall level of usage, particularly at Edisford Car Park during the first 3 months of the year.
dtrn/2401&2	Car Parks/ Repairs and Maintenance of grounds	13,500	6,750	4,506	-2,244	A	Less time spent on repairs for the first 6 months. Possibility of some savings on this budget by the end of the year.

## Community Services Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Original Budget for the Full Year	Original Budget to the end of the period	Actual including Commitments to the end of the period	Variance		Reason for Variance
dtrn/2882	Car Parks/ Repairs and Maintenance of equipment	7,160	3,849	634	-3,215	A	Fewer repairs needed in the first half of the year
LNGYM/8038z	Longridge Gym/Preston East Childrens Centre	-12,860	-3,215	-1,040	2,175	A	This income is a contribution towards the cost of receptionists. Terminated from 1 May 2011, therefore shortfall of £10,695 will accrue by the 31 March 2012
MUSEM/2432	Castle Museum/Electricity	11,800	11,800	8,145	-3,655	A	The Original Budget was based on the first 12 months opening of the Museum, when there was a high level of electricity consumption as the building was new, and all of the energy saving measures had not been realised. The projection for the current year is based on bills paid to date, with the estimated level of consumption for the remainder of this year being the same as 2010/11
MUSEM/4359	Castle Museum/Curatorial Services	171,270	85,635	82,940	-2,695	A	Lower increase in charge from Lancashire Museums Service than anticipated, particularly as no pay award for Museum staff
PCADM/2401	Public Conveniences/ Oncosted Wages	101,350	60,494	63,837	3,343	A	Savings due to posts not being filled
PCADM/5056	Public Conveniences/ Ground Maintenance	10,120	5,062	99	-4,963	A	Low level of grounds maintenance activity charged to this service to date.

## Community Services Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Original Budget for the Full Year	Original Budget to the end of the period	Actual including Commitments to the end of the period	Variance		Reason for Variance
PKADM/0110	Grounds Maintenance/Wages	151,890	74,612	69,814	-4,798	A	Vacant post and some sickness absence.
PKADM/1040	Grounds Maintenance/Employee Insurances	840	840	5,569	4,729	A	Increased premium due to 2 claims in respect of the same employee
PKADM/8903z	Grounds Maintenance/ Oncost	-471,930	-254,889	-250,522	4,367	A	Slightly lower level of recharge, as net expenditure is also slightly lower.
PLATG/0100	Platform Gallery/Salaries	34,770	17,382	14,205	-3,177	A	Savings due to non-filling of vacancies
RCOLL/1013	Refuse Collection/ Tuition Fees	4,790	2,396	-1,215	-3,611	A	Relatively little spent so far this year. In addition there is a credit in respect of a purchase order placed in 2010/11.
RCOLL/1040	Refuse Collection/Employees Insurance	4,440	4,440	2,385	-2,055	A	Reduced premium due to claims history
RIGHT/8586n	Rights of Way/Footpath Diversion Orders	0	0	-3,146	-3,146	A	Additional income - will meet some of the additional expenditure shown on the red variances under Annex 1.

## Community Services Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Original Budget for the Full Year	Original Budget to the end of the period	Actual including Commitments to the end of the period	Variance		Reason for Variance
RPOOL/0180	Ribblesdale Pool/Attendants Wages	44,050	22,032	18,317	-3,715	A	Savings mainly due to one member of staff taking leave without pay
RPOOL/2431	Ribblesdale Pool/Gas	28,510	28,510	24,472	-4,038	A	Savings include refund of £2,150 on gas distribution costs
RPOOL/2432	Ribblesdale Pool/Electricity	25,020	25,020	27,649	2,629	A	This is the likely total bill for the year. This could change if consumption for the year changes
RPOOL/2501	Ribblesdale Pool/Premises Insurance	5,510	5,510	3,491	-2,019	A	Lower bill for this year due to improved claims experience
RPOOL/8531I	Ribblesdale Pool/School Swimming Lessons	-29,860	-16,175	-12,963	3,212	A	Two schools have discontinued swimming lessons, and a further two have combined lesson sessions.
RPOOL/8542I	Ribblesdale Pool/Courses	-88,110	-58,424	-54,314	4,110	A	The significant increase in take up over the past few years has come to a halt. There are now fewer people taking up swimming courses. This could be down to the economic climate.
RPOOL/8543n	Ribblesdale Pool/Contracts	-12,680	-6,342	-8,528	-2,186	A	Improved level of income compared with previous years. Some adult and senior swimmers may have taken up contracts rather than pay separately on each visit.

## Community Services Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Original Budget for the Full Year	Original Budget to the end of the period	Actual including Commitments to the end of the period	Variance		Reason for Variance
RPOOL/8572n	Ribblesdale Pool/Junior Admissions	-41,960	-22,574	-24,677	-2,103	A	The Original Budget was set against a background of Free Swimming for part of 2010/11, and projected on admissions when charges were previously made for juniors. Income is up on the expected level for the first six months. Need to monitor the remainder of the year very carefully
RVPRK/2433	Ribble Valley Parks/Gas	0	0	4,245	4,245	A	This is in respect of Roefield changing rooms and is the likely bill for the full year. This was not allowed for in the original estimate.
SIGNS/2401	Street Nameplates and Signs/ Oncosted Wages	2,720	1,362	4,053	2,691	A	Budget for the year already overspent. Needs to be very carefully monitored for the rest of the year, and a virement identified to meet this overspending
STCLE/Various	Street Cleansing/ Employee Costs	140,630	70,468	65,521	-4,947	A	Saving due to vacant post and limitation of overtime working
SPODV/3012	Sports Development/Grants to Other Bodies	10,290	9,721	6,120	-3,601	A	Reduced insurance premium in respect of Skate Park
STCLE/2636	Street Cleansing/ Hire of Transport	17,220	7,179	4,050	-3,129	A	Fewer vehicles being hired so far this year

## Community Services Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Original Budget for the Full Year	Original Budget to the end of the period	Actual including Commitments to the end of the period	Variance		Reason for Variance
WKSAD/0119	Works Administration/Superannuation	16,760	9,255	7,216	-2,039	A	Savings arising from non-filling of vacant posts
WKSAD/2881	Works Administration/Purchase of equipment and materials	7,000	2,800	473	-2,327	A	Very little spending so far this year. Possibility of savings by the end of the financial year
WKSAD/8900z	Works Administration/Oncost 100%	-241,240	-156,490	-151,644	4,846	A	Recharge to other services is lower as works administration expenditure is lower