

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 7a

meeting date: 22 JANUARY 2019  
title: REVISED REVENUE BUDGET 2018/19  
submitted by: DIRECTOR OF RESOURCES  
principal author: VALERIE TAYLOR

### 1 PURPOSE

1.1 To agree a revised revenue budget for 2018/19 for this committee.

### 2 BACKGROUND

2.1 The original estimate for this current financial year was set in March 2018.

2.2 As members will be aware, there can be numerous variations to the budget that come to our attention as the year progresses, particularly through the budget monitoring process.

2.3 At this time of year we revise the estimates for the current financial year in order to predict the likely outturn. In essence the Revised Estimate is the council's latest forecast for the outturn on the current financial year's budget. This also assists us in preparing the original estimate for the coming financial year.

2.4 At the time that the Original Estimate 2018/19 was set, the new Economic Development and Planning Department included only the new director's post, with all other departmental staff included under the previous departmental structure that was in place at that time.

2.5 Since then, the costs have been reallocated across the various departments, which are spread across the council's committee structure. This reallocation of costs across the new departmental structure was **cost neutral** and largely impacts the main departmental cost centres, but also impacts on individual services through the support service allocations.

### 3 REVISING THE ORIGINAL ESTIMATE

3.1 Since the budget was originally set we now have the benefit of information from the outturn position for 2017/18 and the variances that were experienced in that financial year. Furthermore, as we have been monitoring our budgets during the year we can also use this information to inform the revised budget process.

3.2 The original budget for 2018/19 initially allowed 2% for both pay and price increases.

3.3 After the detailed estimates had been prepared the national pay award was settled which increased the paybill nationally by 2.707% in 2018/19 and 2.802% in 2019/20 with substantial increases to the lower payscales.

3.4 This was obviously significantly higher than the 2% allowed for in the committee estimates and therefore we added a contingency to the budget of £75,000 in respect of the potential pay increases above 2%.

- 3.5 The general provision for price increases has proved reasonably accurate. The impact of the pay award for the Council is estimated to be approximately £45,000 over and above the 2% budgeted for. The balance on the contingency will be released to general fund balances.
- 3.6 Whilst our committee income and expenditure may increase or decrease at the revised estimate, items such as our budgeted core government funding and our council tax precept remain fixed. As a result, any compensating movement is within our earmarked reserves and general fund balances.
- 3.7 In addition to the use of data on past performance there have been detailed discussions with budget holders and heads of service on past service provision and future plans, playing an integral part in the budget setting process.
- 3.8 Furthermore, decisions and actions required as a result of committee meetings are incorporated in to the budget setting process, whilst financial implications would likely have already been identified as part of any committee decision.
- 3.9 As part of the setting of the revised estimate, this report is now presented to committee to seek comment and approval. Once approved by this committee, the revised estimate will be reported to Special Policy and Finance Committee.
- 3.10 The proposed revised estimate for this committee is now presented in the following section, with details of the movements that affect this revision being detailed at Annex 1. There are also details of the current actual position as at the end of December against the profiled Original Estimate and alongside the proposed Revised Estimate at Annex 2.

#### 4 PROPOSED REVISED REVENUE BUDGET 2018/19

- 4.1 A comparison between the original and revised budgets for each cost centre is shown below, together with the associated movements in earmarked reserves.

<b>Cost Centre and Description</b>	<b>Original Estimate 2018/19</b>	<b>Movement in Expenditure</b>	<b>Movement in Income</b>	<b>Movement in Support Services</b>	<b>Movement in Capital Charges</b>	<b>Revised Estimate 2018/19</b>
CEXEC: Chief Executives Department	0	47,600	740	-48,340		0
CIVCF: Civic Functions	60,220	-3,060		-180		56,980
CIVST: Civic Suite	0	-11,210	3,080	2,300	5,830	0
CLOFF: Council Offices	0	-8,890	-430	2,790	6,530	0
CLTAX: Council Tax	337,060	-2,240		22,010		356,830
COMPR: Computer Services	0	3,730		-3,720	-10	0

Cost Centre and Description	Original Estimate 2018/19	Movement in Expenditure	Movement in Income	Movement in Support Services	Movement in Capital Charges	Revised Estimate 2018/19
CORPM: Corporate Management	340,540			-1,340		339,200
COSDM: Cost of Democracy	450,060	-950	-30	10,560		459,640
CSERV: Corporate services	185,780	-8,050		-22,510		155,220
DISTC: District Elections	0	60				60
ELADM: Election Administration	5,370			1,270		6,640
ELECT: Register of Electors	106,150	-3,330	-25,400	170		77,590
EMERG: Community Safety	64,130	-2,540		2,470		64,060
ESTAT: Estates	60,310	9,590	470	1,330	9,260	80,960
FGSUB: Grants & Subscriptions - Policy and Fin	167,320	-440		310		167,190
FMISC: Policy & Finance Miscellaneous	-61,370	19,440	81,790	-9,220		30,640
LANDC: Land Charges	15,020	-180	11,120	-2,330		23,630
LICSE: Licensing	43,050	-280	-3,220	-12,270		27,280
LUNCH: Luncheon Clubs	14,280			20		14,300
NNDRC: National Non Domestic Rates	41,840	8,060	1,840	2,390		54,130
PARIS: Parish Elections	0	4,260				4,260
PERFM: Performance Reward Grants	3,430	-2,650		-780		0
RESOR: Resources Department	0	35,100	-2,600	-22,460	-10,040	0
SUPDF: Superannuation Deficiency Payments	97,600	-950				96,650
<b>Grand Total</b>	<b>1,930,790</b>	<b>83,070</b>	<b>67,360</b>	<b>-77,530</b>	<b>11,570</b>	<b>2,015,260</b>

Cost Centre and Description	Original Estimate 2018/19	Movement in Expenditure	Movement in Income	Movement in Support Services	Movement in Capital Charges	Revised Estimate 2018/19
<b>Associated Movements in Earmarked Reserves</b>						
FNBAL/H326 Performance Reward Grant (PRG) Reserve	-2,650	2,650				0
FNBAL/H230 Election Reserve	22,990					22,990
FNBAL/H269 Revaluation Reserve	2,110					2,110
FNBAL/H326 Vat Shelter Reserve	108,080	-68,370				39,710
FNBAL/H288 Pensions Triennial Revaluation Reserve	33,320	-260				33,060
FNBAL/H262 IT Equipment reserve	-3,970	-9,140	970			-12,140
<b>Net after Movements in Earmarked Reserves</b>	<b>2,090,670</b>	<b>7,950</b>	<b>68,330</b>	<b>-77,530</b>	<b>11,570</b>	<b>2,100,990</b>

4.2 The difference between the revised and original estimate is an increase in net expenditure of £84,470 or an increase in net expenditure of £10,320 after allowing for movements on earmarked reserves.

5 KEY MOVEMENTS FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE

5.1 Within the proposed Revised Estimate there are a number of substantial movements, and these are summarised in the table below. A more detailed analysis of the movements is provided at Annex 1.

Description	Variance Original Estimate 2018/19 to DRAFT Revised Estimate 2018/19 £
<p><b><u>CEXEC: Chief Executive's Department</u></b> Employee turnover to the date of the revised estimate is below that budgeted for, increasing expenditure on salaries, national insurance and superannuation.</p>	46,940
<p><b><u>CIVST: Civic Suite</u></b> A refund of National Non Domestic Rates was received in 2018/19 following a successful appeal against the 2010 rateable value of the council offices buildings (see below - split between CIVST and CLOFF)</p>	-6,300
<p><b><u>CLOFF: Council Offices</u></b> A refund of National Non Domestic Rates was received in 2018/19 following a successful appeal against the 2010 rateable value of the council offices buildings (see above - split between CIVST and CLOFF)</p>	-37,090
<p><b><u>CLOFF: Council Offices</u></b> Budget for potential liability in relation to utility charges</p>	25,450
<p><b><u>FMISC: Finance Miscellaneous</u></b> Reduction in income from VAT shelter money paid by Onward Homes. This is due to a dramatically lower level of spend that falls under the VAT shelter arrangements by Onward Homes. This also impacts on the level of sums transferred to earmarked reserves.</p>	68,370
<p><b><u>FMISC: Finance Miscellaneous</u></b> The council's bank charges were previously recharged out to other services/committees, but will now remain under this cost centre as corporate banking charges. Therefore they show as an increase in costs under this cost centre</p>	13,050

Description	Variance Original Estimate 2018/19 to DRAFT Revised Estimate 2018/19 £
<p><b><u>FMISC: Finance Miscellaneous</u></b> Increased costs in respect of the charges incurred by the council from accepting credit and debit card payments. This charge was previously netted off the council's interest receipts, but is now shown here as part of the council's corporate banking charges.</p>	21,500
<p><b><u>RESOR: Resources Department</u></b> Employee turnover to the date of revised estimate is below that budgeted for, increasing expenditure on direct employee costs. Also there has been a reallocation of costs for the annual deficit recovery payment for superannuation.</p>	25,410
<p><b><u>RESOR: Resources Department</u></b> Non-recurring purchases brought in to the revised estimate as follows: Software and consultancy costs to aid compliance with the HMRC 'making tax digital' agenda £4,320, Consultancy fee to improve upon the reporting capabilities of the financial information system £2,720 (funds have been diverted from travel expenses £620, telephone system £1,000 and conference expenses £1,100 to pay for this) and costs to expand the council's online payments facility £9,140 as approved by Policy and Finance committee on 20th November 2018</p>	16,180
<p><b><u>Movement in Support Services</u></b></p>	-77,530
<p><b><u>Movement in Capital (Depreciation Charges)</u></b></p>	11,570

## 6 CONCLUSION

- 6.1 The difference between the revised and original estimate is an increase in net expenditure of £10,320 after allowing for transfers to and from earmarked reserves.

## 7 RISK ASSESSMENT

- 7.1 The approval of this report may have the following implications

- Resources: approval of the revised estimate would see an increase in net expenditure of £84,470 or £10,320 after movements on earmarked reserves.
- Technical, Environmental and Legal: none identified
- Political: none identified

- Reputation: sound financial planning safeguards the reputation of the Council
- Equality and Diversity – Equality and diversity issues are considered in the provision of all Council services.

8 RECOMMENDED THAT COMMITTEE

8.1 Agree the revenue revised estimate for 2018/19.

TEMPORARY SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF2-19/VT/AC  
10 January 2019

For further background information please ask for Valerie Taylor

BACKGROUND PAPERS - None

**POLICY AND FINANCE COMMITTEE**  
**VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2018/19**

**ANNEX 1**

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<b>CEXEC: Chief Executives Department</b>					
Employee turnover to the date of the revised estimate is below that budgeted for, resulting in increased expenditure on salaries, national insurance and superannuation.	46,940				
There has been ad-hoc expenditure on overtime in order to provide cover for a part-time vacancy within the pest control service.	1,210				
Actual spend on enhanced pay for unsociable working hours to date is below that originally estimated.	-1,270				
The annual deficit recovery payment for superannuation is allocated based on 2017/18 actuals within the service area, which in this case were higher than originally estimated.	1,500				
Increase to revised estimate following reviews of claims history and inflationary increase above that estimated.	1,090				
Lease car contracts for the year known and finalised reducing the level of budget needed in 2018/19.	-1,000				



**POLICY AND FINANCE COMMITTEE**  
**VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2018/19**

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Cost of subscription to online legal services for 2018/19 is below that provided for in the original estimate.	-2,500				
The increase to the department net budget overall as a result of the reasons listed above has consequently increased recharges out to other service areas.			-48,400		
<b>Total Chief Executives Department</b>					<b>-2,430</b>
<b>CIVCF: Civic Functions</b>					
A temporary reduction to contractual hours has reduced employee basic salary costs for the revised estimate.	-1,660				
General spend on refreshments under mayoral functions has been lower in the current year than originally estimated.	-1,090				
<b>Total Civic functions</b>					<b>-2,750</b>
<b>CIVST: Civic Suite</b>					
Repairs and maintenance requirements for the year are lower than expected allowing for prioritisation of expenditure on other areas.	-4,550				

**POLICY AND FINANCE COMMITTEE**  
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ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
A refund of National Non Domestic Rates was received in 2018/19 following a successful appeal against the 2010 rateable value of council offices buildings (which included the Civic Suite).	-6,300				
Increased depreciation charge as a result of a revaluation of the premises at the end of the last financial year and also due to some of the upgrade work that was completed as part of the capital programme last financial year.				5,830	
Reduction in demand for hire of the civic suite has reduced the level of income estimated for the year.		3,080			
The reduction in the overall net cost of the civic suite as a result of the reasons listed above has decreased the recharges out to other service areas.			2,300		
<b>Total Civic Suite</b>					<b>360</b>
<b>CLOFF: Council Offices</b>					
The budgets for basic pay have been increased to incorporate the above inflationary 2018/19 pay award and to adjust for a lower turnover of staff than originally estimated.	3,500				

**POLICY AND FINANCE COMMITTEE**  
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ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Increased requirement for temporary staffing to cover a prolonged period of absence.	970				
A review of superannuation membership has seen an increase in the budget, along with lower staff turnover than originally budgeted for.	1,170				
Repairs and maintenance requirements for the year have been lower than expected allowing for prioritisation of expenditure on other areas.	-3,700				
Provision for potential liability in relation to utility charges.	25,450				
A refund of National Non Domestic Rates was received in 2018/19 following a successful appeal against the 2010 rateable value of council offices buildings.	-37,090				
Reduction in the allocation of cost for premises insurance.	-1,530				
Increased depreciation charge as a result of a revaluation of the premises at the end of the last financial year.				6,530	

**POLICY AND FINANCE COMMITTEE**  
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ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
The reduced overall net cost of the council offices as a result of the reasons listed above has decreased the recharges out to other service areas.			2,790		
<b>Total Council Offices</b>					<b>-1,910</b>
<b>CLTAX: Council Tax</b>					
Increase in the level of postage costs as both the quantity of letters being sent out and the cost per letter have increased.	4,700				
The costs of bank charges were previously partly recharged here, but going forward they are now to be held under the Policy and Finance Miscellaneous cost centre (FMISC).	-6,680				
Support service departmental recharges have been revised following a review of staff time allocations and the departmental restructure, resulting in an increase in costs in this area.			22,010		
<b>Total Council Tax</b>					<b>20,030</b>

**POLICY AND FINANCE COMMITTEE**  
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ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<b>COMPR: Computer Services</b>					
An increase in the allocation of insurance costs.	1,210				
A change of software maintenance supplier has generated one-off costs in the interim, but which will generate future annual savings. The current year additional costs have been funded through virements.	2,900				
As part of the restructuring and review of departmental budgets, the staffing costs of the Computer Services team were brought under the departmental cost centre RESOR (Resources Department). As a result the new recharge in to this service area from the RESOR (Resources Department) cost centre has substantially increased, reflecting the oncosted staff costs now being brought in under Support Services.			194,620		
Increase to overall net cost of the service as a result of the reasons listed above has increased recharges out to other service areas.			-198,250		
<b>Total Computer Services</b>					<b>480</b>

**POLICY AND FINANCE COMMITTEE**  
**VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2018/19**

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<b>CORPM: Corporate Management</b>					
The net position across support services has seen a small decrease in charges to this service area.			-1,340		
<b>Total Corporate Management</b>					<b>-1,340</b>
<b>COSDM: Cost of Democracy</b>					
Support service departmental recharges have been revised following a review of staff time allocations and the departmental restructure increasing costs in this area.			10,560		
<b>Total cost of democracy</b>					<b>10,560</b>
<b>CSERV: Corporate Services</b>					
Reduction in support service costs mainly from the Resources Department. This is mainly as a result of the restructuring and merging of cost centres, as there has only been a marginal change in time charged to this service.			-22,510		
<b>Total Corporate services</b>					<b>-22,510</b>

**POLICY AND FINANCE COMMITTEE**  
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	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<b>ELADM: Election Administration</b>					
Recharge costs in from other departments following an analysis of time spent for 2018/19 on elections administration tasks.			1,270		
<b>Total Election Administration</b>					<b>1,270</b>
<b>ELECT: Register of Electors</b>					
There has been a reduction in postage costs due to a lower number of forms needing to be delivered.	-1,970				
Individual Electoral Registration grant received in year.		-25,400			
<b>Total Register of Electors</b>					<b>-27,370</b>
<b>EMERG: Community Safety</b>					
There has been a reduction to the budget for Equipment and Materials based on the pattern of spend seen over recent years and the demands anticipated for the remainder of the financial year.	-1,390				
<b>Total Community Safety</b>					<b>-1,390</b>

**POLICY AND FINANCE COMMITTEE**  
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ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<b>ESTAT: Estates</b>					
Repairs and maintenance requirements for the year are lower than expected allowing for prioritisation of expenditure on other areas.	-2,170				
There has been an increase to one off repairs and maintenance costs including a supplementary estimate for remedial works following fire risk assessments at the over 60's club at Longridge, as approved at Policy and Finance Committee in June 2018.	7,140				
Support service departmental recharges have been reviewed following a review of staff time allocations and the departmental restructure.	1,330				
Increase to estimated legal costs following a number of valuations being carried out. The budget has been based on actual expenditure and commitments to date.	4,180				
Increased depreciation charge as a result of a revaluation of various sites at the end of the last financial year.				9,260	
<b>Total Estates</b>					<b>19,740</b>



**POLICY AND FINANCE COMMITTEE**  
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ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<b>FMISC: Finance Miscellaneous</b>					
Reduction in external audit fees (Housing Benefits Subsidy audit) budget to reflect the new locally agreed charge.	-3,010				
Reduction in income from VAT shelter money paid by Onward Homes. This is due to a dramatically lower level of spend that falls under the VAT shelter arrangements by Onward Homes. This also impacts on the level of sums transferred to earmarked reserves as shown below.		68,370			
The council's bank charges were previously recharged out to other services/committees, but will now remain under this cost centre as corporate banking charges. Therefore they show as an increase in costs under this cost centre.		13,050			
Increased costs in respect of the charges incurred by the council from accepting credit and debit card payments. This charge was previously netted off the council's interest receipts, but is now shown here as part of the council's corporate banking charges.	21,500				
<b>Total Finance Miscellaneous</b>					<b>99,910</b>

**POLICY AND FINANCE COMMITTEE**  
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**ANNEX 1**

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<b>LANDC: Land Charges</b>					
Increase to insurance costs following reviews of claims history and inflationary increase above that originally estimated.	1,350				
Support service departmental recharges have been revised following a review of staff time allocations and the departmental restructure decreasing costs in this area.			-2,330		
There has been a sizeable reduction in income from search fees, in part from more recent national challenges to the charges that are made.		17,190			
Income estimate revised in respect of search fees (non-vatable) based on an analysis of income received in the current year at the date of review plus an estimate for the remainder of the year.		1,250			

**POLICY AND FINANCE COMMITTEE**  
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ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
An increase in the number of land searches undertaken for external companies has resulted in an increase in the estimated income for the year.		-3,000			
<b>Total Land Charges</b>					
<b>LICSE: Licensing</b>					
Support service departmental recharges have been revised following a review of staff time allocations and the departmental restructure decreasing costs in this area.			-12,270		
Estimated income for premises licenses has been increased following a review based on a rolling full year average		-3,290			
<b>Total Licensing</b>					<b>-15,560</b>
<b>NNDRC: National Non Domestic Rates</b>					

**POLICY AND FINANCE COMMITTEE**  
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ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Finder fees payable to a third party for locating new businesses liable for NNDR. This should result in an increase in business rates collected and retained.	8,920				
Support service departmental recharges have been revised following a review of staff time allocations and the departmental restructure increasing costs in this area.			2,390		
The council receives an annual grant from central government for the cost of collecting NNDR. The estimate has been revised down to reflect the actual grant to be received this year.		1,840			
<b>Total National Non Domestic Rates</b>					<b>13,150</b>
<b>PERFM: Performance reward grants</b>					

**POLICY AND FINANCE COMMITTEE**  
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The small budget that was provided here for the distribution of the residual Performance Reward Grant has been removed as there are no imminent payments due. Should any arise, these will be funded from the earmarked reserve set aside for this purpose	-2,650				
<b>Total Performance Reward Grant</b>					-2,650
<b>RESOR: Resources Department</b>					
Employee turnover to date is below that budgeted for, resulting in an increase in expenditure on direct employee costs. Also there has been a reallocation of costs for the annual deficit recovery payment for superannuation.	25,410				
The training budget has been reduced at revised estimate to account for a virement of £1,200 across to computer services to fund one off costs associated with a change of supplier. An additional £580 has been moved to the FMISC budget code where the training element of the financial advisory network subscription will be charged going forward.	-1,780				

**POLICY AND FINANCE COMMITTEE  
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2018/19**

**ANNEX 1**

	<b>MOVEMENT IN EXPENDITURE £</b>	<b>MOVEMENT IN INCOME £</b>	<b>MOVEMENT IN SUPPORT SERVICES £</b>	<b>MOVEMENT IN CAPITAL £</b>	<b>TOTAL MOVEMENT £</b>
Increase to insurance costs following reviews of claims history and inflationary increase above that originally estimated.	1,370				
The estimate for mileage allowances has been reduced following an analysis of spend to date.	-1,600				
Non-recurring purchases brought in to the revised estimate as follows: Software and consultancy costs to aid compliance with the HMRC 'making tax digital' agenda £4,320, Consultancy fee to improve upon the reporting capabilities of the financial information system £2,720 (funds have been diverted from travel expenses £620, telephone system £1,000 and conference expenses £1,100 to pay for this) and costs to expand the council's online payments facility £9,140 as approved by Policy and Finance committee on 20th November 2018.	16,180				
Diversion of funds from the telephone budget to fund non-recurring purchases as shown above and following current year analysis of expected spend.	-1,000				

**POLICY AND FINANCE COMMITTEE**  
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Diversion of budget to fund non-recurring purchases as above and following current year analysis of expected spend on conference expenses for the 2018/19 financial year	-1,100				
An increase to the purchase of equipment and materials budget to incorporate increased to fixed costs of enterprise licenses that were approved at P&F Committee in November 2017	1,410				
Increase to the current year photocopying budget following an analysis of current year spend and to incorporate an increase to fixed rental costs.	1,190				
Increase to the software maintenance budget to bring in an estimate for cost of double layer security when resetting passwords on the ICON system (£1,980) and for the revenue implications of a system upgrade for the financial system to web version required this year (£2,800).	4,780				

**POLICY AND FINANCE COMMITTEE**  
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ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
The costs of bank charges were previously partly recharged here, but going forward they are now to be held under the Policy and Finance Miscellaneous cost centre (FMISC).	-5,210				
Support service departmental recharges have been revised following a review of staff time allocations and the departmental restructure increasing costs in this area.			54,570		
Reduction to the depreciation charge due to a number of items becoming fully depreciated.				-10,040	
Apprenticeship grant receivable this financial year under the apprenticeship scheme.		-1,000			
Recharge of tuition fees to terminated employee under the employee/employer contract for funding of qualification training.		-1,600			



**POLICY AND FINANCE COMMITTEE**  
**VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2018/19**

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Increase to net cost of the service overall as a result of the reasons listed above has resulted in increased recharges out to other service areas.			-77,030		
<b>Total Resources Department</b>					<b>4,550</b>
<b>Other Variances</b>	-13,080	-3,130	-5,910	-10	<b>-22,130</b>
<b>Subtotal</b>	<b>83,070</b>	<b>67,360</b>	<b>-77,530</b>	<b>11,570</b>	<b>84,470</b>
<b>MOVEMENT IN EARMARKED RESERVES</b>					
<b>FNBAL/H326</b> <b>Performance Reward Grant (PRG) Reserve:</b> Decrease in the contribution required to fund Grants in 2018/19.	2,650				<b>2,650</b>
<b>FNBAL/H262</b> <b>ICT Reserve:</b> Contribution required to fund a number of items that were not able to be completed at the end of March 2018, but now completed in year.	-9,140	970			<b>-8,170</b>

**POLICY AND FINANCE COMMITTEE**  
**VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2018/19**

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<b>FNBAL/H288</b> <b>Pensions Triennial Revaluation Reserve</b> Contribution to reserve to equalise the difference between prepaid superannuation and the estimate of what is due to be paid.	-260				-260
<b>FNBAL/H325</b> <b>Vat Shelter Reserve:</b> There is a decrease in the contribution to the reserve due to a decrease in the anticipated income to be received from Onward Homes under the agreement.	-68,370				-68,370
<b>Total Movement in Earmarked Reserves</b>	-75,120	970	0	0	-74,150
<b>Total Movement</b>	7,950	68,330	-77,530	11,570	10,320

## ACTUAL TO DATE WITH ORIGINAL ESTIMATE AND PROPOSED REVISED ESTIMATE

Cost Centre	Description	Original Estimate to End December	Actual and Commitments to end December	Full Year Original Estimate	Proposed Revised Estimate
CEEXEC	Chief Executives Department	900,652	931,156	0	0
CIVCF	Civic Functions	36,677	31,911	60,220	56,980
CIVST	Civic Suite	21,077	16,451	0	0
CLOFF	Council Offices	150,589	163,822	0	0
CLTAX	Council Tax	41,949	58,585	337,060	356,830
COMPR	Computer services	74,058	85,958	0	0
CORPM	Corporate Management	0	0	340,540	339,200
COSDM	Cost of Democracy	182,478	179,754	450,060	459,640
CSERV	Corporate Services	28,162	12,453	185,780	155,220
DISTC	District Elections	0	52	0	60
ELADM	Election Administration	0	0	5,370	6,640
ELECT	Register of Electors	57,651	26,683	106,150	77,590
EMERG	Community Safety	7,023	3,268	64,130	64,060
ESTAT	Estates	-14,988	-13,983	60,310	80,960
FGSUB	Grants & Subscriptions - Policy & Finance	127,421	128,308	167,320	167,190
FMISC	Policy & Finance Miscellaneous	25,406	53,191	-61,370	30,640
LANDC	Land Charges	-53,311	-39,259	15,020	23,630
LICSE	Licensing	-76,179	-77,122	43,050	27,280
LUNCH	Luncheon Clubs	13,170	0	14,280	14,300
NNDRC	National Non Domestic Rates	9,087	-15,987	41,840	54,130

## ACTUAL TO DATE WITH ORIGINAL ESTIMATE AND PROPOSED REVISED ESTIMATE

Cost Centre	Description	Original Estimate to End December	Actual and Commitments to end December	Full Year Original Estimate	Proposed Revised Estimate
PARIS	Parish Elections	0	4,255	0	4,260
PERFM	Performance Reward Grants	0	0	3,430	0
RESOR	Resources Department	1,457,629	1,474,543	0	0
SUPDF	Superannuation Deficiency Payments	63,753	63,104	97,600	96,650
<b>Committee Subtotal</b>		<b>3,052,304</b>	<b>3,087,143</b>	<b>1,930,790</b>	<b>2,015,260</b>
<b>Earmarked Reserves</b>					
<b>FNBAL/H326</b>	Performance Reward Grants Reserve	0	0	-2,650	0
<b>FNBAL/H230</b>	Election Reserve	22,990	22,990	22,990	22,990
<b>FNBAL/H269</b>	Revaluation Reserve	2,110	2,110	2,110	2,110
<b>FNBAL/H321</b>	Vat Shelter Reserve	0	0	108,080	39,710
<b>FNBAL/H288</b>	Pensions Triennial Revaluation Reserve	0	0	33,320	33,060
<b>FNBAL/H362</b>	IT Repairs & Renewal Reserve	-3,970	-12,140	-3,970	-12,140
<b>Subtotal Earmarked Reserves</b>		<b>21,130</b>	<b>12,960</b>	<b>159,880</b>	<b>85,730</b>
<b>Total</b>		<b>3,073,434</b>	<b>3,100,103</b>	<b>2,090,670</b>	<b>2,100,990</b>