

## WELWYN HATFIELD BOROUGH COUNCIL

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

Description	Original Budget 2019/20	Current Budget 2019/20	Variance to Original	Forecast Outturn 2019/20	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000
Head of Resources	2,003	2,003	0	1,964	(39)
Head of Environment	5,718	5,778	60	5,778	0
Head of Policy and Culture	2,545	2,606	61	2,606	0
<b>Corporate Director - Resources, Environment &amp; Cultural Services</b>	<b>10,266</b>	<b>10,387</b>	<b>121</b>	<b>10,348</b>	<b>(39)</b>
Head of Law and Administration	2,223	2,256	33	2,256	0
Head of Planning	1,857	1,908	51	1,908	0
Head of Public Health and Protection	1,143	1,143	0	1,143	0
<b>Corporate Director - Public Protection, Planning and Governance</b>	<b>5,223</b>	<b>5,307</b>	<b>84</b>	<b>5,307</b>	<b>0</b>
Head of Community & Housing Strategy	2,089	2,145	56	2,145	0
<b>Corporate Director - Housing and Communities</b>	<b>2,089</b>	<b>2,145</b>	<b>56</b>	<b>2,145</b>	<b>0</b>
<b>Budgets managed by the Corporate Management Team</b>	<b>1,737</b>	<b>1,621</b>	<b>(117)</b>	<b>1,621</b>	<b>0</b>
<b>Net Controllable Income and Expenditure</b>	<b>19,315</b>	<b>19,459</b>	<b>143</b>	<b>19,420</b>	<b>(39)</b>
Net Recharge to the Housing Revenue Account	(5,316)	(5,316)	0	(5,316)	0
<b>Net General Fund Expenditure</b>	<b>14,000</b>	<b>14,143</b>	<b>143</b>	<b>14,104</b>	<b>(39)</b>
<b>Taxation and non-specific grant income and expenditure</b>					
Income from Council Tax	(10,498)	(10,498)	0	(10,498)	0
Business Rates Income	(4,628)	(4,628)	0	(4,628)	0
Plus/Less collection fund deficit/(surplus)	2,792	2,792	0	2,792	0
New Homes Grant	(1,319)	(1,319)	0	(1,319)	0
<b>Other Operating Income and Expenditure</b>					
Plus capital financing	1,138	1,168	30	1,168	0
Parish Precepts	1,627	1,627	0	1,627	0
<b>Net Total before movements in reserves</b>	<b>3,112</b>	<b>3,285</b>	<b>173</b>	<b>3,246</b>	<b>(39)</b>
<b>Other Movements in reserves</b>					
Contribution (from) / to Earmarked Reserves	(3,017)	(3,140)	(124)	(3,140)	0
<b>Contribution (from) / to GF balances</b>	<b>(95)</b>	<b>(145)</b>	<b>50</b>	<b>(106)</b>	<b>(39)</b>

**GENERAL FUND RESERVES SUMMARY**

Description	Original Budget 2019/20	Current Budget 2019/20	Variance to Original	Forecast Outturn 2019/20	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000
General Fund balance at 1st April	8,696	8,696	0	8,696	0
Movement in year	(95)	(145)	50	(106)	(39)
<b>Balance as at 30 June 19</b>	<b>8,601</b>	<b>8,551</b>	<b>50</b>	<b>8,590</b>	<b>(39)</b>
Ringfenced and Strategic reserves balance at 1st April	8,584	8,584	0	8,584	0
Movement in year	(3,017)	(3,140)	124	(3,140)	0
<b>Balance as at 30 June 19</b>	<b>5,568</b>	<b>5,444</b>	<b>124</b>	<b>5,444</b>	<b>0</b>
Total reserve balance at 1st April	17,280	17,280	0	17,280	0
Movement in year	(3,113)	(3,286)	173	(3,246)	(40)
<b>Balance as at 30 June 19</b>	<b>14,168</b>	<b>13,994</b>	<b>173</b>	<b>14,034</b>	<b>(40)</b>

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

**Head of Resources**

Description	Original Budget 2019/20 £ '000	Current Budget 2019/20 £ '000	Variance to Original £ '000	Forecast Outturn 2019/20 £ '000	Variance to Current £ '000
Employees	3,577	3,577	0	3,577	0
Premises Related	1,830	1,830	0	1,830	0
Transport Related	42	42	0	42	0
Supplies and Services	1,149	1,149	0	1,109	(40)
Third Party Payments	4,280	4,330	50	4,330	0
Transfer Payments	36,270	36,304	34	28,353	(7,951)
Income	(45,145)	(45,229)	(84)	(37,277)	7,952
<b>Controllable Costs</b>	<b>2,003</b>	<b>2,003</b>	<b>0</b>	<b>1,964</b>	<b>(39)</b>
Support Cost Recharges	(4,354)	(4,354)	0	(4,354)	0
Capital Charges	2,150	2,150	0	2,150	0
<b>Non-Controllable costs</b>	<b>(2,204)</b>	<b>(2,204)</b>	<b>(0)</b>	<b>(2,204)</b>	<b>0</b>
<b>Head of Resources</b>	<b>(201)</b>	<b>(201)</b>	<b>(0)</b>	<b>(240)</b>	<b>(39)</b>

**Virements (officer agreed budget transfers)**

None

**Forecast Outturn changes**

Reduction in bank charges	(40)
Increase in Housing Benefit Administration subsidy	(8)
Reduction in Localised Council Tax Support Admin subsidy	9

**Virements to be approved**

Housing Benefits - Reduction to Transfer payments	(7,951)
Housing Benefits - Reduction to Income	7,951
	<u>0</u>
	<u>(39)</u>

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

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

**Head of Environment**

Description	Original Budget 2019/20 £ '000	Current Budget 2019/20 £ '000	Variance to Original £ '000	Forecast Outturn 2019/20 £ '000	Variance to Current £ '000
Employees	1,019	1,059	41	1,059	0
Premises Related	501	501	0	501	0
Transport Related	26	26	0	26	0
Supplies and Services	338	357	19	357	0
Third Party Payments	7,529	7,529	0	7,529	0
Income	(3,694)	(3,694)	0	(3,694)	0
<b>Controllable Costs</b>	<b>5,718</b>	<b>5,778</b>	<b>60</b>	<b>5,778</b>	<b>0</b>
Support Cost Recharges	542	542	0	542	0
Capital Charges	493	493	0	493	0
<b>Non-Controllable costs</b>	<b>1,035</b>	<b>1,035</b>	<b>0</b>	<b>1,035</b>	<b>0</b>
<b>Head of Environment</b>	<b>6,753</b>	<b>6,813</b>	<b>60</b>	<b>6,813</b>	<b>0</b>

**Virements (officer agreed budget transfers)**

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

**Forecast Outturn changes**

None		0
	<b>60</b>	<b>0</b>

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

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

**Head of Policy and Culture**

Description	Original Budget 2019/20 £ '000	Current Budget 2019/20 £ '000	Variance to Original £ '000	Forecast Outturn 2019/20 £ '000	Variance to Current £ '000
Employees	1,749	1,772	24	1,772	0
Premises Related	930	934	3	934	0
Transport Related	2	2	0	2	0
Supplies and Services	1,468	1,503	34	1,503	0
Third Party Payments	913	913	0	913	0
Income	(2,517)	(2,518)	(1)	(2,518)	0
<b>Controllable Costs</b>	<b>2,545</b>	<b>2,606</b>	<b>61</b>	<b>2,606</b>	<b>0</b>
Support Cost Recharges	(820)	(820)	0	(820)	0
Capital Charges	1,094	1,094	0	1,094	0
<b>Non-Controllable costs</b>	<b>273</b>	<b>273</b>	<b>0</b>	<b>273</b>	<b>0</b>
<b>Head of Policy and Cultur</b>	<b>2,819</b>	<b>2,880</b>	<b>61</b>	<b>2,880</b>	<b>0</b>

**Virements (officer agreed budget transfers)**

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

**Forecast Outturn changes**

None		0
	<b>61</b>	<b>0</b>

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

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

**Head of Law and Administration**

Description	Original Budget 2019/20 £ '000	Current Budget 2019/20 £ '000	Variance to Original £ '000	Forecast Outturn 2019/20 £ '000	Variance to Current £ '000
Employees	1,543	1,557	14	1,557	0
Premises Related	5	5	0	5	0
Transport Related	32	32	0	32	0
Supplies and Services	708	708	(0)	708	0
Third Party Payments	168	175	8	175	0
Income	(233)	(221)	12	(221)	0
<b>Controllable Costs</b>	<b>2,223</b>	<b>2,256</b>	<b>33</b>	<b>2,256</b>	<b>0</b>
Support Cost Recharges	(719)	(719)	0	(719)	0
Capital Charges	2	2	0	2	0
<b>Non-Controllable costs</b>	<b>(717)</b>	<b>(717)</b>	<b>0</b>	<b>(717)</b>	<b>0</b>
<b>Head of Law and Adminis</b>	<b>1,506</b>	<b>1,539</b>	<b>33</b>	<b>1,539</b>	<b>0</b>

**Virements (officer agreed budget transfers)**

Council Chamber webcasting support - transfer from Corporate Projects	20
HR Advisor - (funded from earmarked reserve)	14

**Forecast Outturn changes**

None	0
	<u>33</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) - 2019-20 as at  
30 June 2019 variances  
Head of Planning**

Description	Original Budget 2019/20	Current Budget 2019/20	Variance to Original	Forecast Outturn 2019/20	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	1,877	1,965	88	2,115	150
Premises Related	80	80	0	80	0
Transport Related	20	20	0	20	0
Supplies and Services	348	333	(15)	483	150
Third Party Payments	463	441	(22)	477	36
Income	(931)	(931)	0	(1,267)	(336)
<b>Controllable Costs</b>	<b>1,857</b>	<b>1,908</b>	<b>51</b>	<b>1,908</b>	<b>0</b>
Support Cost Recharges	670	670	0	670	0
Capital Charges	117	117	0	117	0
<b>Non-Controllable costs</b>	<b>787</b>	<b>787</b>	<b>0</b>	<b>787</b>	<b>0</b>
<b>Head of Planning</b>	<b>2,644</b>	<b>2,695</b>	<b>51</b>	<b>2,695</b>	<b>0</b>

**Virements (officer agreed budget transfers)**

Apprentices - transfer from CMT 51

**Forecast Outturn changes**

None 0

**Virements to be approved**

Development Management - Increase to Employees	150
Development Management - Increase to Supplies and Services	150
Development Management - Increase to Income	(300)
	<b>51</b>
	<b>0</b>

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

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

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

**Virements (officer agreed budget transfers)**

None 0

**Forecast Outturn changes**

None 0

0

0

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



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

**Head of Community & Housing Strategy**

Description	Original Budget 2019/20 £ '000	Current Budget 2019/20 £ '000	Variance to Original £ '000	Forecast Outturn 2019/20 £ '000	Variance to Current £ '000
Employees	1,654	1,687	33	1,687	0
Premises Related	33	33	0	33	0
Transport Related	11	11	0	11	0
Supplies and Services	289	302	13	302	0
Third Party Payments	325	335	10	335	0
Income	(224)	(224)	0	(224)	0
<b>Controllable Costs</b>	<b>2,089</b>	<b>2,145</b>	<b>56</b>	<b>2,145</b>	<b>0</b>
Support Cost Recharges	382	382	0	382	0
Capital Charges	808	808	0	808	0
<b>Non-Controllable costs</b>	<b>1,190</b>	<b>1,190</b>	<b>0</b>	<b>1,190</b>	<b>0</b>
<b>Head of Community &amp; Ho</b>	<b>3,279</b>	<b>3,334</b>	<b>56</b>	<b>3,334</b>	<b>0</b>

**Virements (officer agreed budget transfers)**

Housing Option Officer (2yr fixed term) - (funded from earmarked reserve)	33
Sport Development and Sport facilities strategy - transfer from Corporate Projects	13
CCTV in Hatfield - transfer from Corporate Projects	10

**Forecast Outturn changes**

None	0
	<u>55</u>
	<u>0</u>

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

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

**Corporate Management Team**

Description	Original Budget 2019/20 £ '000	Current Budget 2019/20 £ '000	Variance to Original £ '000	Forecast Outturn 2019/20 £ '000	Variance to Current £ '000
Employees	1,404	1,330	(74)	1,330	0
Transport Related	6	6	0	6	0
Supplies and Services	328	285	(42)	285	0
<b>Controllable Costs</b>	<b>1,737</b>	<b>1,621</b>	<b>(117)</b>	<b>1,621</b>	<b>0</b>
Support Cost Recharges	(1,380)	(1,380)	0	(1,380)	0
<b>Non-Controllable costs</b>	<b>(1,380)</b>	<b>(1,380)</b>	<b>0</b>	<b>(1,380)</b>	<b>0</b>
<b>Corporate Management Team</b>	<b>357</b>	<b>240</b>	<b>(117)</b>	<b>240</b>	<b>0</b>

**Virements (officer agreed budget transfers)**

Apprentices - transfer to Planning	(51)
Apprentice - transfer to Policy and Culture	(24)
Corporate Projects - transfer to Law and Admin for Council	(20)
Chamber webcasting support	(20)
Corporate Projects - transfer to Community & Housing	(13)
Strategy for Sport Development and Sport facilities strategy	(13)
Corporate Projects - transfer to Community & Housing	(10)
Strategy for CCTV in Hatfield	(10)

**Forecast Outturn changes**

None		0
	<u>(117)</u>	<u>0</u>

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

## RISK and OPPORTUNITIES SUMMARY - as at 30 June 2019

Item	Type of Variance	Directorate	Risks	Opportunities
Homelessness and Housing Allocations	Profiling	Housing and Communities		(301,803)
Planning Fees Income	Profiling	Public Protection, Planning and Governance		(270,866)
Penalty Charge Notices - Income	One Off	Resources, Environment & Cultural Services		(64,017)
Corporate Projects	One Off	Corporate		(58,450)
Salaries & agency (General Fund) (excludes wages and other employee costs)	One Off	Corporate	33,650	
Temporary Accommodation costs	One Off	Housing and Communities	23,421	
	<b>Total One Off</b>		<b>57,071</b>	<b>(695,137)</b>
Bank charges	Potentially Ongoing	Resources, Environment & Cultural Services		(43,407)
Weltech - Income	Potentially Ongoing	Resources, Environment & Cultural Services		(21,111)
	Current Total Ongoing		0	(64,518)
	<b>Grossed Up Ongoing</b>		<b>0</b>	<b>(258,073)</b>
<b>Net potential favourable movement to current forecast position</b>				
	<b>Grand Total</b>			<b>(896,140)</b>
Planned & Responsive Maintenance Programme	Profiling	Resources, Environment & Cultural Services		(94,926)
IT - Hardware & Software purchases & maintenance	Profiling	Resources, Environment & Cultural Services		(20,454)
Planning Policy - Project expenditure	Profiling	Public Protection, Planning and Governance		(16,261)
Planning Policy Local Development Framework	Profiling	Public Protection, Planning and Governance		(10,366)
Estates - Rental Income	Profiling	Resources, Environment & Cultural Services	168,178	
General Fund Garages - Income	Profiling	Resources, Environment & Cultural Services	94,153	
Elections	Profiling	Resources, Environment & Cultural Services	81,253	
Recycling Credits & Sales Income (excluding garden waste)	Profiling	Resources, Environment & Cultural Services	17,615	
	<b>Total Profiling</b>		<b>418,270</b>	<b>(1,102,665)</b>
	<b>Projected Year End Impact</b>		<b>0</b>	<b>0</b>

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

Item	Full Year			Year to date			Action / comments
	Current Budget 2019/20 £	Forecasted Outturn 2019/20 £	Variance £	Year to date Forecasted Outturn £	Actual £	Variance to year to date forecast £	
Salaries & agency (General Fund) (excludes wages and other employee costs)	12,345,780	12,495,780	150,000	3,123,945	3,157,595	33,650	Agency costs are currently higher than the savings generated by vacant posts. Largely due to increased costs in the Legal department.
Utilities - Electricity & Gas	613,750	613,750	0	153,437	145,592	(7,845)	
Outside Printing	149,920	149,920	0	37,480	32,868	(4,612)	
Car Allowances	89,880	89,880	0	22,470	17,520	(4,950)	
Corporate Projects	233,800	233,800	0	58,450	0	(58,450)	To be spent on longer term projects as required throughout the year in order to release ongoing savings

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 June 2019 for Resources, Environment &amp; Cultural Services

Item	Full Year			Year to date			Action / comments
	Current Budget 2019/20	Forecasted Outturn 2019/20	Variance	Year to date Forecasted Outturn	Actual	Variance to year to date forecast outturn	
	£	£	£	£	£	£	
Estates - Rental Income	(3,392,090)	(3,392,090)	0	(1,644,543)	(1,476,365)	168,178	Target increased by £760k as part of the 2019/20 budget setting process
Weltech - Income	(435,810)	(435,810)	0	(108,952)	(130,064)	(21,111)	Occupancy in June 100% - target is 87.5%
Localised Council Tax support	(71,680)	(62,440)	9,240	(108,000)	(111,703)	(3,703)	
IT - Hardware & Software purchases & maintenance	345,780	345,780	0	131,000	110,546	(20,454)	Potential saving dependant on the demand of IT projects during the financial year.
Telephone Network Charges	175,500	175,500	0	47,000	37,184	(9,816)	Profile to be reviewed with budget manager

Photocopier costs	68,600	68,600	0	21,687	19,128	(2,559)	
Insurance Premiums	421,290	421,290	0	0	0	0	
Bank charges	203,990	163,990	(40,000)	74,747	31,340	(43,407)	Saving of £69k made against budget in 2018/19.
General Fund Garages - Income	(2,330,080)	(2,330,080)	0	(2,330,080)	(2,235,927)	94,153	Charge increased by 2.5% in 2019/20 and target increased by £50k. This variance is being closely monitored.
Planned & Responsive Maintenance Programme	965,950	965,950	0	241,488	146,562	(94,926)	Over £386k 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 June 2019 for Resources, Environment &amp; Cultural Services

Full Year				Year to date			
Item	Current Budget 2019/20	Forecasted Outturn 2019/20	Variance	Year to date Forecasted Outturn	Actual	Variance to year to date forecast outturn	Action / comments
	£	£	£	£	£	£	
Recycling Credits & Sales Income (excluding garden waste)	(556,240)	(556,240)	0	(54,557)	(36,942)	17,615	Some of these income streams can be 2-3 months behind. The income generated by newspaper recycling is currently behind target.
Penalty Charge Notices - Income	(381,000)	(381,000)	0	(132,750)	(196,767)	(64,017)	One off saving due to backdated Penalty Charge Notice income.
Parking Fee Income	(952,320)	(952,320)	0	(196,798)	(187,583)	9,215	

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

Item	Full Year			Year to date			Action / comments
	Current Budget 2019/20	Forecasted Outturn 2019/20	Variance	Year to date Forecasted Outturn	Actual	Variance to year to date forecast outturn	
	£	£	£	£	£	£	
Campus West - Employee Costs (including salaries and wages)	1,006,760	1,006,760	0	251,690	232,477	(19,213)	Mainly due to the reduction in use of casual staff
Campus West - Catering Income	(566,240)	(566,240)	0	(118,774)	(125,599)	(6,825)	Favourable variance of £10,149 when compared to the actual of £123,999 reported at the same period last financial year
Campus West - Food & Beverage Supplies	302,620	302,620	0	75,655	55,412	(20,243)	Expenditure levels are linked to Catering income
Campus West - Cinema Income	(925,960)	(925,960)	0	(194,066)	(226,274)	(32,208)	Favourable variance of £36,561 when compared to the actual of £202,712 reported at the same period last financial year
Campus West - Film Hire	396,600	396,600	0	99,150	89,683	(9,467)	Expenditure levels are linked to Cinema income
Campus West - Rollercity Income	(275,220)	(275,220)	0	(71,791)	(65,291)	6,501	Favourable variance of £8,412 when compared to the actual of £69,862 reported at the same period last financial year
Campus West - Soft Play Income	(159,360)	(159,360)	0	(36,194)	(34,496)	1,698	Favourable variance of £8,928 when compared to the actual of £29,246 reported at the same period last financial year

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



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

Item	Full Year			Year to date			Action / comments
	Current Budget 2019/20	Forecasted Outturn 2019/20	Variance	Year to date Forecasted Outturn	Actual	Variance to year to date forecast outturn	
	£	£	£	£	£	£	
Local Land Charges Income	(81,730)	(81,730)	0	(20,433)	(20,061)	371	
Central Postal Charges	125,040	125,040	0	31,260	25,103	(6,157)	
Elections	239,320	239,320	0	69,265	150,518	81,253	Some costs due to be claimed back from the Electoral Commission; figures should be finalised for the Q2 report.

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

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	Current Budget 2019/20	Forecasted Outturn 2019/20	Variance	Year to date Forecasted Outturn	Actual	Variance to year to date forecast outturn	
	£	£	£	£	£	£	
Planning Fees Income	(684,910)	(984,910)	(300,000)	(246,227)	(517,094)	(270,866)	Accrual of £262,086 carried over from 2018/19. Forecast Outturn increased to offset additional employee expenditure
Planning Policy - Project expenditure	40,000	40,000	0	10,000	(6,261)	(16,261)	Over £135k of works committed but not yet paid.
Planning Policy Local Development Framework	44,800	44,800	0	11,200	834	(10,366)	Over £26k 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 June 2019 for Housing and Communities

Item	Full Year			Year to date			Action / comments
	Current Budget 2019/20	Forecasted Outturn 2019/20	Variance	Year to date Forecasted Outturn	Actual	Variance to year to date forecast outturn	
	£	£	£	£	£	£	
Houses of multiple occupation licence income	(152,000)	(152,000)	0	(38,000)	(35,617)	2,383	Licences are for a 5 year period. Income levels are being met but will be monitored closely.
Temporary Accommodation costs	6,000	6,000	0	1,500	24,921	23,421	Families have started to be moved out from B & B and into Inspira House but this area is likely to be overspent with a further £37k of committments still to be paid.
Homelessness and Housing Allocations	578,070	578,070	0	180,597	(121,206)	(301,803)	Additional government grant income to be added to earmarked reserves at year end if not spent during this financial year.

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

## Arrears by service at 30 June 2019

	1-30 Days Overdue	31-60 Days Overdue	61-90 Days Overdue	91-365 Days Overdue	365 Days Overdue	Total Outstanding
<b>Public Protection, Planning &amp; Governance</b>						
Law & Administration	60.00	0.00	0.00	16,843.86	1,250.00	18,153.86
Planning	5,635.50	10,075.15	1,250.00	7,250.45	4,024.18	28,235.28
Public Health & Protection	1,573.51	1,706.48	-779.63	3,119.08	-22.92	5,596.52
	7,269.01	11,781.63	470.37	27,213.39	5,251.26	51,985.66
<b>Housing and Communities</b>						
Housing Operations	27,103.74	6,843.68	-43.50	2,471.07	2,850.93	39,225.92
Housing Property Services	0.00	0.00	0.00	0.00	500.00	500.00
Community & Housing Strategy <sup>1</sup>	30,457.12	150.00	3,621.07	19,821.80	33,625.10	87,675.09
	57,560.86	6,993.68	3,577.57	22,292.87	36,976.03	127,401.01
<b>Resources, Environment &amp; Cultural Services</b>						
Policy & Culture	11,497.82	6,649.28	224.00	52,211.67	0.00	70,582.77
Environment - Cemeteries	2,200.00	4,120.00	0.00	4,805.00	3,475.00	14,600.00
Environment - Street Cleaning	3,168.00	0.00	1,980.00	75.00	1,886.00	7,109.00
Environment - Other	240,210.25	57.80	-904.42	12,274.96	205.00	251,843.59
Resources - Shopping Centres	191,200.74	5,413.67	4,998.72	108,595.06	22,143.06	332,351.25
Resources - Hatfield Town Centre <sup>8</sup>	91,290.07	0.00	2,347.07	2,704.34	12,486.72	108,828.20
Resources - Ground rent	57,999.84	2,247.24	-587.03	8,323.22	14,097.70	82,080.97
Resources - Garages	17,852.16	3,119.28	1,417.59	15,174.85	71,006.65	108,570.53
Resources - Other Corporate Property	127,283.89	60,323.50	240.00	23,046.06	7,042.46	217,935.91
Resources - Broxbourne contract	0.00	0.00	0.00	8,214.00	0.00	8,214.00
Resources - Other	1,927.87	349.20	15,351.25	26,399.89	23,634.32	67,662.53
	744,630.64	82,279.97	25,067.18	261,824.05	155,976.91	1,269,778.75
<b>TOTAL</b>	<b>809,460.51</b>	<b>101,055.28</b>	<b>29,115.12</b>	<b>311,330.31</b>	<b>198,204.20</b>	<b>1,449,165.42</b>

	Breakdown below:	Breakdown below:
Rental Deposit scheme <sup>1</sup>	14,293.67	27,425.53
Referred to legal <sup>2</sup>	7,703.79	66,967.12
Payment plan <sup>3</sup>	53,034.16	8,609.23
Chasing - other LAs and partner orgs <sup>4</sup>	55,444.43	9,393.85
Chasing - other orgs & individuals <sup>4</sup>	164,157.38	16,338.09
Garages <sup>5</sup>	15,174.85	71,006.65
Balances of less than £50 <sup>6</sup>	8,595.54	7,112.39
Unallocated credits <sup>7</sup>	-7,073.51	-8,648.66
	<u>311,330.31</u>	<u>198,204.20</u>

## 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. The more recent debts have instalment plans
- 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
Q2 2018/19	881,936.03	27,416.28	24,235.81	125,516.96	182,387.45	1,241,492.53
Q3 2018/19	947,620.10	150,069.90	120,091.38	73,980.76	181,543.21	1,473,305.35
Q4 2018/19	711,366.85	12,556.16	16,151.34	185,033.74	175,390.93	1,100,499.02
Q1 2019/20	809,460.51	101,055.28	29,115.12	311,330.31	198,204.20	1,449,165.42

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

Description	Original Budget	Current Budget	Variance to Original	Forecast Outturn 2019/20	Variance to Current
	£'000	£'000	£'000	£'000	£'000
Dwelling rents	(48,644)	(48,644)	-	(48,644)	-
Non-dwelling rents	(541)	(541)	-	(541)	-
Tenants charges for services and facilities	(1,905)	(1,884)	21	(1,884)	-
Leaseholders charges for services and facilities	(651)	(672)	(21)	(672)	-
Contributions towards Expenditure	(252)	(252)	-	(252)	-
De minimis receipts	(8)	(8)	-	(8)	-
<b>Total Income</b>	<b>(52,000)</b>	<b>(52,000)</b>	<b>(0)</b>	<b>(52,000)</b>	<b>-</b>
Repairs and maintenance	9,474	9,474	-	9,474	-
Supervision and management	8,123	8,128	5	8,128	-
Special services	3,703	3,698	(5)	3,698	-
Rents, rates, taxes and other charges	945	945	-	945	-
Increase / (Decrease) in impairment allowance for doubtful debts	500	500	-	500	-
Depreciation	14,777	14,777	-	14,777	-
Debt management costs	39	39	-	39	-
Sums directed by Secretary of State	50	50	-	50	-
<b>Total Expenditure</b>	<b>37,611</b>	<b>37,611</b>	<b>-</b>	<b>37,611</b>	<b>-</b>
HRA share of Corporate and Democratic Core	730	730	-	730	-
<b>Net Cost of Services</b>	<b>(13,659)</b>	<b>(13,659)</b>	<b>(0)</b>	<b>(13,659)</b>	<b>-</b>
<b>Less Interest and Non-Statutory Items:</b>					
Interest payable and similar charges	6,492	6,492	-	6,492	-
HRA investment income	(94)	(94)	-	(94)	-
Revenue Contribution to Capital Outlay (RCCO)	7,068	7,068	-	7,235	167
<b>Total Adjustments</b>	<b>13,466</b>	<b>13,466</b>	<b>-</b>	<b>13,633</b>	<b>167</b>
<b>(Surplus) / Deficit</b>	<b>(193)</b>	<b>(193)</b>	<b>(0)</b>	<b>(25)</b>	<b>167</b>
<b>Opening HRA Operating Balance</b>	<b>(2,471)</b>	<b>(2,597)</b>	<b>(126)</b>	<b>(2,597)</b>	<b>-</b>
In-year (Surplus) / Deficit	(193)	(193)	(0)	(25)	167
<b>Closing HRA Operating Balance</b>	<b>(2,663)</b>	<b>(2,789)</b>	<b>(126)</b>	<b>(2,622)</b>	<b>167</b>

**Virements (officer agreed budget transfers)**

Tenants charges to Leaseholders charges (nil effect) ( )  
 Supervision and Management to Special Services (nil effect) -  
 (0)

**Forecast Outturn changes**

RCCO adj - to maintain a HRA closing balance of 5% of total income

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

**Appendix F**

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

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