

WELWYN HATFIELD BOROUGH COUNCIL

Report as at : 30 September 2017

BUDGET MONITORING SUMMARY BY SERVICE AREA 2017/18

Original Budget 2017/18 £	Description	Current Budget 2017/18 £	Variance to Original £	Forecast Outturn 2017/18 £	Variance to Current £
1,260,950	Head of Resources	1,217,030	(43,920)	928,370	(288,660)
4,329,220	Head of Environment	4,277,090	(52,130)	4,273,880	(3,210)
2,772,180	Head of Policy and Culture	2,728,800	(43,380)	2,643,890	(84,910)
368,250	Resources, Environment & Cultural Services Directorate Executive Director -	369,240	990	369,760	520
8,730,600	Resources, Environment & Cultural Services	8,592,160	(138,440)	8,215,900	(376,260)
446,170	Head of Law and Administration	487,940	41,770	486,530	(1,410)
1,968,160	Head of Planning	2,076,070	107,910	2,076,470	400
1,016,740	Head of Public Health and Protection	1,036,810	20,070	996,490	(40,320)
336,700	Public Protection, Planning and Governance Directorate Executive Director -	340,750	4,050	341,080	330
3,767,770	Public Protection, Planning and Governance	3,941,570	173,800	3,900,570	(41,000)
1,530,460	Head of Community & Housing Strategy	1,616,300	85,840	1,616,050	(250)
238,620	Housing and Communities Directorate Executive Director -	241,110	2,490	240,340	(770)
1,769,080	Housing and Communities	1,857,410	88,330	1,856,390	(1,020)
496,680	Chief Executive Service	340,230	(156,450)	340,210	(20)
(272,998)	Less Interest & Investment Income	(227,500)	45,498	(227,500)	0
320,341	Plus interest payable on finance leases	320,341	0	320,341	0
14,811,473	Net General Fund Expenditure	14,824,211	12,738	14,405,911	(418,300)
Taxation and non-specific grant income and expenditure					
(9,761,918)	Income from Council Tax	(9,761,918)	0	(9,761,918)	0
(557,941)	Revenue support grant	(557,941)	0	(557,941)	0
(2,716,419)	Business Rates Baseline	(2,716,419)	0	(2,716,419)	0
(1,553,663)	Additional Retained Business Rates Income	(1,553,663)	0	(1,553,663)	0
(2,042,392)	New Homes Grant	(2,042,392)	0	(2,042,392)	0
198,100	Plus/Less collection fund deficit/(surplus)	198,100	0	198,100	0
(501,382)	Business Rates Related Grants	(501,382)	0	(501,382)	0
(77,963)	Transition Grant	(77,963)	0	(77,963)	0
1,008,729	NNDR Levy payment	1,008,729	0	1,008,729	0
(117,000)	Localised Council Tax Support Admin Subsidy Grant	(131,730)	(14,730)	(131,730)	0
Other Operating Expenditure					
1,632,156	Parish Precepts	1,632,156	0	1,632,156	0
28,322	Payment to Parishes for Council Tax Support	28,322	0	28,322	0
350,102	Net Total before movements in reserves	348,110	(1,992)	(70,190)	(418,300)
Other Movements in reserves					
31,558	Contribution (from) / to Strategic reserves for one-offs	31,558	0	31,558	0
(31,630)	Contribution (from) / to Law and Administration earmarked reserves	(31,630)	0	(77,530)	(45,900)
(198,000)	Contribution (from) / to Resources earmarked reserves	(198,000)	0	(198,000)	0
(13,030)	Contribution (from) / to Hackney Carriages	(13,030)	0	650	13,680
(139,000)	Contribution (from) / to GF balances	(137,008)	(1,992)	313,512	(450,520)
8,325,991	General Fund balance at 1st April	8,325,991	0	8,325,991	0
(139,000)	Movement in year	(137,008)	(1,992)	313,512	(450,520)
8,186,991	Balance as at 30 September 17	8,188,983	(1,992)	8,639,503	(450,520)
2,869,287	Ringfenced and Strategic reserves balance at 1st April	2,869,287	0	2,869,287	0
(211,102)	Movement in year	(211,102)	0	(243,322)	32,220
2,658,185	Balance as at 30 September 17	2,658,185	0	2,625,965	32,220
11,195,278	Total reserve balance at 1st April	11,195,278	0	11,195,278	0
(350,102)	Movement in year	(348,110)	(1,992)	70,190	(418,300)
10,845,176	Balance as at 30 September 17	10,847,168	(1,992)	11,265,468	(418,300)

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

Executive Director (Resources, Environment & Cultural Services) - 2017-18 as at 30 September 2017 variances**Head of Resources**

	Original Budget 2017/18 £	Current Budget 2017/18 £	Variance to Original £	Forecast Outturn 2017/18 £	Variance to Current £
Employees	3,323,130	3,199,650	(123,480)	3,258,130	58,480
Premises Related	1,668,210	1,706,930	38,720	1,700,310	(6,620)
Transport Related	13,280	13,280	0	13,280	0
Supplies and Services	1,449,490	1,470,220	20,730	1,473,490	3,270
Third Party Payments	2,872,520	2,815,040	(57,480)	2,833,460	18,420
Transfer Payments	40,506,520	40,641,440	134,920	38,439,560	(2,201,880)
Income	(48,572,200)	(48,629,530)	(57,330)	(46,789,860)	1,839,670
Head of Resources	1,260,950	1,217,030	(43,920)	928,370	(288,660)

Virements (officer agreed budget transfers)

Pension adjustment	(80,110)
Software Maintenance - transfer to Planning	(47,700)
Corporate GIS Officer - transfer to Planning	(45,140)
Salaries - transfer to Housing and Community	(7,930)
Contract Cleaning adjustment	(2,310)
Training - transfer to Public Health & Protection	(1,300)
Responsive and Planned maintenance	43,790
Costs associated with the capital works taking place in HTC - transfer from Corporate Projects	30,000
Vasco Tokens Maintenance - transfer from Corporate Projects	20,500
Change to Steria charging after move from Bridge Road East offices	20,000
Data Protection training - transfer from Corporate Projects	8,000

Approved Changes - Cabinet 8th August

Reduction in Housing Benefit Administration subsidy	18,280
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Forecast Outturn changes

Estates - increased rental income	(147,700)
Corporate Property staff time charged to capital projects	(105,610)
Garages - increased rental income	(40,000)
Additional grants	(13,000)
Net insurance premium savings	(10,890)
Estates - NNDR and Council tax savings	(8,880)
Increased maintenance costs	25,110
Garages - insurance excess	8,530
Garages - increased agency costs	3,780
	(43,920)
	(288,660)

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

Executive Director (Resources, Environment & Cultural Services) - 2017-18 as at 30 September 2017 variances**Head of Environment**

	Original Budget 2017/18 £	Current Budget 2017/18 £	Variance to Original £	Forecast Outturn 2017/18 £	Variance to Current £
Employees	709,230	714,800	5,570	714,800	0
Premises Related	452,500	447,520	(4,980)	447,520	0
Transport Related	28,760	28,760	0	27,870	(890)
Supplies and Services	350,570	348,750	(1,820)	346,430	(2,320)
Third Party Payments	7,046,420	6,995,380	(51,040)	6,995,380	0
Income	(4,258,260)	(4,258,120)	140	(4,258,120)	0
Head of Environment	4,329,220	4,277,090	(52,130)	4,273,880	(3,210)

Virements (officer agreed budget transfers)

Responsive and Planned maintenance	(4,980)
Project Expenditure - to Head of Policy and Culture	(1,680)
Pension adjustment	5,570

Approved Changes - Cabinet 8th August

Serco indexation saving	(51,040)
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Forecast Outturn changes

Net insurance premium savings	(3,210)
	<u>(52,130)</u>
	<u>(3,210)</u>

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

Executive Director (Resources, Environment & Cultural Services) - 2017-18 as at 30 September 2017 variances**Head of Policy and Culture**

	Original Budget 2017/18 £	Current Budget 2017/18 £	Variance to Original £	Forecast Outturn 2017/18 £	Variance to Current £
Employees	1,895,170	1,910,000	14,830	1,931,410	21,410
Premises Related	880,760	841,730	(39,030)	835,490	(6,240)
Transport Related	2,920	2,920	0	2,920	0
Supplies and Services	2,199,930	2,256,940	57,010	2,190,070	(66,870)
Third Party Payments	652,470	619,340	(33,130)	619,340	0
Income	(2,859,070)	(2,902,130)	(43,060)	(2,935,340)	(33,210)
Head of Policy and Culture	2,772,180	2,728,800	(43,380)	2,643,890	(84,910)

Virements (officer agreed budget transfers)

Responsive and Planned maintenance	(38,810)
Change to Steria charging after move from Bridge Road East offices	(20,000)
Project Expenditure - to RECS Directorate	(3,390)
Pension adjustment	14,830
Contract Cleaning adjustment	2,310
Project Expenditure - from Head of Environment	1,680

Forecast Outturn changes

Finesse - utility agreement	(41,430)
Reduction in software maintenance costs - Customer Services	(14,300)
Increase income - Moneyhole Lane Pavilion	(11,800)
Net insurance premium savings	(9,520)
Premises savings at High Ropes Course and Moneyhole Lane Pavilion	(6,240)
Finesse indexation saving	(1,620)
	(43,380)
	(84,910)

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

Executive Director (Resources, Environment & Cultural Services) - 2017-18 as at 30 September 2017 variances

Resources, Environment & Cultural Services Directorate

	Original Budget 2017/18 £	Current Budget 2017/18 £	Variance to Original £	Forecast Outturn 2017/18 £	Variance to Current £
Employees	407,040	404,640	(2,400)	404,640	0
Transport Related	1,940	1,940	0	1,940	0
Supplies and Services	16,260	19,650	3,390	20,170	520
Income	(56,990)	(56,990)	0	(56,990)	0
Resources, Environment & Cultural Services Di	368,250	369,240	990	369,760	520

Virements (officer agreed budget transfers)

Change to officer allowances	(6,610)
Pension adjustment	4,210
Project Expenditure - from Head of Policy and Culture	3,390

Forecast Outturn changes

Net insurance premium savings		520
	990	520

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

Executive Director (Public Protection, Planning and Governance) - 2017-18 as at 30 September 2017 variances**Head of Law and Administration**

	Original Budget 2017/18 £	Current Budget 2017/18 £	Variance to Original £	Forecast Outturn 2017/18 £	Variance to Current £
Employees	1,427,490	1,468,660	41,170	1,470,860	2,200
Premises Related	4,740	4,740	0	4,740	0
Transport Related	33,440	33,440	0	32,840	(600)
Supplies and Services	715,860	716,460	600	708,450	(8,010)
Third Party Payments	140,070	140,070	0	135,070	(5,000)
Income	(1,875,430)	(1,875,430)	0	(1,865,430)	10,000
Head of Law and Administration	446,170	487,940	41,770	486,530	(1,410)

Virements (officer agreed budget transfers)

Locum Senior Litigation Officer - transfer from Corporate Projects	22,000
Pension adjustment	13,160
Change to officer allowances	6,610

Forecast Outturn changes

Employee savings - vacant post	(10,000)
Internal audit savings	(5,000)
Land Charges - Employee costs (funded from earmarked reserve)	12,200
Net insurance premium savings	1,390
	41,770
	(1,410)

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

Executive Director (Public Protection, Planning and Governance) - 2017-18 as at 30 September 2017 variances**Head of Planning**

	Original Budget 2017/18 £	Current Budget 2017/18 £	Variance to Original £	Forecast Outturn 2017/18 £	Variance to Current £
Employees	1,646,190	1,712,930	66,740	1,712,930	0
Premises Related	82,580	82,580	0	82,580	0
Transport Related	20,260	20,570	310	20,570	0
Supplies and Services	691,280	714,160	22,880	722,100	7,940
Third Party Payments	460,670	478,650	17,980	548,650	70,000
Income	(932,820)	(932,820)	0	(1,010,360)	(77,540)
Head of Planning	1,968,160	2,076,070	107,910	2,076,470	400

Virements (officer agreed budget transfers)

Software Maintenance - transfer from Resources	47,700
Corporate GIS Officer - transfer from Resources	45,140
Pension adjustment	15,070

Forecast Outturn changes

Net insurance premium savings		400
	107,910	400

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

Executive Director (Public Protection, Planning and Governance) - 2017-18 as at 30 September 2017 variances**Head of Public Health and Protection**

	Original Budget 2017/18 £	Current Budget 2017/18 £	Variance to Original £	Forecast Outturn 2017/18 £	Variance to Current £
Employees	1,135,950	1,148,540	12,590	1,113,540	(35,000)
Premises Related	1,650	1,650	0	1,650	0
Transport Related	21,510	21,760	250	21,760	0
Supplies and Services	131,680	138,870	7,190	138,550	(320)
Third Party Payments	36,690	36,690	0	36,690	0
Income	(310,740)	(310,700)	40	(315,700)	(5,000)
Head of Public Health and Protection	1,016,740	1,036,810	20,070	996,490	(40,320)

Virements (officer agreed budget transfers)

Pension adjustment	10,770
Mobile working equipment - transfer from Corporate Projects	8,000
Training - transfer from Resources	1,300

Forecast Outturn changes

Employee savings - vacant post (Environmental Health)	(20,000)
Employee savings - vacant post (Hackney Carriages)	(15,000)
Increased Licensing income	(5,000)
Net insurance premium savings	(320)

20,070**(40,320)**

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

Executive Director (Public Protection, Planning and Governance) - 2017-18 as at 30 September 2017 variances**Public Protection, Planning and Governance Directorate**

	Original Budget 2017/18 £	Current Budget 2017/18 £	Variance to Original £	Forecast Outturn 2017/18 £	Variance to Current £
Employees	391,750	395,800	4,050	395,800	0
Transport Related	2,220	2,220	0	2,220	0
Supplies and Services	7,120	7,120	0	7,450	330
Income	(64,390)	(64,390)	0	(64,390)	0
Public Protection, Planning and Governance Di	336,700	340,750	4,050	341,080	330

Virements (officer agreed budget transfers)

Pension adjustment 4,050

Forecast Outturn changes

Net insurance premium savings 330

4,050

330

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

Executive Director (Housing and Communities) - 2017-18 as at 30 September 2017 variances

Head of Community & Housing Strategy

	Original Budget 2017/18 £	Current Budget 2017/18 £	Variance to Original £	Forecast Outturn 2017/18 £	Variance to Current £
Employees	895,930	911,770	15,840	911,770	0
Premises Related	20,390	20,390	0	20,390	0
Transport Related	11,090	11,090	0	11,090	0
Supplies and Services	1,022,040	1,299,710	277,670	1,299,460	(250)
Third Party Payments	17,000	17,000	0	67,290	50,290
Income	(435,990)	(643,660)	(207,670)	(693,950)	(50,290)
Head of Community & Housing Strategy	1,530,460	1,616,300	85,840	1,616,050	(250)

Virements (officer agreed budget transfers)

Sport Development and Sport facilities strategy - transfer from Corporate Projects	50,000
Community Safety project budget - transfer from Corporate Projects	20,000
Salaries - transfer from Resources	7,930
Pension adjustment	7,910

Forecast Outturn changes

Net insurance premium savings		(250)
	85,840	(250)

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

Executive Director (Housing and Communities) - 2017-18 as at 30 September 2017 variances

Housing and Communities Directorate

	Original Budget 2017/18 £	Current Budget 2017/18 £	Variance to Original £	Forecast Outturn 2017/18 £	Variance to Current £
Employees	228,490	230,980	2,490	230,980	0
Transport Related	2,730	2,730	0	2,730	0
Supplies and Services	7,400	7,400	0	14,330	6,930
Income	0	0	0	(7,700)	(7,700)
Housing and Communities Directorate	238,620	241,110	2,490	240,340	(770)

Virements (officer agreed budget transfers)

Pension adjustment 2,490

Forecast Outturn changes

Net insurance premium savings (770)

2,490

(770)

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

Chief Executive - 2017-18 as at 30 September 2017 variances

Chief Executive Service

	Original Budget 2017/18 £	Current Budget 2017/18 £	Variance to Original £	Forecast Outturn 2017/18 £	Variance to Current £
Employees	199,470	201,520	2,050	201,520	0
Transport Related	1,370	1,370	0	1,370	0
Supplies and Services	295,990	137,340	(158,650)	137,320	(20)
Income	(150)	0	150	0	0
Chief Executive Service	496,680	340,230	(156,450)	340,210	(20)

Virements (officer agreed budget transfers)

Corporate Projects - transfer to C&HS Sport Development and Sport facilities strategy	(50,000)
Corporate Projects - transfer to Resources Costs associated with the capital works taking place i	(30,000)
Corporate Projects - transfer to Locum Senior Litigation Officer	(22,000)
Corporate Projects - transfer to Resources Vasco Tokens Maintenance	(20,500)
Corporate Projects - transfer to C&HS Community Safety project budget	(20,000)
Corporate Projects - transfer to PH&P Mobile working equipment	(8,000)
Corporate Projects - transfer to Head of Resources Data Protection training	(8,000)
Pension adjustment	2,050

Forecast Outturn changes

Net insurance premium savings		(20)
	<u>(156,450)</u>	<u>(20)</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 2017

Item	Type of Variance	Directorate	Risks	Opportunities
Salaries & agency (General Fund) (excludes wages and other employee costs)	One Off	Corporate		(903,565)
Houses of multiple occupation licence income	One Off	Housing and Communities	24,405	
	Total One Off		24,405	(903,565)
Estates - Rental Income	Potentially Ongoing	Resources, Environment & Cultural Services		(244,803)
Weltech - Income	Potentially Ongoing	Resources, Environment & Cultural Services		(43,657)
Penalty Charge Notices - Income	Potentially Ongoing	Resources, Environment & Cultural Services		(37,114)
Investment interest	Potentially Ongoing	Corporate		(17,483)
Local Land Charges Income	Potentially Ongoing	Public Protection, Planning and Governance		(12,078)
	Current Total Ongoing		0	(355,135)
	Grossed Up Ongoing		0	(547,068)
Net potential favourable movement to current forecast position				
	Grand Total			(1,426,230)
Planning Fees Income	Profiling	Public Protection, Planning and Governance		(207,571)
Planned & Responsive Maintenance Programme	Profiling	Resources, Environment & Cultural Services		(166,945)
Planning Policy - Project expenditure	Profiling	Public Protection, Planning and Governance		(127,414)
Outside Printing	Profiling	Corporate		(63,105)
Planning Policy Local Development Framework	Profiling	Public Protection, Planning and Governance		(27,945)
Utilities - Electricity & Gas	Profiling	Corporate		(17,892)
Car Allowances	Profiling	Corporate		(13,514)
Telephone Network Charges	Profiling	Resources, Environment & Cultural Services		(11,941)
Central Postal Charges	Profiling	Public Protection, Planning and Governance		(11,116)
Recycling Credits & Sales Income (excluding garden waste)	Profiling	Resources, Environment & Cultural Services	138,695	
	Total Profiling		138,695	(647,443)
	Projected Year End Impact		0	0

BUDGET RISK and ACTIVITY MONITORING STATEMENT - as at 30 September 2017 for CORPORATE BUDGETS

			Previous Year	Full Year			Year to date				Action / comments
Item	Risk Consideration	Head of Service	Actual 2016/17	Current Budget 2017/18	Forecasted Outturn 2017/18	Variance	Year to date Forecasted Outturn	Actual	Variance to year to date forecast outturn		
			£	£	£	£	£	£	£	%	
Salaries & agency (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	9,907,592	10,368,190	10,401,090	32,900	5,202,435	4,298,870	(903,565)	(17.37%)	Main change in Forecast Outturn relates to the Land Charges employees on fixed term contracts that are being funded by earmarked reserves
Utilities - Electricity & Gas	Subject to market influences although purchased through a consortium	All	469,855	516,770	516,270	(500)	156,646	138,755	(17,892)	(11.42%)	Expenditure profile has been updated and review on spend to date is underway
Investment interest	This budget is affected by variations in interest rates and capital spending and receipts	Head of Resources	(384,867)	(227,500)	(227,500)	0	(113,750)	(131,233)	(17,483)	(15.37%)	Budget reduced by £45k in period 3. Due to changes in the accountancy basis between HRA and General Fund the reduction may not be as bad as first feared but the Forecast Outturn will not be altered again until there is more certainty.
Outside Printing	Concern expressed on unit costs	All	136,472	192,240	192,240	0	92,345	29,240	(63,105)	(68.34%)	£41,381 saving relates to Campus West, being reviewed as part of a separate report
Car Allowances	Demand Led	All	87,191	93,620	93,620	0	46,810	33,296	(13,514)	(28.87%)	

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 2017 for Resources, Environment & Cultural Services

			Previous Year	Full Year			Year to date				
Item	Risk Consideration	Head of Service	Actual 2016/17 £	Current Budget 2017/18 £	Forecasted Outturn 2017/18 £	Variance £	Year to date Forecasted Outturn £	Actual £	Variance to year to date forecast outturn £ %		Action / comments
IT - Hardware & Software purchases & maintenance	Constant update of existing packages and increasing costs of maintenance.	Head of Resources	356,850	311,780	311,780	0	224,954	234,818	9,864	4.38%	
Telephone Network Charges	New technology leading to increased costs. Usage control	Head of Resources	151,597	175,500	175,500	0	73,120	61,179	(11,941)	(16.33%)	
Photocopier costs	Increased usage, additional copiers.	Head of Resources	66,299	68,600	68,600	0	34,300	28,876	(5,424)	(15.81%)	

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 2017 for Resources, Environment & Cultural Services

			Previous Year	Full Year			Year to date				Action / comments
Item	Risk Consideration	Head of Service	Actual 2016/17	Current Budget 2017/18	Forecasted Outturn 2017/18	Variance	Year to date Forecasted Outturn	Actual	Variance to year to date forecast outturn		
			£	£	£	£	£	£	£	%	
Recycling Credits & Sales Income (excluding garden waste)	Variable budget based upon collection rates & commodity selling prices. Impact of ARRC on public.	Durk Reyner	(692,708)	(689,400)	(689,400)	0	(344,700)	(206,005)	138,695	40.24%	Income can be at least two months behind as weights / collections confirmed with carriers.
Penalty Charge Notices - Income	Demand Led - income relation to contractors fees	Durk Reyner	(301,442)	(255,000)	(255,000)	0	(127,500)	(164,614)	(37,114)	(29.11%)	
Parking Fee Income	Demand led, impact of ANPR system & competition from other providers.	Durk Reyner	(1,071,293)	(1,030,810)	(1,030,810)	0	(467,540)	(460,075)	7,465	1.60%	
Cemeteries - Burial Income	Demand led budget, competition from local crematorium	Durk Reyner	(153,161)	(173,020)	(173,020)	0	(86,510)	(82,120)	4,390	5.07%	

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 2017 for Resources, Environment & Cultural Services

			Previous Year	Full Year			Year to date				
Item	Risk Consideration	Head of Service	Actual 2016/17 £	Current Budget 2017/18 £	Forecasted Outturn 2017/18 £	Variance £	Year to date Forecasted Outturn £	Actual £	Variance to year to date forecast outturn £ %		Action / comments
Estates - Rental Income	Estimates based upon 95% occupancy. Impact on revenue budget if economy goes into recession.	Head of Resources	(2,564,400)	(2,500,180)	(2,647,880)	(147,700)	(1,958,973)	(2,203,776)	(244,803)	(12.50%)	Forecast Outturn increased and further increases expected in period nine when there is more certainty regarding rental income
General Fund Garages - Income	Demand led - budget includes 5% void rate.	Head of Resources	(2,173,343)	(2,229,870)	(2,269,870)	(40,000)	(1,134,935)	(1,136,263)	(1,328)	(0.12%)	See paragraph 3.4 for detail on Garages income
Weltech - Income	Effect of economical downturn - budget includes 12.5% void rate.	Head of Resources	(460,183)	(385,810)	(385,810)	0	(192,905)	(236,562)	(43,657)	(22.63%)	Level of uncertainty regarding rental income; increase expected in period nine
Planned & Responsive Maintenance Programme	Delivery of the programme as priorities change.	Head of Resources	913,418	901,820	898,620	(3,200)	469,965	303,020	(166,945)	(35.52%)	Over £370k 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 2017 for Resources, Environment & Cultural Services

			Previous Year	Full Year			Year to date				
Item	Risk Consideration	Head of Service	Actual 2016/17 £	Current Budget 2017/18 £	Forecasted Outturn 2017/18 £	Variance £	Year to date Forecasted Outturn £	Actual £	Variance to year to date forecast outturn		Action / comments
									£	%	
Campus West - Employee Costs (including salaries and wages)	If staff are not multi-functional very easy to overspend in peak usage times.	Paul Underwood	1,211,844	1,342,050	1,342,050	0	671,025	492,161	(178,864)	(26.66%)	
Campus West - Catering Income	Demand led, affected by price weather & programme of events.	Paul Underwood	(627,937)	(688,360)	(688,360)	0	(294,549)	(258,230)	36,319	12.33%	Reduction of £20,515 on actual up to September 2016 £278,745
Campus West - Food & Beverage Supplies	Demand led and potential stock control issues	Paul Underwood	318,740	327,240	327,240	0	140,026	122,327	(17,699)	(12.64%)	
Campus West - Cinema Income	Demand led, affected by price weather & programme of events.	Paul Underwood	(886,971)	(967,180)	(967,180)	0	(422,658)	(382,205)	40,453	9.57%	Reduction of £18,801 on actual up to September 2016 £401,007
Campus West - Film Hire	Programme of events to fulfil community expectations not necessarily to maximise income	Paul Underwood	419,463	439,190	439,190	0	191,926	152,185	(39,741)	(20.71%)	
Campus West - Rollercity Income	Demand led, affected by price weather & programme of events.	Paul Underwood	(335,697)	(347,610)	(347,610)	0	(172,206)	(131,273)	40,933	23.77%	Reduction of £34,434 on actual up to September 2016 £165,707
Campus West - Soft Play Income	Demand led, affected by price weather & programme of events.	Paul Underwood	(162,489)	(172,630)	(172,630)	0	(79,237)	(68,636)	10,601	13.38%	Reduction of £5,467 on actual up to September 2016 £74,103
Campus West - Panto Income	Demand led, affected by price weather & programme of events.	Paul Underwood	(126,272)	(124,430)	(124,430)	0	(60,530)	(61,115)	(585)	(0.97%)	The pantomime is expected to post a small loss
Campus West - Panto costs	Production costs for putting on the annual pantomime	Paul Underwood	126,371	124,430	124,430	0	25,160	13,176	(11,984)	(47.63%)	The pantomime is expected to post a small loss
Campus West - Other Income	Demand led, affected by price weather & programme of events.	Paul Underwood	(161,242)	(199,730)	(199,730)	0	(95,580)	(92,579)	3,001	3.14%	

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 2017 for Public Protection, Planning and Governance

			Previous Year	Full Year			Year to date				
Item	Risk Consideration	Head of Service	Actual 2016/17 £	Current Budget 2017/18 £	Forecasted Outturn 2017/18 £	Variance £	Year to date Forecasted Outturn £	Actual £	Variance to year to date forecast outturn £ %		Action / comments
Local Land Charges Income	Demand led - Currently housing market in recession.	Margaret Martinus	(89,827)	(81,730)	(81,730)	0	(40,845)	(52,923)	(12,078)	(29.57%)	
Central Postal Charges	Prices governed by PO new pricing policies on size & weight impacted on the authority	Margaret Martinus	126,430	125,040	125,040	0	62,520	51,404	(11,116)	(17.78%)	Total is net of income received from partner organisations. Variance due to the timing of bills from supplier.

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 2017 for Public Protection, Planning and Governance

			Previous Year	Full Year			Year to date				
Item	Risk Consideration	Head of Service	Actual 2016/17 £	Current Budget 2017/18 £	Forecasted Outturn 2017/18 £	Variance £	Year to date Forecasted Outturn £	Actual £	Variance to year to date forecast outturn £ %		Action / comments
Planning Fees Income	Demand Led	Colin Haigh	(483,905)	(572,410)	(572,410)	0	(286,205)	(493,776)	(207,571)	(72.53%)	Accrual of £141,394.87 carried over from 2016/17
Planning Policy - Project expenditure	Spiralling legal costs	Colin Haigh	111,521	295,000	295,000	0	147,500	20,086	(127,414)	(86.38%)	Over £54k of works committed but not yet paid
Planning Policy Local Development Framework	Unknown costs of enquiry consultation period extended Scheme costs extended to future years	Colin Haigh	100,869	44,800	44,800	0	22,400	(5,545)	(27,945)	(124.75%)	Over £27k 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 2017 for Housing and Communities

			Previous Year	Full Year			Year to date				
Item	Risk Consideration	Head of Service	Actual 2016/17 £	Current Budget 2017/18 £	Forecasted Outturn 2017/18 £	Variance £	Year to date Forecasted Outturn £	Actual £	Variance to year to date forecast outturn £ %		Action / comments
Houses of multiple occupation licence income	Demand Led	Sian Chambers	(90,783)	(126,080)	(126,080)	0	(63,040)	(38,635)	24,405	38.71%	Target varies annual depending on the level of renewals

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

Arrears by department at 30 September 2017

Department	Main types of debt	1-30 Days Overdue	31-60 Days Overdue	61-90 Days Overdue	91-365 Days Overdue	365 Days Overdue	Total Outstanding
Community & Environmental Service	Use of community facilities	5,000.00	0.00	0.00	0.00	0.00	5,000.00
Environmental Health	Courses and improvement works	860.00	2,274.00	0.00	158.29	1,587.08	4,879.37
Planning Department	Inspection fees	9,338.91	1,504.08	1,760.44	10,163.23	1,163.54	23,930.20
Cemetery Services	Burial fees	1,450.00	2,179.28	0.00	7,783.20	11,210.00	22,622.48
Parking Services	Fees	0.00	0.00	0.00	10.00	150.00	160.00
Landscape & Ecology	Allotment rents	104.65	8.17	15.59	19.52	-129.88	18.05
Recycling & Contract Services	Fees for recycled materials, rechargeable works	3,916.15	0.00	3,122.00	19,252.34	3,594.01	29,884.50
Housing & Community Services	1 main debt re improvement works	7,100.00	450.00	0.00	73,436.32	537.37	81,523.69
Rental Deposit Scheme	Rental deposits from tenants	0.00	0.00	0.00	7,751.89	19,259.29	27,011.18
Independent Living	Alarm monitoring on behalf of other orgs	13,577.10	486.53	25.50	208.00	0.00	14,297.13
Jim MacDonald Centre	Hiring of facilities	1,920.00	0.00	0.00	124.98	0.00	2,044.98
Campus West Entertainment	Hiring of facilities	3,984.60	471.31	0.00	2,648.00	0.00	7,103.91
Mill Green Museum	Group attendance	3,705.05	0.00	0.00	0.00	0.00	3,705.05
Accounting Services	Car Loans ex employees + misc fees	32,214.02	219.18	2,669.89	14,554.43	31,454.69	81,112.21
Benefits	Recharge to Broxbourne re benefits svc	55,670.40	-240.00	210.00	107,202.25	280.00	163,122.65
Financial Management	Ground rents + some commercial rents	202,079.95	11,894.89	3,712.98	87,102.57	3,940.60	308,730.99
Insurance	Insurance charges	7,964.98	0.00	0.00	273.47	465.39	8,703.84
Piper Alarm	Rental of lifeline alarms	30,450.02	64.82	79.94	2,065.08	-140.13	32,519.73
Shops/Units/Leases	Commercial rents	386,307.33	-342.74	-3,172.84	19,298.18	25,398.23	427,488.16
Weltech Business Centre	Service charges	516.80	-137.50	0.00	4,985.29	-46.26	5,318.33
Garage rents	Rental of garages	108,928.83	4,087.58	1,799.45	9,730.36	41,141.50	165,687.72
		<u>875,088.79</u>	<u>22,919.60</u>	<u>10,222.95</u>	<u>366,767.40</u>	<u>139,865.43</u>	<u>1,414,864.17</u>

Breakdown below: Breakdown below:

Rental Deposit scheme	7,751.89	18,333.29
Referred to legal	107,704.22	40,474.44
Payment plan	22,886.66	16,874.66
Department chasing*	229,652.35	25,045.83
Garages	9,730.36	41,141.50
In dispute	0.00	1,062.00
Balances of less than £50	1,681.53	1,895.89
Unallocated credits	-12,639.61	-4,962.18
	<u>366,767.40</u>	<u>139,865.43</u>

* includes one invoice in 91-365 days of £107k

Written off debt in 2016-17	9,125.27
Written off debt at 30th September 2017	322.48

**Welwyn Hatfield Borough Council
Budget Monitoring Statement**

Report as at:

Sep-17

Housing Revenue Operating Account

Original Budget 2017/18 £	Description	Current Budget 2017/18 £	Variance to Original £	Forecast Outturn 2017/18 £	Variance to Current £
(48,903,040)	Dwelling Rents	(48,903,040)	0	(48,748,830)	154,210
(463,010)	Non Dwelling Rents	(463,010)	0	(455,010)	8,000
(1,610,520)	Charges for Services and Facilities	(1,560,520)	50,000	(1,551,520)	9,000
(862,500)	Leaseholders Charges for Services	(862,500)	0	(862,500)	0
(67,910)	Contributions towards Expenditure	(67,910)	0	(67,910)	0
(171,160)	Supporting People Contribution	(171,160)	0	(171,160)	0
(8,000)	De Minimis Receipts	(8,000)	0	(8,000)	0
(52,086,140)	Total Income	(52,036,140)	50,000	(51,864,930)	171,210
3,873,150	Supervision and Management	4,046,980	173,830	4,046,980	0
5,236,500	Special Services	5,211,570	(24,930)	5,211,570	0
13,464,750	Depreciation (Tfr to Major Repairs & Reserve)	13,464,750	0	13,464,750	0
(15,711,120)	Revaluation Gain	(15,711,120)	0	(15,711,120)	0
33,670	Debt Management Expenses	33,670	0	33,670	0
50,000	Sums directed by Secretary of State	50,000	0	50,000	0
11,101,420	Repairs and Maintenance	11,071,630	(29,790)	11,071,630	0
738,190	Rents, Rates, Taxes and Other Charges	746,790	8,600	757,790	11,000
500,000	(Gain) or Loss on Disposals	500,000	0	500,000	0
350,000	Increase in Provision for Bad Debts	350,000	0	350,000	0
19,636,560	Total Expenditure	19,764,270	127,710	19,775,270	11,000
598,100	HRA share of Corporate and Democratic Core	598,100	0	598,100	0
(31,851,480)	Net Cost of Services	(31,673,770)	177,710	(31,491,560)	182,210
	Less Interest and Non-Statutory Items:				
(500,000)	Reversal of Gain or Loss on Disposal	(500,000)	0	(500,000)	0
6,241,570	Interest Payable and Similar Charges	6,241,570	0	6,241,570	0
(180,000)	Interest Receivable	(180,000)	0	(180,000)	0
15,300,000	Loan Repayment (trf to Capital Adjustment Account)	15,300,000	0	15,300,000	0
0	Revenue Contribution to Capital	115,760	115,760	115,760	0
15,711,120	Revaluation Loss	15,711,120	0	15,711,120	0
36,572,690	Total Adjustments	36,688,450	115,760	36,688,450	0
4,721,210	(Surplus) / Deficit	5,014,680	293,470	5,196,890	182,210
(10,115,337)	Opening HRA Operating Balance	(10,736,570)	(621,233)	(10,736,570)	0
4,721,210	In-year (Surplus) / Deficit	5,014,680	293,470	5,196,890	182,210
(5,394,127)	Closing HRA Operating Balance	(5,721,890)	(327,763)	(5,539,680)	182,210

Current budget changes at Period 3

Charges for services and facilities	
Alarm monitoring income reduced due to loss of contracts	50,000
Supervision and Management	
Software development budget for 2016/17 transferred to 2017/18	37,390
Increase in pension contribution as a result of triannual valuation	81,720
	119,110
Repairs and Maintenance	
Energy certificates underspend on demand led budget (HR084)	(6,180)
Gas servicing - forecast reduced based on 16/17 costs (HR101)	(52,000)
Communal legionella maintenance - forecast reduced (HR060)	(27,000)
Transfer of underspends to Fire remedial works budget head	85,180
	0
Rents, rates, taxes and other charges	
NNDR Jim MacDonald Centre Actual charge more than estimated	8,600
	8,600
Revenue contribution to capital	
Electronic document management system and Orchard mobile working solution - budget rolled forward from 16/17	115,760
Favourable audited balances brought forward from 2016/17	(621,233)
Total current budget changes Period 3	(327,763)