

## WELWYN HATFIELD BOROUGH COUNCIL

**BUDGET MONITORING SUMMARY BY SERVICE AREA 2019/20 - September**

Description	Original Budget 2019/20	Current Budget 2019/20	Variance to Original	Forecast Outturn 2019/20	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000
Head of Resources	2,172	2,139	(33)	1,943	(196)
Head of Environment	6,456	6,516	60	6,420	(96)
Head of Policy and Culture	1,808	1,861	53	1,839	(22)
<b>Corporate Director - Resources, Environment &amp; Cultural Services</b>	<b>10,435</b>	<b>10,516</b>	<b>81</b>	<b>10,203</b>	<b>(313)</b>
Head of Law and Administration	2,054	2,173	119	2,135	(39)
Head of Planning	1,857	1,911	54	2,071	159
Head of Public Health and Protection	1,143	1,143	0	1,096	(47)
<b>Corporate Director - Public Protection, Planning and Governance</b>	<b>5,054</b>	<b>5,227</b>	<b>173</b>	<b>5,301</b>	<b>74</b>
Head of Community & Housing Strategy	2,089	2,158	69	2,175	17
<b>Corporate Director - Housing and Communities</b>	<b>2,089</b>	<b>2,158</b>	<b>69</b>	<b>2,175</b>	<b>17</b>
<b>Budgets managed by the Corporate Management Team</b>	<b>1,737</b>	<b>1,557</b>	<b>(180)</b>	<b>1,557</b>	<b>0</b>
<b>Net Controllable Income and Expenditure</b>	<b>19,315</b>	<b>19,459</b>	<b>143</b>	<b>19,236</b>	<b>(222)</b>
Net Recharge to the Housing Revenue Account	(5,316)	(5,316)	0	(5,316)	0
<b>Net General Fund Expenditure</b>	<b>14,000</b>	<b>14,143</b>	<b>143</b>	<b>13,921</b>	<b>(222)</b>
<b>Taxation and non-specific grant income and expenditure</b>					
Income from Council Tax	(10,498)	(10,498)	0	(10,498)	0
Business Rates Income	(4,628)	(4,628)	0	(4,628)	0
Plus/Less collection fund deficit/(surplus)	2,792	2,792	0	2,792	0
New Homes Grant	(1,319)	(1,319)	0	(1,319)	0
<b>Other Operating Income and Expenditure</b>					
Revenue Contribution to Capital (Minimum Requirement + voluntary contribution)	1,138	1,168	30	1,631	463
Parish Precepts	1,627	1,627	0	1,627	0
<b>Net Total before movements in reserves</b>	<b>3,112</b>	<b>3,285</b>	<b>173</b>	<b>3,525</b>	<b>240</b>
<b>Other Movements in reserves</b>					
Contribution (from) / to Earmarked Reserves	(3,017)	(3,140)	(124)	(3,381)	(240)
<b>Contribution (from) / to GF balances</b>	<b>(95)</b>	<b>(145)</b>	<b>50</b>	<b>(145)</b>	<b>(0)</b>

**GENERAL FUND RESERVES SUMMARY**

Description	Original Budget 2019/20	Current Budget 2019/20	Variance to Original	Forecast Outturn 2019/20	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000
General Fund balance at 1st April	8,696	8,696	0	8,696	0
Movement in year	(96)	(146)	(50)	(146)	(0)
<b>Balance as at 30 September 19</b>	<b>8,600</b>	<b>8,550</b>	<b>(50)</b>	<b>8,550</b>	<b>(0)</b>
Ringfenced and Strategic reserves balance at 1st April	8,584	8,584	0	8,584	0
Movement in year	(3,017)	(3,140)	124	(3,381)	240
<b>Balance as at 30 September 19</b>	<b>5,568</b>	<b>5,444</b>	<b>124</b>	<b>5,204</b>	<b>240</b>
Total reserve balance at 1st April	17,280	17,280	0	17,280	0
Movement in year	(3,113)	(3,286)	173	(3,526)	240
<b>Balance as at 30 September 19</b>	<b>14,168</b>	<b>13,994</b>	<b>173</b>	<b>13,754</b>	<b>240</b>

**Corporate Director (Resources, Environment & Cultural Services) - 2019-20 as at  
30 September 2019 variances**

**Head of Resources**

Description	Original Budget 2019/20 £ '000	Current Budget 2019/20 £ '000	Variance to Original £ '000	Forecast Outturn 2019/20 £ '000	Variance to Current £ '000
Employees	3,638	3,554	(85)	3,554	1
Premises Related	1,830	1,845	15	1,917	72
Transport Related	42	43	1	33	(10)
Supplies and Services	1,149	1,189	40	1,225	36
Third Party Payments	4,388	4,438	50	4,353	(85)
Transfer Payments	36,270	28,362	(7,908)	28,362	0
Income	(45,145)	(37,292)	7,853	(37,501)	(209)
<b>Controllable Costs</b>	<b>2,172</b>	<b>2,139</b>	<b>(33)</b>	<b>1,943</b>	<b>(196)</b>
Support Cost Recharges	(4,523)	(4,523)	0	(4,523)	0
Capital Charges	2,150	2,150	0	2,150	0
<b>Non-Controllable costs</b>	<b>(2,373)</b>	<b>(2,373)</b>	<b>0</b>	<b>(2,373)</b>	<b>0</b>
<b>Head of Resources</b>	<b>(201)</b>	<b>(235)</b>	<b>(33)</b>	<b>(430)</b>	<b>(196)</b>

**Virements (officer agreed budget transfers)**

Realignment of Fraud and Governance Budgets	(61)
HR/Payroll systems review project (transfer from Corporate Projects)	20
NNDR Adjustment	8

**Approved virements**

Housing Benefits - Reduction to Transfer payments	(7,951)
Housing Benefits - Reduction to Income	7,951

**Forecast Outturn changes**

Budget reset exercise following the Peer Challenge	(144)	(505)
Reduction in bank charges following retender of contract	(40)	
Reduction in internal audit contract costs	(13)	
Other	1	
	<u>(33)</u>	<u>(196)</u>

Key of variance column = (Decrease in expenditure/increase in income)  
Increase in expenditure/reduction in income

**Corporate Director (Resources, Environment & Cultural Services) - 2019-20 as at  
30 September 2019 variances**

**Head of Environment**

Description	Original Budget 2019/20 £ '000	Current Budget 2019/20 £ '000	Variance to Original £ '000	Forecast Outturn 2019/20 £ '000	Variance to Current £ '000
Employees	1,105	1,184	79	1,184	0
Premises Related	501	501	1	477	(24)
Transport Related	26	26	0	20	(5)
Supplies and Services	392	475	82	435	(40)
Third Party Payments	8,131	8,131	0	8,131	(0)
Income	(3,699)	(3,801)	(102)	(3,826)	(26)
<b>Controllable Costs</b>	<b>6,456</b>	<b>6,516</b>	<b>60</b>	<b>6,420</b>	<b>(96)</b>
Support Cost Recharges	(217)	(217)	0	(217)	0
Capital Charges	514	514	0	514	0
<b>Non-Controllable costs</b>	<b>298</b>	<b>298</b>	<b>0</b>	<b>298</b>	<b>0</b>
<b>Head of Environment</b>	<b>6,753</b>	<b>6,814</b>	<b>60</b>	<b>6,718</b>	<b>(96)</b>

**Virements (officer agreed budget transfers)**

Waste Mobilisation Officer (2yr fixed term) - (funded from earmarked reserve)	41
Parks Improvement Funding (funded from earmarked reserve)	19
NNDR Adjustment	1

**Forecast Outturn changes**

Budget reset exercise following the Peer Challenge		(96)
	<u>60</u>	<u>(96)</u>

Key of variance column = (Decrease in expenditure/increase in income)  
Increase in expenditure/reduction in income

**Corporate Director (Resources, Environment & Cultural Services) - 2019-20 as at  
30 September 2019 variances**

**Head of Policy and Culture**

Description	Original Budget 2019/20 £ '000	Current Budget 2019/20 £ '000	Variance to Original £ '000	Forecast Outturn 2019/20 £ '000	Variance to Current £ '000
Employees	1,663	1,687	24	1,687	0
Premises Related	930	934	4	916	(18)
Transport Related	2	2	0	2	(0)
Supplies and Services	1,414	1,449	35	1,472	23
Third Party Payments	311	311	0	311	(0)
Income	(2,512)	(2,522)	(10)	(2,548)	(26)
<b>Controllable Costs</b>	<b>1,808</b>	<b>1,861</b>	<b>53</b>	<b>1,839</b>	<b>(22)</b>
Support Cost Recharges	(62)	(62)	0	(62)	0
Capital Charges	1,073	1,073	0	1,073	0
<b>Non-Controllable costs</b>	<b>1,011</b>	<b>1,011</b>	<b>0</b>	<b>1,011</b>	<b>0</b>
<b>Head of Policy and Culture</b>	<b>2,819</b>	<b>2,872</b>	<b>53</b>	<b>2,850</b>	<b>(22)</b>

**Virements (officer agreed budget transfers)**

NNDR Adjustment	(8)
Apprentice - transfer from CMT	24
Improvements works to Campus West website (funded by earmarked reserve)	37

**Forecast Outturn changes**

Budget reset exercise following the Peer Challenge	(52)
Insurance excess - following fire in the basement of Campus West	30
	<u>53</u>
	<u>(22)</u>

Key of variance column = (Decrease in expenditure/increase in income)  
Increase in expenditure/reduction in income

**Corporate Director (Public Protection, Planning and Governance) - 2019-20 as at  
30 September 2019 variances**

**Head of Law and Administration**

Description	Original Budget 2019/20 £ '000	Current Budget 2019/20 £ '000	Variance to Original £ '000	Forecast Outturn 2019/20 £ '000	Variance to Current £ '000
Employees	1,482	1,582	100	1,585	3
Premises Related	5	5	0	3	(2)
Transport Related	32	32	0	24	(8)
Supplies and Services	708	693	(15)	664	(29)
Third Party Payments	60	68	8	69	1
Income	(233)	(206)	27	(210)	(4)
<b>Controllable Costs</b>	<b>2,054</b>	<b>2,173</b>	<b>119</b>	<b>2,135</b>	<b>(39)</b>
Support Cost Recharges	(550)	(550)	0	(550)	0
Capital Charges	2	2	0	2	0
<b>Non-Controllable costs</b>	<b>(548)</b>	<b>(548)</b>	<b>0</b>	<b>(548)</b>	<b>0</b>
<b>Head of Law and Adminis</b>	<b>1,506</b>	<b>1,626</b>	<b>119</b>	<b>1,587</b>	<b>(39)</b>

**Virements (officer agreed budget transfers)**

Realignment of Fraud and Governance Budgets	61
HR/Payroll systems review project (transfer from Corporate Projects)	25
Council Chamber webcasting support (transfer from Corporate Projects)	20
HR and Payroll Project (funded from earmarked reserve)	14

**Forecast Outturn changes**

Budget reset exercise following the Peer Challenge		(39)
	<u>119</u>	<u>(39)</u>

Key of variance column = (Decrease in expenditure/increase in income)  
Increase in expenditure/reduction in income

**Corporate Director (Public Protection, Planning and Governance) - 2019-20 as at  
30 September 2019 variances  
Head of Planning**

Description	Original Budget 2019/20	Current Budget 2019/20	Variance to Original	Forecast Outturn 2019/20	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	1,877	2,115	238	2,115	0
Premises Related	80	83	3	82	(1)
Transport Related	20	20	0	15	(5)
Supplies and Services	348	484	136	725	241
Third Party Payments	463	473	10	506	33
Income	(931)	(1,263)	(332)	(1,371)	(108)
<b>Controllable Costs</b>	<b>1,857</b>	<b>1,911</b>	<b>54</b>	<b>2,071</b>	<b>159</b>
Support Cost Recharges	670	670	0	670	0
Capital Charges	117	117	0	117	0
<b>Non-Controllable costs</b>	<b>787</b>	<b>787</b>	<b>0</b>	<b>787</b>	<b>0</b>
<b>Head of Planning</b>	<b>2,644</b>	<b>2,698</b>	<b>54</b>	<b>2,857</b>	<b>159</b>

**Virements (officer agreed budget transfers)**

Apprentices - transfer from CMT	51
NNDR Adjustment	3
Game Fair support (transfer from Corporate Projects )	1

**Approved virements**

Development Management - Increase to Employees	150
Development Management - Increase to Supplies and Services	150
Development Management - Increase to Income	(300)

**Forecast Outturn changes**

Budget reset exercise following the Peer Challenge	(81)
Local Plan project (funded from earmarked reserve)	240
	<b>54</b>
	<b>159</b>

Key of variance column = (Decrease in expenditure/increase in income)  
Increase in expenditure/reduction in income

**Corporate Director (Public Protection, Planning and Governance) - 2019-20 as at  
30 September 2019 variances  
Head of Public Health and Protection**

Description	Original Budget 2019/20	Current Budget 2019/20	Variance to Original	Forecast Outturn 2019/20	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	1,234	1,234	0	1,232	(2)
Premises Related	2	2	0	2	(0)
Transport Related	22	22	0	18	(4)
Supplies and Services	144	144	0	119	(25)
Third Party Payments	39	39	0	37	(3)
Income	(298)	(298)	0	(311)	(13)
<b>Controllable Costs</b>	<b>1,143</b>	<b>1,143</b>	<b>0</b>	<b>1,096</b>	<b>(47)</b>
Support Cost Recharges	364	364	0	364	0
Capital Charges	9	9	0	9	0
<b>Non-Controllable costs</b>	<b>372</b>	<b>372</b>	<b>0</b>	<b>372</b>	<b>0</b>
<b>Head of Public Health and</b>	<b>1,515</b>	<b>1,515</b>	<b>0</b>	<b>1,468</b>	<b>(47)</b>

**Virements (officer agreed budget transfers)**

None 0

**Forecast Outturn changes**

Budget reset exercise following the Peer Challenge (47)

0 (47)

Key of variance column = (Decrease in expenditure/increase in income)  
Increase in expenditure/reduction in income



**Corporate Director (Housing and Communities) - 2019-20 as at  
30 September 2019 variances**

**Head of Community & Housing Strategy**

Description	Original Budget 2019/20 £ '000	Current Budget 2019/20 £ '000	Variance to Original £ '000	Forecast Outturn 2019/20 £ '000	Variance to Current £ '000
Employees	1,654	1,687	33	1,686	(0)
Premises Related	33	30	(4)	28	(2)
Transport Related	11	11	0	9	(3)
Supplies and Services	289	319	30	575	255
Third Party Payments	325	335	10	333	(2)
Income	(224)	(224)	0	(456)	(233)
<b>Controllable Costs</b>	<b>2,089</b>	<b>2,158</b>	<b>69</b>	<b>2,175</b>	<b>17</b>
Support Cost Recharges	382	382	0	382	0
Capital Charges	808	808	0	808	0
<b>Non-Controllable costs</b>	<b>1,190</b>	<b>1,190</b>	<b>0</b>	<b>1,190</b>	<b>0</b>
<b>Head of Community &amp; Ho</b>	<b>3,279</b>	<b>3,348</b>	<b>69</b>	<b>3,365</b>	<b>17</b>

**Virements (officer agreed budget transfers)**

NNDR Adjustment	(4)
Housing Option Officer (2yr fixed term) - (funded from earmarked reserve)	33
Sport Development and Sport facilities strategy (transfer from Corporate Projects)	13
CCTV in Hatfield (transfer from Corporate Projects)	10
70th anniversary Comet celebrations (transfer from Corporate Projects)	10
Countywide SOS Project (transfer from Corporate Projects)	8

**Forecast Outturn changes**

Budget reset exercise following the Peer Challenge	(47)
Increase in Temporary Accommodation costs	64

**Virements to be approved**

Homelessness - Increase to Supplies and Services	230
Homelessness - Increase to Income	(230)

69

17

Key of variance column = (Decrease in expenditure/increase in income)  
Increase in expenditure/reduction in income

**Corporate Management Team - 2019-20 as at  
30 September 2019 variances**

**Corporate Management Team**

Description	Original Budget 2019/20 £ '000	Current Budget 2019/20 £ '000	Variance to Original £ '000	Forecast Outturn 2019/20 £ '000	Variance to Current £ '000
Employees	1,404	1,340	(64)	1,340	0
Transport Related	6	6	0	6	0
Supplies and Services	328	212	(116)	212	0
<b>Controllable Costs</b>	<b>1,737</b>	<b>1,557</b>	<b>(180)</b>	<b>1,557</b>	<b>0</b>
Support Cost Recharges	(1,380)	(1,380)	0	(1,380)	0
<b>Non-Controllable costs</b>	<b>(1,380)</b>	<b>(1,380)</b>	<b>0</b>	<b>(1,380)</b>	<b>0</b>
<b>Corporate Management Team</b>	<b>357</b>	<b>177</b>	<b>(180)</b>	<b>177</b>	<b>0</b>

**Virements (officer agreed budget transfers)**

Apprentices - transfer to Planning	(51)
Apprentice - transfer to Policy and Culture	(24)
Corporate Projects (transfer to Resources and Law and Admin) for HR/Payroll systems review project	(45)
Corporate Projects - transfer to Law and Admin for Council Chamber webcasting support	(20)
Corporate Projects - transfer to Community & Housing Strategy for Sport Development and Sport facilities strategy	(13)
Corporate Projects - transfer to Community & Housing Strategy for CCTV in Hatfield	(10)
Corporate Projects - transfer to Community & Housing Strategy for 70th anniversary Comet celebrations	(10)
Corporate Projects - transfer to Community & Housing Strategy for Countywide SOS Project	(8)
Corporate Projects - transfer to Planning Game Fair support	(1)

**Forecast Outturn changes**

None		0
	<u>(180)</u>	<u>0</u>

Key of variance column = (Decrease in expenditure/increase in income)  
Increase in expenditure/reduction in income

**RISK and OPPORTUNITIES SUMMARY - as at 30 September 2019**

Item	Type of Variance	Directorate	Risks	Opportunities
Planning Fees Income	One Off	Public Protection, Planning and Governance		(121,658)
Penalty Charge Notices - Income	One Off	Resources, Environment & Cultural Services		(109,404)
<b>Total One Off</b>			<b>0</b>	<b>(231,062)</b>
Localised Council Tax support	Ongoing	Resources, Environment & Cultural Services		(14,806)
	Current Total Ongoing		0	(14,806)
<b>Grossed Up Ongoing</b>			<b>0</b>	<b>(29,613)</b>
<b>Net potential favourable movement to current forecast position</b>	<b>Grand Total</b>			<b>(260,670)</b>
Planned & Responsive Maintenance Programme	Profiling	Resources, Environment & Cultural Services		(132,846)
Corporate Projects	Profiling	Corporate		(45,725)
Planning Policy - Project expenditure	Profiling	Public Protection, Planning and Governance		(98,555)
Utilities - Electricity & Gas	Profiling	Corporate		(67,152)
Planning Policy Local Development Framework	Profiling	Public Protection, Planning and Governance		(20,914)
Outside Printing	Profiling	Corporate		(14,649)
Elections	Profiling	Resources, Environment & Cultural Services	89,024	
General Fund Garages - Income	Profiling	Resources, Environment & Cultural Services	82,704	
Houses of multiple occupation licence income	Profiling	Housing and Communities	38,728	
<b>Total Profiling</b>			<b>210,456</b>	<b>(379,840)</b>
<b>Projected Year End Impact</b>			<b>0</b>	<b>0</b>

## BUDGET RISK and ACTIVITY MONITORING STATEMENT - as at 30 September 2019 for CORPORATE BUDGETS

Item	Full Year			Year to date			Action / comments
	Current Budget 2019/20	Forecasted Outturn 2019/20	Variance	Year to date Forecasted Outturn	Actual	Variance to year to date forecast outturn	
	£	£	£	£	£	£	
Salaries & agency (General Fund) (excludes wages and other employee costs)	12,498,400	12,498,400	0	6,278,205	6,288,047	9,842	Agency costs are currently slightly higher than the savings generated by vacant posts. No variance is forecast at this stage.
Utilities - Electricity & Gas	614,920	649,160	34,240	324,580	257,428	(67,152)	There are currently undersependns on both electricity and gas, due to timing differences between period end and bills being received.
Outside Printing	137,090	113,900	(23,190)	56,950	42,301	(14,649)	Savings on costs relating to Campus West/Communications. There is a strategy in place on how the budget will be spent during the financial year
Car Allowances	89,880	70,140	(19,740)	35,070	32,225	(2,845)	
Corporate Projects	111,030	111,030	0	45,765	40	(45,725)	To be spent on longer term projects as required throughout the year in order to release ongoing savings. It is anticipated this will be spent in the financial year.

Key of variance column = (Decrease in expenditure/increase in income), Increase in expenditure/reduction in income

## BUDGET RISK and ACTIVITY MONITORING STATEMENT - as at 30 September 2019 for Resources, Environment &amp; Cultural Services

Item	Full Year			Year to date			Action / comments
	Current Budget 2019/20	Forecasted Outturn 2019/20	Variance	Year to date Forecasted Outturn	Actual	Variance to year to date forecast outturn	
	£	£	£	£	£	£	
Estates - Rental Income	(3,392,090)	(3,357,850)	34,240	(2,475,445)	(2,468,406)	7,039	
Weltech - Income	(435,810)	(488,680)	(52,870)	(244,340)	(258,281)	(13,941)	Occupancy for quarter twos was 100%, against a target of 95%
Localised Council Tax support	(71,680)	(53,200)	18,480	(90,487)	(105,293)	(14,806)	
IT - Hardware & Software purchases & maintenance	345,780	332,100	(13,680)	194,090	188,503	(5,587)	

Full Year				Year to date			
Item	Current Budget 2019/20	Forecasted Outturn 2019/20	Variance	Year to date Forecasted Outturn	Actual	Variance to year to date forecast outturn	Action / comments
	£	£	£	£	£	£	
Telephone Network Charges	175,500	164,960	(10,540)	82,230	76,633	(5,597)	
Photocopier costs	68,600	62,570	(6,030)	40,360	33,776	(6,584)	
Insurance Premiums	421,290	382,230	(39,060)	382,230	378,707	(3,523)	
Bank charges	203,990	163,990	(40,000)	108,040	69,527	(38,513)	Contract was retendered in 2018/19 generating savings, specifically for credit/debit card processing. This saving will be released in the 2020/21 budget setting process. A variance of £40k iss included in the forecast

Full Year				Year to date			
Item	Current Budget 2019/20	Forecasted Outturn 2019/20	Variance	Year to date Forecasted Outturn	Actual	Variance to year to date forecast outturn	Action / comments
	£	£	£	£	£	£	
General Fund Garages - Income	(2,330,080)	(2,330,080)	0	(2,330,080)	(2,247,376)	82,704	Charge increased by 2.5% in 2019/20 and target increased by £50k. This in year variance is being closely monitored. There is a 53 week year this year so additional income will be generated on the last week of the financial year.
Planned & Responsive Maintenance Programme	965,950	1,022,560	56,610	511,280	378,434	(132,846)	Over £283k of works committed but not yet paid

Key of variance column = (Decrease in expenditure/increase in income), Increase in expenditure/reduction in income

**BUDGET RISK and ACTIVITY MONITORING STATEMENT - as at 30 September 2019 for Resources, Environment & Cultural Services**

Full Year				Year to date			
Item	Current Budget 2019/20	Forecasted Outturn 2019/20	Variance	Year to date Forecasted Outturn	Actual	Variance to year to date forecast outturn	Action / comments
	£	£	£	£	£	£	
Recycling Credits & Sales Income (excluding garden waste)	(556,240)	(556,240)	0	(189,710)	(191,212)	(1,502)	
Penalty Charge Notices - Income	(381,000)	(366,050)	14,950	(183,025)	(292,429)	(109,404)	This relates to penalty charge income. Based on current year trends no variance has been forecast, but this continues to be colosely monitored.
Parking Fee Income	(952,320)	(936,680)	15,640	(426,520)	(434,869)	(8,349)	Income target being met. To be monitored closely over the coming year with risks of fall in retail and adverse winter weather.



## BUDGET RISK and ACTIVITY MONITORING STATEMENT - as at 30 September 2019 for Resources, Environment &amp; Cultural Services

Item	Full Year			Year to date			Action / comments
	Current Budget 2019/20	Forecasted Outturn 2019/20	Variance	Year to date Forecasted Outturn	Actual	Variance to year to date forecast outturn	
	£	£	£	£		£	
Campus West - Employee Costs (including salaries and wages)	1,006,760	1,006,760	0	503,380	470,410	(32,970)	Mainly due to the reduction in use of casual staff
Campus West - Catering Income	(566,240)	(566,240)	0	(247,486)	(238,095)	9,391	Adverse variance of £5,064 when compared to the actual of £243,159 reported at the same period last financial year
Campus West - Food & Beverage Supplies	302,620	302,620	0	151,310	116,645	(34,665)	Expenditure levels are linked to Catering income
Campus West - Cinema Income	(925,960)	(925,960)	0	(421,743)	(487,616)	(65,873)	Favourable variance of £63,053 when compared to the actual of £424,563 reported at the same period last financial year
Campus West - Film Hire	396,600	396,600	0	198,300	202,438	4,138	Expenditure levels are linked to Cinema income
Campus West - Rollercity Income	(275,220)	(275,220)	0	(129,475)	(121,875)	7,600	Favourable variance of £1,892 when compared to the actual of £119,983 reported at the same period last financial year
Campus West - Soft Play Income	(159,360)	(159,360)	0	(72,161)	(74,475)	(2,314)	Favourable variance of £9,554 when compared to the actual of £64,921 reported at the same period last financial year
Campus West - Other Income	(137,000)	(137,000)	0	(68,500)	(78,536)	(10,036)	

Key of variance column = (Decrease in expenditure/increase in income), Increase in expenditure/reduction in income

## BUDGET RISK and ACTIVITY MONITORING STATEMENT - as at 30 September 2019 for Public Protection, Planning and Governance

Full Year			Year to date				Action / comments
Item	Current Budget 2019/20	Forecasted Outturn 2019/20	Variance	Year to date Forecasted Outturn	Actual	Variance to year to date forecast outturn	
	£	£	£	£	£	£	
Local Land Charges Income	(81,730)	(94,730)	(13,000)	(47,365)	(40,314)	7,051	
Central Postal Charges	125,040	120,770	(4,270)	66,385	63,744	(2,641)	
Elections	239,320	245,250	5,930	128,915	217,939	89,024	Some costs due to be claimed back from the Electoral Commission; figures should be finalised in November. All of these costs will be recoverable.

Key of variance column = (Decrease in expenditure/increase in income), Increase in expenditure/reduction in income

## BUDGET RISK and ACTIVITY MONITORING STATEMENT - as at 30 September 2019 for Public Protection, Planning and Governance

Full Year			Year to date				Action / comments
Item	Current Budget 2019/20	Forecasted Outturn 2019/20	Variance	Year to date Forecasted Outturn	Actual	Variance to year to date forecast outturn	
	£	£	£	£	£	£	
Planning Fees Income	(984,910)	(1,054,910)	(70,000)	(527,455)	(719,113)	(191,658)	Accrual of £262,086 carried over from 2018/19. The additional income is directly linked to an increase in workload, and some of this income will be required to fund additional resources within the Planning team
Planning Policy - Project expenditure	40,000	280,430	240,430	260,430	161,875	(98,555)	Additional work funded from earmarked reserve. An additional £134k of works have been committed but not yet paid.
Planning Policy Local Development Framework	44,800	44,800	0	22,400	1,486	(20,914)	Over £23k of works committed but not yet paid.

Key of variance column = (Decrease in expenditure/increase in income), Increase in expenditure/reduction in income

## BUDGET RISK and ACTIVITY MONITORING STATEMENT - as at 30 September 2019 for Housing and Communities

Full Year				Year to date			Action / comments
Item	Current Budget 2019/20	Forecasted Outturn 2019/20	Variance	Year to date Forecasted Outturn	Actual	Variance to year to date forecast outturn	
	£	£	£	£	£	£	
Houses of multiple occupation licence income	(152,000)	(152,000)	0	(76,000)	(37,272)	38,728	Licences are for a 5 year period. Income levels are not currently being met, but are being monitored closely.
Temporary Accommodation costs	6,000	50,000	44,000	25,000	61,663	36,663	Families have started to be moved out from B & B and into Inspira House but this area is likely to be overspent with a further £15k of commitments still to be paid.
Homelessness and Housing Allocations	578,070	566,440	(11,630)	246,680	192,559	(707)	Additional government grant income to be added to earmarked reserves at year end if not spent during this financial year.

Key of variance column = (Decrease in expenditure/increase in income), Increase in expenditure/reduction in income

## Arrears by service at 30 September 2019

	1-30 Days Overdue	31-60 Days Overdue	61-90 Days Overdue	91-365 Days Overdue	365 Days Overdue	Total Outstanding
<b>Public Protection, Planning &amp; Governance</b>						
Law & Administration	10,350.56	375.00	250.00	3,040.00	1,250.00	15,265.56
Planning	2,582.25	2,502.88	500.00	1,370.35	3,624.73	10,580.21
Public Health & Protection	5,004.85	915.00	1,141.54	1,327.51	172.08	8,560.98
	<u>17,937.66</u>	<u>3,792.88</u>	<u>1,891.54</u>	<u>5,737.86</u>	<u>5,046.81</u>	<u>34,406.75</u>
<b>Housing and Communities</b>						
Housing Operations	32,679.89	0.00	153.46	939.96	2,714.39	36,487.70
Housing Property Services	13,925.30	0.00	0.00	0.00	500.00	14,425.30
Community & Housing Strategy <sup>1</sup>	10,583.00	830.00	150.00	30,788.04	33,875.85	76,226.89
	<u>57,188.19</u>	<u>830.00</u>	<u>303.46</u>	<u>31,728.00</u>	<u>37,090.24</u>	<u>127,139.89</u>
<b>Resources, Environment &amp; Cultural Services</b>						
Policy & Culture	15,878.43	3,063.75	584.25	400.00	0.00	19,926.43
Environment - Cemeteries	-5,550.00	3,600.00	2,150.00	135.00	4,175.00	4,510.00
Environment - Street Cleaning	1,584.00	1,980.00	0.00	5,223.00	1,886.00	10,673.00
Environment - Other	104,292.41	0.00	0.00	-876.46	205.00	103,620.95
Resources - Shopping Centres	219,761.16	0.00	2,588.94	61,375.64	21,977.80	305,703.54
Resources - Hatfield Town Centr	96,447.79	0.00	125.76	24,191.77	408.63	121,173.95
Resources - Ground rent	45,336.89	-50.10	-34.99	5,952.78	14,434.33	65,638.91
Resources - Garages	20,203.40	3,723.11	2,317.04	14,020.11	77,376.03	117,639.69
Resources - Other Corporate Prc	78,518.76	-1,642.00	33,729.72	18,720.30	13,293.31	142,620.09
Resources - Broxbourne contract	0.00	138,539.48	0.00	0.00	0.00	138,539.48
Resources - Other	1,522.82	0.00	0.00	3,911.33	23,759.49	29,193.64
	<u>577,995.66</u>	<u>149,214.24</u>	<u>41,460.72</u>	<u>133,053.47</u>	<u>157,515.59</u>	<u>1,059,239.68</u>
<b>TOTAL</b>	<u>653,121.51</u>	<u>153,837.12</u>	<u>43,655.72</u>	<u>170,519.33</u>	<u>199,652.64</u>	<u>1,220,786.32</u>

	Breakdown below:	Breakdown below:
Rental Deposit scheme <sup>1</sup>	25,764.26	26,689.10
Referred to legal <sup>2</sup>	10,667.45	55,855.97
Payment plan <sup>3</sup>	52,556.97	11,372.99
Chasing - other LAs and partner orgs <sup>4</sup>	570.96	9,598.13
Chasing - other orgs & individuals <sup>4</sup>	66,398.70	25,384.73
Garages <sup>5</sup>	14,020.11	77,376.03
Balances of less than £50 <sup>6</sup>	5,071.02	6,722.77
Unallocated credits <sup>7</sup>	-4,530.14	-13,347.08

Analysis and actions being taken re debt over 90 days

1. Rental Deposit Scheme - these are deposits provided to residents to enable them to rent a property and are to be repaid when they leave and make up the majority of Community & Housing Strategy debts over 365 days. The more recent debts have instalment plans in place.
2. Referred to legal - the debt is now in the hands of the Council's legal team who will first issue a Letter Before Action and if appropriate seek a County Court Judgement.
3. Payment plan - these customers are paying their debt in instalments, as a result of an agreement with officers or terms set by a court.
4. Chasing - these debts are being actively pursued directly with the customer by the department who provided the service or by Finance. This is the step before considering referring the debt for legal action or when legal action is inappropriate e.g. another local authority or partner organisation.
5. Garages - these debts are being pursued by the Garages Team using direct customer contact and legal action where appropriate. Annual income from garage rents is around £2.3m across over 4,000 garages.
6. Balances of less than £50 - many of these debts are ground rent and an exercise is underway to chase up the non payment of these charges.
7. Unallocated credits - these arise when customers pay a different amount than the invoice issued or where a customer pays in advance of an invoice being raised.
8. Hatfield Town Centre - the total annual rental income from commercial tenants is £544k.

**Previous quarters information**

	1-30 Days Overdue	31-60 Days Overdue	31-60 Days Overdue	91-365 Days Overdue	365 Days Overdue	Total Outstanding
Q2 2018/19	881,936.03	27,416.28	24,235.81	125,516.96	182,387.45	1,241,492.53
Q3 2018/19	947,620.10	150,069.90	120,091.38	73,980.76	181,543.21	1,473,305.35
Q4 2018/19	711,366.85	12,556.16	16,151.34	185,033.74	175,390.93	1,100,499.02
Q1 2019/20	809,460.51	101,055.28	29,115.12	311,330.31	198,204.20	1,449,165.42

**Welwyn Hatfield Borough Council**  
**Housing Revenue Account - Budget Monitor (September-19)**

Description	Original Budget	Current Budget	Variance to Original	Forecast Outturn 2019/20	Variance to Current
	£'000	£'000	£'000	£'000	£'000
Dwelling rents	(48,644)	(48,644)	-	(48,644)	-
Non-dwelling rents	(541)	(541)	-	(541)	-
Tenants charges for services and facilities	(1,905)	(1,884)	21	(1,831)	52
Leaseholders charges for services and facilities	(651)	(672)	(21)	(672)	-
Contributions towards Expenditure	(252)	(252)	-	(280)	(29)
De minimis receipts	(8)	(8)	-	(8)	-
<b>Total Income</b>	<b>(52,000)</b>	<b>(52,000)</b>	<b>(0)</b>	<b>(51,976)</b>	<b>24</b>
Repairs and maintenance	9,474	9,474	-	9,482	8
Supervision and management	8,123	8,118	(5)	8,042	(77)
Special services	3,703	3,708	5	3,713	5
Rents, rates, taxes and other charges	945	945	-	945	-
Increase / (Decrease) in impairment allowance for doubtful debts	500	500	-	500	-
Depreciation	14,777	14,777	-	14,777	-
Debt management costs	39	39	-	39	-
Sums directed by Secretary of State	50	50	-	50	-
<b>Total Expenditure</b>	<b>37,611</b>	<b>37,611</b>	<b>-</b>	<b>37,547</b>	<b>(64)</b>
HRA share of Corporate and Democratic Core	730	730	-	730	-
<b>Net Cost of Services</b>	<b>(13,659)</b>	<b>(13,659)</b>	<b>(0)</b>	<b>(13,699)</b>	<b>(40)</b>
<b>Less Interest and Non-Statutory Items:</b>					
Interest payable and similar charges	6,492	6,492	-	6,492	-
HRA investment income	(94)	(94)	-	(120)	(26)
Revenue Contribution to Capital Outlay (RCCO)	7,068	7,068	-	7,303	235
<b>Total Adjustments</b>	<b>13,466</b>	<b>13,466</b>	<b>-</b>	<b>13,675</b>	<b>209</b>
<b>(Surplus) / Deficit</b>	<b>(193)</b>	<b>(193)</b>	<b>(0)</b>	<b>(24)</b>	<b>169</b>
<b>Opening HRA Operating Balance</b>	<b>(2,471)</b>	<b>(2,597)</b>	<b>(126)</b>	<b>(2,597)</b>	<b>-</b>
In-year (Surplus) / Deficit	(193)	(193)	(0)	(24)	169
<b>Closing HRA Operating Balance</b>	<b>(2,663)</b>	<b>(2,790)</b>	<b>(126)</b>	<b>(2,621)</b>	<b>169</b>

**Virements (officer agreed budget transfers)**

Tenants charges to Leaseholders charges (nil effect)	(0)
Supervision and management to Special services (nil effect)	-
	<u>(0)</u>

**Forecast Outturn changes**

P5 RCCO - Adj to maintain a HRA closing balance of 5% of total income	235
P5 Supervision and management - Decrease to forecast on consultancy fees (8321/46080)	(40)
P5 Supervision and management - Subscriptions on HRA General Items (8320/45003)	(12)
P5 Supervision and management - Telephones on HRA General Items (8320/42015)	9
P5 Supervision and management - Job advertising Housing HR (8045/14011)	(8)
P5 Supervision and management - CRB Fees Housing HR (8045/14030)	(1)
P5 Supervision and management - Assisted Transfer (8305/46119)	(25)
P5 HRA investment income - Increase to forecast on HRA investment income (8395/84001)	(26)
P6 Contribution towards expenditure - Contribution towards dilapidation costs at previously leased properties (8321/46080)	(29)
P6 Special services - Increase in forecast expenditure on PRS Licences, JMC (8376/46009)	5
P6 Tenants charges for services and facilities - Fees and Charges (8376/82010)	(3)
P6 Tenants charges for services and facilities - Lettings Income (With VAT) (8376/83034)	10
P6 Tenants charges for services and facilities - Freddie's Den £20.4k (8376/82083)	20
P6 Tenants charges for services and facilities - Lettings Income Non-VAT (8376/82087)	(3)
P6 Tenants charges for services and facilities - Alarm Monitoring (8375/82057)	17
P6 Tenants charges for services and facilities - Court Cost Recovered (8305/82004)	11
P6 Repairs and maintenance - Increase in forecast software maintenance and subscriptions in Property Services (8480)	8
	<u>169</u>

**Budget Efficiency Savings 2019/20 - 2021/22**

**Appendix F**

Head of Service	Title of the proposal	2019/20 (Budgeted) £'000	2019/20 (Forecast) £'000	On Track
Head of Resources	Rental Income (Garage Rents)	(50)	(50)	●
Head of Resources	Rental Income (Strategic Property Investment)	(600)	(600)	●
Head of Resources	Rental Income (General Commercial Estate)	(160)	(160)	●
Head of Resources	Rental Income (Weltech Business Centre)	(50)	(50)	●
Head of Resources	Business Rates	(8)	(8)	●
Head of Resources	Localised Council Tax Support Grant	(21)	(21)	●
Head of Environment	Garden Waste Charging	(190)	(190)	●
Head of Environment	Additional payments from HCC for the diversion of waste from landfill	(25)	(25)	●
Head of Environment	Grounds Maintenance Highway Agency Agreement (renewal)	(60)	(60)	●
Head of Environment	Increase in parking fines issued	(30)	(30)	●
Head of Environment	Residential Permit Schemes	(6)	(6)	●
Head of Environment	Cemetery Fee Income	(30)	(30)	●
Head of Environment	On-street and off-Street combined service contract	(90)	(90)	●
Head of Environment	Car park enforcement	(30)	(30)	●
Head of Policy and Culture	Reduction in GLL Management Fee	(217)	(217)	●
<b>TOTAL</b>		<b>(1,567)</b>	<b>(1,567)</b>	

●	On track for delivery of saving
●	Risk identified to delivery of saving
●	Saving will not be delivered