

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No 16

meeting date: 17 NOVEMBER 2020
title: REVENUE OUTTURN 2019/20
submitted by: DIRECTOR OF RESOURCES
principal author: VALERIE TAYLOR

1 PURPOSE

1.1 To report on the outturn for the financial year 2019/20 in respect of the Revenue Budget for this Committee.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – None identified
- Corporate Priorities – to continue to be 'a well-managed Council providing efficient services based on identified customer needs' and within this priority meets the objective 'to maintain critical financial management controls, ensuring the authority provides council tax payers with value for money'.
- Other Considerations – none identified.

2 BACKGROUND

2.1 The national deadlines for local authorities to produce their Statement of Accounts and have them audited have been extended for the 2019/20 financial year, due to other pressures and priority work that finance departments have had to deal with as a result of Covid-19. Local authorities have to approve their Statement of Accounts for audit by 31 August 2020 and the audited Statement of Accounts must be approved by 30 November 2020.

2.2 Our full Statement of Accounts was approved for audit by the Director of Resources on 28 August 2020. The Statement of Accounts audit commenced in September 2020 and it is expected that the audited Statement of Accounts will be approved by the Accounts and Audit Committee at their meeting on 25 November 2020.

3 FINANCIAL INFORMATION

3.1 Shown below, by cost centre, is a comparison with the revised estimate. You will see an overall underspend of £133,556 on the net costs of services. After transfers to and from earmarked reserves, there is an underspend of £36,670. This has been added to General Fund Balances.

3.2 In the table below are a number of services with a net cost of 'nil', marked **. This is where services are fully recharged out to other service areas.

Cost Centre	Cost Centre Name	Revised Estimate 2019/20	Actual 2019/20	Variance 2019/20	Associated earmarked reserve Variance	Net Variance 2019/20
CDHOU	Covid 19 Response - Housing and Homelessness	0	400	400	0	400
CDHUB	Covid 19 Response - Hub	0	705	705	0	705
CDICT	Covid 19 Response - ICT	0	18,499	18,499	0	18,499
CDPPE	Covid 19 Response - PPE	0	415	415	0	415
CEEXEC	Chief Executives Department**	0	0	0	0	0
CIARA	Storm Ciara Response	0	-18,408	-18,408	18,408	0
CIVCF	Civic Functions	57,380	39,662	-17,718	14,060	-3,658
CIVST	Civic Suite**	0	0	0	0	0
CLOFF	Council Offices**	0	0	0	28,809	28,809
CLTAX	Council Tax	360,640	351,084	-9,556	630	-8,926
COMPR	Computer Services**	0	0	0	10,600	10,600
CORPM	Corporate Management	353,610	346,502	-7,108	0	-7,108
COSDM	Cost of Democracy	490,560	475,130	-15,430	0	-15,430
COVID	Coronavirus Response	0	-23,853	-23,853	3,835	-20,018
CSERV	Corporate services	170,620	154,166	-16,454	-5,000	-21,454
DISTC	District Elections	101,120	95,268	-5,852	-4,880	-10,732
ELADM	Election Administration	51,260	61,824	10,564	0	10,564
ELECT	Register of Electors	79,180	71,617	-7,564	0	-7,564
EMERG	Community Safety	64,230	62,487	-1,743	0	-1,743
ERNET	Emergency Radio Network	70	-648	-718	718	0
ESTAT	Estates	53,970	55,721	1,751	8,159	9,910
FGSUB	Grants & Subscriptions - Policy and Fin	172,090	163,964	-8,126	0	-8,126
FMISC	Policy & Finance Miscellaneous	-490	-4,589	-4,099	17,228	13,129
LANDC	Land Charges	12,300	9,219	-3,081	0	-3,081
LICSE	Licensing	33,320	27,040	-6,280	0	-6,280
LUNCH	Luncheon Clubs	15,740	8,935	-6,805	0	-6,805
NNDRC	National Non-Domestic Rates	36,300	23,415	-12,885	0	-12,885
PARGR	Parish Council Grants	1,050	1,050	0	0	0
RESOR	Resources Department**	0	0	0	4,320	4,320
SUPDF	Superannuation Deficiency Payments	96,850	96,640	-210	0	-210
	Total before transfers to/ from earmarked reserves	2,149,800	2,016,244	-133,556	96,886	-36,670

4 EARMARKED RESERVES

4.1 Reserves are important to local authorities as, unlike central government, we cannot borrow money over the medium term, other than for investment in assets, and we are required to balance our budgets on an annual basis.

4.2 Reserves can be held for three main purposes:

- A working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing;
- A contingency to cushion the impact of unexpected events or emergencies. This also forms part of general reserves;
- A means of building up funds or accounting for funds we are committed to spend (re grants) received, this is done through our earmarked reserves to meet known or predicted requirements; our earmarked reserves are accounted for separately but remain legally part of the General Fund.

4.3 The table below provides details of the revised estimate, our actual outturn and the impact in both cases of the movement in earmarked reserves. Full details are provided of the earmarked reserves that have been impacted and the reason for the movement.

	Revised Estimate 2019/20 £	Outturn 2019/20 £	Variance £	Reason for movement on Earmarked Reserve
Committee Net Cost of Services	2,149,800	2,016,244	-133,556	
FNBAL/H230 - Election Reserve The reserve was established from monies set aside on an annual basis to smooth out the cost of local elections held once every four years.	-71,770	-76,650	-4,880	Release from reserve to fund the cost of polling equipment purchases and the 2019 District Election, offset by a contribution of £30k that has been added to the reserve to smooth out the cost of future elections.
FNBAL/H262 - ICT Renewals Reserve The reserve was established to fund the purchase of computer equipment, both capital and revenue.	-3,130	-3,130	0	Release of funds set aside in this reserve for expenditure on corporate training laptops that has taken place in 2019/20.
FNBAL/H269 - Revaluation of Assets Reserve Reserve established from monies set aside on an annual basis to smooth out the costs of the full revaluation of council assets which must be carried out every five years.	-7,250	-6,980	270	Prior year funds set aside have now been released from the reserve following the five-yearly revaluation of assets during 2019/20. This has been offset by a contribution towards the cost of the next full valuation which will be taking place at the end of the 2024/2025 financial year.
FNBAL/H276 - Promotions Activities Reserve To fund planned publicity and promotional activities.	0	-5,000	-5,000	Due to publication restrictions in the run up to the local election there was a delay in the publication of the Spring Ribble Valley News, generating an underspend in the 2018/19 financial year. Funds which were set aside to meet expenditure falling into 2019/20 have now been released.

	Revised Estimate 2019/20 £	Outturn 2019/20 £	Variance £	Reason for movement on Earmarked Reserve
FNBAL/H289 - EU Exit Reserve Grant funding relating to impacts in respect of the EU Exit are moved to this reserve.	34,970	34,968	-2	District councils received a grant from MHCLG in 2019/20 to offset costs incurred when preparing for the exit from the EU. The grant income has been set aside to fund future associated expenditures.
FNBAL/H294 - Cyber Resilience Grant Reserve Grant funding in respect of Cyber Resilience work.	-10,600	0	10,600	Due to service pressures grant funding set aside to meet the cost of consultancy and training in respect of cyber resilience and recovery initiatives have yet to be expended.
FNBAL/H302 - LCTS New Burdens Grant Reserve Grant income to support new burdens in respect of Localised Council Tax Support.	-1,600	0	1,600	In September 2019 Committee approved the release of £1,600 from this reserve to fund the year one revenue costs of an upgrade to the council's payment system (Civica Pay 3D Secure). As the upgrade, which forms part of the Replacement PC's capital scheme, was not completed during 2019/20 the revenue expenditure (and the associated release from reserve) are now likely to take place in 2020/21.
FNBAL/H325 - VAT Shelter Reserve As part of the housing stock transfer to a social housing landlord a VAT shelter agreement was established. The council receives an annual payment from the landlord which is set aside in an earmarked reserve, largely to fund future capital expenditure.	26,060	32,963	6,903	Higher VAT shelter income was received from Ribble Valley Homes than anticipated at the time of setting the revised estimate.
FNBAL/H328 - Repairs & Maintenance Reserve Reserve established to fund emergency repairs and maintenance items, including legionella and asbestos abatement	-27,950	0	27,950	Funds which were set aside in this reserve at the end of the 2018/19 financial year for the cost of painting the Council Offices will be released in the year that the expenditure occurs. This spend has been delayed until 2020/21.
FNBAL/H330 - Capital Reserve Used to fund the capital programme.	13,390	15,990	2,600	Sale of land and equipment moved to the capital reserve to contribute towards the capital programme (£14,470) plus a movement of £1,520 as a contribution from revenue towards the cost of the computer upgrade capital scheme.

	Revised Estimate 2019/20 £	Outturn 2019/20 £	Variance £	Reason for movement on Earmarked Reserve
FNBAL/H337 - Equipment Reserve This reserve was established by setting aside unspent budget provisions and miscellaneous grants received to fund equipment and new burdens imposed on the council.	-12,000	-11,141	859	Release of funds held in the equipment reserve to meet 2019/20 expenditure on the refurbishment of the canteen.
	-4,900	-4,900	0	Transfer out of the reserve to fund the cost of an upgrade to the financial system that enables the processing of digital VAT returns which were mandatory from October 2019.
	0	8,103	8,103	A transparency code new burdens grant has been received from MHCLG and set aside in this reserve to fund associated future expenditures.
	0	2,880	2,880	Addition to the reserve to fund the purchases of equipment and materials that were ordered, but not received by the end of the 2019/20 financial year (CIPFA audit control matrices £2,250 and office furniture £630)
	0	14,060	14,060	Re-imbursement from the council's insurers for a claim in respect of the council's assets. As funds had not been expended by the end of the year they have been set aside in this reserve to be released at a future date.
FNBAL/H369 - Pension Triennial Revaluation Reserve Savings on contribution rates, set aside with a view to offsetting any future pensions fund deficits	24,410	26,364	1,954	Savings on contribution rates during 2019/20 were higher than estimated.
FNBAL/H372 - Parish Grants Reserve This reserve holds resources set aside to fund the Parish Grant Scheme.	-1,050	-1,050	0	Release of funds to match allocated parish grants paid during 2019/20.
FNBAL/H375 - Flood Resilience, Response & Recovery Grant Reserve Grant funding relating to residual Flood Resilience Grants and also in respect of flood response and recovery.	0	18,408	18,408	The balance of a central government flood recovery grant of £65.5k which was unspent at the end of the financial year has been set aside in this reserve to meet residual costs.
FNBAL/H334 - Restructuring Reserve To fund costs resulting from restructuring reviews	-9,600	-9,130	470	Release from reserve to fund additional 2019/20 salary costs resulting from a restructure of the HR section (P&F Committee April 2019).

	Revised Estimate 2019/20 £	Outturn 2019/20 £	Variance £	Reason for movement on Earmarked Reserve
FNBAL/H335 - Invest to Save Fund Reserve established to fund capital schemes that will generate recurring future savings as a result of the expenditure incurred. Additional income/ savings generated are repaid back to the fund from completed capital projects up to the value of the original capital expenditure.	0	5,559	5,559	A repayment to the invest to save fund of additional rental income generated from the Queensway Garages capital scheme which was originally funded from this reserve.
FNBAL/H377 - Two-way radio Reserve established to set aside funds for the upkeep of the Lancashire Emergency Radio Network.	0	718	718	The unspent balance of contributions received from various Lancashire Councils towards the upkeep of the Lancashire Emergency Radio Network have been set aside in this reserve to meet future associated expenditures.
FNBAL/H379 - Covid-19 Response Grant Reserve Balance of grant income received prior to the end of the 2019/20 financial year in respect of the response to the Covid-19 pandemic.	0	3,835	3,835	A grant of £24k was received from central government towards the end of March 2020 to support the council with the initial cost of the COVID-19 response. The balance of the funding which wasn't committed in the 2019/20 financial year has been set aside to meet some of the 2020/21 expenditure.
	2,098,780	2,062,110	-36,670	

5 KEY MOVEMENTS FROM REVISED ESTIMATE TO OUTTURN

5.1 The main variations have been extracted, and are shown at Annex 1. However, a summary of the major variations is set out in the table below:

Service Area	Description of Variance	Amount £
CDICT Covid-19 Response (ICT)	This is initial expenditure on computer equipment to ensure business continuity throughout the COVID-19 pandemic and response. The expenditure has been funded by tranche one of central government funding which was received in March 2020 (below).	18,499
COVID Coronavirus Response	First tranche of funding received from Central Government for the initial coronavirus response. Grant that wasn't spent by the end of the year (£4k) has been set aside in an earmarked reserve to contribute to expenditure falling in 2020/2021.	-23,853

Service Area	Description of Variance	Amount £
CIARA Storm Ciara Response	This is the balance remaining at the end of the financial year of a grant for £65.5k which was received from central government for the response to the February 2020 floods. The underspend has been moved to the flood resilience, response & recovery reserve for future residual costs.	-18,408
CIVCF Civic Functions	Payment from our insurers for the settlement of a claim following the theft of some of the council's assets from the Civic Suite. Funds have been set aside in the equipment earmarked reserve to meet any future related expenditure.	-14,060
NNDR3 National Non- Domestic Rates	Accounting adjustment in respect of Small Business Rates Relief following corrections made to the NNDR3 return for 2018/19 – impacting on the 2019/20 financial year.	-12,769
CLOFF Council Offices/ Painting & Redecoration	Redecoration of the council offices was not undertaken during 2019/20 due to the lift being out of service. Funds are held in an earmarked reserve for this expenditure and will be released during 2020/21 when the works are now expected to take place.	-27,950
COMPR Computer Services/ Consultants	The council successfully bid for cyber resilience funding from the Local Government Association during the 2018/19 financial year. This budget was established to expend the funds on the engagement of external consultancy support to undertake a review of the council's resilience and recovery arrangements. Due to work pressures within the ICT team the cyber resilience review did not take place during the 2019/20 financial year.	-10,000

6 CONCLUSION

- 6.1 There have been a number of variations in both income and expenditure during the year, and this has given rise to an overall underspend of £133,556 on the net cost of services. After transfers to and from earmarked reserves the overall underspend is £36,670.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF17-20/VT/AC
20 October 2020

For further information please ask for Val Taylor.

POLICY & FINANCE COMMITTEE – VARIANCES 2019/20

	Variance in Expenditure	Variance in Income	Variance in Support Services	Variance in Capital Charges	Total Variance	Associated Earmarked Reserve Variance	Net Variance
	£	£	£	£	£	£	£
CDICT: Covid-19 Response ICT							
Expenditure on ICT equipment, licences and subscriptions to enable homeworking during the coronavirus response and lockdown.	18,499						
Total Covid-19 Response ICT	18,499	0	0	0	18,499	0	18,499
CEXEC: Chief Executive's Department							
Council staffing budgets at revised estimate assume an average vacancy saving of 2% across the authority on estimated costs. Turnover during 2019/20 within the Chief Executives Department was lower than that built into the budget which has resulted in the variance shown.	3,398						
Low turnover within the Chief Executive Department reduced training requirements during 2019/20.	-4,435						
A budget was established for the cost of engaging an external pest control service during 2019/20. Requirements to utilise the external service during the year were lower than estimated.	-2,190						

	Variance in Expenditure	Variance in Income	Variance in Support Services	Variance in Capital Charges	Total Variance	Associated Earmarked Reserve Variance	Net Variance
	£	£	£	£	£	£	£
The annual net cost of running the Council Offices building was lower than estimated. This is mainly because planned works to redecorate the Offices did not take place during the year (-£28k). This in turn lowered the charge to the Chief Executive Department.			-9,050				
The annual net cost of the ICT services section for 2019/20 was lower than estimated and this has reduced the charges to other areas. This is mainly because the ICT estimate allowed for the cost of engaging a security consultant and for the implementation of subsequent recommendations arising from the consultation, however due to service pressures the consultant was not engaged during the year.			-5,001				
This is income that has been received for the recharge of officer time spent arranging funerals under the Public Health Act. Invoices are raised to the deceased persons estate following arrangement of the funeral.		-6,107					
Due mainly to the variances detailed above the net cost of running the Department was lower than the revised estimate for 2019/2020. This has in turn reduced the charge out to other service areas.			31,308				
Total Chief Executive's Department	-3,227	-6,107	17,257	0	7,923	0	7,923
CIARA: Storm CIARA Response							

	Variance in Expenditure	Variance in Income	Variance in Support Services	Variance in Capital Charges	Total Variance	Associated Earmarked Reserve Variance	Net Variance
	£	£	£	£	£	£	£
Cost of hiring skips and plant following on from the Storm Ciara floods. The council received a grant from Central Government to cover the cost of the emergency response.	4,592						
The total of community recovery grants paid to individuals in 2019/20 following the Storm Ciara flood. The council received funding from Central Government to cover the cost of these grants and other expenditures incurred during the response.	42,500						
Grant from central government paid to the council to fund the response to the Storm Ciara flood. The balance of the grant that wasn't committed during 2019/20 has been set aside in the flood resilience reserve to meet residual costs.		-65,500				18,408	
Total Storm CIARA Response	47,092	-65,500	0	0	-18,408	18,408	0
CIVCF: Civic Functions							
Payment from our insurers for settlement of a claim following the theft of some of the council's assets from the Civic Suite. Funds have been set aside in the equipment earmarked reserve to meet any future related expenditure.		-14,060				14,060	
Total Civic Functions	0	-14,060	0	0	-14,060	14,060	0

	Variance in Expenditure	Variance in Income	Variance in Support Services	Variance in Capital Charges	Total Variance	Associated Earmarked Reserve Variance	Net Variance
	£	£	£	£	£	£	£
CLOFF: Council Offices							
Redecoration of the council offices was not undertaken during 2019/20 due to the lift being out of service. Funds are held in an earmarked reserve for this expenditure and will be released during 2020/21 when the works are now expected to take place.	-27,950					27,950	
A payment was received for the annual telephone mast licence following a delay to the decommissioning of the equipment upon termination of the lease contract.		-6,894					
Repairs and maintenance budgets are managed at a corporate level, with resources allocated on a priority basis and responsive repairs being managed within overall budget constraints. Requirements for repairs and maintenance of the council offices were lower than allowed for within the estimate during 2019/20, allowing for spend to be diverted to other areas (see ESTAT).	-3,197						
Due mainly to the variances detailed above the net cost of running the council offices was lower than the revised estimate for 2019/2020. This has in turn reduced the charge out to other service areas.			40,706				
Total Council Offices	-31,147	-6,894	40,706	0	2,665	27,950	30,615

	Variance in Expenditure	Variance in Income	Variance in Support Services	Variance in Capital Charges	Total Variance	Associated Earmarked Reserve Variance	Net Variance
	£	£	£	£	£	£	£
CLTAX: Council Tax							
The cost of council tax flood discounts awarded to residents in the 2019/20 financial year, to be reimbursed by central government.	18,365	-18,365					
Cost of the family member annex council tax discount, offset by upfront grant received from central government. The balance of the expenditure falls on general fund balances.	8,101	-7,895					
The annual net cost of the Resources Department for 2019/20 was lower than estimated. This is mainly due to reduced ICT and Council Offices charges to the department and an underspend on tuition fees. This has in turn reduced the costs charged to other services.			-5,950				
A reduction to the number of summonses issued has reduced the amount recovered for costs.		2,230					
The number of postages from the council tax section reduced during 2019/20 when compared to the previous year.	-2,080						
Total Council Tax	24,385	-24,030	-5,950	0	-5,595	0	-5,595

	Variance in Expenditure	Variance in Income	Variance in Support Services	Variance in Capital Charges	Total Variance	Associated Earmarked Reserve Variance	Net Variance
	£	£	£	£	£	£	£
COMPR: Computer Services							
Expenditure payable for access to the Public Services Network (that enables secure data sharing between public sector bodies) reduced for the 2019/20 financial year following renewal of the contract. The budget also allows for Health Check testing which was delayed.	-9,624						
Requirements for printer cartridges have reduced, likely as a result of the council moving to the leasing of shared office printers. The budget will be reviewed in 2020/21.	-2,371						
The council successfully bid for cyber resilience funding from the Local Government Association during the 2018/19 financial year. This budget was established to expend the funds on the engagement of external consultancy support to undertake a review of the council's resilience and recovery arrangements. Due to work pressures within the ICT team the cyber resilience review did not take place during the 2019/20 financial year. This work is funded from funds previously set aside in earmarked reserves and will be released when it is possible for this work to be completed.	-10,000					10,000	

	Variance in Expenditure	Variance in Income	Variance in Support Services	Variance in Capital Charges	Total Variance	Associated Earmarked Reserve Variance	Net Variance
	£	£	£	£	£	£	£
Budgets were also allocated across computer services software, hardware and communication budgets for the potential cost of implementing recommendations arising from the resilience & recovery review.	-7,530						
Due mainly to the variances detailed above the net cost of running the section was lower than the revised estimate for 2019/2020. This has in turn reduced the charge out to other service areas.			31,570				
Total Computer Services	-29,525	0	31,570	0	2,045	10,000	12,045
CORPM: Corporate Management							
The annual net cost of the Chief Executive Department for 2019/20 was lower than estimated and this has in turn reduced the costs charged to other service areas.			-2,986				
The annual net cost of the Resources Department for 2019/20 was lower than estimated. This is mainly due to reduced ICT and Council Offices charges to the department and an underspend on tuition fees. This has in turn reduced the costs charged to other services.			-3,025				
Total Corporate Management	0	0	-6,011	0	-6,011	0	-6,011

	Variance in Expenditure	Variance in Income	Variance in Support Services	Variance in Capital Charges	Total Variance	Associated Earmarked Reserve Variance	Net Variance
	£	£	£	£	£	£	£
COSDM: Cost of Democracy							
Delayed implementation of the modgov system has brought about an underspend in the software maintenance costs budget. The system is now expected to be live in 2020/2021.	-3,000						
The annual net cost of the ICT services section for 2019/20 was lower than estimated and this has reduced the charges to other areas. This is mainly because the ICT estimate allowed for the cost of engaging a security consultant and for the implementation of subsequent recommendations arising from the consultation, however due to service pressures the consultant was not engaged during the year.			-2,836				
Total Cost of Democracy	-3,000	0	-2,836	0	-5,836	0	-5,836
COVID: Coronavirus Response							
First tranche of funding received from Central Government for the coronavirus response. Grant that wasn't spent by the end of the year has been set aside in an earmarked reserve to meet expenditure falling in 2020/2021.		-23,853				3,835	
Total Coronavirus response	0	-23,853	0	0	-23,853	3,835	-20,018

	Variance in Expenditure	Variance in Income	Variance in Support Services	Variance in Capital Charges	Total Variance	Associated Earmarked Reserve Variance	Net Variance
	£	£	£	£	£	£	£
CSERV: Corporate Services							
This underspent budget was to be used for the 2019/20 biennial Perception Survey which was due to be commenced in March. Unfortunately, due to the situation with Covid 19 this has not been carried out. It was felt that due to lockdown and the nature of the questions that it wasn't the right time to field a survey. The survey has been postponed until later in the 2020/21 financial year and will be carried out if/once the current situation improves.	-4,318						
Ribble Valley News was written and designed and ready to go to print, then lockdown occurred on March 23, meaning it couldn't be printed or delivered, due to the furloughing of external print and distribution staff.	-4,657						
Due to publication restrictions in the run up to the local election there was a delay in the publication of the Spring Ribble Valley News, generating an underspend in the 2018/19 financial year. Funds which were set aside to meet expenditure falling into 2019/20 have now been released.						-5,000	

	Variance in Expenditure	Variance in Income	Variance in Support Services	Variance in Capital Charges	Total Variance	Associated Earmarked Reserve Variance	Net Variance
	£	£	£	£	£	£	£
There was an underspend on the promotional activities budget towards the end of the financial year following the cancellation or postponement of media training and several events/ promotional activities due to take place in 2020, including The Freedom of the Borough March, the Quaker Trail and Clitheroe Food Festival.	-4,454						
The annual net cost of the Resources Department for 2019/20 was lower than estimated. This is mainly due to reduced ICT and Council Offices charges to the department and an underspend on tuition fees. This has in turn reduced the costs charged to other services.			-2,287				
Total Corporate Services	-13,429	0	-2,287	0	-15,716	-5,000	-20,716
DISTC: District Elections							
Final net movement on the elections reserve for the 2019/20 was less than estimated.						-4,880	
Total District Elections	0	0	0	0	0	-4,880	-4,880

	Variance in Expenditure	Variance in Income	Variance in Support Services	Variance in Capital Charges	Total Variance	Associated Earmarked Reserve Variance	Net Variance
	£	£	£	£	£	£	£
ELADM: Election Administration							
This expenditure is for the cost of equipment purchased in year to be used for future elections.	7,365						
Recharge to parliamentary and district election codes for the usage of the council's election equipment during the elections carried out in 2019/20	-2,481						
Total Election Administration	4,884	0	0	0	4,884	0	4,884
ELECT: Register of Electors							
Purchase of a scanner for register of electors duties. Costs above base within the register of electors cost centre are met from the Individual Electoral Registration grant/ reserve.	4,130						
Following a successful bid, the council received an additional £8k of funding above that initially allocated from central government for the cost of implementing Individual Electoral Registration (IER).		-8,146					
Total Register of Electors	4,130	-8,146	0	0	-4,016	0	-4,016

	Variance in Expenditure	Variance in Income	Variance in Support Services	Variance in Capital Charges	Total Variance	Associated Earmarked Reserve Variance	Net Variance
	£	£	£	£	£	£	£
ESTAT: Estates							
Overspend on estates following responsive repairs in respect of road damage at Dewhurst Road (unadopted road) and Longridge library carpark. Repairs and maintenance budgets are managed at a corporate level with this overspend being offset by an underspend within the Council Offices repairs and maintenance budget (CLOFF).	3,750						
A repayment to the invest to save earmarked reserve fund of additional rental income generated following completion of the Queensway Garages capital scheme (originally funded from this reserve).						5,559	
Sale of land above that estimated has increased the contribution to the capital reserve to fund future capital schemes.						2,500	
Total Estates	3,750	0	0	0	3,750	8,059	11,809
FGSUB: Grants and Subscriptions							
Reimbursement to Parish Council's for expenditure under the concurrent function grants scheme was lower than allowed for in the 2019/20 budget.	-7,987						
Total Grants and Subscriptions	-7,987	0	0	0	-7,987	0	-7,987

	Variance in Expenditure	Variance in Income	Variance in Support Services	Variance in Capital Charges	Total Variance	Associated Earmarked Reserve Variance	Net Variance
	£	£	£	£	£	£	£
FMISC: Policy & Finance Misc.							
The cost of the full 5-yearly revaluation of the council's assets which has been undertaken this financial year was higher than estimated. Funds are set aside in an earmarked reserve to smooth out the cost of the full valuation and £9k was released in the 2019/20 financial year to part-fund the cost.	3,052					270	
VAT shelter income received from Ribble Valley Homes was higher than that estimated part way through the financial year. The income variance is offset by an associated movement to the VAT shelter reserve.		-6,903				6,903	
Savings on employer pension contribution rates which are set aside in an earmarked reserve were higher than estimated.		-1,954				1,954	
A transparency code new burdens grant received during the year from MHCLG has been set aside in the equipment reserve to fund associated future expenditures.						8,103	
Total Policy & Finance Misc.	3,052	-8,857	0	0	-5,805	17,230	11,425

	Variance in Expenditure	Variance in Income	Variance in Support Services	Variance in Capital Charges	Total Variance	Associated Earmarked Reserve Variance	Net Variance
	£	£	£	£	£	£	£
LICSE: Licensing							
The annual net cost of the Chief Executive Department for 2019/20 was lower than estimated and this has in turn reduced the costs charged out to other service areas.			-2,901				
Above average premises license income was received for the final quarter of the financial year. The outturn will be used to inform future estimates.		-2,712					
Total Licensing	0	-2,712	-2,901	0	-5,613	0	-5,613
LUNCH: Luncheon Clubs							
Applications for financial support from luncheon clubs during the 2019/20 financial year was lower than allowed for in the budget.	-6,725						
Total Luncheon Clubs	-6,725	0	0	0	-6,725	0	-6,725
NNDRC: National Non-Domestic Rates							
The annual net cost of the Resources Department for 2019/20 was lower than estimated. This is mainly due to reduced ICT and Council Offices charges to the department and an underspend on tuition fees. This has in turn reduced the costs charged to other services.			-2,032				
Accounting adjustment in respect of Small Business Rates Relief following corrections made to the NNDR3 return for 2018/19 – impacting on the 2019/20 financial year.		-12,769					
Total National Non-Domestic Rates	0	-12,769	-2,032	0	-14,801	0	-14,801

	Variance in Expenditure	Variance in Income	Variance in Support Services	Variance in Capital Charges	Total Variance	Associated Earmarked Reserve Variance	Net Variance
	£	£	£	£	£	£	£
RESOR: Resources Department							
Council staffing budgets at revised estimate assume an average vacancy saving of 2% across the authority on estimated costs. Turnover during 2019/20 within the Resources Department was lower than that built into the budget which has resulted in the salary variance shown.	4,565						
A training budget is available to meet the cost of tuition fees within the Resources department. The council also contributes monthly to the Apprenticeship Levy and funds are currently being utilised for officers within this department to undertake qualification training courses. This has created an underspend within this cost centre.	-3,493						
Requirements for employee training at a corporate level were lower than allowed for within the training budget. Part of this underspend has been set aside in the equipment reserve to fund the cost of CIPFA audit control matrices, which were ordered but not received by the end of the financial year.	-7,857					2,250	

	Variance in Expenditure	Variance in Income	Variance in Support Services	Variance in Capital Charges	Total Variance	Associated Earmarked Reserve Variance	Net Variance
	£	£	£	£	£	£	£
The annual net cost of running the Council Offices building was lower than estimated. This is mainly because planned works to redecorate the Offices did not take place during the year (-£28k). This in turn lowered the charge to the Resources Department.			-15,202				
The annual net cost of the ICT services section for 2019/20 was lower than estimated and this has reduced the charges to other areas. This is mainly because the ICT estimate allowed for the cost of engaging a security consultant and for the implementation of subsequent recommendations arising from the consultation, however due to service pressures the consultant was not engaged during the year.			-8,200				
Due mainly to the variances detailed above the net cost of the Resources Department was lower than the revised estimate for 2019/2020. This has in turn reduced the charge out to other service areas.			33,707				
Total Resources Department	-6,785	0	10,305	0	3,520	2,250	5,770
Other Variances	-30,482	5,110	-17,052	8	-43,580	4,974	
Total Variances for Policy and Finance Committee	-26,516	-167,818	60,769	8	-133,556	96,886	-36,670