

Welwyn Hatfield Borough Council - Budget Monitoring - General Fund Summary - 30 September 2024

Appendix A1

Description	YTD Budget	YTD Actual	Variance	Current	Forecast	Variance to
	2024/25	(inc. Cmmt)		Budget	Outturn	Current
	£ '000	£ '000	£ '000	£ '000	£ '000	£ '000
Customer Service and Transformation	593	600	7	1,095	1,516	420
Finance	3,407	4,566	1,159	5,423	7,345	1,922
ICT and Digital	970	1,179	209	1,940	1,811	(129)
Legal and Governance	1,197	1,261	64	2,260	2,254	(6)
Budgets controlled by the Director	587	623	36	1,174	1,166	(8)
Executive Director (Finance and Transformation)	6,754	8,229	1,475	11,893	14,092	2,199
Leisure, Community and Cultural Services	1,450	406	(1,045)	2,871	2,255	(615)
Planning	535	523	(12)	1,069	1,071	2
Regeneration and Economic Development	(2,160)	(2,510)	(350)	(3,210)	(3,202)	7
Budgets controlled by the Director	221	214	(7)	442	407	(36)
Executive Director (Place)	47	(1,368)	(1,414)	1,172	531	(642)
Homes	241	212	(29)	483	458	(25)
Public Realm	2,945	1,982	(964)	6,388	6,236	(152)
Budgets controlled by the Director	149	214	65	299	473	174
Executive Director (Resident and Climate Change)	3,336	2,408	(928)	7,169	7,166	(3)
Senior Leadership Team	251	225	(26)	503	464	(39)
Net Controllable Income and Expenditure	10,388	9,494	(894)	20,737	22,253	1,515
Net Recharge to the Housing Revenue Account	(3,072)	3	3,076	(6,145)	(6,145)	0
Net Cost of Services	7,315	9,497	2,182	14,592	16,107	1,515
Income from Council Tax	0	0	0	(12,642)	(12,642)	0
Plus/Less Council Tax collection fund deficit/(surplus)	0	0	0	388	388	0
Business Rates Income	0	(1,968)	(1,968)	(4,069)	(4,069)	0
Plus/Less Rates collection fund deficit/(surplus)	0	0	0	1,705	1,705	0
New Homes Grant	(83)	(82)	1	(165)	(165)	0
Services Grant and Other Government Grants	(548)	(560)	(12)	(1,095)	(1,095)	0
New Burdens Grants	0	(128)	(128)	0	0	0
Interest & Investment Income	(225)	(643)	(418)	(450)	(1,237)	(787)
Capital Financing Costs	605	78	(528)	1,210	1,231	21
Borrowing Interest Costs	513	120	(393)	1,026	576	(450)
Parish Precepts	0	1,111	1,111	2,217	2,217	0
Net Total before movements in reserves	7,577	7,424	(154)	2,717	3,016	299
Contribution (from) / to Earmarked Reserves	(307)	2,093	2,400	(615)	(615)	0
Contribution (from) / to Earmarked Reserves - Collection Fund	(1,047)	(2,093)	(1,046)	(2,093)	(2,093)	0
Contribution from / (to) GF balances	6,223	7,424	1,200	9	308	299

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

General Fund Reserves Summary - 30 September 2024

Appendix A2

Reserve	Balance at 1 April 2024 £'000	Budgeted Movement £'000	Grants and Approved Changes £'000	Forecast Changes £'000	Balance at 31 March 2025 £'000
Earmarked Reserves					
Strategic Initiatives Reserve	1,377				1,377
Business Rates Retention Reserve	5,154	(2,093)			3,061
Pensions Reserve	801	(400)			401
Transformation Reserve	988				988
Commitment Reserves	301	(27)			274
Grants and Contributions Reserve	2,973	(188)		(35)	2,750
Local Plan Reserve (Other reserves)	453				453
Youth Provision Reserve (Other reserves)	21				21
Climate Change Reserve (Other reserves)	124				124
Civic Buildings Reserve (Other reserves)	301				301
Disability Access Reserve	82				82
Other Reserves	44				44
Total Earmarked Reserves	12,619	(2,708)	0	(35)	9,876
General Fund Working Balance	6,768	(9)	0	(299)	6,460
Total Reserves	19,387	(2,717)	0	(334)	16,336

Summary of virements between services

Appendix A3

Service	Virement Detail	Virement Total
Customer Service and Transformation	Transfer of Web Development Team to ICT (£87k)	(87)
Finance	Realignment of employee budgets £34k	(7)
	Realignment of postage budgets (£50k)	
	Adjustment of Legal Services employee budgets £70k	
	Transfer of Digital Services to ICT (£61k)	
ICT and Digital	Transfer of Web Development Team to ICT 87k	148
	Transfer of Digital Services to ICT 61k	
Legal and Governance	Realignment of postage budgets £50k	(20)
	Adjustment of Legal Services employee budgets (£70k)	
Director - Finance and Transformation	Recruitment £6k	6
Leisure, Community and Cultural Services	Realignment of employee budgets (£34k)	32
	Transfer of grants given from Regeneration 17k	
Regeneration and Economic Development	Transfer of grants given to Leisure (£17k)	(101)
	Transfer of property costs to Public Realm (£35k)	
Public Realm Senior Leadership Team	Transfer of property costs from Regeneration £35k	35
	Recruitment (£6k)	(6)
Total Increase/(Decrease) to Net Cost of Service Budgets		0

Customer Service and Transformation

Description	YTD Budget 2024/25	YTD Actual (inc Cmmt)	YTD Variance	Current Budget 2024/25	Forecast Outturn 2024/25	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	778	672	(106)	1,556	1,472	(85)
Premises Related	224	17	(208)	358	299	(60)
Transport Related	2	3	0	4	5	1
Supplies and Services	109	103	(6)	219	195	(24)
Third Party Payments	160	171	11	319	347	27
Transfer Payments	0	0	0	0	0	0
Income	(681)	(365)	316	(1,362)	(802)	560
Controllable Costs	593	600	7	1,095	1,516	420

Controllable Variance Analysis	Variance	Forecast Variance
d) Crematorium income is currently lower than budgeted as the service is still building awareness of its services.	334	560
c) Accrual for estimated business rates bill for Oakhill Crematorium for July 2023 to March 2024 - actual bill yet to be calculated/invoiced.	(145)	0
d) Vacancies partially offset by Customer Service agency costs. Payment of agency invoices is currently delayed.	(110)	(91)
d) Significant delay in Laser Energy billing for Gas usage at the Crematorium - this has been chased and will need to be followed up again.	(21)	(41)
d) There is a delay in electricity costs for Oakhill Crematorium being invoiced.	(8)	(2)
c) Costs relating to Chatbot. Full year charge for 24/25 and 25/26 has already been paid. Budget profile will be amended and costs that relate to 25/26 will be accrued as a payment in advance into that year.	42	0
d) Bereavement services contract costs. Year to date underspend is due to a month lag in payment of the main grounds maintenance crematorium contract. The full year forecast reflects the fact that there are several contracts for grounds and equipment maintenance which will be added to as operational needs are identified.	(47)	(12)
d) Other small variances.	(38)	6
TOTAL	7	420

Finance

Description	YTD Budget 2024/25 £ '000	YTD Actual (inc Cmmt) £ '000	YTD Variance £ '000	Current Budget 2024/25 £ '000	Forecast Outturn 2024/25 £ '000	Variance to Current £ '000
Employees	1,851	1,927	76	2,646	2,724	79
Premises Related	216	551	335	432	443	11
Transport Related	3	7	4	6	5	(1)
Supplies and Service	334	318	(16)	437	518	81
Third Party Payments	1,261	951	(311)	2,419	2,590	171
Transfer Payments	13,954	14,177	223	27,908	29,828	1,921
Income	(14,212)	(13,364)	848	(28,424)	(28,764)	(339)
Controllable Costs	3,407	4,566	1,159	5,423	7,345	1,922

Controllable Variance Analysis	Variance	Forecast Variance
d) Accrued external audit fees for 22/23 and 23/24 not yet fully invoiced causing the year-to-date variance. Year end overspend is expected due to increased audit testing and changes in audit requirements, partially offset by Redmond Review grant received	(240)	49
d) 2024/25 Insurance invoice has been received; invoice partially relates to 25/26 financial year, increasing the year to date variance. Higher than anticipated price increase - this is mainly driven by an increase in cost of property insurance, insurance provider have explained they have had to increase the cost in order to recoup higher cost and volume of insurance claims. Estimate £24k of the overspend will be reflected in increased recharge to the HRA	388	51
d) Underspend on insurance for commercial properties - valuation exercise carried out in March 2024 on a number of commercial properties resulted in the value for insurance purposes being revalued downwards and a reduction in the cost of insuring the properties. This will be offset by reduction in the amount recharged to commercial tenants. Year to date variance is payment in advance	80	(20)
d) Liberata monthly contract invoices for Revs & Bens for September not yet processed	(153)	(27)
d) Subscriptions and Software costs for Financial Services and Revenues and Benefits have been almost fully invoiced/goods receipted for the year causing the year-to-date variance due to budget profiling. A small variance is expected at year end.	(10)	33

d) Private Sector housing benefit. At present expenditure is lower than budgeted, however the subsidy received is also lower, resulting in a current year to date overspend. The forecast is based on projections produced by Revenues and Benefits contractor Liberata. The forecasted overspend includes costs of £770k related to supported accommodation for which no subsidy will be received. Various solutions are being looked at to address the issue.	643	1,247
d) HRA and non HRA housing benefit. Expenditure again is slightly lower than anticipated, however the subsidy received is also a lot lower, resulting in an overspend year to date. Due to the high cost of temporary accommodation and the subsidy that we receive not being enough to cover this, an overspend is expected in this area. The forecast is based on projections produced by Revenues and Benefits contractor Liberata.	344	510
d) Pension contribution to Hertfordshire County Council higher than budgeted - budget based on estimated FTE employees. A method to recharge the pension contribution to ensure greater accuracy is being looked into.	48	51
d) Position in Revenues and Benefits client team covered by agency until June (permanent employee now in position). Also anticipated expenditure on employee overtime for additional work related to Housing Benefit audit	18	23
d) Court costs collected for Council Tax and Business Rates are currently projected to be below budget. Actual to date relates to April to August	45	35
d) Other small variances.	(5)	(31)
TOTAL	1,159	1,922

ICT and Digital

Description	YTD Budget 2024/25 £ '000	YTD Actual (inc Cmmt) £ '000	YTD Variance £ '000	Current Budget 2024/25 £ '000	Forecast Outturn 2024/25 £ '000	Variance to Current £ '000
Employees	346	275	(72)	693	520	(172)
Premises Related	0	0	0	0	0	0
Transport Related	0	2	2	0	4	4
Supplies and Services	476	780	304	952	992	39
Third Party Payments	147	121	(26)	295	295	0
Transfer Payments	0	0	0	0	0	0
Income	0	0	0	0	0	0
Controllable Costs	970	1,179	209	1,940	1,811	(129)

Controllable Variance Analysis	Variance	Forecast Variance
d) Recruitment to the in house ICT Support team is ongoing.	(89)	(172)
c) Lag on invoices paid for telephony.	(12)	0
d) Prepayments of software subscriptions mean we are showing a high year to date spend.	309	29
c) Payment of the monthly XMA contract amount for the ICT framework agreement is currently one month behind.	(26)	0
d) Other small variances.	27	14
TOTAL	209	(129)

Legal and Governance

Description	YTD Budget 2024/25 £ '000	YTD Actual (inc Cmmt) £ '000	YTD Variance £ '000	Current Budget 2024/25 £ '000	Forecast Outturn 2024/25 £ '000	Variance to Current £ '000
Employees	735	781	46	1,405	1,467	62
Premises Related	12	34	22	12	34	21
Transport Related	7	5	(2)	12	13	1
Supplies and Services	429	578	149	804	988	184
Third Party Payments	46	48	2	92	80	(12)
Transfer Payments	0	0	0	0	0	0
Income	(33)	(185)	(152)	(66)	(328)	(262)
Controllable Costs	1,197	1,261	64	2,260	2,254	(6)

Controllable Variance Analysis	Variance	Forecast Variance
d) A one off cost relating to a historic charge for a contract which was not invoiced has been identified. This will result in a year end overspend against budget.	40	66
d) Net of vacancies offset by agency cover.	(79)	(50)
d) Due to elections being held on the same day, grant received for PCC election will partially offset some costs of elections for Welwyn Hatfield councillors, resulting in an underspend on local elections. Exact apportionment of costs between elections to be confirmed by elections team - year to date variance is result of costs not yet being split between local/PCC election codes.	39	(43)
d) Estimated share of costs relating to Police and Crime Commissioner election - exact apportionment of costs to be confirmed by elections team; PCC election costs funded from central government grant	4	94
b) Grant received from Central Government in advance of Police and Crime Commissioner election; will retain amount equal to costs incurred in running PCC election, balance to be returned to central government	(133)	(94)
b) Expenditure incurred in running Parliamentary Election, expenditure will be fully funded by central government grant. Full reconciliation of spend on parliamentary election to be carried out before claim is submitted to central government	169	169
e) Other small variances.	24	21
TOTAL	64	(6)

Budgets controlled by Executive Director (Finance and Transformation)

Description	YTD Budget 2024/25 £ '000	YTD Actual (inc Cmmt) £ '000	YTD Variance £ '000	Current Budget 2024/25 £ '000	Forecast Outturn 2024/25 £ '000	Variance to Current £ '000
Employees	551	569	18	1,102	1,082	(20)
Premises Related	0	0	0	0	0	0
Transport Related	0	0	0	0	0	0
Supplies and Services	8	25	17	16	31	15
Third Party Payments	28	33	5	56	56	0
Transfer Payments	0	0	0	0	0	0
Income	0	(3)	(3)	0	(3)	(3)
Controllable Costs	587	623	36	1,174	1,166	(8)

Controllable Variance Analysis	Variance	Forecast Variance
e) Other small variances.	36	(8)
TOTAL	36	(8)

Leisure, Community and Cultural Services

Description	YTD Budget 2024/25 £ '000	YTD Actual (inc Cmmt) £ '000	YTD Variance £ '000	Current Budget 2024/25 £ '000	Forecast Outturn 2024/25 £ '000	Variance to Current £ '000
Employees	1,177	1,076	(101)	2,354	2,229	(124)
Premises Related	800	240	(560)	1,487	1,073	(414)
Transport Related	1	3	2	1	3	2
Supplies and Services	574	1,467	892	1,149	2,743	1,595
Third Party Payments	165	160	(5)	331	343	12
Transfer Payments	0	0	0	0	0	0
Income	(1,267)	(2,539)	(1,272)	(2,450)	(4,135)	(1,685)
Controllable Costs	1,450	406	(1,045)	2,871	2,255	(615)

Controllable Variance Analysis	Variance	Forecast Variance
d) 23/24 Electricity & Gas payments still to be invoiced for, and 24/25 payments not yet made either, resulting in year-to-date underspend. Full year charges forecasted to be significantly under budget due to reducing energy prices.	(544)	(405)
b) Expenditure on homelessness projects funded from the Homelessness Prevention Grant awarded by central government (see line below)	576	782
b) Government grant income (Homelessness Prevention Grant) to be used to fund various homelessness projects	(811)	(782)
d) Employee costs underspends due to staff vacancies, principally in Housing & Campus West areas.	(130)	(166)
b) Household Support Funding : 24/25 allocation - £41k of allocation still unspent/unallocated. Carried forward 23/24 allocation now spent/allocated. Q2 rent support journal still to be done contributing to YTD variance.	(66)	0
a) Overspend on Temporary Accommodation - proposed to be funded from Asylum Dispersal Grant Reserve	33	35
d) Underspends against Campus West Film & Panto Fees expenditure budgets and a favourable variance against Live Show Ticket Sales, partially offset by income shortfalls in Film Ticket Sales, Bar Income and Softplay Sessions.	(74)	(85)
e) Other small variances.	(30)	6
TOTAL	(1,045)	(615)

Planning

Description	YTD Budget 2024/25 £ '000	YTD Actual (inc Cmmt) £ '000	YTD Variance £ '000	Current Budget 2024/25 £ '000	Forecast Outturn 2024/25 £ '000	Variance to Current £ '000
Employees	866	774	(92)	1,731	1,577	(154)
Premises Related	1	0	(1)	2	2	0
Transport Related	1	1	1	2	3	2
Supplies and Services	128	245	117	255	387	132
Third Party Payments	46	45	(1)	92	92	0
Transfer Payments	0	0	0	0	0	0
Income	(506)	(542)	(35)	(1,013)	(990)	23
Controllable Costs	535	523	(12)	1,069	1,071	2

Controllable Variance Analysis	Variance	Forecast Variance
d) There are a number of vacancies within the team, resulting in an year to date saving, forecasted to continue until year end.	(85)	(137)
d) There are a number of workstreams which will require the use of external legal and consultancy advice due to the likelihood of further planning appeals, legal challenges related to specific sites and ongoing enforcement matters.	88	116
d) Postage costs incurred by the service whilst carrying out their statutory obligations, in relation to planning applications.	5	12
e) Other small variances.	(21)	11
TOTAL	(12)	2

Regeneration and Economic Development

Description	YTD Budget 2024/25 £ '000	YTD Actual (inc Cmmt) £ '000	YTD Variance £ '000	Current Budget 2024/25 £ '000	Forecast Outturn 2024/25 £ '000	Variance to Current £ '000
Employees	553	474	(79)	1,106	980	(126)
Premises Related	977	892	(85)	1,417	1,301	(116)
Transport Related	1	2	1	2	3	1
Supplies and Services	204	182	(21)	408	502	94
Third Party Payments	352	430	78	705	755	51
Transfer Payments	0	0	0	0	0	0
Income	(4,247)	(4,490)	(242)	(6,847)	(6,744)	103
Controllable Costs	(2,160)	(2,510)	(350)	(3,210)	(3,202)	7

Controllable Variance Analysis	Variance	Forecast Variance
d) Rent - Rent is received in advance either quarterly, monthly or annually . The year to date variance is the result of timing differences based on rents being received at different times to the budget profile.	104	(73)
b) Net grant expenditure from the UKSPF Revenue grant 2024/25.	(305)	0
d) There are a number of vacancies across the team, resulting in a year to date saving. These are partially offset by pressures on capital recharges.	(67)	(229)
d) An under recovery is expected on rental income, and fees and charges, at Weltech. These forecasts are based on the current occupancy rate.	22	50
d) Timing differences around payment of utility bills. A year-end underspend is expected due to reductions in energy costs.	(113)	(79)
d) Net income from off-street Parking fees and charges has seen a downward trend compared to budget.	43	130
d) Net income from parking season tickets and parking permit schemes.	80	221
d) Net income from Parking enforcement.	(73)	(205)
d) An overspend is forecast on Parking Enforcement contract fees. This is in accordance with the contract, and in line with the increase we have seen in Parking Enforcement income.	50	54
d) This overspend relates to the write off to revenue from the Gosling Stadium disposal, which will be processed at year end.	(13)	96
d) Other small variances.	(78)	42
TOTAL	(350)	7

Budgets controlled by Executive Director (Place)

Description	YTD Budget 2024/25 £ '000	YTD Actual (inc Cmmt) £ '000	YTD Variance £ '000	Current Budget 2024/25 £ '000	Forecast Outturn 2024/25 £ '000	Variance to Current £ '000
Employees	221	213	(8)	442	407	(36)
Premises Related	0	0	0	0	0	0
Transport Related	0	0	0	0	0	0
Supplies and Services	0	0	0	0	0	0
Third Party Payments	0	0	0	0	0	0
Transfer Payments	0	0	0	0	0	0
Income	0	0	0	0	0	0
Controllable Costs	221	214	(7)	442	407	(36)

Controllable Variance Analysis	Variance	Forecast Variance
d) Other small variances.	(7)	(36)
TOTAL	(7)	(36)

Executive Director (Resident Services and Climate Change)
30 September 2024 variances

Appendix B10

Homes

Description	YTD Budget 2024/25 £ '000	YTD Actual (inc Cmmt) £ '000	YTD Variance £ '000	Current Budget 2024/25 £ '000	Forecast Outturn 2024/25 £ '000	Variance to Current £ '000
Employees	168	154	(14)	336	347	11
Premises Related	1	14	12	3	3	0
Transport Related	5	6	0	10	10	0
Supplies and Services	6	86	80	12	12	0
Third Party Payments	61	(1)	(62)	123	123	0
Transfer Payments	0	0	0	0	0	0
Income	(1)	(47)	(46)	(2)	(37)	(36)
Controllable Costs	241	212	(29)	483	458	(25)

Controllable Variance Analysis	Variance	Forecast Variance
e) Other small variances.	(29)	(25)
TOTAL	(29)	(25)

Public Realm

Description	YTD Budget 2024/25 £ '000	YTD Actual (inc Cmmt) £ '000	YTD Variance £ '000	Current Budget 2024/25 £ '000	Forecast Outturn 2024/25 £ '000	Variance to Current £ '000
Employees	1,213	1,065	(148)	2,427	2,264	(163)
Premises Related	1,112	879	(233)	1,821	1,650	(171)
Transport Related	9	6	(2)	18	14	(4)
Supplies and Services	110	152	42	220	249	29
Third Party Payments	4,130	3,380	(750)	8,275	8,310	34
Transfer Payments	0	0	0	0	0	0
Income	(3,629)	(3,501)	128	(6,373)	(6,251)	121
Controllable Costs	2,945	1,982	(964)	6,388	6,236	(152)

Controllable Variance Analysis	Variance	Forecast Variance
d) Salaries - Several posts vacant across Public Realm, offset partially by Agency cost.	(149)	(161)
d) Timing differences around payment of utility bills. A year-end underspend is expected due to reductions in energy costs.	(215)	(205)
d) Recycling - Urbaser Main contract, invoiced monthly in arrears. Minor variance between projected inflation at the time of budget setting leading to small year end variance.	(477)	24
d) Recycling - Newspaper budget set before significantly reduced tonnage was known.	68	85
d) Recycling - Pearce Gate fee, value of recyclates currently not improving at initially considered rate.	(19)	36
d) Recycling - Recycling credits paid by Herts County Council are approximately paid 6 months in arrears.	235	13
d) Garden Waste Subscriptions are down approx 1,200 compared to last year.	5	33
d) Environmental Enforcement - Fixed Penalty Notices income for flytipping and littering is below budgeted income as contract has only just started.	30	30
d) Tewin Road Depot - Rent income from HCC unaccrued from 23/24 resulting in additional income showing in 2024/25.	(22)	(17)
d) HMO Licences - Year to Date variance is due to Receipts in Advance. A Finance review has determined that the budget is unachievable therefore an overspend is expected at year end. A review of the baseline budget will be considered when setting the 2025/26 budget.	(334)	34
d) Hackney Carriages Licence Fees - F&C requiring Licence Committee approval resulting in delay to fee increase, A review of anticipated upcoming licences has reduced the amount forecasted for the remainder of this year. Year to Date variance due to Payments in advance from prior year.	(30)	28

d) Hackney Carriages Legal Fees - ongoing appeals for refusal to extend licences.	2	22
d) Project delays to consider the future use of the Hatfield Housing Office are resulting in rental income not being received in accordance with budget assumptions.	18	22
e) Tree Maintenance - Maydencroft issuing credit notes to reconcile works completed.	(117)	0
d) Campus East NNDR higher than anticipated.	44	50
d) General Fund Garage Rent - forecasted income higher than budgeted.	(23)	(100)
d) Other small variances.	20	(45)
TOTAL	(964)	(152)

Budgets controlled by Executive Director (Resident Services and Climate Change)

Description	YTD Budget 2024/25 £ '000	YTD Actual (inc Cmmt) £ '000	YTD Variance £ '000	Current Budget 2024/25 £ '000	Forecast Outturn 2024/25 £ '000	Variance to Current £ '000
Employees	132	187	55	264	433	169
Premises Related	0	0	0	0	0	0
Transport Related	6	8	2	12	19	7
Supplies and Services	11	19	8	22	20	(1)
Third Party Payments	1	0	(1)	2	2	0
Transfer Payments	0	0	0	0	0	0
Income	(0)	0	0	(0)	(0)	1
Controllable Costs	149	214	65	299	473	175

Controllable Variance Analysis	Variance	Forecast Variance
d) Restructure Salary Costs, Offset by savings in Public Realm and Homes.	55	169
d) Other small variances.	10	6
TOTAL	65	175

Chief Executive and PAs

Description	YTD Budget 2024/25 £ '000	YTD Actual (inc Cmmt) £ '000	YTD Variance £ '000	Current Budget 2024/25 £ '000	Forecast Outturn 2024/25 £ '000	Variance to Current £ '000
Employees	192	186	(6)	384	345	(39)
Premises Related	0	0	0	0	0	0
Transport Related	0	1	0	1	1	0
Supplies and Services	59	33	(26)	118	118	0
Third Party Payments	0	5	5	0	0	0
Transfer Payments	0	0	0	0	0	0
Income	0	0	0	0	0	0
Controllable Costs	251	225	(26)	503	464	(39)

Controllable Variance Analysis	Variance	Forecast Variance
d) Salaries - Saving from maternity vacancy not being backfilled.	(17)	(39)
e) Other small variances.	(9)	(0)
TOTAL	(26)	(39)

Welwyn Hatfield Borough Council Housing Revenue Account - September 2024

Appendix C1

Description	YTD Budget 2024/25 £'000	YTD Actual (inc Cmmt) £ '000	FYE Variance £'000
Dwelling rents	(29,570)	(29,570)	()
Non-dwelling rents	(250)	(260)	(10)
Tenants' charges for services and facilities	(913)	(1,115)	(202)
Leaseholders' charges for services and facilities	(443)	(889)	(446)
Contributions towards expenditure	(125)	(86)	39
Total Income	(31,301)	(31,921)	(620)
Repairs and maintenance	5,735	2,165	(3,570)
Supervision and management	6,556	3,755	(2,801)
Special services	2,093	1,290	(803)
Rents, rates, taxes and other charges	999	669	(330)
Impairment allowance for doubtful debts	281	51	(229)
Depreciation	-	-	-
Debt management costs	21	5	(16)
Sums directed by Secretary of State	49	-	(49)
Total Expenditure	15,734	7,936	(7,798)
HRA share of Corporate and Democratic Core	630	-	(630)
Net Cost of Services	(14,937)	(23,985)	(9,048)

Current Budget 2024/25 £ '000	Forecast Outturn 2024/25 £ '000	Variance to Current £ '000
(60,262)	(60,270)	(8)
(508)	(585)	(76)
(1,826)	(2,039)	(213)
(885)	(1,125)	(239)
(250)	(246)	3
(63,731)	(64,264)	(533)
11,470	11,800	330
12,401	12,255	(146)
4,186	3,533	(653)
1,342	971	(371)
572	213	(359)
17,100	17,100	-
42	42	-
100	100	-
47,212	46,014	(1,198)
1,261	1,261	-
(15,258)	(16,990)	(1,732)

Less Interest and Non-Statutory Items:			
Interest payable and similar charges	3,929	1,771	(2,158)
HRA financing and investment income	(62)	-	62
Revenue Contribution to Capital	-	-	-
Total Adjustments	3,867	1,771	(2,096)
(Surplus) / Deficit on the HRA	(11,070)	(22,214)	(11,144)

8,458	6,715	(1,743)
(124)	(89)	36
6,600	10,103	3,503
14,934	16,729	1,795
(324)	(261)	63

Welwyn Hatfield Borough Council Housing Revenue Account - September 2024

Appendix C2

HRA By Service Area

Description	YTD Budget 2024/25 £'000	YTD Actual (inc. Cmmt) 2024/25 £'000	YTD Variance £'000
Finance & Transformation	(23,692)	(26,575)	(2,884)
Place	607	(332)	(939)
Resident Services and Climate Change	8,679	4,687	(3,992)
Corporate items	3,336	19	(3,318)
(Surplus) / Deficit on the HRA	(11,070)	(22,201)	(11,131)

Current Budget 2024/25 £'000	Forecast Outturn 2024/25 £'000	Forecast Variance £'000
(48,501)	(51,240)	(2,740)
1,033	(100)	(1,133)
16,772	17,205	433
30,372	33,875	3,503
(324)	(261)	63

HRA Reserves

General HRA reserve	
Opening HRA Balance	
In-year (Surplus) / Deficit	
Closing HRA Balance	

Current Budget 2024/25 £'000	Outturn 2024/25 £'000	Variance £'000
(2,952)	(2,952)	-
(324)	(261)	63
(3,276)	(3,213)	63

Executive Director (Finance and Transformation)

Description	YTD Budget 2024/25 £ '000	YTD Actual (inc Cmmt) £ '000	YTD Variance £ '000	Current Budget 2024/25 £ '000	Forecast Outturn 2024/25 £ '000	Variance to Current £ '000
Employees	1,436	1,183	(253)	2,272	2,056	(217)
Premises Related	0	9	9	0	0	0
Transport Related	5	5	(0)	9	10	0
Supplies and Services	4,827	2,682	(2,146)	10,266	8,078	(2,187)
Third Party Payments	6	(5)	(10)	12	17	5
Transfer Payments	49	0	(49)	100	100	0
Income	(30,015)	(30,450)	(435)	(61,160)	(61,501)	(341)
Controllable Costs	(23,692)	(26,575)	(2,884)	(48,501)	(51,240)	(2,740)

Controllable Variance Analysis	Variance	Forecast Variance
d) There are several vacant posts within the service. Recruitment to these posts is ongoing but an underspend is expected at year end. The variance is net of any agency costs that are expected.	(231)	(181)
d) This variance relates to the HRA interest on borrowing. The year-to-date underspend is due to timing of interest repayments; the current variance includes accrued interest. It is likely that an underspend will be expected at year end, due to decreasing interest rates and timing of borrowing. This is heavily linked to the capital programme and any delays in this will impact on the interest payable through new borrowing. Forecast will be kept under review to reflect forecasted spend on the capital	(2,158)	(1,743)
d) Annual service charge for leaseholders. In April we charge leaseholders for the estimated costs for the year based on historic data - this shows as the full year income in April and the variance is reduced over the year. At the end of the financial year the actuals are collected, and the Homeownership Team apportion these to the relevant blocks which are then audited. In September the leaseholders will receive the balancing credit/debit for the service charge, based on actuals against estimates; in 24/25 Leaseholders received a balancing debit on their bills due to a number of recharged costs increasing by more than anticipated at budget	(440)	(240)
d) There is currently a slight favourable variance year-to-date on HRA rental income, and a expected increase in rental income for the whole year overall. The rental income will continue to be looked at throughout the year as this is heavily linked to the void periods which have recently been higher than expected.	(39)	(135)
d) Prior year accruals relating to stock valuation and pooling audit not yet fully invoiced against	(18)	5

d) Welwyn Hatfield pays annual mandatory subscription to the Housing Ombudsman; also an annual fee paid to the Regulator of Social Housing. Annual subscription payment to the Housing Ombudsman more than budgeted (above inflation increase announced after 2024/25 budget setting concluded). Paying annual fee to the Regulator of Social Housing is a new requirement - this cost was less than budgeted due to the fee taking effect from Q2 24/25 (budgeted assuming 4 quarters of fees)	56	(11)
d) Leaseholder buildings insurance cost less than budgeted; invoice paid partially relates to 25/26 financial year, impacting year to date variance	136	(87)
e) HRA bad debts : reflects write offs processed during the year and also provision calculated at end of financial year. Produced estimate of provision required based on arrears as of end of September	(229)	(359)
d) Other minor variances.	41	11
TOTAL	(2,884)	(2,740)

Executive Director (Place)

Description	YTD Budget 2024/25 £ '000	YTD Actual (inc Cmmt) £ '000	YTD Variance £ '000	Current Budget 2024/25 £ '000	Forecast Outturn 2024/25 £ '000	Variance to Current £ '000
Employees	978	812	(166)	1,957	1,595	(362)
Premises Related	614	(177)	(791)	1,046	299	(747)
Transport Related	22	13	(9)	44	25	(19)
Supplies and Services	135	102	(33)	270	254	(16)
Third Party Payments	147	244	97	294	349	55
Transfer Payments	0	0	0	0	0	0
Income	(1,289)	(1,327)	(38)	(2,578)	(2,622)	(44)
Controllable Costs	607	(332)	(939)	1,033	(100)	(1,133)

Controllable Variance Analysis	Variance	Forecast Variance
d) There is a year-to-date underspend due to 23/24 utilities bills still to be invoiced for. Full year charges forecasted to be significantly under budget due to reducing energy prices.	(246)	(170)
d) Employee costs underspends in Independent Living due to a number of staff vacancies.	(202)	(332)
d) NNDR Refund at The Hive due to award of backdated transitional premium. Associated consultancy costs incurred also included.	(607)	(607)
d) Other minor variances.	117	(25)
TOTAL	(939)	(1,133)

Service Director (Resident Services and Climate Change)

Description	YTD Budget 2024/25 £ '000	YTD Actual (inc Cmmt) £ '000	YTD Variance £ '000	Current Budget 2024/25 £ '000	Forecast Outturn 2024/25 £ '000	Variance to Current £ '000
Employees	1,775	1,646	(128)	3,550	3,685	135
Premises Related	927	841	(86)	1,378	1,476	98
Transport Related	9	10	2	17	17	0
Supplies and Services	279	363	83	448	611	163
Third Party Payments	5,737	1,990	(3,747)	11,473	11,623	150
Transfer Payments	0	0	0	0	0	0
Income	(47)	(163)	(116)	(94)	(207)	(113)
Controllable Costs	8,679	4,687	(3,992)	16,772	17,205	433

Controllable Variance Analysis	Variance	Forecast Variance
d) The Housing Repairs service currently has a number of vacant posts which are being covered by agency workers. Recruitment in this area is ongoing, however due to the nature of the posts they have been difficult to fill so far, and therefore, a year end favourable variance is currently expected.	(475)	(475)
d) Agency workers within the Property Services team. An overspend is expected at year-end however this will be reduced by the underspend in employees. This variance does also include the firewatch at Queensway House.	419	670
d) A large year-to-date variance is currently showing due to a large accrual for one of the contractors that is still going through applications checks. Due to ongoing damp and mould cases combined with delays in the planned programme, it is likely that there will be an adverse variance at year end.	(3,617)	186
d) There is a 2–3-month lag in paying utilities bills and as such a number of bills that were accrued for have not yet been paid. Due to the recent reduction in energy prices and other usage data, a forecast saving is expected on the HRA utilities bills for the estates. This is monitored throughout the year.	(386)	(233)
d) There are several vacant posts in the Neighbourhoods team and as such a saving is expected at year end. The service is recruiting to these roles and agency workers are being used where needed. The forecasted saving is net of agency costs expected.	(80)	(59)
d) Following on from an insurance claim for one of our larger properties, we have received an insurance settlement for the costs of works that have been delivered over the past few years.	(113)	(113)
e) Payments to contractors for work delivered in the housing estates that have not yet been invoiced for. No variance is expected at year end.	(142)	0

d) An overspend is expected on council tax cost for the HRA, there are still a high number of voids and a longer void period. This results in higher than anticipated council tax costs which the HRA needs to pay. Work is being done to improve the void turn around time which should help reduce expenditure in the future.	290	300
d) There are several ongoing disrepair cases which are being resolved. A provision was made for this in 2023/24 and will be utilised throughout the year. As a result of these cases ongoing compensation and legal fees are being incurred.	174	180
d) Other minor variances	(62)	(22)
TOTAL	(3,992)	433

Summary of virements between services

Appendix D4

Service	Virement Detail	Virement Total
Finance and Transformation	Pension budget realignment (Supervision and management) £600k	600
	Pension budget realignment (Interest payable and similar charges) (£600k)	(600)
Total Increase/(Decrease) to Net Cost of Service Budgets		0

Arrears by service at 30 September 2024

Appendix E

	1-30 Days Overdue £	31-60 Days Overdue £	61-90 Days Overdue £	91-365 Days Overdue £	365 Days Overdue £	Total Outstanding £
Executive Director - Place						
Commercial Property and Ground Rents	545,390	19,339	-1,053	108,774	295,230	967,681
Planning	57,560	0	0	-6,000	12,818	64,377
Housing Options	0	656		4,875	95,065	100,891
Independent Living	827	0	0	224	-685	366
Place other	13,859	208,987	0	459	-234	223,072
	617,636	228,982	-758	108,332	402,194	1,356,386
Executive Director - Finance & Transformation						
Cemeteries and Crematoriums	59,670	26,405	5,965	1,854	4,182	98,076
Finance	9,526	1,966	0	727	27,699	39,918
Finance and Transformation other	0	0	0	0	228	228
	69,195	28,371	5,965	2,581	32,109	138,222
Executive Director - Resident Services and Climate Change						
Environmental Services - waste/recycling	5,000	22	0	-220	-55	4,747
Parking and Playgrounds	89,126	0	0	0	0	89,126
Private Sector Housing	0	200	200	1,360	585,697	587,457
Resident Services other	6,015	1,122	1,463	-2,968	-422	5,211
	100,141	1,344	1,663	-1,828	585,221	686,541
TOTAL	786,972	258,697	6,870	109,085	1,019,524	2,181,149

	Breakdown below £:	Breakdown below £:
Rental Deposit scheme ¹	4,875	94,850
Referred to legal ²	70	48,503
Payment plan ³	1,110	14,914
Chasing commercial tenants ⁴	109,872	276,380
Chasing - other LAs and partner orgs ⁵	0	0
Chasing - other orgs & individuals ⁶	5,207	11,048

Balances of less than £50 ⁷	598	1,508
Unallocated credits ⁸	-12,647	-9,755
Invoices in dispute ⁹	0	582,075

Analysis and actions being taken re debt over 90 days

1. Rental Deposit Scheme - these are deposits provided to residents to enable them to rent a property. The more recent debts have instalment plans in place.
2. Referred to legal - the debt is now in the hands of the Council's legal team who will first issue a Letter Before Action and if appropriate seek a County Court Judgement.
3. Payment plan - these customers are paying their debt in instalments, as a result of an agreement with officers or terms set by a court.
4. Commercial tenant debts - these are debts of tenants who lease commercial premises and are managed by the Estates team.
5. Other LAs & partners - these are debts of other councils or partner organisations, so legal action is not usually required.
6. Other Chasing - these debts are being actively pursued directly with the customer by the department who provided the service or by Finance.
7. Balances of less than £50 - many of these debts are ground rent.
8. 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.

Budget Efficiency Savings 2024 - 2025

Appendix F

Service Manager	Title of the Proposal	2024/25 Saving to be made £'000	2024/25 Forecast £'000	On Track
Customer Service and Transformation	Transformation Service Reviews	(80)	(35)	
Customer Service and Transformation	Customer Service Service Reviews	(74)	(74)	
Customer Service and Transformation	Communications Service Reviews	(26)	(26)	
Customer Service and Transformation	General supplies and services	(32)	(32)	
Customer Service and Transformation	Income generated at Crematorium	(158)	0	
Customer Service and Transformation	Garden Waste stickers	(27)	(27)	
Finance	Saving on the Revenues and Benefits contract	(100)	(100)	
Finance	Shared anti-fraud service contract	(20)	(20)	
Finance	External Audit fees	(30)	(25)	
Finance	Increase in interest income	(250)	(250)	
Finance	Reduction in borrowing costs	(390)	(317)	
ICT and Digital	ICT Service Reviews	(114)	(114)	
ICT and Digital	Insourcing of the ICT contract	(89)	(89)	
ED - Finance and Transformation	Reduction in training budget	(40)	(40)	
ED - Finance and Transformation	HR Service Reviews	(63)	(63)	
Regeneration and Econ Dev	Estates Service Reviews	(36)	(36)	
Regeneration and Econ Dev	Parking Service Reviews	(42)	(42)	
Regeneration and Econ Dev	Revenue saving from capitalisation of new parking zone costs (Exp)	(50)	(50)	

Regeneration and Econ Dev	Revenue saving from capitalisation of new parking zone costs (Inc)	(50)	(50)	
Regeneration and Econ Dev	UK Shared Prosperity Grant administration funding	(37)	(37)	
Regeneration and Econ Dev	Rebaselining of fees and charges budget	(20)	(20)	
Regeneration and Econ Dev	Review of rental charges	(10)	(10)	
Regeneration and Econ Dev	Postage reduction at Weltech	(10)	(10)	
Planning	Planning Service Reviews	(43)	(43)	
Planning	Increase in Estate Management Fees	(16)	(16)	
Planning	Increase in Planning fees	(130)	(130)	
Leisure, Community and Cultural	Campus West Service Review (190k total) - Salaries	(140)	(140)	
Leisure, Community and Cultural	Campus West Service Review (190k total) - Panto Income	(50)	(50)	
Leisure, Community and Cultural	Review of management agreement/commercial rent	(30)	(30)	
Director - Resident Services and Climate Change	Increase in Garage fees	(120)	(120)	
Director - Resident Services and Climate Change	Service Reviews	(75)	(75)	
Director - Resident Services and Climate Change	Reduction in out of hours allowances	(10)	(10)	
Director - Resident Services and Climate Change	Removal of one off project costs budgets for Tewin Road	(70)	(70)	
Director - Resident Services and Climate Change	Reduction in landscape projects	(17)	(17)	
Director - Resident Services and Climate Change	Additional income from PAL scheme	(15)	(15)	
Director - Resident Services and Climate Change	Increase in garden waste fees	(37)	(37)	
Director - Resident Services and Climate Change	Environmental Enforcement contract	(60)	(60)	
Chief Exec	Reduction in corporate project budget	(65)	(65)	

Across all services	Increase vacancy provision from 3% to 3.5%	(78)	(78)	
TOTAL		(2,704)	(2,423)	