

WELWYN HATFIELD BOROUGH COUNCIL

BUDGET MONITORING SUMMARY BY SERVICE AREA 2018/19 - DECEMBER 2018

Description	Original Budget 2018/19	Current Budget 2018/19	Variance to Original	Forecast Outturn 2018/19	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000
Head of Resources	2,537	2,528	(9)	2,003	(525)
Head of Environment	5,423	5,458	35	5,384	(74)
Head of Policy and Culture	2,588	2,591	4	2,591	0
Corporate Director - Resources, Environment & Cultural Services	10,547	10,577	30	9,978	(599)
Head of Law and Administration	2,193	2,218	25	2,218	0
Head of Planning	1,758	1,991	233	2,008	17
Head of Public Health and Protection	1,077	1,065	(12)	1,065	0
Corporate Director - Public Protection, Planning and Governance	5,028	5,275	246	5,291	17
Head of Community & Housing Strategy	2,067	2,162	95	2,260	98
Corporate Director - Housing and Communities	2,067	2,162	95	2,260	98
Budgets managed by the Corporate Management Team	2,042	1,692	(350)	1,692	0
Net Controllable Income and Expenditure	19,684	19,705	21	19,221	(484)
Net Recharge to the Housing Revenue Account	(5,055)	(5,042)	13	(5,042)	0
Net General Fund Expenditure	14,629	14,663	34	14,179	(484)
Taxation and non-specific grant income and expenditure					
Income from Council Tax	(10,173)	(10,173)	0	(10,173)	0
Business Rates Income	(4,600)	(4,600)	0	(4,600)	0
Plus/Less collection fund deficit/(surplus)	(379)	(379)	0	(379)	0
Revenue support grant	(104)	(104)	0	(104)	0
New Homes Grant	(1,528)	(1,528)	0	(1,528)	0
Localised Council Tax Support Admin Subsidy Grant	(105)	0	105	0	0
Other Operating Income and Expenditure					
Interest & Investment Income	(65)	(65)	0	(128)	(63)
Plus interest payable on finance leases	603	603	0	603	0
Parish Precepts	1,627	1,627	0	1,627	0
Payment to Parishes for Council Tax Support	5	5	0	5	0
Revenue Contribution to Capital Outlay	0	30	30	30	0
Net Total before movements in reserves	(91)	78	169	(469)	(547)
Other Movements in reserves					
Contribution (from) / to Earmarked Reserves	191	22	(169)	569	547
Contribution (from) / to GF balances	(100)	(100)	0	(100)	0

GENERAL FUND RESERVES SUMMARY

Description	Original Budget 2018/19	Current Budget 2018/19	Variance to Original	Forecast Outturn 2018/19	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000
General Fund balance at 1st April	8,796	8,796	0	8,796	0
Movement in year	(100)	(100)	0	(100)	0
Balance as at 31 December 18	8,696	8,696	0	8,696	0
Ringfenced and Strategic reserves balance at 1st April	6,058	6,058	0	6,058	0
Movement in year	191	22	169	569	(547)
Balance as at 31 December 18	6,249	6,080	169	6,627	(547)
Total reserve balance at 1st April	14,854	14,854	0	14,854	0
Movement in year	91	(78)	169	469	(547)
Balance as at 31 December 18	14,945	14,776	169	15,323	(547)

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

**Corporate Director (Resources, Environment & Cultural Services) - 2018-19 as at
31 December 2018 variances**

Head of Resources

Description	Original Budget 2018/19	Current Budget 2018/19	Variance to Original	Forecast Outturn 2018/19	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	3,395	3,395	0	3,355	(40)
Premises Related	1,795	1,803	8	1,739	(64)
Transport Related	48	47	(0)	36	(11)
Supplies and Services	1,342	1,132	(210)	1,161	29
Third Party Payments	2,695	2,868	172	3,980	1,113
Transfer Payments	40,553	37,039	(3,514)	36,361	(678)
Income	(47,291)	(43,756)	3,536	(44,629)	(874)
Controllable Costs	2,537	2,528	(9)	2,003	(525)
Support Cost Recharges	(3,826)	(3,922)	(96)	(3,922)	0
Capital Charges	1,764	1,764	0	1,764	0
Non-Controllable costs	(2,061)	(2,158)	(96)	(2,158)	0
Head of Resources	475	370	(105)	(155)	(525)

Virements (officer agreed budget transfers)

Net nil movement on Benefits - Reduction in Rent Allowance and associated Rent allowance Subsidy (£3,439,150)	0
Net nil movement on External Audit - Supplies and Services to Third Party Payments (£80,000)	0
Insurance costs moved to Support Cost Recharges	96

Approved Changes - Cabinet 4th September

Increase in Localised Council Tax Support Admin subsidy	(105)
---	-------

Forecast Outturn changes

Estates - increased rental income	(269)
Finance - employee savings	(77)
Weltech - increased rental income	(74)
Insurance renewal efficiency	(59)
Merchant Service Charge saving	(27)
IT savings	(23)
Increase in Localised Council Tax Support Admin subsidy	(21)
External audit contract saving	(15)
Business Rates Pool admin fee	40

Virements to be approved

Net nil movement on Housing Benefits - Reduction to Transfer payments and Income (£678,190)	0
Net nil movement on Broxbourne BC contract - Increase to Third Party payments and Income (£1,025,000)	0
Net nil movement on Universal Credits - Increase to Third Party Payment and Income (£101,010)	0
	<u>(9)</u>
	<u>(525)</u>

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

**Corporate Director (Resources, Environment & Cultural Services) - 2018-19 as at
31 December 2018 variances**

Head of Environment

Description	Original Budget 2018/19	Current Budget 2018/19	Variance to Original	Forecast Outturn 2018/19	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	904	1,046	142	1,022	(24)
Premises Related	471	467	(4)	467	0
Transport Related	30	24	(6)	24	0
Supplies and Services	355	408	53	408	0
Third Party Payments	7,241	7,241	0	7,241	0
Income	(3,578)	(3,728)	(150)	(3,778)	(50)
Controllable Costs	5,423	5,458	35	5,384	(74)
Support Cost Recharges	418	400	(18)	400	0
Capital Charges	428	428	0	428	0
Non-Controllable costs	846	828	(18)	828	0
Head of Environment	6,269	6,286	17	6,212	(74)

Virements (officer agreed budget transfers)

Play equipment to be funded via RCCO	(30)
Insurance costs moved to Support Cost Recharges	(22)
Waste Mobilisation Officer (2yr fixed term) - transfer from Corporate Projects	47
Rent at bus compound at Campus East Car Park to Support Cost Recharges	40

Forecast Outturn changes

Additional subsidy from has been received from HCC	(50)
Employee savings - vacant post within Parking Services - This post is now filled	(24)

Virements to be approved

Net nil movement on Recycling income (£205,000)	0
---	---

35

(74)

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

**Corporate Director (Resources, Environment & Cultural Services) - 2018-19 as at
31 December 2018 variances**

Head of Policy and Culture

Description	Original Budget 2017/18	Current Budget 2017/18	Variance to Original	Forecast Outturn 2017/18	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	1,797	1,668	(130)	1,668	0
Premises Related	839	964	125	964	0
Transport Related	3	3	0	3	0
Supplies and Services	2,043	1,399	(644)	1,399	(0)
Third Party Payments	645	1,075	431	1,075	0
Income	(2,739)	(2,517)	222	(2,517)	0
Controllable Costs	2,588	2,591	4	2,591	(0)
Support Cost Recharges	(699)	(643)	56	(643)	0
Capital Charges	860	860	0	860	0
Non-Controllable costs	162	217	56	217	0
Head of Policy and Cultur	2,749	2,808	59	2,808	(0)

Virements (officer agreed budget transfers)

Insurance costs moved to Support Cost Recharges	(56)
Additional building maintenance - transfer from Corporate Projects	50
Moneyhole Lane Playing Field (CCTV System) - transfer from Corporate Projects	8
Training - transfer from Law and Admin	1

Approved Changes - Cabinet 4th September

Net nil movement on Leisure Contract - Supplies and Services to Third Party Payments (£514,240)	0
---	---

Approved Changes - Cabinet 6th November

Net nil movement on Campus West - Expenditure to Income (£230,690)	0
--	---

Forecast Outturn changes

None		
	<u>4</u>	<u>0</u>

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

**Corporate Director (Public Protection, Planning and Governance) - 2018-19 as at
31 December 2018 variances**

Head of Law and Administration

Description	Original Budget 2018/19	Current Budget 2018/19	Variance to Original	Forecast Outturn 2018/19	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	1,510	1,524	15	1,544	20
Premises Related	5	5	0	5	0
Transport Related	34	30	(4)	30	0
Supplies and Services	745	727	(18)	747	20
Third Party Payments	136	181	45	181	0
Income	(237)	(249)	(12)	(289)	(40)
Controllable Costs	2,193	2,218	25	2,218	0
Support Cost Recharges	(777)	(758)	19	(758)	0
Capital Charges	2	2	0	2	0
Non-Controllable costs	(775)	(756)	19	(756)	0
Head of Law and Adminis	1,418	1,462	45	1,462	0

Virements (officer agreed budget transfers)

Insurance costs moved to Support Cost Recharges	(19)
Training - transfer to Policy and Culture	(1)
Audio visual equipment and maintenance - transfer from Corporate Projects	28
Recruitment microsite - transfer from Corporate Projects	18

Forecast Outturn changes

None

25

0

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

**Corporate Director (Public Protection, Planning and Governance) - 2018-19 as at
31 December 2018 variances
Head of Planning**

Description	Original Budget 2018/19 £ '000	Current Budget 2018/19 £ '000	Variance to Original £ '000	Forecast Outturn 2018/19 £ '000	Variance to Current £ '000
Employees	1,815	1,892	77	1,901	9
Premises Related	80	80	0	80	0
Transport Related	21	21	0	21	0
Supplies and Services	367	542	175	650	108
Third Party Payments	498	664	166	744	80
Income	(1,023)	(1,207)	(185)	(1,387)	(180)
Controllable Costs	1,758	1,991	233	2,008	17
Support Cost Recharges	598	617	19	617	0
Capital Charges	33	33	0	33	0
Non-Controllable costs	631	650	19	650	0
Head of Planning	2,389	2,641	252	2,658	17

Virements (officer agreed budget transfers)

Insurance costs moved to Support Cost Recharges	(19)
Lombardy poplars - funded from earmarked reserve	169
Commissioning of the Community Space Strategy - transfer from Corporate Projects	40
Adjustment to Building Control - transfer from Corporate Projects	43

Forecast Outturn changes

Increased planning application appeal costs	17
---	----

Virements to be approved

Net nil movement on Planning - Increase to Supplies and Services offset by Income (£100,000)	0
	<u>233</u>
	<u>17</u>

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

**Corporate Director (Public Protection, Planning and Governance) - 2018-19 as at
31 December 2018 variances
Head of Public Health and Protection**

Description	Original Budget 2018/19 £ '000	Current Budget 2018/19 £ '000	Variance to Original £ '000	Forecast Outturn 2018/19 £ '000	Variance to Current £ '000
Employees	1,180	1,180	0	1,180	0
Premises Related	2	2	0	2	0
Transport Related	22	22	0	22	0
Supplies and Services	133	121	(12)	121	0
Third Party Payments	38	38	0	38	0
Income	(298)	(298)	(0)	(298)	0
Controllable Costs	1,077	1,065	(12)	1,065	0
Support Cost Recharges	317	329	12	329	0
Capital Charges	5	5	0	5	0
Non-Controllable costs	321	333	12	333	0
Head of Public Health and	1,399	1,399	(0)	1,399	0

Virements (officer agreed budget transfers)

Insurance costs moved to Support Cost Recharges (12)

Forecast Outturn changes

None

(12)

0

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

**Corporate Director (Housing and Communities) - 2018-19 as at
31 December 2018 variances**

Head of Community & Housing Strategy

Description	Original Budget 2018/19	Current Budget 2018/19	Variance to Original	Forecast Outturn 2018/19	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	1,540	1,677	137	1,677	0
Premises Related	32	32	0	32	0
Transport Related	28	28	0	28	0
Supplies and Services	395	682	286	801	119
Third Party Payments	382	328	(54)	328	0
Income	(311)	(586)	(275)	(607)	(21)
Controllable Costs	2,067	2,162	95	2,260	98
Support Cost Recharges	250	264	13	264	0
Capital Charges	(524)	(524)	0	(524)	0
Non-Controllable costs	(273)	(260)	13	(260)	0
Head of Community & Ho	1,793	1,902	108	2,000	98

Virements (officer agreed budget transfers)

Insurance costs moved to Support Cost Recharges	(13)
Housing Option Officer (2yr fixed term) - transfer from Corporate Projects	78
Sport Development and Sport facilities strategy - transfer from Corporate Projects	30

Approved Changes - Cabinet 6th November

Homelessness Grant - The Council has received grant in relation to the Homelessness Reduction Act. This grant will be used to support the Council in meeting the requirements of the new legislation (income)	(264)
Homelessness Grant - Expenditure requirement in relation to the Council meeting the new requirements of the Homelessness Reduction Act (Supplies and Services)	264
Realign budgets following delay in implementation of legislative changes (Income)	43
Realign budgets following delay in implementation of legislative changes (Employees)	117
Realign budgets following delay in implementation of legislative changes (Third Party Payments)	(160)

Forecast Outturn changes - Virements

Increase in Temporary Accommodation costs	98
	95
	98

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

**Corporate Management Team - 2018-19 as at
31 December 2018 variances**

Corporate Management Team

Description	Original Budget 2018/19	Current Budget 2018/19	Variance to Original	Forecast Outturn 2018/19	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	1,275	1,275	0	1,275	0
Transport Related	8	8	0	8	0
Supplies and Services	758	408	(350)	408	0
Controllable Costs	2,042	1,692	(350)	1,692	0
Support Cost Recharges	(1,335)	(1,328)	7	(1,328)	0
Non-Controllable costs	(1,335)	(1,328)	7	(1,328)	0
Executive Board	707	364	(343)	364	0

Virements (officer agreed budget transfers)

Corporate Projects - transfer to Community & Housing Strategy for Housing Option Officer (2yr fixed term)	(78)
Corporate Projects - trans to Resources for additional building maintenance	(50)
Corporate Projects - transfer to Environment for Waste Mobilisation Officer (2yr fixed term)	(47)
Corporate Projects - transfer to Planning for Building Control	(43)
Corporate Projects - transfer to Planning for the commissioning of the Community Space Strategy	(40)
Corporate Projects - transfer to Community & Housing Strategy for Sport Development and Sport facilities strategy	(30)
Corporate Projects - transfer to Law and Admin for Audio visual equipment and maintenance	(28)
Corporate Projects - transfer to Law and Admin for Recruitment microsite	(18)
Corporate Projects - transfer to Policy and Culture for Moneyhole Lane Playing Field (CCTV System)	(8)
Insurance costs moved to Support Cost Recharges	(7)

Forecast Outturn changes

None

(350)

0

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

RISK and OPPORTUNITIES SUMMARY - as at 31 December 2018

Item	Type of Variance	Directorate	Risks	Opportunities
Salaries & agency (General Fund) (excludes wages and other employee costs)	One Off	Corporate		(169,683)
	Total One Off		0	(169,683)
Penalty Charge Notices - Income	Potentially Ongoing	Resources, Environment & Cultural Services		(17,253)
	Current Total Ongoing		0	(17,253)
	Grossed Up Ongoing		0	(23,004)
Net potential favourable movement to current forecast position	Grand Total			(192,690)
Houses of multiple occupation licence income	Profiling	Housing and Communities		(170,582)
Planned & Responsive Maintenance Programme	Profiling	Resources, Environment & Cultural Services		(121,350)
Planning Fees Income	Profiling	Public Protection, Planning and Governance		(73,692)
Estates - Rental Income	Profiling	Resources, Environment & Cultural Services		(67,528)
Planning Policy - Project expenditure	Profiling	Public Protection, Planning and Governance		(41,011)
Utilities - Electricity & Gas	Profiling	Corporate		(34,085)
Car Allowances	Profiling	Corporate		(30,135)
Outside Printing	Profiling	Corporate		(27,512)
Cemeteries - Burial Income	Profiling	Resources, Environment & Cultural Services		(23,671)
IT - Hardware & Software purchases & maintenance	Profiling	Resources, Environment & Cultural Services		(30,897)
	Total Profiling		0	(620,463)
	Projected Year End Impact		0	0

BUDGET RISK and ACTIVITY MONITORING STATEMENT - as at 31 December 2018 for CORPORATE BUDGETS

Item	Full Year			Year to date			Action / comments
	Current Budget 2018/19 £	Forecasted Outturn 2018/19 £	Variance £	Year to date Forecasted Outturn £	Actual £	Variance to year to date forecast £	
Salaries & agency (General Fund) (excludes wages and other employee costs)	11,843,230	11,636,690	(206,540)	8,753,035	8,583,351	(169,683)	Posts funded from the Corporate pot will be moved to earmarked reserves at year end
Utilities - Electricity & Gas	560,950	560,950	0	310,422	276,338	(34,085)	Overspend on electricity more than offset by savings on gas
Outside Printing	150,300	165,300	15,000	127,725	100,213	(27,512)	Savings on costs relating to Campus West/Communications. Strategy in place on how the budget will be spent during the financial year
Car Allowances	109,370	109,370	0	82,028	51,892	(30,135)	Several small underspends across the Council, budgets reduced as part of the 19/20 budget setting process

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

BUDGET RISK and ACTIVITY MONITORING STATEMENT - as at 31 December 2018 for Resources, Environment & Cultural Services

Full Year				Year to date			
Item	Current Budget 2018/19	Forecasted Outturn 2018/19	Variance	Year to date Forecasted Outturn	Actual	Variance to year to date forecast outturn	Action / comments
	£	£	£	£	£	£	
IT - Hardware & Software purchases & maintenance	340,780	314,080	(26,700)	276,255	245,358	(30,897)	Forecast Outturn reduced - see papagraph 3.4.6
Telephone Network Charges	175,500	175,500	0	137,875	131,040	(6,835)	
Photocopier costs	68,600	68,600	0	51,450	45,039	(6,411)	

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

BUDGET RISK and ACTIVITY MONITORING STATEMENT - as at 31 December 2018 for Resources, Environment & Cultural Services

Full Year				Year to date			
Item	Current Budget 2018/19	Forecasted Outturn 2018/19	Variance	Year to date Forecasted Outturn	Actual	Variance to year to date forecast outturn	Action / comments
	£	£	£	£	£	£	
Recycling Credits & Sales Income (excluding garden waste)	(689,400)	(484,400)	205,000	(363,300)	(353,798)	9,502	The effect of lower price per tonne for recycling has been reflected in the forecast outturn.
Penalty Charge Notices - Income	(295,000)	(295,000)	0	(221,250)	(238,503)	(17,253)	Will be used to help offset any potential shortfall in off street parking income
Parking Fee Income	(1,030,810)	(1,030,810)	0	(770,720)	(768,524)	2,196	Income target not being met but not by a material amount. To be monitored closely over the coming year

BUDGET RISK and ACTIVITY MONITORING STATEMENT - as at 31 December 2018 for Resources, Environment & Cultural Services

Full Year			Year to date				Action / comments
Item	Current Budget 2018/19	Forecasted Outturn 2018/19	Variance	Year to date Forecasted Outturn	Actual	Variance to year to date forecast outturn	
	£	£	£	£	£	£	
Estates - Rental Income	(2,647,890)	(2,968,680)	(320,790)	(2,889,868)	(2,957,395)	(67,528)	See paragraph 3.4.1
General Fund Garages - Income	(2,261,560)	(2,261,560)	0	(2,261,560)	(2,262,609)	(1,049)	
Planned & Responsive Maintenance Programme	1,003,750	1,003,750	0	754,660	633,310	(121,350)	Over £206k 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 31 December 2018 for Resources, Environment & Cultural Services

Item	Full Year			Year to date			Action / comments
	Current Budget 2018/19	Forecasted Outturn 2018/19	Variance	Year to date Forecasted Outturn	Actual	Variance to year to date forecast outturn	
	£	£	£	£	£	£	
Campus West - Employee Costs (including salaries and wages)	971,570	971,570	0	728,678	693,938	(34,739)	Reduction in the use of casual staff
Campus West - Catering Income	(612,700)	(612,700)	0	(437,593)	(402,044)	35,550	Reduction of £31,022 on actual up to December 2018 £433,066
Campus West - Food & Beverage Supplies	302,620	302,620	0	210,699	192,481	(18,218)	Expenditure levels are linked to Catering income
Campus West - Cinema Income	(866,780)	(866,780)	0	(621,389)	(674,920)	(53,531)	Increase of £68,282 on actual up to December 2018 £606,637
Campus West - Film Hire	396,600	396,600	0	278,701	275,143	(3,558)	Expenditure levels are linked to Cinema income
Campus West - Rollercity Income	(290,670)	(290,670)	0	(208,511)	(183,912)	24,599	Reduction of £18,545 on actual up to December 2018 £202,457
Campus West - Soft Play Income	(156,630)	(156,630)	0	(110,968)	(104,537)	6,431	Reduction of £3,010 on actual up to December 2018 £107,548

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

BUDGET RISK and ACTIVITY MONITORING STATEMENT - as at 31 December 2018 for Public Protection, Planning and Governance

Item	Full Year			Year to date			Action / comments
	Current Budget 2018/19	Forecasted Outturn 2018/19	Variance	Year to date Forecasted Outturn	Actual	Variance to year to date forecast outturn	
	£	£	£	£	£	£	
Planning Fees Income	(779,910)	(879,910)	(100,000)	(874,910)	(948,602)	(73,692)	Accrual of £365,000 carried over from 2017/18. Forecast Outturn increased to offset additional employee expenditure
Planning Policy - Project expenditure	103,950	103,950	0	103,950	62,939	(41,011)	Over £68k of works committed but not yet paid
Planning Policy Local Development Framework	44,800	44,800	0	44,800	35,122	(9,678)	Over £3k of works committed but not yet paid. Any underspends likely to be put into earmarked reserves

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

BUDGET RISK and ACTIVITY MONITORING STATEMENT - as at 31 December 2018 for Housing and Communities

Full Year			Year to date				Action / comments
Item	Current Budget 2018/19	Forecasted Outturn 2018/19	Variance	Year to date Forecasted Outturn	Actual	Variance to year to date forecast outturn	
	£	£	£	£	£	£	
Houses of multiple occupation licence income	(161,430)	(161,430)	0	(121,073)	(291,655)	(170,582)	Income levels will be monitored closely following a legislation change on HMO properties occurred in October

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

Arrears by service at 30 November 2018

	1-30 Days Overdue	31-60 Days Overdue	61-90 Days Overdue	91-365 Days Overdue	365 Days Overdue	Total Outstanding
Public Protection, Planning & Governance						
Law & Administration	3,520.00	0.00	0.00	642.79	607.21	4,770.00
Planning	2,750.00	352.00	0.00	1,883.79	5,997.72	10,983.51
Public Health & Protection	348.00	2,682.00	1,610.66	-604.00	852.08	4,888.74
	6,618.00	3,034.00	1,610.66	1,922.58	7,457.01	20,642.25
Housing and Communities						
Housing Operations	17,186.19	425.79	232.32	1,520.55	3,233.39	22,598.24
Housing Property Services	0.00	0.00	0.00	0.00	500.00	500.00
Community & Housing Strategy ¹	1,528.00	0.00	4,850.00	1,449.13	33,764.30	41,591.43
	18,714.19	425.79	5,082.32	2,969.68	37,497.69	64,689.67
Resources, Environment & Cultural Services						
Policy & Culture	14,677.88	10,020.25	116.00	62.25	0.00	24,876.38
Environment - Cemeteries	3,200.00	4,950.00	3,529.00	5,370.00	5,882.00	22,931.00
Environment - Street Cleaning	0.00	3,564.00	0.00	1,890.00	3,698.00	9,152.00
Environment - Other	106,001.64	3,402.10	90,217.16	2,523.62	729.15	202,873.67
Resources - Shopping Centres	127,325.05	57,088.79	-99.15	13,213.72	13,358.86	210,887.27
Resources - Hatfield Town Centre ⁸	47,189.13	44,040.00	18,600.00	-960.95	12,326.72	121,194.90
Resources - Ground rent	59,852.36	-227.92	954.75	7,010.36	6,164.89	73,754.44
Resources - Garages	22,731.36	9,402.06	1,736.38	20,326.31	59,068.00	113,264.11
Resources - Other Corporate Property	50,462.47	-8.47	-1,393.88	7,640.15	7,932.58	64,632.85
Resources - Broxbourne contract	490,022.02	14,379.30	0.00	0.00	0.00	504,401.32
Resources - Other	826.00	0.00	-261.86	12,013.04	27,428.31	40,005.49
	922,287.91	146,610.11	113,398.40	69,088.50	136,588.51	1,387,973.43
TOTAL	947,620.10	150,069.90	120,091.38	73,980.76	181,543.21	1,473,305.35

	Breakdown below:	Breakdown below:
Rental Deposit scheme ¹	307.57	27,283.53
Referred to legal ²	13,596.09	72,052.89
Payment plan ³	1,000.00	12,677.94
Chasing - other LAs and partner orgs ⁴	24,239.63	2,656.08
Chasing - other orgs & individuals ⁴	45,908.46	12,913.47
Garages ⁵	20,326.31	59,068.00
Balances of less than £50 ⁶	2,261.32	7,298.74
Unallocated credits ⁷	-33,658.62	-12,407.44
	73,980.76	181,543.21

Analysis and actions being taken re debt over 90 days

- Rental Deposit Scheme - these are deposits provided to residents to enable them to rent a property and are to be repaid when they leave and make up the majority of Community & Housing Strategy debts over 365 days
- Referred to legal - the debt is now in the hands of the Council's legal team who will first issue a Letter Before Action and if appropriate seek a County Court Judgement.
- Payment plan - these customers are paying their debt in instalments, as a result of an agreement with officers or terms set by a court.
- Chasing - these debts are being actively pursued directly with the customer by the department who provided the service or by Finance. This is the step before considering referring the debt for legal action or when legal action is inappropriate e.g. another local authority or partner organisation.
- Garages - these debts are being pursued by the Garages Team using direct customer contact and legal action where appropriate. Annual income from garage rents is around £2.3m across over 4,000 garages.
- Balances of less than £50 - many of these debts are ground rent and an exercise is underway to chase up the non payment of these charges.
- Unallocated credits - these arise when customers pay a different amount than the invoice issued or where a customer pays in advance of an invoice being raised.
- Hatfield Town Centre - the total annual rental income from commercial tenants is £720k.

Previous quarters information

	1-30 Days Overdue	31-60 Days Overdue	31-60 Days Overdue	91-365 Days Overdue	365 Days Overdue	Total Outstanding
Q3 2017/18	780,413.32	328,037.72	139,191.87	169,601.66	156,538.21	1,573,782.78
Q4 2017/18	825,788.75	49,405.01	-846.97	141,023.07	166,274.44	1,181,644.30
Q1 2018/19	534,338.02	178,648.20	21,940.83	136,985.38	163,782.42	1,035,694.85
Q2 2018/19	881,936.03	27,416.28	24,235.81	125,516.96	182,387.45	1,241,492.53

Welwyn Hatfield Borough Council
Budget Monitoring Statement - Housing Revenue Account - 31st December 2018

Original Budget 2018/19 £'000	Description	Current Budget 2018/19 £'000	Variance to Original £'000	Forecast Outturn 2018/19 £'000	Variance to Current £'000
(48,286)	Dwelling Rents	(48,286)	0	(48,246)	40
(513)	Non Dwelling Rents	(513)	0	(496)	17
(1,621)	Charges for Services and Facilities	(1,621)	0	(1,649)	(28)
(939)	Leaseholders Charges for Services	(939)	0	(939)	0
(251)	Contributions towards Expenditure	(251)	0	(251)	0
(8)	De Minimis Receipts	(8)	0	(8)	0
(51,618)	Total Income	(51,618)	0	(51,589)	29
7,838	Supervision and Management	7,873	35	7,675	(198)
3,610	Special Services	3,554	(57)	3,595	41
14,273	Depreciation	14,273	0	14,273	0
39	Debt Management Costs	39	0	39	0
50	Sums directed by Secretary of State	50	0	50	0
9,117	Repairs and Maintenance	9,132	14	9,012	(120)
852	Rents, Rates, Taxes and Other Charges	859	7	901	41
725	Increase in Provision for Bad Debts	725	0	725	0
36,504	Total Expenditure	36,504	(0)	36,269	(235)
705	HRA share of Corporate and Democratic Core	705	0	705	0
(14,409)	Net Cost of Services	(14,409)	(0)	(14,615)	(206)
	Less Interest and Non-Statutory Items:				
6,443	Interest Payable and Similar Charges	6,443	0	6,443	0
(138)	Interest Receivable	(138)	0	(138)	0
11,454	Revenue Contribution to Capital Outlay	11,454	0	12,294	841
17,759	Total Adjustments	17,759	0	18,599	841
3,350	(Surplus) / Deficit	3,350	(0)	3,985	635
(6,015)	Opening HRA Operating Balance	(6,580)	(565)	(6,580)	0
3,350	In-year (Surplus) / Deficit	3,350	(0)	3,985	635
(2,665)	Closing HRA Operating Balance	(3,230)	(565)	(2,595)	635

Current Budget Changes

Roll forward actual HRA Balance		(565)
---------------------------------	--	-------

Budget Monitoring Variance - Housing Revenue Account**Forecast outturn changes at Period 3**

Supervision and Management Redevelopment and Buy Backs		41
---	--	----

Repairs and Maintenance Professional fees		(50)
--	--	------

Total forecast changes at Period 3		(9)
---	--	------------

Forecast outturn changes at Period 6

Dwelling Rents Actual rent on general needs properties lower than budget set	125	
Actual rent on hostels higher than budget set due to low void rate	(85)	40

Charges for services and facilities Service charge income projection higher on hostels due to higher occupancy		(69)
---	--	------

Supervision and Management Special projects budget saving anticipated		(197)
--	--	-------

Total forecast changes at Period 6		(226)
---	--	--------------

Repairs and Maintenance Further increased saving in Professional fees		(70)
--	--	------

Non Dwelling Rents Garage rents void higher than budget		17
--	--	----

Special Services Increased cleaning and equipment costs on Hostels due to higher occupancy		41
---	--	----

Charges for services and facilities Alarm Monitoring - Reduced number of clients, demand led.		20
Community Facilities Charge reduced due to decants at Minster House and Burfield Close		16
Rechargeable repairs income reduced as fewer repairs anticipated		5

Revenue Contribution to Capital Outlay (RCCO)		841
Adjustment to RCCO to ensure that HRA closing balance is 5% of income (once income has been adjusted for Void Rent expense)		

Total forecast changes		635
------------------------	--	------------

Total current and forecast budget changes at Period9		70
---	--	-----------