

## FINANCIAL AND SERVICE PERFORMANCE MONTH ENDING DECEMBER 2011

## MONTHLY BUDGET MONITORING STATEMENT - CASH LIMIT 2011/12

PORTFOLIO Resources

BUDGET 25,759,200

TOTAL CASH LIMIT 25,759,200

CHIEF OFFICER Various

MONTH ENDED December 2011

Risk indicator

Low	L
Medium	M
High	H

ITEM No.	BUDGET HEADING	BUDGET Profile 2011/12			
		Budget Profile To End December 2011	Actual To End December 2011	Variance vs. Profile To December 2011	
		£	£	£	%
1	Miscellaneous Expenses	279,000	93,020	(185,980)	(66.7%)
2	Project Management, Risk & Insurance	243,113	162,687	(80,426)	(33.1%)
3	Procurement Service	245,119	105,384	(139,735)	(57.0%)
4	Internal Audit	290,115	262,426	(27,689)	(9.5%)
5	Customer Services	1,432,400	1,159,110	(273,290)	(19.1%)
6	Community Involvement, Empowerment & Development	1,053,700	976,396	(77,304)	(7.3%)
7	Legal Services	515,372	488,911	(26,461)	(5.1%)
8	Financial Services	4,011,078	4,047,488	36,410	0.9%
9	Human Resources	2,826,900	2,025,207	(801,693)	(28.4%)
10	In House Agency	(204,000)	(106,355)	97,645	(47.9%)
11	IT Services Unit	3,294,074	2,981,522	(312,552)	(9.5%)
12	AMS	1,406,682	1,119,138	(287,544)	(20.4%)
13	Landlords Repairs & Maintenance	1,198,279	347,517	(850,762)	(71.0%)
14	Staff Restaurant			0	-
15	Spinnaker Tower	(250,000)	(347,466)	(97,466)	39.0%
16	MMD Crane Rental	(385,400)	(289,114)	96,286	(25.0%)
17	Administration Expenses	5,000	2,116	(2,884)	(57.7%)
18	Council Tax Benefits	910,600	(120,238)	(1,030,838)	(113.2%)
19	Housing Benefit - Rent Allowances	(339,975)	(344,362)	(4,387)	1.3%
20	Housing Benefit - Rent Rebates	(262,646)	(311,553)	(48,907)	18.6%
21	Local Taxation	672,275	462,706	(209,569)	(31.2%)
22	Benefits Administration	2,406,914	2,949,596	542,682	22.5%
23	Discretionary Non-Domestic Rate Relief	184,500	0	(184,500)	(100.0%)
24	Land Charges	(74,219)	(49,237)	24,982	(33.7%)
25	Democratic Representation & Management	1,187,000	962,275	(224,725)	(18.9%)
26	Corporate Management	1,662,559	1,504,063	(158,496)	(9.5%)
<b>TOTAL</b>		<b>22,308,440</b>	<b>18,081,237</b>	<b>(4,227,203)</b>	<b>(18.9%)</b>

Total Value of Remedial Action (from Analysis Below)

0

Total Net Forecast Outturn (after remedial action)

Total Budget	Forecast Year End Outturn	BUDGET Outturn 2011/12		RISK INDICATOR
		Variance vs. Total Budget		
		£	%	
£	£	£	%	
279,000	178,300	(100,700)	(36.1%)	M
204,000	229,000	25,000	12.3%	M
319,200	319,200	0	0.0%	L
386,800	361,800	(25,000)	(6.5%)	L
1,432,400	1,509,800	77,400	5.4%	L
1,053,700	941,800	(111,900)	(10.6%)	L
510,400	787,100	276,700	54.2%	H
5,348,100	5,297,500	(50,600)	(0.9%)	M
2,826,900	2,837,600	10,700	0.4%	L
(204,000)	(166,500)	37,500	(18.4%)	M
4,392,100	4,392,100	0	0.0%	M
1,858,100	1,758,100	(100,000)	(5.4%)	H
1,527,700	1,327,700	(200,000)	(13.1%)	H
0	0	0	-	L
(250,000)	(250,000)	0	0.0%	H
(385,400)	(385,400)	0	0.0%	L
5,000	5,000	0	0.0%	M
910,600	910,600	0	0.0%	M
(453,300)	(483,000)	(29,700)	6.6%	H
(350,200)	(293,300)	56,900	(16.2%)	H
201,600	191,600	(10,000)	(5.0%)	L
3,099,100	2,984,100	(115,000)	(3.7%)	M
184,500	184,500	0	0.0%	L
(82,800)	(54,300)	28,500	(34.4%)	M
1,187,000	1,214,900	27,900	2.4%	M
1,758,700	1,766,300	7,600	0.4%	M
<b>25,759,200</b>	<b>25,564,500</b>	<b>(194,700)</b>	<b>(0.8%)</b>	
<b>25,759,200</b>	<b>25,564,500</b>	<b>(194,700)</b>	<b>(0.8%)</b>	

Note All figures included above exclude Capital Charges, Levies and Insurances

Income/underspends should be recorded in brackets and expenditure/overspends without

**REASONS FOR VARIATIONS AGAINST TOTAL BUDGET 2011/12**

**APPENDIX A**

Item No.	Reason for Variation	Variance £
1	Within Miscellaneous Expenses there is a provision for Trade Union Secondments but not all posts available have been filled this year, hence this element of the budget is forecast to be £50,400 underspent. In addition £50,000 was set aside for LPR appeals however it is expected that the actual costs will be nearer £20,000.	(100,700)
2	This forecast overspend is in respect of costs incurred by posts within the transformation team that are not included in the base budget.	25,000
4	This forecast Underspend is in respect of vacant posts within the team. This saving is being used to support the Transformation Team in Project Management, Risk & Insurance.	(25,000)
5	The new View cafe in the Civic Offices will not meet it's break even target in its first 8 months of operation however going forward with the experience gained to date it is hoped that this position will be achievable in future years. In addition to this areas of the service have achieved less than expected advertising revenue. These overspends are fully funded by the savings identified in item 6 below.	77,400
6	Savings have been made in respect of rents paid on behalf of voluntary sector bodies and by delivering the Link/ Healthwatch service internally this financial year instead of paying a private provider	(111,900)
7	Legal Services forecast overspend is due to slippage in the completion of their restructure. This has meant some staff have stayed longer than anticipated and agency staff, at a higher cost, have been used to backfill vacant posts until recruitment was complete in November 2011. The Head of Service is seeking to maximise income and discussions continue with internal clients to make them aware of additional work undertaken on their behalf that will require reimbursement to Legal Services.	276,700
8	Additional savings arising from early phasing of the Financial Services structural review which will contribute to the savings requirement in 2012/13.	(50,600)
10	Demand for temporary staff provided via the Internal Agency is lower than anticipated which has resulted in lower levels of income.	37,500
12	Property & Maintenance staffing is underspent due to vacant posts. Any posts that remain unfilled will be held vacant in order to contribute to the savings requirement in 2012/13.	(100,000)
13	Due to the mild winter to date there have been fewer demands on both fabric and engineering repair and maintenance works to city council properties. Coupled with this savings have been offered from this budget as part of the transformation programme in future years so a review of pending projects has taken place which has reduced the expenditure in the current financial year. This forecast could fluctuate by the end of the financial year if weather conditions deteriorate similar to those experienced in previous years.	(200,000)
19 & 20	These variances represent the difference between Housing Benefits paid out to private tenants and Council House tenants and the government subsidy received for these purposes. The level of new debt raised to clients whose change in circumstances had reduced their benefit entitlement was lower than anticipated. This has resulted in a reduction in income. The total value of benefits paid exceeds £100m therefore subtle variations in factors such as this can result in material variances.	27,200
22	Posts continue to be held vacant with the longer term objective of achieving savings through the transformation agenda in future years.	(115,000)
25	The main variances comprise of: Members expenses relating to costs associated with the addition of one portfolio above the budget provision and continued pressure relating to an insufficient increase in budget provision when members expenses were last reviewed.	27,900
	Other minor variations on the remaining budget heads.	36,800
	<b>TOTAL PROJECTED VARIANCE</b>	<b>(194,700)</b>

Remedial Action	Value of Remedial Action
The Head of Legal Services also has responsibility for areas in other portfolios which are forecasting underspends totalling £154,900 (£30,200 in Licensing and £124,700 in Registrars) which could be used to offset a substantial element of this projected overspend.	
This service area is considered a windfall item. The underspend within Benefits administration (item 22) could also be used to offset this variance.	
<b>TOTAL VALUE OF REMEDIAL ACTION</b>	<b>0</b>

Note Remedial Action resulting in savings should be shown in brackets