

WELWYN HATFIELD BOROUGH COUNCIL

Report as at : March 2016

BUDGET MONITORING SUMMARY BY DIRECTOR 2015/16

Original Budget 2015/16 £	Current Budget 2015/16 £	Description	Forecast Outturn 2015/16 £	Variance to Original £	Actual 2015/16 £	Variance to Current £
1,185,410	1,172,710	Head of Law and Administration	1,172,710	12,700	900,716	271,994
1,049,530	1,047,780	Head of Public Health & Protection	1,047,780	1,750	1,039,612	8,168
351,150	353,210	Governance Directorate	353,210	(2,060)	356,038	(2,828)
2,586,090	2,573,700	Director (Governance)	2,573,700	12,390	2,296,366	277,334
190,390	(260,670)	Head Of Resources	(467,260)	657,650	(127,509)	(133,161)
4,538,690	4,326,850	Head of Environment	4,306,850	231,840	3,889,202	437,648
330,960	333,000	Finance & Operations Directorate	333,000	(2,040)	326,375	6,625
5,060,040	4,399,180	Director (Finance and Operations)	4,172,590	887,450	4,088,068	311,112
1,796,330	1,816,430	Head of Planning	1,816,430	(20,100)	1,749,864	66,566
2,659,580	2,627,490	Head of Policy & Culture	2,714,320	(54,740)	2,885,954	(258,464)
1,766,820	1,717,270	Head of Housing & Community	1,717,270	49,550	1,660,857	56,413
440,990	431,400	Strategy & Development Directorate	431,400	9,590	325,488	105,912
6,663,720	6,592,590	Director (Strategy and Development)	6,679,420	(15,700)	6,622,164	(29,574)
1,053,620	629,890	Chief Executive	629,890	423,730	373,525	256,365
(213,710)	(350,000)	Less Interest & Investment Income	(350,000)	136,290	(367,879)	17,879
364,490	364,490	Plus interest payable on finance leases	499,640	(135,150)	428,493	(64,003)
0	0	Revenue Contribution to Capital	0	0	85,833	(85,833)
15,514,250	14,209,850	Net General Fund Expenditure	14,205,240	1,309,010	13,526,570	683,280
Taxation and non-specific grant income and expenditure						
(9,163,866)	(9,163,866)	Income from Council Tax	(9,163,866)	0	(9,163,866)	0
(4,808,970)	(4,983,210)	Government income Funding Assessment	(4,983,210)	174,240	(5,491,297)	508,087
(1,726,410)	(1,726,410)	New Homes Bonus	(1,726,410)	0	(1,735,004)	8,594
(1,363,080)	(1,363,080)	Plus/Less collection fund deficit/(surplus)	(1,363,080)	0	(854,996)	(508,084)
(117,990)	(117,850)	Council Tax Reduction Administration Grant	(117,850)	(140)	(117,846)	(4)
(85,220)	(85,220)	Council Tax freeze Grant	(85,220)	0	(85,225)	5
(23,700)	(23,700)	Council Tax Support New Burdens Grant	(23,700)	0	(23,703)	3
(9,173)	(544,790)	Business Rates Related Grants	(544,790)	535,617	(512,739)	(32,051)
0	(51,070)	Individual Electoral Registration Grant	(51,070)	51,070	(51,067)	(3)
0	0	Transparency Code New Burdens Grant	(8,100)	8,100	(8,103)	8,103
0	0	Family annexes grant	0	0	(5,588)	5,588
369,000	369,000	NNDR Levy payment	369,000	0	206,160	162,840
Other Operating Expenditure						
1,501,522	1,501,522	Parish Precepts	1,501,522	0	1,501,522	(0)
109,960	109,960	Payment to Parishes for Council Tax Support	109,960	0	109,958	2
Other Movements in reserves						
8,640	(10,150)	Contribution (from) / to Building Control	(10,150)	18,790	0	(10,150)
(24,130)	(18,780)	Contribution (from) / to Hackney Carriages	(18,780)	(5,350)	(6,951)	(11,829)
(152,000)	(152,000)	Contribution (from) / to Strategic reserves for one-offs	(152,000)	0	126,582	(278,582)
0	0	Contribution (from) / to Planning Determination Grant	0	0	(17,800)	17,800
0	0	Contribution (from) / to Performance Related Grants	0	0	139	(139)
0	709,860	Contribution (from) / to Resources earmarked reserves	717,960	(717,960)	841,905	(132,045)
0	0	Contribution (from) / to Planning earmarked reserves	0	0	164,814	(164,814)
0	0	Contribution (from) / to Policy and Culture earmarked reserves	0	0	(12,850)	12,850
0	0	Contribution (from) / to Housing and Community earmarked reserves	0	0	835	(835)
(17,700)	(17,700)	Contribution (from) / to Law and Administration earmarked reserves	(17,700)	0	24,389	(42,089)
0	0	Contribution (from) / to Public Health and Protection earmarked reserves	0	0	(65,213)	65,213
11,133	(1,357,634)	Contribution from / (to) GF balances	(1,362,244)	1,373,377	(1,649,375)	291,741
6,319,174	6,319,174	General Fund balance at 1st April	6,319,174	0	6,319,174	0
(11,133)	1,357,634	Movement in year	1,362,244	(1,373,377)	1,649,375	(291,741)
6,308,041	7,676,808	Balance at 31st March	7,681,418	(1,373,377)	7,968,548	(291,741)
Ringfenced and Strategic reserves						
1,137,590	1,137,590	balance at 1st April	1,137,590	0	1,137,590	0
(185,190)	511,230	Movement in year	519,330	(704,520)	1,055,850	(544,620)
952,400	1,648,820	Balance at 31st March	1,656,920	(696,420)	2,193,440	(8,100)
7,456,763	7,456,763	Total reserve balance at 1st April	7,456,763	0	7,456,763	0
(196,323)	1,868,864	Movement in year	1,881,574	(2,077,897)	2,705,224	(836,360)
7,260,440	9,325,627	Balance at 31st March	9,338,337	(2,077,897)	10,161,988	(836,360)

Director (Governance) - 2015-16 Period 12 variances

Governance Directorate

Support Services	Original Budget 2015/16 £	Current Budget 2015/16 £	Forecasted Outturn 2015/16 £	Variance to Original £	Actual 2015/16 £	Variance to Current £
Controllable Costs						
Employees	342,700	345,250	345,250	(2,550)	349,768	(4,518)
Transport Related	2,590	2,590	2,590	0	1,464	1,126
Supplies and Services	5,860	5,370	5,370	490	4,806	564
	351,150	353,210	353,210	(2,060)	356,038	(2,828)

Virements (officer agreed budget transfers)

Telephones costs - Transferred to Public Health & Protection 130

Approved Changes - Cabinet 3rd November

Net insurance premium savings 360

Approved Changes - Cabinet 3rd February

Salaries - transfer from Strategy & Development Directorate (2,550)

Forecasted Outturn Changes

None

Variances savings / under spends

Net savings on supplies & services 564

Variances overspends / income shortfalls

Employee net costs (savings of £7k less £11k vacancy factor) (3,392)

(2,060)

(2,828)

Director (Governance) - 2015-16 Period 12 variances

Head of Law and Administration

DIRECT SERVICES	Original Budget 2015/16 £	Current Budget 2015/16 £	Forecasted Outturn 2015/16 £	Variance to Original £	Actual 2015/16 £	Variance to Current £
Controllable Costs						
Employees	282,440	326,940	326,940	(44,500)	308,740	18,200
Premises Related	13,270	13,270	13,270	0	3,281	9,989
Transport Related	21,190	21,190	21,190	0	13,708	7,482
Supplies and Services	479,140	564,480	564,480	(85,340)	490,072	74,408
Third Party Payments	14,000	19,870	19,870	(5,870)	19,864	6
Income	(558,550)	(648,840)	(648,840)	90,290	(751,575)	102,735
	251,490	296,910	296,910	(45,420)	84,090	212,821

Virements (officer agreed budget transfers)

IT equipment for Members - from Corporate Initiatives (23,290)

Approved Changes - Cabinet 4th August

Housing Trust indexation 10,450
Individual Electoral Registration grant (51,070)

Approved Changes - Cabinet 3rd November

Net insurance premium savings 220

Approved Changes - Cabinet 3rd February

Land Charges - search fees 18,270

Forecasted Outturn Changes

None

Variances savings / under spends

Land Charges - one off grant to help fund outstanding legal case	84,896
Electoral Registration - Individual Electoral Registration Grant not used	56,326
District Council Elections - net under spend	22,035
Members Allowances - payments	20,661
Members Admin - net savings on supplies and services	14,150
Land Charges - search fees	11,384
Members Allowances - car allowances & vehicle hire	7,175
Employee net savings (savings of £6k less £2k vacancy factor)	3,239

Variances overspends / income shortfalls

Local Land Charges - net overspend on supplies and services (7,046)

(45,420)

212,821

Director (Governance) - 2015-16 Period 12 variances

Head of Law and Administration

Support Services	Original Budget 2015/16 £	Current Budget 2015/16 £	Forecasted Outturn 2015/16 £	Variance to Original £	Actual 2015/16 £	Variance to Current £
Controllable Costs						
Employees	1,064,520	1,026,790	1,026,790	37,730	997,932	28,858
Premises Related	14,920	14,920	14,920	0	17,484	(2,564)
Transport Related	15,440	15,120	15,120	320	12,105	3,015
Supplies and Services	251,740	230,790	230,790	20,950	217,816	12,974
Third Party Payments	126,070	113,250	113,250	12,820	111,545	1,705
Income	(528,330)	(514,900)	(514,900)	(13,430)	(527,147)	12,247
Procurement costs charged to capital	(10,440)	(10,170)	(10,170)	(270)	(13,108)	2,938
	933,920	875,800	875,800	58,120	816,626	59,174

Virements (officer agreed budget transfers)

Legal costs - from Corporate Initiatives (4,250)

Approved Changes - Cabinet 4th August

Housing Trust indexation 9,070

Approved Changes - Cabinet 3rd November

Net insurance premium savings 3,020

Approved Changes - Cabinet 3rd February

Salary savings - Democratic Services 22,730

Salary savings - Litigation 15,000

Internal audit - reduction in costs 12,820

Non- Controllable costs

Procurement costs charged to capital (270) 2,938

Forecasted Outturn Changes

None

Variances savings / under spends

Legal - Employee net costs (vacancy factor less under spend) 21,360

Legal - net savings on supplies and services 11,219

Litigation/Conveyancing - additional 3rd party income 9,363

Corporate Training 5,497

HR - net savings on supplies and services 4,916

Procurement - net savings on supplies and services 4,548

Employee net savings (savings of £21k less £18k vacancy factor) 2,593

Other - net savings on supplies and services 2,422

Variances overspends / income shortfalls

Central Postage - increased postage costs (3,018)

Offsite room hire for meetings (2,664)

58,120

59,174

Director (Governance) - 2015-16 Period 12 variances

Head of Public Health & Protection

DIRECT SERVICES	Original Budget 2015/16 £	Current Budget 2015/16 £	Forecasted Outturn 2015/16 £	Variance to Original £	Actual 2015/16 £	Variance to Current £
Controllable Costs						
Employees	1,191,870	1,191,870	1,191,870	0	1,158,848	33,022
Premises Related	1,650	1,650	1,650	0	1,620	30
Transport Related	24,160	24,160	24,160	0	21,232	2,928
Supplies and Services	107,080	115,330	115,330	(8,250)	191,726	(76,396)
Third Party Payments	35,340	35,340	35,340	0	27,678	7,662
Income	(310,570)	(320,570)	(320,570)	10,000	(361,492)	40,922
	1,049,530	1,047,780	1,047,780	1,750	1,039,612	8,168

Virements (officer agreed budget transfers)

Telephones costs - Transferred from Governance Director	(130)
Transferred to Responsive and Planned maintenance	(20)

Approved Changes - Cabinet 3rd November

Net insurance premium savings	1,900
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Forecasted Outturn Changes

None

Variances savings / under spends

Employee net savings (savings of £67k less £31k vacancy factor)	35,950
Licensing - fee income	13,727
Other - net savings on supplies and services	7,883
Payments to contractors net savings	7,662
Hackney Carriages - net savings on supplies and services	6,830
Environmental Health - net savings on supplies and services	4,479
Hackney Carriages - fee income	2,784

Variances overspends / income shortfalls

Drawdown from earmarked reserve	(65,213)
Environmental Health - fee income	(5,934)

	1,750	8,168
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Director (Finance & Operations) - 2015-16 Period 12 variances

Finance & Operations Directorate

Support Services	Original Budget 2015/16 £	Current Budget 2015/16 £	Forecasted Outturn 2015/16 £	Variance to Original £	Actual 2015/16 £	Variance to Current £
Controllable Costs						
Employees	324,330	326,680	326,680	(2,350)	320,849	5,831
Transport Related	2,250	2,250	2,250	0	2,290	(40)
Supplies and Services	4,380	4,070	4,070	310	3,236	834
	330,960	333,000	333,000	(2,040)	326,375	6,625

Virements (officer agreed budget transfers)

None

Approved Changes - Cabinet 3rd November

Net insurance premium savings

310

Approved Changes - Cabinet 3rd February

Salaries - transfer from Strategy & Development Directorate

(2,350)

Forecasted Outturn Changes

None

Variances savings / under spends

Employee net savings (savings of £16k less £10k vacancy factor)

5,791

Net savings on supplies & services

834

(2,040)

6,625

Director (Finance & Operations) - 2015-16 Period 12 variances

Head of Resources

DIRECT SERVICES	Original Budget 2015/16 £	Current Budget 2015/16 £	Forecasted Outturn 2015/16 £	Variance to Original £	Actual 2015/16 £	Variance to Current £
Controllable Costs						
Employees	388,810	401,170	401,170	(12,360)	299,495	101,675
Premises Related	812,430	832,150	817,150	(4,720)	743,345	88,805
Transport Related	2,030	2,030	2,030	0	1,597	433
Supplies and Services	625,450	583,280	552,600	72,850	868,213	(284,933)
Third Party Payments	1,925,720	2,017,620	2,017,620	(91,900)	2,367,525	(349,905)
Transfer Payments	44,532,700	39,942,860	39,942,860	4,589,840	40,811,887	(869,027)
Income	(50,597,050)	(46,453,950)	(46,535,450)	(4,061,600)	(47,432,679)	978,729
	(2,309,910)	(2,674,840)	(2,802,020)	492,110	(2,340,618)	(334,222)

Virements (officer agreed budget transfers)

Localised Council Tax support - transfer to IT	23,000
Responsive and Planned maintenance	(1,520)
Salaries - transfer from Accounting Services	(9,870)
Broxbourne contract - from Corporate Initiatives	(17,780)
Legal costs - from Corporate Initiatives	(5,680)

Approved Changes - Cabinet 9th June

Additional grants	(81,400)
Financial Assistance to Ludwick Family club	(10,500)

Approved Changes - Cabinet 4th August

Estates - increased rental income	165,320
Garages - increased rental income	30,000
Increase in Housing Benefit Administration Subsidy	23,240
Fraud and Error Reduction Incentive Scheme funding	14,200
Net utility savings	7,160
Housing Trust indexation	2,140
Reduction in NNDR Collection administration grant	(7,320)

Approved Changes - Cabinet 3rd November

Estates - increased income	89,320
Reduction in External Audit Costs	15,000
Net insurance premium savings	5,410

Approved Changes - Cabinet 3rd February

Estates - increased rental income	60,000
Garages - increased rental income	40,000
Weltech - Increased rental income	20,000
Net Finance supplies and services savings	2,500
Salary savings - Finance	1,710

Forecasted Outturn Changes

Estates - increased income	66,500
Housing Benefit grants	30,000
Garages - increased rental income	15,000
Responsive and Planned maintenance saving	15,000
Treasury Management software savings	680

Variances savings / under spends

Council Tax/NNDR - Recovered benefit payments	285,225
Estates - increased rental income	241,609
Corporate redundancy budget - not required	100,089
Additional grants not required	76,734
Garages - increased rental income	72,190
Cleaning and general maintenance	37,833
Corporate Property - Net savings on supplies & services	26,407
Responsive and Planned maintenance	27,689
Weltech - Increased rental income	19,760
Broxbourne BC Agreement - increased income	18,753
Utility savings	17,364
Employee net savings (savings of £11k less £9k vacancy factor)	2,020
Reduced grant expenditure	1,260

Variances overspends / income shortfalls

Benefit Overpayments - Bad debt provision	(890,538)
MMI Scheme - Provision	(315,890)
Increase in bank charges	(41,269)
Insurance excess	(5,729)
Estates - NNDR and Council tax increase in Hatfield TC	(4,637)
Finance - Net overspend on supplies & services	(3,091)

492,110

(334,222)

Director (Finance & Operations) - 2015-16 Period 12 variances

Head of Resources

Support Services	Original Budget 2015/16 £	Current Budget 2015/16 £	Forecasted Outturn 2015/16 £	Variance to Original £	Actual 2015/16 £	Variance to Current £
Controllable Costs						
Employees	1,664,150	1,561,400	1,561,400	102,750	1,569,121	(7,721)
Premises Related	1,120,550	900,130	840,760	279,790	800,716	99,414
Transport Related	13,640	13,640	13,640	0	8,191	5,449
Supplies and Services	876,870	889,870	884,830	(7,960)	879,139	10,731
Third Party Payments	765,000	755,130	755,130	9,870	728,806	26,324
Income	(1,576,820)	(1,499,320)	(1,514,320)	(62,500)	(1,467,608)	(31,712)
Estates costs charged to capital	(61,010)	(60,830)	(60,830)	(180)	(47,864)	(12,966)
Insurance charged to services	(302,080)	(145,070)	(145,070)	(157,010)	(155,355)	10,285
Corporate Property costs charged to capital	0	(780)	(780)	780	(102,039)	101,259
	2,500,300	2,414,170	2,334,760	165,540	2,213,109	201,061

Virements (officer agreed budget transfers)

Salaries - transfer to Garages	9,870
Adjustment to Steria costs	(5,000)
IT - transfer from Localised Council Tax support	(23,000)
Responsive and Planned maintenance	22,030

Approved Changes - Cabinet 4th August

Housing Trust indexation	17,720
Net utility savings	2,400

Approved Changes - Cabinet 3rd November

Net insurance premium savings	13,130
Reduced consultancy fees	2,360

Approved Changes - Cabinet 3rd February

Salary savings - Finance	40,960
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Forecasted Outturn Changes

Reduced rent at BRE	54,370
Increased IT work recharged to capital or external clients	15,000
Responsive and Planned maintenance saving	5,000
Finance Systems & Controls cash collection savings	2,620
Resources Client Section software savings	2,420

Variances savings / under spends

IT - Net savings on supplies & services	66,472
IT - Net savings on payment to contractors	26,324
Property - Net under spend on supplies & services	16,687
Responsive and Planned maintenance saving	15,713
Cleaning and general maintenance	11,700
Utility savings	7,913
Financial Management - Net savings on supplies & services	7,069
NNDR saving	6,265

Variances overspends / income shortfalls

Telephone network - Net overspend on supplies & services	(25,224)
Photocopying - Net overspend on supplies & services	(17,871)
Insurance excess	(10,289)
Employee net costs (savings of £44k less £46k vacancy factor)	(2,276)

Non- Controllable costs

Estates costs charged to capital	(180)	(12,966)
Insurance charged to supplies and services	(2,480)	10,285
Housing Trust recharge adjustment	7,540	
Corporate Property costs charged to capital	780	101,259

165,540**201,061**

Director (Finance & Operations) - 2015-16 Period 12 variances

Head of Environment

DIRECT SERVICES

	Original Budget 2015/16 £	Current Budget 2015/16 £	Forecasted Outturn 2015/16 £	Variance to Original £	Actual 2015/16 £	Variance to Current £
Controllable Costs						
Employees	351,870	349,950	349,950	1,920	355,641	(5,691)
Premises Related	368,510	411,660	391,660	(23,150)	373,573	38,087
Transport Related	13,340	12,830	12,830	510	14,312	(1,482)
Supplies and Services	284,050	380,840	380,840	(96,790)	380,764	76
Third Party Payments	6,804,580	6,723,290	6,723,290	81,290	6,611,094	112,196
Income	(3,633,250)	(3,903,850)	(3,903,850)	270,600	(4,185,217)	281,367
	4,189,100	3,974,720	3,954,720	234,380	3,550,168	424,552

Virements (officer agreed budget transfers)

Environment salary adjustment	5,320
Responsive and Planned maintenance	7,960
Street Wardens - transfer from Contract Monitoring	(1,190)
Cemeteries - from Corporate Initiatives	(6,540)

Approved Changes - Cabinet 4th August

Increased parking income	107,220
Serco indexation saving	61,780
Housing Trust indexation	1,210
Reduced recycling income - falling prices/tonnage	(73,000)
Concreting works at Cemetery	(44,500)
Net utility savings	(200)

Approved Changes - Cabinet 3rd November

Net insurance premium savings	6,380
Contract savings	1,030

Approved Changes - Cabinet 3rd February

Street Cleaning - reduction in payments to contractors	54,500
On and off street parking - Increased income	48,000
Domestic Refuse - additional subsidy from HCC	41,910
Civil Parking Enforcement - reduction in payments to contractors	30,000
Backdated rent at Tewin road depot	29,530
Salary savings - Street Wardens	15,860
Dog Control - reduction in payments to contractors	10,000
Net Environment supplies and services savings	2,570
Reduced recycling income - falling prices/tonnage	(69,460)
Cost of enforcement training	(14,000)

Forecasted Outturn Changes

Responsive and Planned maintenance saving	20,000
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Variances savings / under spends

Car parks - Income and season tickets	144,170
Domestic Refuse - additional subsidy from HCC	146,549
Net savings on payment to contractors	84,963
Responsive and Planned maintenance	33,067
Car parks - payments to contractors	36,535
Street Furniture - increased income	6,405
General maintenance	3,656
Net savings on supplies & services and premises	1,440

Variances overspends / income shortfalls

Reduced recycling income - falling prices/tonnage	(18,498)
Employee net costs (savings of £4k less £11k vacancy factor)	(7,173)
Cemeteries - reduced income	(6,561)

234,380

424,552

Director (Finance & Operations) - 2015-16 Period 12 variances

Head of Environment

Support Services

	Original Budget 2015/16 £	Current Budget 2015/16 £	Forecasted Outturn 2015/16 £	Variance to Original £	Actual 2015/16 £	Variance to Current £
Controllable Costs						
Employees	346,550	350,680	350,680	(4,130)	343,877	6,803
Premises Related	1,750	1,750	1,750	0	1,620	130
Transport Related	15,390	15,390	15,390	0	11,243	4,147
Supplies and Services	21,830	21,030	21,030	800	16,827	4,203
Third Party Payments	0	0	0	0	2,047	(2,047)
Income	(35,930)	(36,720)	(36,720)	790	(36,580)	(140)
	349,590	352,130	352,130	(2,540)	339,035	13,095

Virements (officer agreed budget transfers)

Environment salary adjustment	(5,320)
Contract Monitoring - transfer to Street Wardens	1,190

Approved Changes - Cabinet 4th August

Housing Trust indexation	790
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Approved Changes - Cabinet 3rd November

Net insurance premium savings	800
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Forecasted Outturn Changes

None

Non- Controllable costs

Support Cost adjustment

Variances savings / under spends

Employee net savings (savings of £17k less £11k vacancy factor)	6,803
Transportation - Net savings on supplies & services	3,630
Contract Monitoring - Net savings on supplies & services	2,662

Variances overspends / income shortfalls

None

(2,540)

13,095

Director (Strategy & Development) - 2015-16 Period 12 variances

Strategy & Development Directorate

Support Services	Original Budget 2015/16 £	Current Budget 2015/16 £	Forecasted Outturn 2015/16 £	Variance to Original £	Actual 2015/16 £	Variance to Current £
Controllable Costs						
Employees	426,000	416,860	416,860	9,140	321,663	95,197
Transport Related	3,030	3,030	3,030	0	717	2,313
Supplies and Services	11,960	11,510	11,510	450	3,108	8,402
	440,990	431,400	431,400	9,590	325,488	105,912

Virements (officer agreed budget transfers)

None

Approved Changes - Cabinet 3rd November

Net insurance premium savings 450

Approved Changes - Cabinet 3rd February

Salaries - transfer to other Directorate codes 9,140

Forecasted Outturn Changes

None

Variances savings / under spends

Employee net savings (savings of £111k less £13k vacancy factor) 97,511

Net savings on supplies & services 8,402

9,590

105,912

Director (Strategy & Development) - 2015-16 Period 12 variances

Head of Housing & Community

DIRECT SERVICES	Original Budget 2015/16 £	Current Budget 2015/16 £	Forecasted Outturn 2015/16 £	Variance to Original £	Actual 2015/16 £	Variance to Current £
Controllable Costs						
Employees	875,010	873,440	873,440	1,570	874,642	(1,202)
Premises Related	18,280	27,950	27,950	(9,670)	15,129	12,821
Transport Related	13,540	13,380	13,380	160	12,018	1,362
Supplies and Services	1,035,430	1,009,900	1,009,900	25,530	979,217	30,683
Third Party Payments	17,000	17,000	17,000	0	16,455	545
Income	(192,440)	(224,400)	(224,400)	31,960	(236,604)	12,204
	1,766,820	1,717,270	1,717,270	49,550	1,660,857	56,413

Virements (officer agreed budget transfers)

Responsive and Planned maintenance	(100)
Economic Development - to Planning	49,000

Approved Changes - Cabinet 4th August

Housing Trust indexation	7,130
Net utility savings	50
Housing Strategy - Private Sector stock condition survey	(9,500)

Approved Changes - Cabinet 3rd November

Net insurance premium savings	3,020
Shop mobility rent and NNDR costs	(10,000)

Approved Changes - Cabinet 3rd February

Salary savings - Housing Strategy	9,950
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Forecasted Outturn Changes

None

Variances savings / under spends

Homelessness/Advice - Management Fee savings	51,186
Housing Strategy - University funding	19,256
Community Safety - Net savings on supplies & services	8,754
General maintenance savings	8,175
CCTV - reduced maintenance costs	5,294
Sports & Youth Partnership - Net savings on supplies & services	3,682
Net savings on supplies & services	1,195

Variances overspends / income shortfalls

Homelessness/Housing Strategy - External legal fees	(19,159)
Drawdown from earmarked reserve	(12,015)
The Hub - Increased IT/Telephone costs	(8,995)
Employee net costs (savings of £27k less £28k vacancy factor)	(962)

49,550**56,413**

Director (Strategy & Development) - 2015-16 Period 12 variances

Head of Planning

DIRECT SERVICES

	Original Budget 2015/16 £	Current Budget 2015/16 £	Forecasted Outturn 2015/16 £	Variance to Original £	Actual 2015/16 £	Variance to Current £
Controllable Costs						
Employees	1,903,890	1,960,340	1,960,340	(56,450)	1,983,536	(23,196)
Premises Related	81,570	82,970	82,970	(1,400)	80,988	1,982
Transport Related	32,860	32,860	32,860	0	28,200	4,660
Supplies and Services	508,760	567,380	567,380	(58,620)	410,300	157,080
Third Party Payments	347,800	433,270	433,270	(85,470)	439,540	(6,270)
Income	(1,068,550)	(1,258,390)	(1,258,390)	189,840	(1,190,936)	(67,454)
Planning Policy costs charged to capital	(10,000)	(2,000)	(2,000)	(8,000)	(1,763)	(237)
	1,796,330	1,816,430	1,816,430	(20,100)	1,749,864	66,566

Virements (officer agreed budget transfers)

Economic Development - from Housing & Community (49,000)

Approved Changes - Cabinet 4th August

Increased income streams detailed below 161,580
 Increased payments to Herts County Council for highways tree maintenance contract offset by additional income (80,910)
 Increased agency staff costs in Development control offset by additional Pre Planning Advice income (50,000)
 Increased Planning Policy project expenditure offset by grant income (30,000)
 Net utility savings (1,400)

Approved Changes - Cabinet 3rd November

Net insurance premium savings 4,930

Approved Changes - Cabinet 3rd February

Development Management - increased planning fees 45,000
 Salary savings - Development Control 10,000
 Landscape & Ecology - increased income 2,700
 Building Control - reduction in fee income (25,000)
 Planning Policy costs charged to capital (8,000) (237)

Forecasted Outturn Changes

None

Variances savings / under spends

Development Management - increased planning fees 129,286
 Planning Policy - Local Plan 85,016
 Development Management - Net savings on supplies & services 40,703
 Tree Maintenance - Insurance Provision refund 28,675
 Economic Development - Net savings on supplies & services 25,769
 Addition to earmarked reserve 10,395
 Building Control - Net savings on supplies & services 10,027
 Tree Maintenance - Payment to contractors & Consultancy fees 6,525

Variances overspends / income shortfalls

Building Control - fee income (221,378)
 Employee net costs (savings of £20k less £50k vacancy factor) (30,416)
 Growth Fund Determination Grant - funded from earmarked reserve (17,800)

(20,100)

66,566

Director (Strategy & Development) - 2015-16 Period 12 variances

Head of Policy and Culture

DIRECT SERVICES	Original Budget 2015/16 £	Current Budget 2015/16 £	Forecasted Outturn 2015/16 £	Variance to Original £	Actual 2015/16 £	Variance to Current £
Controllable Costs						
Employees	1,474,560	1,378,820	1,378,820	95,740	1,448,191	(69,371)
Premises Related	873,950	825,090	815,090	58,860	832,145	(7,055)
Transport Related	2,500	2,500	2,500	0	2,787	(287)
Supplies and Services	1,655,480	1,811,360	1,811,360	(155,880)	1,947,768	(136,408)
Third Party Payments	33,230	76,870	76,870	(43,640)	119,837	(42,967)
Income	(2,410,930)	(2,445,260)	(2,345,260)	(65,670)	(2,429,264)	(15,996)
	1,628,790	1,649,380	1,739,380	(110,590)	1,921,464	(272,084)

Virements (officer agreed budget transfers)

Responsive and Planned maintenance	(29,600)
High Rope costs - transfer from Corporate Projects	(20,000)

Approved Changes - Cabinet 4th August

Campus West employee costs lower than originally anticipated	95,740
Increased spend on film fees and payments to contractors at Campus West	(69,260)
Savings on utilities at Finesse sites and Campus West	23,450
Utility savings (or increased costs) are shared with Finesse	(23,450)
Additional cinema income, soft play income currently below target	(23,280)

Approved Changes - Cabinet 3rd November

Net insurance premium savings	15,490
Contract savings	10,320

Forecasted Outturn Changes

Reduction in Campus West income	(100,000)
Responsive and Planned maintenance saving	10,000

Variations savings / under spends

Finesse - increased payment, offset by utility savings	51,435
Campus West - Equipment Maintenance	21,160
High Rope costs	18,940
Museums - Employee net costs (vacancy factor less under spend)	18,935
Museums - supplies & services	13,330
Community Centres - increased income	6,636
Campus West - Software costs	6,459
Responsive and Planned maintenance	5,554
Campus West - Marketing	5,164
Museums - general maintenance savings	4,616

Variations overspends / income shortfalls

Campus West - reduced income	(132,773)
Campus West - Employee net costs (overspend of £52k less £34k vacancy factor)	(85,908)
Campus West - Film hire	(72,532)
Campus West - Payment to contractors	(39,117)
Campus West - Equipment Purchase	(29,508)
Campus West - Catering expenditure	(23,290)
Museums - reduced income	(12,831)
Campus West - Other supplies & services	(9,227)
Campus West - NNDR & utility savings	(7,785)
Campus West - Licences & levies	(5,997)
Campus West - Contract Cleaning	(5,342)

(110,590)**(272,084)**

Director (Strategy & Development) - 2015-16 Period 12 variances

Head of Policy and Culture

Support Services	Original Budget 2015/16 £	Current Budget 2015/16 £	Forecasted Outturn 2015/16 £	Variance to Original £	Actual 2015/16 £	Variance to Current £
Controllable Costs						
Employees	435,900	393,990	390,670	45,230	395,987	(1,997)
Premises Related	890	0	0	890	0	0
Transport Related	980	980	980	0	262	718
Supplies and Services	120,910	118,980	119,130	1,780	99,857	19,123
Third Party Payments	581,500	576,500	576,500	5,000	581,001	(4,501)
Income	(109,390)	(112,340)	(112,340)	2,950	(112,616)	276
	1,030,790	978,110	974,940	55,850	964,491	13,619
Virements (officer agreed budget transfers)						
Adjustment to Steria costs				5,000		
Approved Changes - Cabinet 4th August						
Housing Trust indexation				2,290		
Approved Changes - Cabinet 3rd November						
Net insurance premium savings				990		
Approved Changes - Cabinet 3rd February						
Salary savings - Performance & Strategy Unit				27,940		
Salary savings - Communications				12,180		
Net Policy and Culture other savings				4,280		
Forecasted Outturn Changes						
Salary savings - Communications				3,320		
Increase in subscriptions - Communications				(150)		
Non- Controllable costs						
Support Cost adjustment						
Variances savings / under spends						
Communications - net saving on supplies and services						11,811
Customer Services - net saving on supplies and services						2,377
Performance & Strategy Unit - net saving on supplies and services						711
Variances overspends / income shortfalls						
Employee net costs (overspend of £10k less £11k vacancy factor)						(1,279)
				55,850		13,619

Chief Executive - 2015-16 Period 12 variances

Chief Executive's Unit

DIRECT SERVICES	Original Budget 2015/16 £	Current Budget 2015/16 £	Forecasted Outturn 2015/16 £	Variance to Original £	Actual 2015/16 £	Variance to Current £
Controllable Costs						
Supplies and Services	825,800	398,260	398,260	427,540	152,440	245,820
	825,800	398,260	398,260	427,540	152,440	245,820

Virements (officer agreed budget transfers)

Corporate Projects - transfer to High Rope	20,000
Corporate Projects - transfer to IT costs	23,290
Corporate Projects - transfer to Legal costs	4,250
Corporate Projects - transfer to Broxbourne contract	17,780
Corporate Projects - transfer to Legal costs	5,680
Corporate Projects - transfer to Cemeteries	6,540

Approved Changes - Cabinet 3rd February

Corporate Project Expenditure Expected to be incurred in 2016/17	350,000
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Forecasted Outturn Changes

None

Variances overspends / income shortfalls

Corporate Projects - unspent	240,783
Corporate subscriptions	5,038
	427,540
	245,820

Chief Executive's Unit

Support Services	Original Budget 2015/16 £	Current Budget 2015/16 £	Forecasted Outturn 2015/16 £	Variance to Original £	Actual 2015/16 £	Variance to Current £
Controllable Costs						
Employees	217,720	221,960	221,960	(4,240)	217,769	4,191
Transport Related	1,370	1,370	1,370	0	81	1,289
Supplies and Services	20,650	20,480	20,480	170	15,387	5,094
Income	(11,920)	(12,180)	(12,180)	260	(12,152)	(28)
	227,820	231,630	231,630	(3,810)	221,085	10,545

Virements (officer agreed budget transfers)

None

Approved Changes - Cabinet 4th August

Housing Trust indexation	260
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Approved Changes - Cabinet 3rd November

Net insurance premium savings	170
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Approved Changes - Cabinet 3rd February

Salaries - transfer from Strategy & Development Directorate	(4,240)
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Forecasted Outturn Changes

None

Variances savings / under spends

Employee net savings (savings of £12k less £7k vacancy factor)	5,480
Net savings on supplies & services	5,065
	(3,810)
	10,545

Summary of Growth and Savings	2015/16	Position At		
	General Fund £	31 Jan 16	29 Feb 16	31 Mar 16
Ongoing items				
Total Growth	662,610	511,323	563,675	621,240
Total Savings	(1,653,730)	(1,377,750)	(1,383,060)	(1,471,150)
Total Ongoing items	(991,120)	(866,427)	(819,385)	(849,910)
One-offs				
Total Growth - one-offs	1,052,000	266,290	272,290	423,418
Total	60,880	(600,137)	(547,095)	(426,493)

Growth allocated to priorities (as per Budget Book pg152)	General Fund £	31 Jan 16	29 Feb 16	31 Mar 16
	Priority 1			
Our Community	425,360	348,265	382,795	417,415
Priority 2				
Our Environment	128,900	106,650	116,820	126,660
Priority 3				
Our Places	49,000	21,338	25,570	35,245
Priority 4				
Our Council	59,350	35,070	38,490	41,920
	662,610	511,323	563,675	621,240

Savings/Reductions allocated to priorities	General Fund £	31 Jan 16	29 Feb 16	31 Mar 16
	Priority 1			
Our Community	(885,370)	(697,290)	(672,690)	(729,200)
Priority 2				
Our Environment	(228,310)	(200,710)	(213,060)	(226,090)
Priority 3				
Our Places	(295,000)	(280,100)	(283,010)	(286,760)
Priority 4				
Our Council	(245,050)	(199,650)	(214,300)	(229,100)
	(1,653,730)	(1,377,750)	(1,383,060)	(1,471,150)

One-off Growth allocated to priorities	General Fund £	31 Jan 16	29 Feb 16	31 Mar 16
	Priority 1			
Our Community	0	0	0	0
Priority 2				
Our Environment	62,000	51,670	56,830	62,000
Priority 3				
Our Places	90,000	48,170	49,010	87,199
Priority 4				
Our Council	900,000	166,450	166,450	274,219
	1,052,000	266,290	272,290	423,418

Strategy & Development - Ongoing GROWTH items

Description	Corporate Priority	2015/16 £	Position At			Code	Comments
			31 Jan 16	29 Feb 16	31 Mar 16		
SD_PC_1516_G1 Hatfield Skate Park	1	5,000	45	45	45	24035/6422	Only a small amount of maintenance required in 2015/16
SD_PC_1516_G2 Additional Lagan Licence required	4	5,000	4,170	4,580	5,000	42004/7600	
SD_PC_1415_G1 Campus West Development	1	375,260	312,720	343,990	375,260	Various	
Head of Policy & Culture		385,260	316,935	348,615	380,305		
SD_HC_1516_EFF2 Landlord Accreditation Scheme funding support	1	15,100	12,580	15,100	15,100	10001/5/6 6025	Income performed slightly better than anticipated
SD_HC_1415_EFF1 HMO mandatory licensing scheme	1	15,000	10,420	9,910	12,010	82002/6025	
Head of Housing & Community		30,100	23,000	25,010	27,110		
SD_HC_1516_EFF1 Economic Development Officer	3	49,000	21,338	25,570	35,245	46097/6019	Post has been recruited to
Head of Planning		49,000	21,338	25,570	35,245		
TOTAL Ongoing GROWTH		464,360	361,273	399,195	442,660		

Strategy & Development - One-off GROWTH items

Description	Corporate Priority	2015/16 £	Position At			Code	Comments
			31 Jan 16	29 Feb 16	31 Mar 16		
WGC Estate Management Scheme	2	62,000	51,670	56,830	62,000	46080/6013	
Local Development Framework	3	80,000	39,840	39,840	77,199	46100/6012	
Neighbourhood Plan (Northaw and Cuffley)	3	10,000	8,330	9,170	10,000	11000/46097 cc6012	
Head of Planning		152,000	99,840	105,840	149,199		
TOTAL One-Off GROWTH		152,000	99,840	105,840	149,199		

Strategy & Development - SAVINGS & Efficiencies

Description	Corporate Priority	2015/16 £	Position At			Code	Comments	
			31 Jan 16	29 Feb 16	31 Mar 16			
SD_PLA_1516_EFF2 - Increased Planning Application Income	4	(30,000)	(25,000)	(27,500)	(30,000)	82038/6013	Reduction highlighted at period nine	
SD_PLA_1516_EFF3 - Reduce allotments post to P/T permanently	2	(17,220)	(14,350)	(15,790)	(17,220)	10001/5/6/ 6080		
SD_PLA_1516_EFF4 - Landscape & Ecology - Reduce Landscaping budget	2	(12,500)	(10,420)	(11,460)	(12,500)	50002/6081		
SD_PLA_1516_EFF5 - Additional honesty parking income	2	(5,000)	(3,610)	(3,610)	(4,320)	82002/6082		
SD_PLA_1516_EFF7 - Capitalisation of part of Project Officer's salary	3	(10,000)	(930)	(930)	(1,760)	85001/6012		
Head of Planning		(74,720)	(54,310)	(59,290)	(65,800)			
SD_PC_1516_E1 - Reduce the budget for community consultation and special projects by 40 per cent	4	(12,000)	(10,000)	(11,000)	(12,000)	46093/46095/ 46097 cc 7602/7601		Not fully achieved - savings made from elsewhere within team Income targets not achieved by £130k, £30k more than highlighted at period six.
SD_PC_1516_E2 - Review of structures	1	(15,000)	(1,330)	(1,470)	(1,600)	10001/5/6 6422		
SD_PC_1415_E1 - Campus West Development	1	(675,260)	(541,710)	(501,530)	(542,490)	82027, 82079, 82602 & 82620 cc 6402/3/4		
SD_PC_1415_E3 - Finesse Efficiency Savings	4	(16,000)	(13,330)	(14,670)	(16,000)	46068/6416		
SD_PC_1415_E7 - Netcall Telephonetics Project	4	(12,500)	(10,420)	(11,460)	(12,500)	50002/7600		
Head of Policy & Culture		(730,760)	(576,790)	(540,130)	(584,590)			
SD_HC_1516_EFF1 - Housing Needs	1	(130,000)	(108,330)	(119,170)	(130,000)	various cc6200 & 6204		
SD_HC_1516_EFF2 - CCTV	1	(28,000)	(23,330)	(25,670)	(28,000)	46057/6608	Was not achieved as highlighted at period six.	
SD_HC_1516_EFF3 - Out of Hours call out service	1	(10,000)	(8,330)	(9,170)	(10,000)	48000/6437		
SD_HC_1516_EFF4 - Review of Strategic Housing	4	(31,000)	(25,830)	(28,420)	(31,000)	10001/5/6 6025		
SD_HC_1516_EFF5 - Shop mobility	1	(10,000)	0	0	0	13005/26000/26005 cc6436		
SD_HC_1516_EFF6 - Partnership projects	3	(5,000)	(4,170)	(4,580)	(5,000)	46097 cc6601, 6604, 6017		
SD_HC_1516_EFF7 - Review of structures	4	(15,000)	(1,330)	(1,470)	(1,600)	10001/5/6 6601		
Head of Housing & Community		(229,000)	(171,320)	(188,480)	(205,600)			
TOTAL EFFICIENCIES		(1,034,480)	(802,420)	(787,900)	(855,990)			

Finance & Operations Department - Ongoing **GROWTH** items

Description	Corporate Priority	2015/16 £	Position At			Code	Comments
			31 Jan 16	29 Feb 16	31 Mar 16		
FO_ENV_1516_G1 Cemetery enquiries migrate into Contact Centre	2	3,900	3,250	3,580	3,900	46097/6486	Income generation not as high as budgeted
FO_ENV_1516_G2 National Burials	2	5,000	4,360	4,360	4,360	46084/6486	
FO_ENV_1516_G3 Cleansing fines - budget adjustment	2	4,000	2,380	2,540	2,400	82003/6483	
FO_ENV_1516_G4 Reduced textile income	2	34,000	28,330	31,170	34,000	82619/6481	
FO_ENV_1516_G5 Reduced paper income	2	75,000	62,500	68,750	75,000	82613/6481	
FO_ENV_1516_G6 Car park fines	2	7,000	5,830	6,420	7,000	82003 cc6050/2/4	
Head of Environment		128,900	106,650	116,820	126,660		
FO_RES_1415_G2 Housing Benefit administration grant reduction	4	15,210	0	0	0	80004/6740	Grant has been confirmed and growth is not required
FO_RES_1516_G1 Storage Area Network (SAN) Maintenance Support	4	23,000	19,170	21,080	23,000	46097/6734	
Head of Resources		38,210	19,170	21,080	23,000		
TOTAL Ongoing GROWTH		167,110	125,820	137,900	149,660		

Finance & Operations- **One-off GROWTH** items

Description	Corporate Priority	2015/16 £	Position At			Code	Comments
			31 Jan 16	29 Feb 16	31 Mar 16		
Early Retirement Costs	4	100,000	0	0	0	14017/6775	Budget unused Funds have been put aside for this project £350k savings highlighted at period nine. Remainder of unerspend put into Strategic reserve.
HTC Master plan - Contribution to LEP bid	4	100,000	100,000	100,000	100,000	46097/6100	
Corporate Projects	4	700,000	66,450	66,450	174,219	46097/6100	
Corporate		900,000	166,450	166,450	274,219		
TOTAL One-Off GROWTH		900,000	166,450	166,450	274,219		

Finance & Operations - SAVINGS & Efficiencies

Description	Corporate Priority	2015/16 £	Position At			Code	Comments
			31 Jan 16	29 Feb 16	31 Mar 16		
FO_ENV_1516_EFF1 - Street Wardens review	3	(30,000)	(25,000)	(27,500)	(30,000)	10001/2/5/6/6493	
FO_ENV_1516_EFF2 - Environment Services Review	2	(15,240)	(12,700)	(13,970)	(15,240)	10001/5/6 ccVarious	
FO_ENV_1516_EFF3 - Grounds maintenance Agency work for HCC	2	(15,000)	(12,500)	(13,750)	(15,000)	81130/6420	
FO_ENV_1516_EFF4 - Dog charges/fees	2	(3,000)	(1,280)	(1,380)	(1,460)	82060/82063 6484	
FO_ENV_1516_EFF5 - Recycling bank emptying service	2	(30,000)	(25,000)	(27,500)	(30,000)	50002/6481	
FO_ENV_1516_EFF6 - Car park income	2	(10,000)	(8,330)	(9,170)	(10,000)	82041/6050	
FO_ENV_1516_EFF7 - Street Naming	2	(3,000)	(2,500)	(2,750)	(3,000)	82063/6488	
FO_ENV_1516_EFF9 - Residential Parking permits	2	(5,000)	(4,170)	(4,580)	(5,000)	82002/6071	
FO_ENV_1516_EFF10 - Grounds work contract with Northaw and Cuffley	2	(6,000)	(5,000)	(5,500)	(6,000)	50006/6486	
FO_ENV_1516_EFF11 - Cemetery fees	2	(5,000)	(4,170)	(4,580)	(5,000)	82063/6486	
FO_ENV_1516_EFF12 - Hatfield Hyde Remembrance Garden	2	(10,000)	(8,330)	(9,170)	(10,000)	82063/6486	
FO_ENV_1516_EFF14 - Grounds Maintenance ad-hoc budget	2	(10,000)	(8,330)	(9,170)	(10,000)	50002/6420	
FO_ENV_1516_EFF15 - Flower beds (planting costs)	2	(4,000)	(3,330)	(3,670)	(4,000)	50002/6420	
FO_ENV_1516_EFF16 - Fencing and hedge budget	2	(2,000)	(1,670)	(1,830)	(2,000)	24035/6495	
FO_ENV_1516_EFF17 - Street benches	2	(2,000)	(1,670)	(1,830)	(2,000)	43009/6488	
Head of Environment		(150,240)	(123,980)	(136,350)	(148,700)		
FO_RES_1516_E1 - Hatfield Town Centre rental income	3	(120,000)	(120,000)	(120,000)	(120,000)	82402/6770	Income on target - bills charged quarterly
FO_RES_1516_E2 - Rent reviews for overdue property	4	(50,000)	(50,000)	(50,000)	(50,000)	82402/6763	Income on target - bills charged quarterly
FO_RES_1516_E3 - Reduction in Planned and responsive maintenance budget	4	(15,000)	(12,500)	(13,750)	(15,000)	24006 ccVarious	
FO_RES_1516_E4 - Estates income	3	(130,000)	(130,000)	(130,000)	(130,000)	Various	Income on target - bills charged quarterly
FO_RES_1516_E5 - Review of bank charges	4	(10,000)	(6,600)	(6,960)	(7,450)	82004/6720	Income generation not as high as budgeted
FO_RES_1415_E1 - Savings associated with office accommodation moves	2	(73,350)	(73,350)	(73,350)	(73,350)	Various 7720/3	Income on target - bills charged quarterly
Head of Resources		(398,350)	(392,450)	(394,060)	(395,800)		
TOTAL EFFICIENCIES		(548,590)	(516,430)	(530,410)	(544,500)		

Governance Department - Ongoing **GROWTH** items

Description	Corporate Priority	2015/16 £	Position At			Code	Comments
			31 Jan 16	29 Feb 16	31 Mar 16		
GOV_GOV_1516_G2 PSN Requirements - implications for membe	4	3,000	780	780	780	42004 & 42015/6311	
GOV_GOV_1516_G3 Review of Governance Services	4	13,140	10,950	12,050	13,140	Various	
Head of Law & Administration		16,140	11,730	12,830	13,920		
GOV_PHP_1516_G1 Operation Reprise	1	15,000	12,500	13,750	15,000	10002/6030	
Head of Public Health & Protection		15,000	12,500	13,750	15,000		
TOTAL Ongoing GROWTH		31,140	24,230	26,580	28,920		

Governance Department - **SAVINGS & Efficiencies**

Description	Corporate Priority	2015/16 £	Position At			Code	Comments
			31 Jan 16	29 Feb 16	31 Mar 16		
GOV_LA_1516_EFF1 Employee recognition scheme	4	(5,000)	(4,170)	(4,580)	(5,000)	14037/7302	
GOV_LA_1516_EFF2 Catering	4	(3,500)	(2,920)	(3,210)	(3,500)	40001/7303	
GOV_LA_1516_EFF3 Reduction in Internal Audit Contingency	4	(12,320)	(10,270)	(11,290)	(12,320)	50006/7313	
GOV_LA_1516_EFF4 Land charges equipment budget	4	(1,060)	(880)	(970)	(1,060)	43009/6340	
GOV_LA_1516_EFF5 Litigation books & periodicals	4	(2,000)	(1,670)	(1,830)	(2,000)	47004/7311	
GOV_LA_1516_EFF6 Conveyancing books & periodicals	4	(2,500)	(2,080)	(2,290)	(2,500)	47004/7312	
GOV_LA_1516_EFF7 Permanently reduce Procurement post to P	4	(12,740)	(10,620)	(11,680)	(12,740)	10001 & 10006/7708	
GOV_LA_1516_EFF8 Member Development	4	(2,000)	(1,670)	(1,830)	(2,000)	14019/6311	
Head of Law & Administration		(41,120)	(34,280)	(37,680)	(41,120)		
GOV_PHP_1516_EFF1 - Miscellaneous operational savings	4	(9,930)	(8,280)	(9,100)	(9,930)	Various/6030	
GOV_PHP_1516_EFF2 - Training support to business	4	(2,500)	(2,080)	(2,290)	(2,500)	46044/6030	
GOV_PHP_1516_EFF3 - Changes in health promotion arrangements	1	(17,110)	(14,260)	(15,680)	(17,110)	10001/5/6 6030	
Head of Public Health & Protection		(29,540)	(8,280)	(9,100)	(9,930)		
TOTAL EFFICIENCIES		(70,660)	(58,900)	(64,750)	(70,660)		

RISK and OPPORTUNITIES SUMMARY - as at 31 March 2016

Type of Variance	Risks	Opportunities	Directorate	Comments
One Off		88,381	Strategy & Development	Planning Fee income - Higher total income as 15/16 actual includes £220k fees relating to prior year.
One Off		159,708	Finance & Operations	Estates Income - The forecast outturn has been amended in period 9 to reflect the sale of freehold reversions
One Off		53,419	Corporate	Salaries - Under spend year to date
One Off		23,226	Finance & Operations	Penalty Charge Notice Income - currently higher than budget and may continue to overachieve
One Off		19,257	Finance & Operations	Recycling contract - demand led but currently cost due to varying collection rates
Total One Off	0	343,991		
Potentially Ongoing		46,838	Finance & Operations	Parking income - demand higher than budgeted level
Potentially Ongoing		65,805	Finance & Operations	Garages & Weltech Income - Rental occupancy higher than budget year to date
Potentially Ongoing		5,514	Governance	Local Land Charges Income - Demand led and the current level of applications for first 9 months of the year is higher than anticipated in the budget.
Potentially Ongoing		27,879	Corporate	Investment Interest - above budget interest has been received in the first 9 months of the year and as balances continue to be high and the prospect on interest rates may rise in the latter months of the financial year, this level of favourable movement may continue in the remainder of the year.
Potentially Ongoing		(132,773)	Strategy & Development	Campus West - Total Income - Seasonal Profile of Income as more venue visitors in winter months
Current Total Ongoing	0	13,262		
Grossed Up Ongoing	0	13,262		
Grand Total		357,250		Net potential favourable movement to current forecast position
Profiling		85,587	Strategy & Development	Planning Policy - Spend on local plan will increase as the year goes on and consultations take place.
Profiling		25,715	Corporate	Utilities - This will likely be used through the winter months
Profiling		57,137	Corporate	Outside Printing - Over half of the year to date budget is not yet spent - printing at Campus West will increase as bills for the panto are paid.
Profiling		19,121	Finance & Operations	Planned Maintenance Programme - historically spent by year end
Profiling		(17,777)	Finance & Operations	Photocopier Costs - delay in quarterly bills
Profiling	(18,765)		Finance & Operations	Recycling income credits - delayed receipts due to verification of weights collected.
Profiling	(86,030)		Strategy & Development	Campus West - Expenditure - Film Higher and Marketing expenditure anticipated to be higher in the winter months as the is when the venue sees higher volumes
Profiling	74,892		Finance & Operations	Season ticket income - reduced demand levels
Total Profiling	(29,904)	169,782		
Projected Year End Impact	0	0		

BUDGET RISK and ACTIVITY MONITORING STATEMENT - as at 31 March 2016 for CORPORATE BUDGETS

Item	Risk Consideration	Head of Service	Full Year		Year to date					Action / comments
			Current Budget 2015/16 £	Forecasted Outturn 2015/16 £	Year to date Current Budget £	Actual		Variance to year to date current budget		
						£	as % of Current budget 2015/16	£	%	
Investment interest	This budget is affected by variations in interest rates and capital spending and receipts	Tim Neill	350,000	350,000	350,000	367,879	105.11%	17,879	5.11%	
Outside Printing	Concern expressed on unit costs, fifth year of new contract arrangements	Paul Underwood	191,040	191,040	191,040	133,903	70.09%	57,137	29.91%	
IT Consumables	Costs quickly spiral & can lead to budget pressures.	All	30,080	30,080	30,080	16,096	53.51%	13,984	46.49%	Saving used to fund increased photocopying costs
Car Allowances	Demand Led	All	119,290	119,290	119,290	94,582	79.29%	24,708	20.71%	See note 3.5
Salaries (General Fund) (excludes wages and other employee costs)	Members agree staffing structure, National Pay awards agreed after budget set. No control over costs like National Insurance Contributions	All	9,628,710	9,625,390	9,628,710	9,571,971	99.41%	56,739	0.59%	See note 3.5
Utilities - Electricity	Subjected to market influences although existing contract was renewed October 2012 through LASER group	All	334,100	334,100	334,100	333,674	99.87%	426	0.13%	
Utilities - Gas	Subjected to market influences although existing contract was renewed October 2012 through LASER group	All	223,200	223,200	223,200	197,911	88.67%	25,289	11.33%	

BUDGET RISK and ACTIVITY MONITORING STATEMENT - as at 31 March 2016 for FINANCE & OPERATIONS

			Full Year		Year to date					
Item	Risk Consideration	Head of Service	Current Budget 2015/16 £	Forecasted Outturn 2015/16 £	Year to date Current Budget £	Actual		Variance to year to date current budget		Action / comments
						£	as % of Current budget 2015/16	Brackets = adverse		
								No brackets = favourable		
£	%	£	%							
IT - Hardware & Software purchases & maintenance	Constant update of existing packages and increasing costs of maintenance.	Tim Neill	289,000	289,000	289,000	259,921	89.94%	29,079	10.06%	
Telephone Network Charges	New technology leading to increased costs. Usage control	Tim Neill	168,000	168,000	168,000	193,149	114.97%	(25,149)	(14.97%)	
Photocopier costs	Increased usage, additional copiers.	Tim Neill	58,650	58,650	58,650	76,427	130.31%	(17,777)	(30.31%)	Offset by savings in IT Consumables

BUDGET RISK and ACTIVITY MONITORING STATEMENT - as at 31 March 2016 for FINANCE & OPERATIONS

Item	Risk Consideration	Head of Service	Full Year		Year to date Current Budget £	Year to date				Action / comments
			Current Budget 2015/16 £	Forecasted Outturn 2015/16 £		Actual		Variance to year to date current budget		
						£	as % of Current budget 2015/16	£	%	
Recycling Credits & Sales Income	Variable budget based upon collection rates & commodity selling prices. Impact of ARRC on public.	Durk Reyner	735,440	735,440	735,440	716,675	97.45%	(18,765)	(2.55%)	
Recycling Contract Payments excluding Serco.	Variable budget based on collection rates & commodity selling prices	Durk Reyner	84,300	84,300	84,300	65,043	77.16%	19,257	22.84%	See note 3.9.1
Penalty Charge Notices - Income	Demand Led - income relation to contractors fees	Durk Reyner	230,000	230,000	230,000	253,226	110.10%	23,226	10.10%	See note 3.4.3
Penalty Charge Notices Contractors Fees	Variable budget due to demand & numbers of PCN's issued, impact of new contract, (Jan 2012)	Durk Reyner	368,500	368,500	368,500	390,619	106.00%	(22,119)	(6.00%)	
Parking Fee Income	Demand led, impact of ANPR system & competition from other providers.	Durk Reyner	1,038,030	1,038,030	1,038,030	1,084,868	104.51%	46,838	4.51%	
Season Ticket Income	Demand led	Durk Reyner	232,520	232,520	232,520	307,412	132.21%	74,892	32.21%	See note 3.4.3
Cemeteries - Burial Income	Demand led budget, competition from local crematorium	Durk Reyner	173,020	173,020	173,020	171,405	99.07%	(1,615)	(0.93%)	

BUDGET RISK and ACTIVITY MONITORING STATEMENT - as at 31 March 2016 for FINANCE & OPERATIONS

Item	Risk Consideration	Head of Service	Full Year		Year to date Current Budget £	Year to date Actual		Variance to year to date current budget		Action / comments
			Current Budget 2015/16 £	Forecasted Outturn 2015/16 £		£	as % of Current budget 2015/16	Brackets = adverse No brackets = favourable		
								£	%	
Estates - Rental Income	Estimates based upon 95% occupancy. Impact on revenue budget if economy goes into recession.	Tim Neill	2,580,150	2,636,650	2,580,150	2,796,358	108.38%	216,208	8.38%	See note 3.4.1
General Fund Garages - Income	Demand led - budget includes 5% void rate.	Tim Neill	2,149,070	2,164,070	2,149,070	2,220,115	103.31%	71,045	3.31%	See note 3.4.1
Weltech - Income	Effect of economical downturn - budget includes 12.5% void rate.	Tim Neill	420,800	430,800	420,800	440,560	104.70%	19,760	4.70%	Occupancy in March 97.1% - target is 87.5%
Planned Maintenance Programme	Delivery of the programme as priorities change.	Tim Neill	198,220	198,220	198,220	179,099	90.35%	19,121	9.65%	See note 3.8.1

BUDGET RISK and ACTIVITY MONITORING STATEMENT - as at 31 March 2016 for STRATEGY & DEVELOPMENT

Item	Risk Consideration	Head of Service	Full Year		Year to date					Action / comments
			Current Budget 2015/16 £	Forecasted Outturn 2015/16 £	Year to date Current Budget £	Actual		Variance to year to date current budget		
						£	as % of Current budget 2015/16	Brackets = adverse No brackets = favourable		
								£	%	
Planning Fees Income	Demand Led	Colin Haigh	580,410	580,410	580,410	668,791	115.23%	88,381	15.23%	See note 3.4.4
Building Control Expenditure	Service is ring-fenced current balance is a deficit of £252k.	Colin Haigh	357,020	357,020	357,020	349,690	97.95%	7,330	2.05%	
Building Control Income	Demand Led	Colin Haigh	346,870	346,870	346,870	125,492	36.18%	(221,378)	(63.82%)	See note 3.15
Planning Policy - Project expenditure	Incinerator appeal - spiralling legal costs	Colin Haigh	75,000	75,000	75,000	37,014	49.35%	37,986	50.65%	See note 3.6.1
Planning Policy Local Development Framework	Unknown costs of enquiry consultation period extended Scheme costs extended to future years	Colin Haigh	124,800	124,800	124,800	77,199	61.86%	47,601	38.14%	See note 3.6.1

BUDGET RISK and ACTIVITY MONITORING STATEMENT - as at 31 March 2016 for STRATEGY & DEVELOPMENT

Item	Risk Consideration	Head of Service	Full Year		Year to date					Action / comments
			Current Budget 2015/16 £	Forecasted Outturn 2015/16 £	Year to date Current Budget £	Actual		Variance to year to date current budget		
						£	as % of Current budget 2015/16	Brackets = adverse		
								No brackets = favourable		
£	%	£	%							
Campus West - Catering Income	Demand led, affected by price weather & programme of events.	Paul Underwood	861,650	761,650	861,650	559,779	64.97%	(301,871)	(35.03%)	See note 3.14
Campus West - Cinema Income	Demand led, affected by price weather & programme of events.	Paul Underwood	545,000	545,000	545,000	653,922	119.99%	108,922	19.99%	See note 3.14
Campus West - Rollercity Income	Demand led, affected by price weather & programme of events.	Paul Underwood	340,000	340,000	340,000	384,467	113.08%	44,467	13.08%	See note 3.14
Campus West - Soft Play Income	Demand led, affected by price weather & programme of events.	Paul Underwood	137,500	137,500	137,500	160,002	116.37%	22,502	16.37%	See note 3.14
Campus West - Other Income	Demand led, affected by price weather & programme of events.	Paul Underwood	305,400	305,400	305,400	298,607	97.78%	(6,793)	(2.22%)	See note 3.14
Campus West - Casual Wages	If staff are not multi-functional very easy to overspend in peak usage times.	Paul Underwood	438,870	438,870	438,870	422,987	96.38%	15,883	3.62%	See note 3.14
Campus West - Artiste & Film Hire	Programme of events to fulfil community expectations not necessarily to maximise income	Paul Underwood	303,530	303,530	303,530	410,608	135.28%	(107,078)	(35.28%)	See note 3.14
Campus West advertising & printing expenditure	To avoid excessive spending in a recession period, should reflect turnover.	Paul Underwood	124,970	124,970	124,970	119,806	95.87%	5,164	4.13%	See note 3.14

BUDGET RISK and ACTIVITY MONITORING STATEMENT - as at 31 March 2016 for GOVERNANCE

Item	Risk Consideration	Head of Service	Full Year		Year to date					Action / comments
			Current Budget 2015/16 £	Forecasted Outturn 2015/16 £	Year to date Current Budget £	Actual		Variance to year to date current budget		
						£	as % of Current budget 2015/16	Brackets = adverse		
								No brackets = favourable		
£	%									
Local Land Charges Income	Demand led - Currently housing market in recession.	Margaret Martinus	105,870	105,870	105,870	111,384	105.21%	5,514	5.21%	
Postal Charges	Prices governed by PO new pricing policies on size & weight impacted on the authority	Margaret Martinus	151,500	151,500	151,500	154,538	102.01%	(3,038)	(2.01%)	

Arrears by department at 31st March 2016

Department	1-30 Days Overdue	31-60 Days Overdue	61-90 Days Overdue	91-365 Days Overdue	365 Days Overdue	Total Outstanding
Community & Environmental Services	5,106.90	1,700.00	0.00	0.00	0.00	6,806.90
Environmental Health	0.00	454.87	0.00	-657.00	761.28	559.15
Planning Department	534.82	1,285.06	1,835.50	1,105.90	0.00	4,761.28
Cemetery Services	20,710.00	0.00	0.00	0.00	2,860.00	23,570.00
Parking Services	0.00	100.00	1,800.00	150.00	0.00	2,050.00
Landscape & Ecology	-33.33	0.00	0.00	0.00	0.00	-33.33
Recycling & Contract Services	109,562.83	360.00	1,253.37	4,152.32	-50.00	115,278.52
Housing & Community Services	155.75	0.00	0.00	290.00	-47.63	398.12
Rental Deposit Scheme	0.00	0.00	0.00	5,830.01	0.00	5,830.01
Campus West Entertainment	4,493.96	1,648.25	0.00	0.00	0.00	6,142.21
Mill Green Museum	2,070.13	315.00	0.00	0.00	0.00	2,385.13
Accounting Services	27,501.97	21.66	14,553.27	535.71	12,014.05	54,626.66
Benefits	217,115.38	280.00	0.00	0.00	0.00	217,395.38
Financial Management	34,014.04	200.00	0.00	0.00	0.00	34,214.04
Insurance	0.00	0.00	0.00	1,504.88	3,411.35	4,916.23
Piper Alarm	33,277.16	-13.37	0.00	2,025.55	0.00	35,289.34
Shops/Units/Leases	456,804.81	3,265.04	4,647.91	45,643.19	26,447.29	536,808.24
Weltech Business Centre	56.92	0.00	0.00	-46.26	0.00	10.66
General Fund Garages	26,870.34	-454.85	-448.44	356.97	33,581.16	59,905.18
	<u>938,241.68</u>	<u>9,161.66</u>	<u>23,641.61</u>	<u>60,891.27</u>	<u>78,977.50</u>	<u>1,110,913.72</u>

		Number of debts & status
Environmental Health	1,549.28	2 with legal
	-788.00	credits
	<u>761.28</u>	
Cemetery Services	1,300.00	1 with legal
	1,560.00	1 arrangement
	<u>2,860.00</u>	
Recycling & Contract Services	-50.00	credits
Housing & Community Services	-47.63	credits
Accounting Services	7,057.51	2 car loans
	2,550.44	3 M Rescue scheme
	3,083.33	1 with legal
	-677.23	credits
	<u>12,014.05</u>	
Insurance	143.17	1 with legal
	3,076.34	1 Pans FC
	234.19	1 Estates
	-42.35	credits
	<u>3,411.35</u>	
Shop/units/leases	16,502.32	5 legal
	1,061.00	1 HCC Dispute
	9,134.48	3 with estates
	-250.51	credits
	<u>26,447.29</u>	
General fund garages	33,581.16	181 various

Welwyn Hatfield Borough Council

Outturn 2015/16

Housing Revenue Account

Original Budget £	Description	Year to Date			
		Current Budget £	Actual to Date £	Variance to Original £	Variance to Current £
50,382,940	Dwelling Rents	50,207,940	50,148,189	(234,751)	(59,751)
399,650	Non Dwelling Rents	397,150	397,600	(2,050)	450
1,033,000	Charges for Services and Facilities	1,140,000	1,149,270	116,270	9,270
825,700	Leaseholders Charges for Services	825,700	680,670	(145,030)	(145,030)
37,190	Contributions towards Expenditure	37,190	37,190	(0)	(0)
194,390	Supporting People Contribution	194,390	195,124	734	734
7,000	De Minimis Receipts	7,000	42,745	35,745	35,745
5,000	Non Fixed Asset Capital Receipts	5,000	0	(5,000)	(5,000)
52,884,870	Total Income	52,814,370	52,650,790	(234,080)	(163,580)
4,288,520	Supervision and Management	4,087,050	3,315,869	972,651	771,181
5,224,140	Special Services	4,989,240	4,817,772	406,368	171,468
10,400,000	Depreciation (Tfr to Major Repairs & Reserve)	10,400,000	11,013,919	(613,919)	(613,919)
(24,000,000)	Revaluation Loss / (Gain)	(24,000,000)	(17,428,510)	(6,571,490)	(6,571,490)
46,110	Debt Management Costs	46,110	46,110	0	0
0	Sums directed by Secretary of State	50,000	7,897	(7,897)	42,103
11,156,560	Repairs and Maintenance	10,945,560	10,302,282	854,278	643,278
567,020	Rents, Rates, Taxes and Other Charges	467,020	442,987	124,033	24,033
2,500,000	(Gain) or Loss on Disposals	2,500,000	205,439	2,294,561	2,294,561
800,000	Increase in Provision for Bad Debts	250,000	562,962	237,038	(312,962)
10,982,350	Total Expenditure	9,734,980	13,286,727	(2,304,377)	(3,551,747)
485,570	HRA share of Corporate and Democratic Core	485,570	485,570	0	0
(41,416,950)	Net Cost of Services	(42,593,820)	(38,878,492)	(2,538,458)	(3,715,328)
	Less Interest and Non-Statutory Items:				
(5,000)	Non Fixed Asset Capital Receipts Reversal	(5,000)	0	(5,000)	(5,000)
2,500,000	Reversal of Gain or Loss on Disposal	2,500,000	205,439	2,294,561	2,294,561
(6,563,980)	Interest Payable and Similar Charges	(6,563,980)	(6,563,984)	4	4
100,100	Interest Receivable	150,100	244,922	(144,822)	(94,822)
(11,750,000)	Transfer to Reserves- Capital Adjustment Account	(11,750,000)	(11,750,000)	0	0
(3,130,000)	Revenue Contribution to Capital	(5,030,000)	(2,021,378)	(1,108,622)	(3,008,622)
(552,900)	Depreciation from MRA	(552,900)	61,019	(613,919)	(613,919)
(24,000,000)	Revaluation Loss	(24,000,000)	(17,428,510)	(6,571,490)	(6,571,490)
(43,401,780)		(45,251,780)	(37,252,492)	(6,149,288)	(7,999,288)
(1,984,830)	Surplus / (Deficit)	(2,657,960)	1,626,000	3,610,830.20	4,283,960
9,906,442	Opening HRA Operating Balance	12,275,087	12,275,087	2,368,645	0
(1,984,830)	In-year Surplus / (Deficit)	(2,657,960)	1,626,000	3,610,830	4,283,960
7,921,612	Closing HRA Operating Balance	9,617,127	13,901,087	5,979,475	4,283,960

Variance to Current budget

Dwelling rents				
Loss of rents as higher levels of sale of properties				(59,751)
Charges for services and facilities				
Service charge income on hostels more due to higher occupancy			21,160	
Other small variances			(11,890)	9,270
Leaseholders charges- billings for completed works in early 2016/17				(145,030)
De Minimis Receipts: less than £10k receipts including 2 garages				35,745
Other net income variance				1,185
Supervision and management				
Savings on Trust fee			298,810	
Contribution to council's pension relating to employees TUPED to Trust			25,000	
Legal and consultancy fees lower than budget			28,630	
Office move budget underspent			373,560	
Internal recharge of RTB team costs to disposals of properties			18,000	
Other net variances			27,181	771,181
Special services				
Overspend on electricity budgets due to estimated accrual			(21,000)	
Aids and adaptations budget spend lower			81,824	
Trust fee underspend			97,024	
Other net variances			13,620	171,468
HRA contribution to DHP lower than budget set				42,103
Repairs and maintenance				
Savings on non-Mears maintenance budgets			10,998	
Excess insurance over budget			(28,876)	
Council share of Mears responsive repairs efficiency savings			366,281	
Savings on Trust fee (maintenance budgets and support services)			294,875	643,278
Rents, rates, taxes and other charges				
Insurance premium and excess lower than budgeted				24,033
Bad debts provision				
Higher due to writeoffs of former tenant debt not recoverable and higher charge on the over 52 week debt.				(312,962)
Interest on HRA balances higher due to higher capital receipts				94,822
Revenue Contribution to Capital				
Affordable housing project based on estimate to end of financial year				3,008,622
Other net variance				(4)

Total variance to current budget

4,283,960