

HUNTINGDONSHIRE DISTRICT COUNCIL

<b>Title:</b>	<b>Financial Reporting Revenue Budget 2013/14</b>
<b>Meeting/Date:</b>	Cabinet 13 February 2013
<b>Executive Portfolio:</b>	Resources: Councillor J A Gray
<b>Report by:</b>	Assistant Director (Finance and Resources)
<b>Ward(s) affected:</b>	All Wards

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**Executive Summary:**

The council is now in the final quarter of the financial year. In-keeping with best practice, it is now opportune to provide a further update on the forecast outturn for 2013/14.

Due to the significant levels of savings that managers have already achieved or are expecting by the end of the year the Council should be able to use £1.6m less than originally budgeted but £0.5m is due to deferrals to next year. Reserves at April 2014 are forecast to be £10m.

New Homes Bonus for 2015/16 will be based on the increase in houses in the year ending October 2014. So far, the Council is ahead of its profiled new-homes target.

It is expected that the cost of Council Tax Support will be lower than expected and income from Business Rates will be on-budget; however, for the latter the impact of appeals makes the forecast subject to considerable volatility. Neither of these will impact until the next financial year.

The amount outstanding on Sundry Debts is in line with previous collection rates.

**Recommendation(s):**

The Cabinet is requested to note the:

- forecast outturn for 2013/14 and the reasons for the variations.
- expected position on new homes bonus for 2015/16.
- potential for variations on Council Tax Support and Business Rates for 2014/15.
- position on debts collected and written-off in the third quarter of this financial year.

## 1. PURPOSE

- 1.1 To update members, in line with best practice and agreed budget monitoring reporting cycles, on the forecast outturn for 2013/14 and other elements of strategic financial performance.

## 2. BACKGROUND

- 2.1 The Council has, on a quarterly basis, routinely received a budget monitoring report that gives an indication of the forecast revenue outturn for 2013/14 and the impact on the General Fund.

- 2.2 In December 2013 Cabinet members received, by email, the November 2013 Financial Performance Monitoring Suite (FPMS). The December FPMS is shown as Appendix 1 to this report and includes the following sections:

- Headlines – Financial Performance
- Financial Performance *tabulation*, showing Forecast against Original and Updated Budget and the Impact on the General Fund Balance.
- 2013/14 Head of Service Corporate Budget Monitoring *analysis*.
- Achievement of 2013/14 MTP Savings *analysis*.
- “Pre-achievement” of 2014/15 Targeted Savings *analysis*.
- Financial Dashboard (December 2013).

## 3. Forecast Revenue Activity

### Use of General Fund Balances

- 3.1 Members will be aware that the MTP currently provides for a phased reduction in the general fund balance to £5.0m by 2015/16; the general fund balance as at the end of 2012/13 was £10.6m.

- 3.2 All Heads of Service have reviewed their forecasts and the “Forecast Performance” *tabulation (Appendix 1a)* shows that the forecast net spend for 2013/14 is expected to be £21.1m; this means that the forecast use of reserves for the year is £0.6m some £1.6m less than original planned (this is net of carry-forwards to 2014/15).

- 3.4 This has a consequential impact on the expected use of general fund reserves by:

- reducing the amount needed to balance the 2013/14 budget.
- providing flexibility to spread the level of future savings over a longer period.

- 3.3 The Original Budget has been adjusted to take into account of:

- approved budget carry-forwards from last year, which are funded from an earmarked reserve, and
- additional capitalised expenditure.

This results in an updated budget of £23.2m and when this is compared to the 2013/14 Forecast, this shows that the forecast is £2.1m less than the updated budget.

## Variations in Revenue Spend

- 3.5 As mentioned earlier, Heads of Service have provided an extensive commentary on the reasons for variations in their forecast outturn to the updated budget; this is in the "2013/14 Head of Service Corporate Budget Monitoring" *analysis (Appendix 1b)*. Those services where the variation is greater than +/- £75,000 are summarised below:

Variation in Forecast to Updated Budget 2013/14			
	£000	Service	Commentary
1.	(223)	<b>Planning</b>	<b>Policy &amp; Conservation</b> Savings on current year's budget due to rephrasing of the Local Plan examination timetable to next year.
2.	(205)	<b>Finance</b>	<b>Contingency</b> Rephrasing of Protection and Performance Pay to 2014/15.
3.	(172)	<b>Planning</b>	<b>Economic Development</b> Technical adjustment in respect of a previous carry-forward request and a rephrasing of pump-priming costs relating to the St Neots Town Centre Redevelopment Scheme. £86,000 will be carried over to 2014/15.
4.	(137)	<b>Finance</b>	<b>Minimum Revenue Provision</b> Technical adjustment in the 2013/14 Minimum Revenue Provision in respect of debt repayment due to delayed capital spending. This is an actual saving in 2013/14, but could reduce in future years depending on slippage in the capital programme.
5.	(137)	<b>Customer Services</b>	<b>Customer Services</b> Combination of savings in respect of St Ives Customer Centre no longer required, reduced training budgets, vacancies in staff budgets and savings in ICT costs due to Call Centre relocation. This is a mix of one-off and ongoing savings.
6.	(124)	<b>Customer Services</b>	<b>Homelessness</b> Technical adjustment relating to reduction in the Bad Debt Provision and lower payments expected on prevention and hostel support.
7.	(101)	<b>Finance</b>	<b>Internal Audit and Insurance</b> None use of hired staff, savings on training and leased car accident costs. Income re Mesothelioma claim. This is a mix of one-off and ongoing savings.
8.	(99)	<b>Corporate Office</b>	<b>Director Management Unit</b> Technical adjustment from contingency budget and Directors reorganisation.

9.	(98)	<b>Environmental Management</b>	<b>Management Unit</b> Savings from vacant posts and supplies. This is a mix of one-off and ongoing savings.
10.	(91)	<b>Environmental &amp; Community Health</b>	<b>Environmental &amp; Community Health Services</b> Saving accrued from vacant posts; new appointees from November 2013 and January 2014.
11.	(90)	<b>Customer Services</b>	<b>Housing Benefits</b> Consequential impact of an increase in the HB Admin Grant, additional one-off awards and a technical adjustment relating to a reduction in the Bad Debts Provision. This is a mix of one-off and ongoing savings.
12.	(81)	<b>Operations</b>	<b>Parks</b> Under spend from utility costs and withdrawal of commuted sum for play equipment.
13.	(79)	<b>Operations</b>	<b>Operations Management</b> Saving accrued from restructuring of management budgets.
14.	103	<b>Operations</b>	<b>Refuse Collection</b> Income from 2 <sup>nd</sup> green bins not as much as estimated, reduced income from bulky waste collection and additional vehicle costs.
15.	121	<b>Corporate Office</b>	<b>Estates Management</b> A strategic review of the estates service has been undertaken, including a review of costs and income streams. This has resulted in a net reduction in planned income but the budget is now reflective of the current estates portfolio.
16.	125	<b>One Leisure</b>	<b>Leisure, Recreation and Sport</b> The overspend is reflective of the delay in the full opening of St Ives and lower than expected income. However, the facility is now fully functional and it is anticipated that income in the second half of 2013/14 will improve. Measures have also been introduced to minimise all staffing and premises related costs and this overspend is also netted down by a saving from the delay in filling a vacancy.
17.	237	<b>Operations</b>	<b>Car Parks</b> Reduced income due to "free after 3pm" scheme and Christmas promotion; "on-street" parking surplus to be paid to Cambridgeshire County Council and reduced income from pay-and-display.
<b>Key:</b> (xx) = saving			

3.6 The current fiscal tightening within the Council is ensuring that Managers are being more robust in the control of their budgets.

## Achievement of Revenue Savings

- 3.7 During the production of the 2013/14 budget, members approved a savings programme in excess of £1.1m; this is shown in the “Achievement of 2013/14 MTP Savings” *analysis (Appendix 1c)*. Although some services have met or even exceeded their savings targets, the forecast savings that will be achieved to the end of December show that 58% (£0.7m) of savings have been achieved. A summary of those savings not achieved that exceed a variance of £20,000 are shown below.

Forecast Value of Non-Achievement of Savings 2013/14		
	£000	Commentary on Underachievement of Savings
1.	267	<b>Operations: Increase in Car Park Charges</b> The original savings target of £5,000 was achieved but this has been negated by the introduction of the “free after 3pm” scheme (£95,000 including Christmas), lost income from Huntingdon Multi-Story Car Park due to build delays (£50,000) and reduced “pay and display” income (£122,000).
2.	100	<b>One Leisure</b> See commentary included in the previous table.
3.	53	<b>Recycling Credits</b> To date the £24,000 savings have not been achieved and there is a further £29,000 reduction in income due to lower tonnages in recycle.
4.	52	<b>Charging for Second Green Bins</b> Sales of second green bins have not been in line with original estimate.

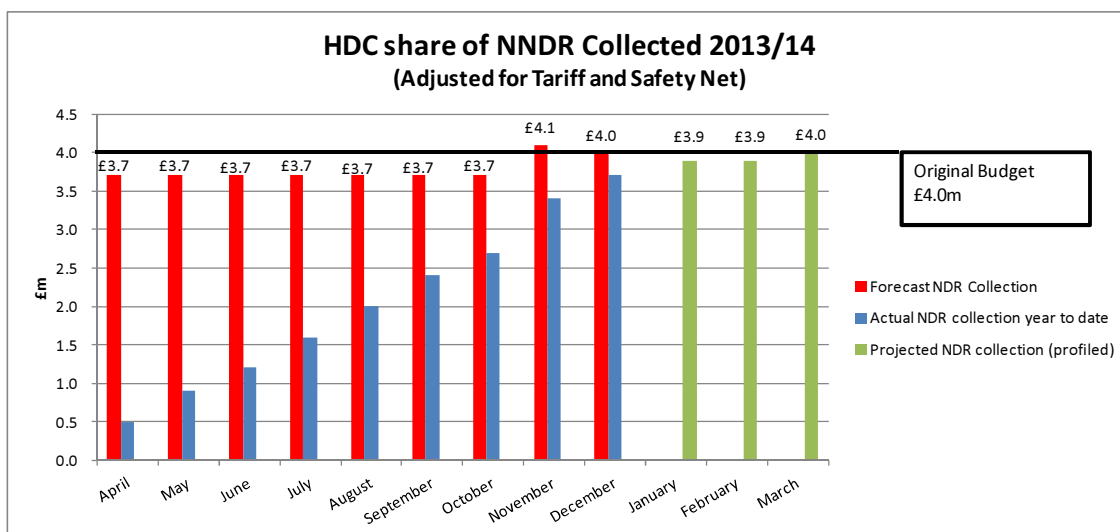
- 3.8 Members will recall from the “Financial Forecast to 2019” report that was presented to Cabinet in September 2013 that the “targeted” savings for 2014/15 totalled £1.4m. Provisional indications are just under £0.6m (41%) has been achieved in the current year, which contributes to the positive in year budget position, this is shown in the “Pre-achievement” of 2014/15 Targeted Savings” *analysis (Appendix 1d)*.

## 4. COUNCIL TAX SUPPORT AND BUSINESS RATES

- 4.1 The December FMPS highlights (*Appendix 1*), noted the following:
- the Council Tax Support Scheme remains £0.100m under budget.
  - Business Rates receipts are expected to be marginally above budget (£0.100m).
- 4.2 With regard to Business Rates, the FMPS also noted that business rates receipts were volatile due to the potential impact of appeals. The Council has just been notified of three appeals that have been successful. The three appeals total in excess of £0.620m; after statutory deductions for Central Government and other local authorities the impact on the Council would be £0.248m. However, within the current Collection Fund modelling, there is an allowance for appeals and this adjustment now means that the allowance is exhausted. On average, appeals have been running at between £60,000 and £80,000 per month, this means the forecast outturn it expected to be around £4.0m (£0.100m less than the December FMPS forecast). It should be noted

that these appeals will not impact until 2014/15 as a consequence of the Collection Fund accounting regime.

- 4.3 The December Financial Dashboard includes a graph entitled “HDC share of NNDR Collected 2013/14”. A revised graph reflecting the aforementioned successful appeals is shown below.



## 5. NEW HOMES BONUS

- 5.1 The government introduced the new homes bonus scheme (NHB) as a way of incentivising councils for residential development (or redevelopment) within their administrative boundaries. The grant received is based on actual increases in building on a 12 month, October to September, basis.

- 5.2 With regard to the:

- October 2012 to September 2013 NHB year (payable 2014/15), the government has confirmed that the Council will receive grant totalling £3.344m.
- October 2013 to September 2014 NHB year (payable in 2015/16), the first three months initial indications show that, based on the budgeted new-homes profile, the actual number of new-homes to date is ahead of budget by 46 Band D equivalent properties (177 against a target of 132); if this was the outturn this would generate an additional £55,192 in grant.

## 6. DEBT AMOUNTS COLLECTED AND DEBTS WRITTEN OFF

- 6.1 As shown in the Sundry Debtors graph in Appendix 2, the 3 categories of debt have remained consistent over the past year, with the average percentages for debt outstanding being:

- Overpaid Housing Benefit: 77%
- Other Miscellaneous Debt \*: 9%
- Excess Car Parking Charges: 24%

\* this includes debts relating to Housing Support, Property & Land, Operations and One Leisure.

6.2 To the end of December, £0.494m has been written off; this is £61,300 (14.2%) more than the same point last year. Further details are shown in Appendix 2.

## **7. LEGAL IMPLICATIONS**

7.1 No direct, material legal implications arise out of this report.

## **8. RESOURCE IMPLICATIONS**

8.1 The resource implications are noted within this report.

### **LIST OF APPENDICES INCLUDED**


Appendix 1 – Financial Performance Monitoring Suite  
Appendix 1a – Forecast Performance  
Appendix 1b – 2013/14 Head of Service Corporate Budget Monitoring  
Appendix 1c – Achievement of 2013/14 MTP Savings”  
Appendix 1d – Pre-achievement” of 2014/15 Targeted Savings  
Appendix 1e – Financial Dashboard (December 2013)  
Appendix 2 – Sundry Debt (Collected and Write-Offs)

### **BACKGROUND PAPERS**


Working papers in Financial Services

### **CONTACT OFFICER**

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## FINANCIAL PERFORMANCE MONITORING SUITE

December 2013

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#### **Prepared By:**

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## Headlines – Financial Performance

The 2013/14 financial performance of the Council, based on November 2013 actual, is as follows:

- Page 3
  - Forecast spending is £21.1, £1.6m less than original budget.
  - Forecast use of reserves reduced from £2.2m to £0.6m.
- Page 4
  - If 2013/14 carry-forward requests did not proceed, forecast spend would be £21.6m and the use of reserves would be £1.1m.
- Page 9
  - Of the £1.4m of targeted savings for 2014/15 it is forecast that £0.6m will be achieved this year.
- Page 10
  - Of the £1.1m of savings approved for 2013/14, it is forecast that £0.7m has been achieved so far.
- Page 13
  - The forecast net capital spending is £11.4m, £1.8m more than the original budget. This is due to a mix of increased costs and slippage and a loan to Huntingdonshire Regional College.
- Page 15
  - The Council Tax Support Scheme is below budget by £0.1m.
- Page 16
  - Current indications are showing NNDR receipts marginally above budget; however these remain volatile due to the potential impact of appeals (and a number remain unresolved at this time).
- Page 17
  - The number of “new homes” Band D equivalent properties is ahead of target by 46 properties. A potential increase of £55,000 in New Homes Bonus.

## HUNTINGDONSHIRE DISTRICT COUNCIL

### Financial Performance: - Forecast against Original & Updated Budget - Impact on General Fund Balance

November 2013		December 2013							
Forecast		Original Budget	Updated Budget	Forecast	Forecast Variation Compared to				
£000		£000	£000	£000	Original Budget		Updated Budget		
					£000	%	£000	%	
<b>Forecast Outturn</b>									
21,122	<b>Budget Total (Net Expenditure)</b>	22,764	23,244	21,126	(1,638)	(7.2)	(2,118)	(9.1)	
(611)	Use of Reserves	(2,253)	(2,733)	(615)	1,638	(72.7)	2,118	(77.5)	
20,511	<b>Budget Requirement</b>	20,511	20,511	20,511					
	Financing:								
(76)	- Collection Fund	(76)	(76)	(76)					
(12,929)	- Government Grant (Non-Specific)	(12,929)	(12,929)	(12,929)					
7,506	<b>Council Tax for Huntingdonshire DC</b>	7,506	7,506	7,506					
<b>Impact on Reserves</b>									
10,587	General Fund Reserves - 31st March 2013	10,398	10,398	10,587 (A)	189	1.8	189	1.8	
(611)	Use of Reserves	(2,253)	(2,733)	(615)					
9,976	<b>Outturn General Fund Reserve - 31st March 2014</b>	8,145	7,665	9,972	1,827	22.4	2,307	30.1	

#### Definitions

- Original Budget As approved by Council, February 2013.
- Updated Budget The Original Budget, updated for brought forward projects from 2012/13.
- (A) Actual General Fund Balance as at 31 March 2013.

<b>Memorandum Item -</b>	<b>to show impact on the General Fund Balance if currently approved 2013/14 Carried Forward expenditure was not carried forward to 2014/15</b>
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	December 2013			
	Original Budget	Updated Budget	Forecast	Forecast Variation Compared to Original Budget
	£000	£000	£000	£000      %
<b>Forecast Outturn</b>				
Budget Total (Net Expenditure)	22,764		21,126	
Expenditure that has been carried-forward			481 (B)	
<b>Budget Total if Expenditure not c/f</b>	<b>22,764</b>		<b>21,607</b>	(1,157)      (5.1)
Use of Reserves	(2,253)		(1,096)	1,157      (51.4)
<b>Budget Requirement</b>	<b>20,511</b>		<b>20,511</b>	
Financing:				
- Collection Fund	(76)		(76)	
- Government Grant (Non-Specific)	(12,929)		(12,929)	
<b>Council Tax for Huntingdonshire DC</b>	<b>7,506</b>		<b>7,506</b>	
<b>Impact on Reserves</b>				
- <b>31st March 2013</b>	<b>10,398</b>		<b>10,587 (A)</b>	
Use of Reserves	(2,253)		(1,096)	
<b>Adjusted Outturn General Fund Balance</b>	<b>8,145</b>		<b>9,491</b>	1,346      16.5
- <b>31st March 2014</b>				

**Definitions**

- |                   |   |
|-------------------|---|
| - Original Budget | As approved by Council, February 2013.                                  |
| - Updated Budget  | The Original Budget, updated for brought forward projects from 2012/13. |
| - (A)             | Actual General Fund Balance as at 31 March 2013.                        |
| - (B)             | Carried Forward Expenditure to 2014/15                                  |

# Appendix 1b

2013-14 Head of Service Corporate Budget Monitoring - December 2013

November 2013 Variation Forecast to Updated Budget	Service	Head of Service	Original	Updated	Forecast	Variation	Summary Comments (the following are "consolidated" comments for each service)	Saving or Overspend Attributable to				
			Budget	Budget		Forecast to		2013/14			2014/15	
			£000	£000	£000	Updated Budget		£000	Delayed spend	Savings	Overspend	Targeted Savings
£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000		
(533)	Planning	Assistant Director (Environment, Growth and Planning)	1,864	2,207	1,672	(534)	<b>Savings</b> - Savings due to rephasing of Local Plan examination timetable. - Savings from delayed recruitment. - Correction of previous carry-forward request and rephasing of pump-priming costs relating to the St Neots Town Centre Redevelopment scheme. - Reduced income due to slippage due to delay in major planning applications, but compensated by slippage on Alconbury Development.	(378)	(158)	61	(58)	(1)
(157)	Corporate Office	Corporate Team Manager	603	559	401	(158)	<b>Savings</b> - Deletion of budget previously used for staff back-filling costs. - Reduction in pensions liability due to closure of previous voluntary redundancy scheme. - Deletion of performance management budget. - Saving from non-completion of Economic Development work programme. - Technical adjustment for contingency budget review. <b>Overspend</b> - Strategic review of estates service has resulted in a correction to base income estimates."	0	(206)	121	(43)	(30)
136	One Leisure	General Manager (One Leisure)	269	280	381	101	<b>Savings</b> - Delay on recruitment to Senior roles within the services. <b>Overspend</b> - Delay in the opening of the St Ives Leisure Facility.	170	(69)	0	0	0

2013-14 Head of Service Corporate Budget Monitoring - December 2013

November 2013 Variation Forecast to Updated Budget	Service	Head of Service	Original	Updated	Forecast	Variation	Summary Comments (the following are "consolidated" comments for each service)	Saving or Overspend Attributable to				
			Budget	Budget		Forecast to		2013/14			2014/15	
			£000	£000	£000	Updated Budget		Delayed spend	Savings	Overspend	Targeted Savings	Other
£000	£000	£000	£000	£000	£000	£000	£000	£000	£000			
(207)	Environmental Management	Service Manager (Environmental Management)	2,579	2,609	2,391	(218)	<b>Savings</b> - Reduction in promotion budgets and energy and water efficiency projects not proceeding. - Savings on Council energy costs. - Savings from vacancies not being filled. - Savings from reduced repairs and renewals funds contributions. <b>Overspend</b> - Reduction in Building Control income. - Increase in costs in car park pot hole repair.	0	(86)	39	(231)	60
(484)	Customer Services	Head of Customer Services	2,917	2,918	2,439	(479)	<b>Savings</b> - Combination of permanent and one-off savings in respect of the closure of the St Ives Customer Centre and savings on Customer Services salaries. - Additional Admin Grant received. - Technical savings due to lower than previously expected contributions to the Bad Debts Provision. - Additional income from recovery of Council Tax Benefit overpayments. <b>Overspend</b> - Reduced Housing Benefits Admin Grant	0	(299)	28	0	(208)
(119)	Environmental & Community Health	Head of Environmental and Community Health Services	2,174	2,240	2,117	(123)	<b>Savings</b> - Savings from delay in recruitment for vacant posts. - Small savings on service budgets.	0	(106)	5	(17)	(5)

November 2013 Variation Forecast to Updated Budget	Service	Head of Service	Original	Updated	Forecast	Variation	Summary Comments (the following are "consolidated" comments for each service)	Saving or Overspend Attributable to				
			Budget	Budget		Forecast to		2013/14			2014/15	
			£000	£000	£000	Updated Budget		£000	Delayed spend	Savings	Overspend	Targeted Savings
£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000		
(499)	Financial Services	Assistant Director (Finance and Resources)	4,946	5,042	4,441	(601)	<b>Savings</b> - Technical adjustment in respect of a lower Minimum Revenue Provision allocation due to lower capital spend in 2012/13. - Non-use of hired staff and savings from a one-off contribution from a Mesothelioma insurance claim. - Reduction in external audit fees. - Savings from vacant posts. - Rationalisation and reallocations of contingency budgets.	(320)	(410)	169	(40)	0
2	Operations	Head of Operations	4,370	4,360	4,526	166	<b>Savings</b> - Restructuring of management unit budget has developed a consequential saving. - The Emergency Planning contract with Cambridgeshire County Council has ceased and economies achieved from training with other Councils. - Savings within Street Cleaning. <b>Overspend</b> - Income from 2nd Green Bin not as high as estimated. - Unplanned reduction in recycle tonnage. - Reduction in car park income due to "free after 3pm" scheme in Sainsbury's car park. - Payment of "on-street" car parking surplus to Cambridgeshire County Council. - Reduced use of "pay & display" parking. - Reduced use of the pooled car scheme.	0	(134)	448	(148)	0
(66)	Information Management Division	Service Manager (Information Management Division)	1,887	1,899	1,833	(66)	<b>Savings</b> - Savings from reduced line rental and call costs. - Savings from vacancies not being filled.	0	(66)	0	0	0

2013-14 Head of Service Corporate Budget Monitoring - December 2013

November 2013 Variation Forecast to Updated Budget	Service	Head of Service	Original	Updated	Forecast	Variation	Summary Comments (the following are "consolidated" comments for each service)	Saving or Overspend Attributable to				
			Budget	Budget	Budget	Forecast to Updated Budget		2013/14			2014/15	
			£000	£000	£000	£000		Delayed spend	Savings	Overspend	Targeted Savings	Other
£000	£000	£000	£000	£000	£000	£000	£000	£000	£000			
(74)	Legal & Democratic Services	Head of Legal and Democratic Services	1,657	1,657	1,576	(81)	<b>Savings</b> - Saving from Overview and Scrutiny Provision. - Reduction in costs of Members basic and special duty allowances. - Savings from recharge to Cambridgeshire County Council in respect of election costs. - Savings from vacancy not being filled. <b>Overspend</b> - Correction to base estimates for Licensing income.	0	(103)	54	(32)	0
(2,001)	<b>Service Totals</b>		<b>23,266</b>	<b>23,771</b>	<b>21,777</b>	<b>(1,993)</b>		<b>(528)</b>	<b>(1,637)</b>	<b>925</b>	<b>(569)</b>	<b>(184)</b>
(123)	Technical adjustments for Revenue to Capital and Recharges		(502)	(527)	(651)	(124)						
<b>(2,124)</b>	<b>Budget Net Expenditure</b>		<b>22,764</b>	<b>23,244</b>	<b>21,126</b>	<b>(2,117)</b>						

# Appendix 1c

November Savings (greater than) or less than Target £000	Scheme	Head of Service	MTP Target £000	December				Commentary	
				Savings Achieved (based on Forecast Outturn)		Movement from November			Savings (greater than) or less than Target
				£000	%	£000	%		£000
82	Increase In Carpark Charges	Operations	5	(262)	-1540%	185	-226%	267	> Fee increase £5k saving achieved but one off reductions due to "free after 3pm" (£95k, including Christmas), lost income from Huntingdon Multi-Story Car Park due to build delay (£50k) and reduced "pay & display" income (£122k).
53	Recycling Credits	Operations	24	(29)	-121%	0	0%	53	> Savings £24k not achieved due to no price increase for the current year; and £29k reduction in income due to lower tonnages
52	Charging For Second Green Bins	Operations	101	49	49%	0	0%	52	> Sales of Second green bins not been as good as originally estimated
10	Car Park Strategy	Planning	10	0	0%	0	0%	10	> Savings not achieved, reduction in usage of car parks
5	Document Centre Efficiency & Ext Work	Legal & Democratic	10	5	50%	0	100%	5	> Achievement dependent on external income being sustained and efficiency savings being reflected in end user budgets.
100	One Leisure Combined Savings (Updated Since September 2013)	One Leisure	242	142	59%	0	0%	100	> One Leisure Combined Saving included an assumed £117,000 staff saving through restructuring but this has been delayed. The completion of the Redevelopment of OLSI has been delayed and has impacted on the income this year. The fitness equipment replacement has been delayed pending a review to ensure only necessary replacements are made.
0	Pool Vehicles	Operations	19	3	16%	16	0%	16	> Reduced Pool Car income
18	Rental Of Office Space (additional income)	Environmental Management	44	26	59%	0	0%	18	> Additional income not achieved, unable to find more tenants at the moment, although still some possible expressions of interest
1	Licensing Efficiency & Charges	Legal & Democratic	47	43	91%	4	-400%	5	> The estimated additional income has not been realised, it is expected that such levels of income will not be realised in future years. This is mainly due to statutory limitation and fees set by central government not rising.
0	Customer Services Line Rental Savings	Customer Services	24	24	100%	0	0%	0	
0	Elections Integration Phasing	Legal & Democratic	73	73	100%	0	0%	0	
0	CIL- Preparation	Planning	56	56	100%	0	0%	0	
0	Call Centre CRM System Replacement	Customer Services	74	74	100%	0	0%	0	
0	Automated Telephone Payments	Customer Services	7	7	100%	0	0%	0	
0	Community Grants Reduction	Environmental Health	55	55	100%	0	0%	0	
0	E-Marketplace	Financial Services	4	4	100%	0	0%	0	
0	Reorganise Senior Management	Managing Director	178	178	100%	0	0%	0	
0	Close St Ives Customer Services Centre	Customer Services	7	7	100%	0	0%	0	
0	Reduce Hours Huntingdon Customer Services Centre	Customer Services	7	7	100%	0	0%	0	
0	IMD Shared Service Income	IMD	15	15	100%	0	0%	0	
(1)	Business Continuity Review	IMD	6	7	117%	0	0%	(1)	
(2)	IMD Staff Savings	IMD	13	15	115%	0	0%	(2)	
(4)	PV Panels - Eastfield House	Environmental Management	39	43	110%	0	0%	(4)	> This meets some of the 2014/15 targeted saving.
(4)	Customer Services - Staff Savings	Customer Services	14	18	129%	(4)	0%	(4)	
(39)	Environmental Community Health Services Savings	Environmental Health	65	104	160%	0	0%	(39)	
271			1,139	664	58%	205	-76%	476	



## Appendix 1d

### Huntingdonshire District Council

1. Cabinet September 2013 - Financial Forecast to 2019 Report: 'Annex C' - Existing Savings Proposals: 2013/14

2. Cabinet December 2013 - Budget Update: 'Annex C' - Targeted Savings

#### Pre-achievement of 2014/15 Targeted Savings - December 2013

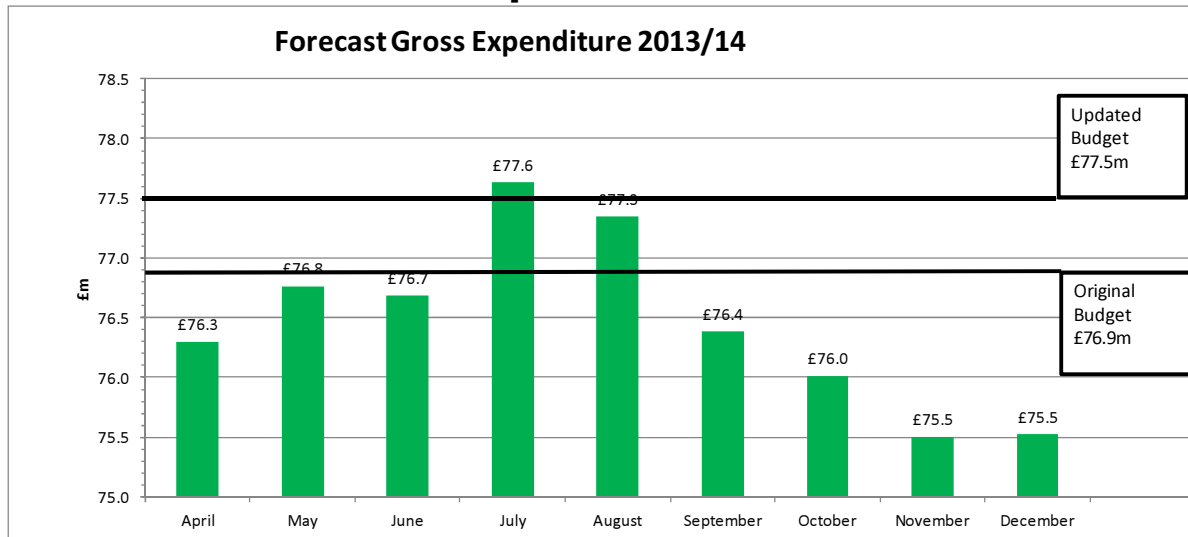
Scheme	Target 2014/15 £000	Early Achievement 2013/14	
		Forecast	
		November 2013 £000	December 2013 £000
<b>Environment, Growth &amp; Planning</b>			
Planning staff savings/Housing Strategy and Planning Policy	75	58	58
	<b>75</b>	<b>58</b>	<b>58</b>
<b>Corporate Office</b>			
Give up performance management budget	18	18	18
Corporate Office target saving from extra income, cost savings or restructuring	40	25	25
	<b>58</b>	<b>43</b>	<b>43</b>
<b>Environmental Management</b>			
Combination of:	200	231	231
Integration of FM and Estates			
Sharing			
Revenue generation activities/additional income			
Reduced energy and maintenance costs for PFH and EFH			
Savings in street naming and numbers and other budgets			
	<b>200</b>	<b>231</b>	<b>231</b>
<b>Environmental &amp; Community Health</b>			
Give up Arts Development budget	11	8	8
Primary authority scheme/ Premises permitting scheme/ Community safety work for others	19	9	9
	<b>30</b>	<b>17</b>	<b>17</b>
<b>Finance &amp; Resources</b>			
Reduced audit fee	40	40	40
	<b>40</b>	<b>40</b>	<b>40</b>
<b>Operations</b>			
Ops Management and admin budget savings	80	78	78
Savings from Street Cleaning	70	70	70
	<b>150</b>	<b>148</b>	<b>148</b>
<b>Legal &amp; Democratic Services</b>			
Democratic/Central Services target saving from extra income, cost savings or restructuring	20	32	32
	<b>20</b>	<b>32</b>	<b>32</b>
<b>Targeted Savings Acheived Early</b>	<b>573</b>	<b>569</b>	<b>569</b>
Targeted Savings not Acheived Early	804	808	808
<b>Total Targeted Savings</b>	<b>1,377</b>	<b>1,377</b>	<b>1,377</b>

# HUNTINGDONSHIRE DISTRICT COUNCIL

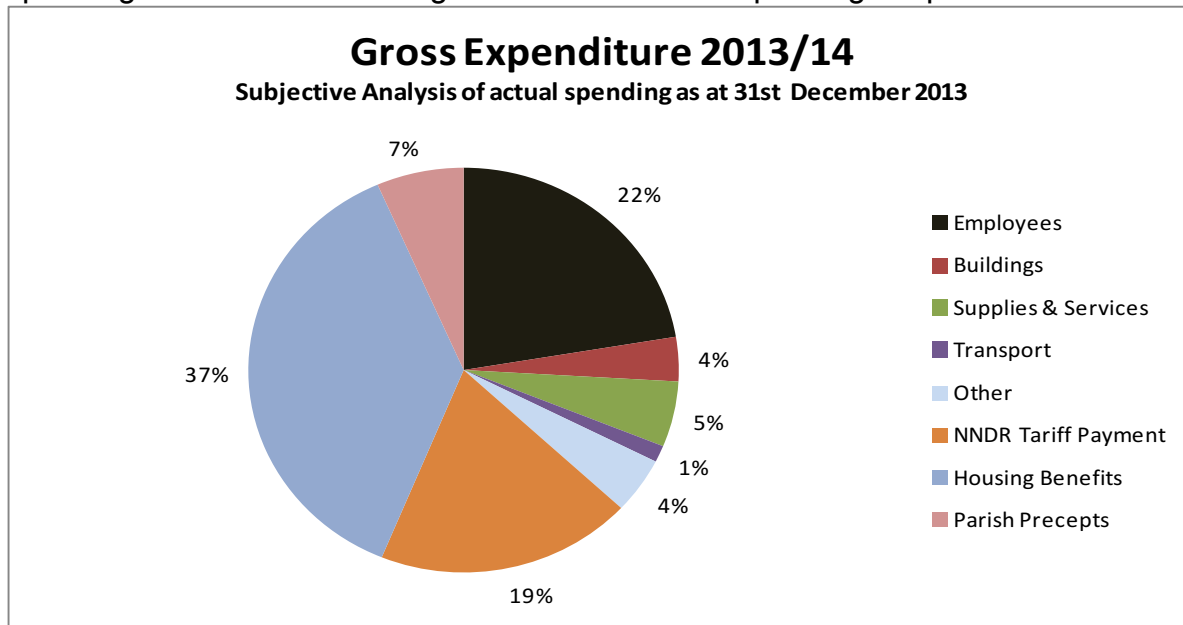
## Financial Dashboard (December 2013)

### Appendix 1e

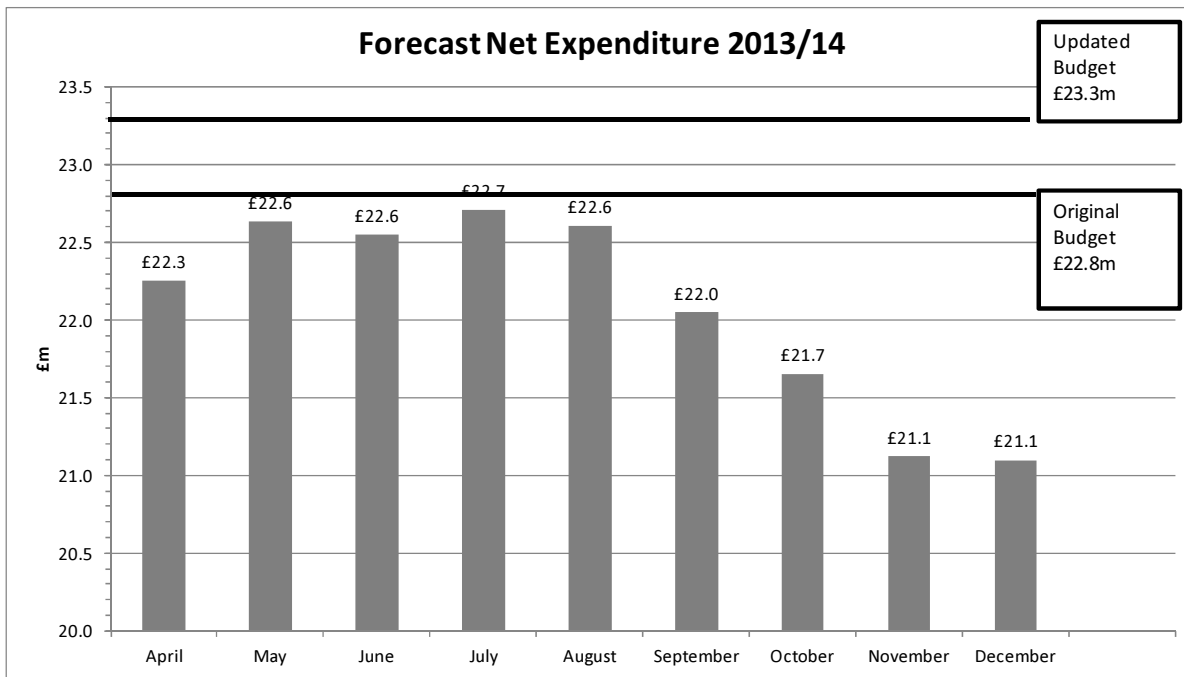
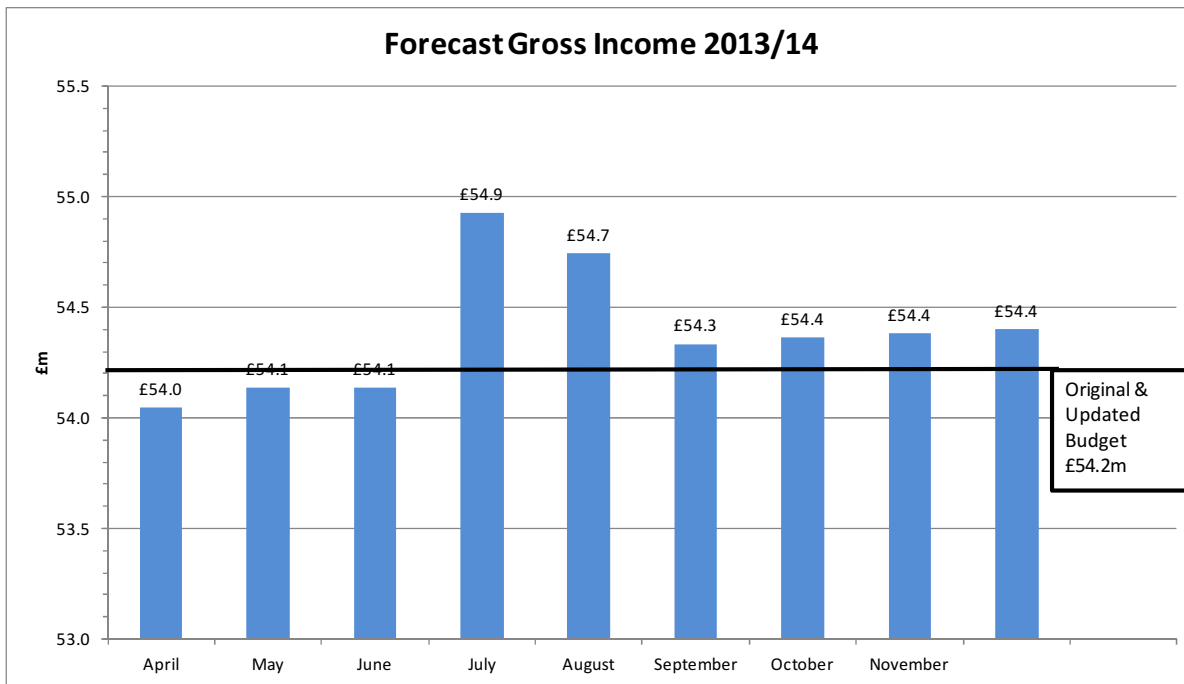
### Revenue Income & Expenditure



The Updated Budget is the Original Budget increased to include expenditure brought forward from previous years in respect of delayed projects. The increase in expenditure between June and July is due to a forecast increase in Housing Benefits. The reduction in expenditure, August to date, reflects a general lowering of forecast expenditure across most categories of spend along with managers being more prudent in their spending. The reduction during November reflects rephasing of spend to 2014/15.

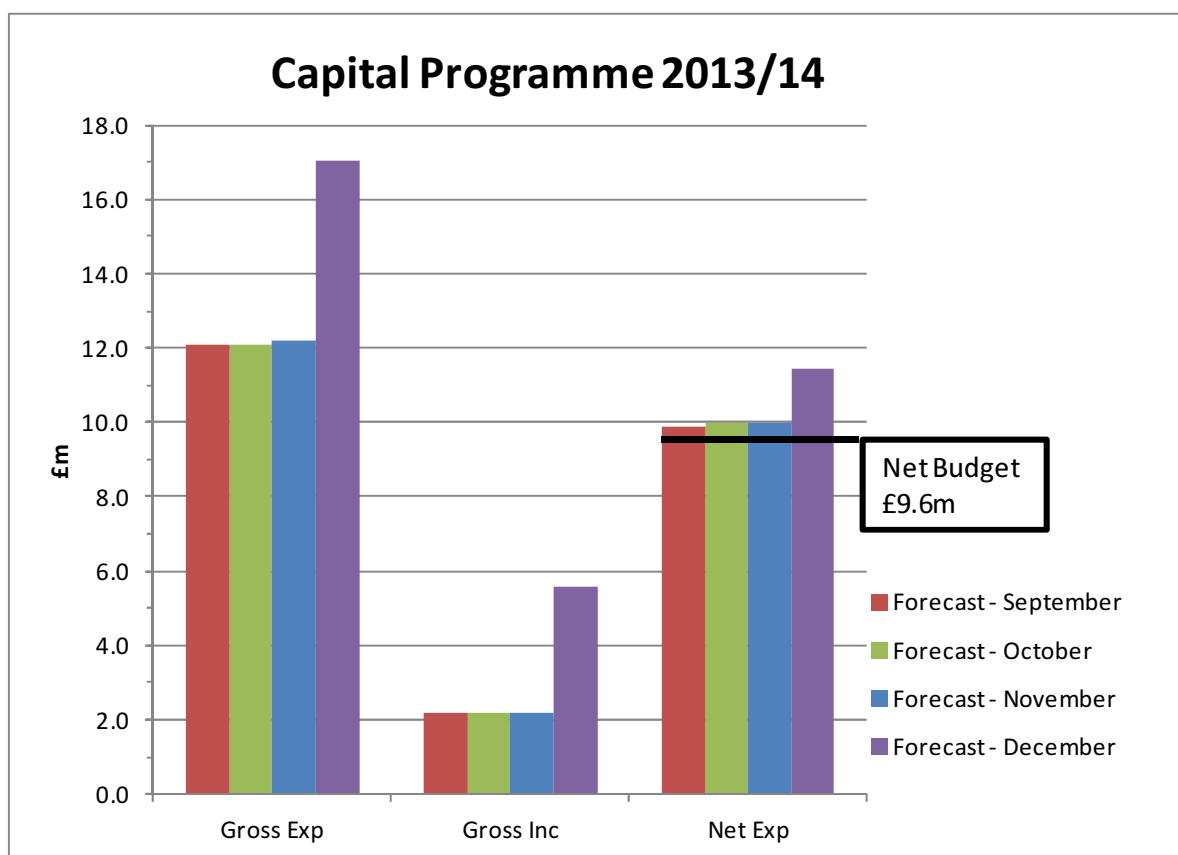


The main items of expenditure included within “Other” are HDC Collection Fund Deficit, Grants to other bodies and net costs associated with S.106 Agreements.



The fall since July is, in part, due to Managers being more robust in reviewing their forecasts as well as more prudent spending. The forecast net expenditure is net of carry forwards to 2014/15.

# Capital Programme



The amounts reported in the above graph do not include the Huntingdon West Project as this is now being funded by Cambridgeshire County Council.

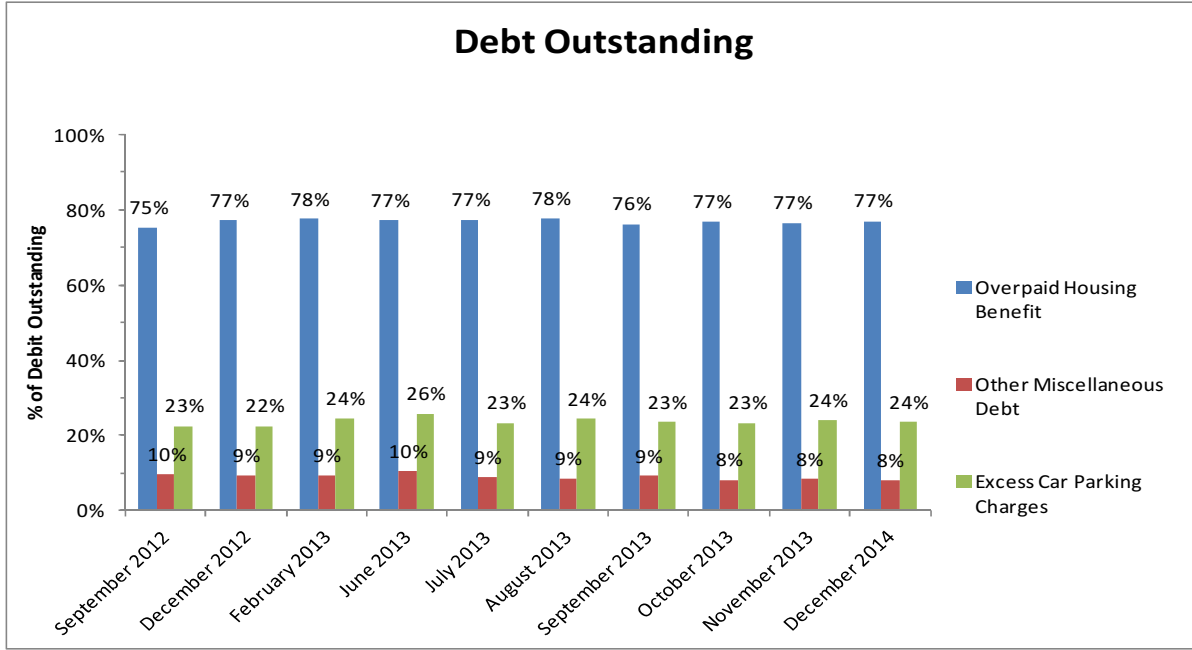
<b>Highlights of Budget Changes From Last Month</b>	
	<b>£000</b>
<b>Gross Budget November</b>	<b>12,177</b>
St Neots Railway Station Enhancements	3,359
Loan to Huntingdonshire Regional College	1,500
Other Changes	(25)
<b>Gross Budget - December</b>	<b>17,011</b>
<b>Contributions and Grants - November</b>	<b>(2,216)</b>
St Neots Railway Station Enhancements	(3,359)
<b>Contributions and Grants - December</b>	<b>(5,575)</b>
<b>Net Capital Programme</b>	<b>11,436</b>

<b>How the 2013/14 Forecast Capital Programme is expected to be financed</b>	
	<b>£000</b>
<b>Gross Expenditure</b>	17,011
<b>Capital Programme: Source of Finance</b>	
- Grants and Contributions	(5,575)
<b>Net Capital Programme</b>	<b>11,436</b>
<b>Other Sources of Finance</b>	
Capital Receipts (Right To Buy Clawback)	(750)
Minimum Revenue Provision	(1,118)
Capital Grants Unapplied Reserve	(318)
<b>Borrowing (Working Capital)</b>	<b>9,250</b>
<b>Movement in Capital Financing</b>	
	<b>£000</b>
<b>Borrowing (Working Capital) - November</b>	<b>7,891</b>
Funding For Local Organisations	1,500
Other Working Capital (Cash etc)	(141)
<b>Borrowing (Working Capital)</b>	<b>9,250</b>

The above table shows that the biggest single item that will be used to finance the 2013/14 capital expenditure is working capital (a mix of loans, investments, debtors, creditors and cash).

<b>What Has Changed from the Capital Programme Net Budget to Net Forecast</b>	
	<b>£000</b>
<b>Original Net Budget</b>	<b>9,570</b>
Scheme Savings	(493)
Additional Scheme Costs	958
Funding For Local Organisations	1,500
Revenue to Capital Transfers	75
Slippage to Future Years	(175)
<b>Net Forecast</b>	<b>11,436</b>

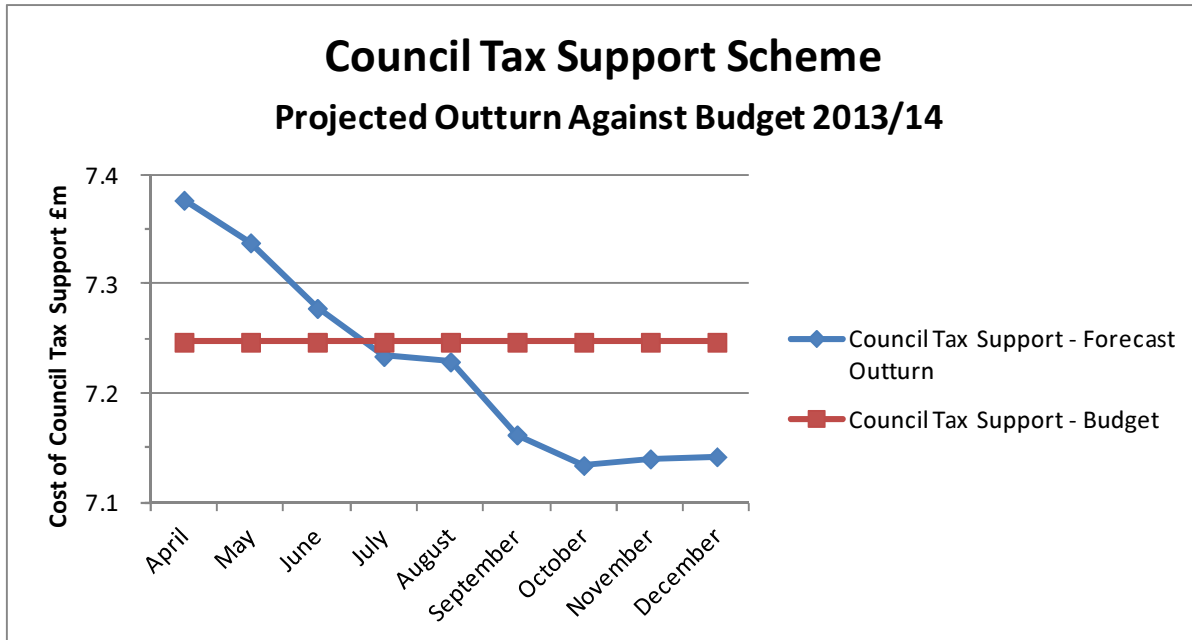
# Sundry Debtors



The debt portfolio to the end of December is indicating that the current level of the Bad Debt Provision will be sufficient to meet 2013/14 needs.

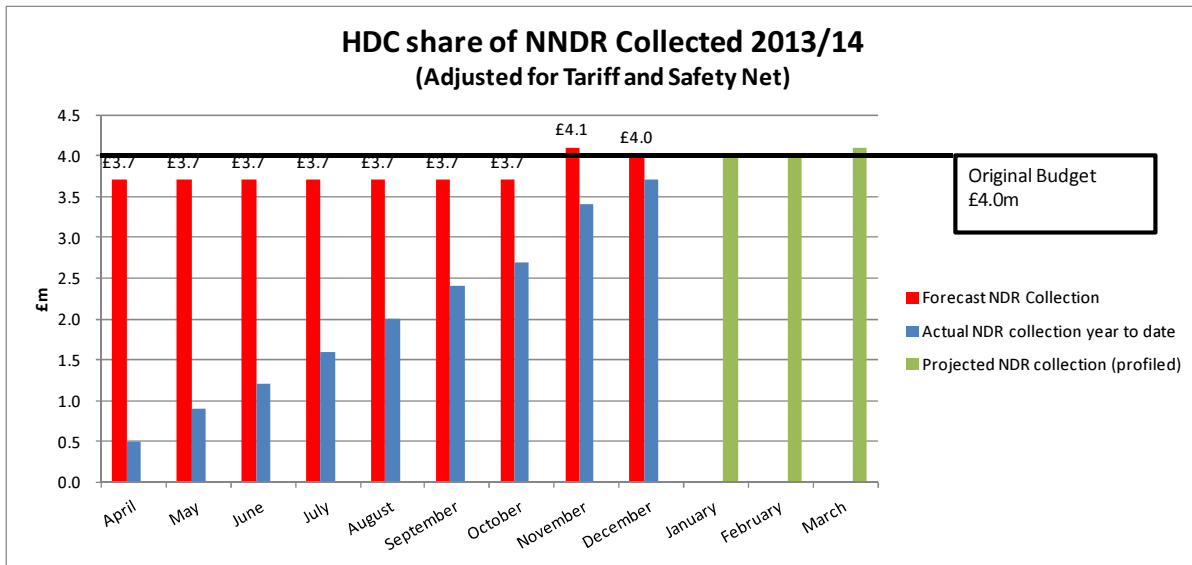
# Council Tax Support Scheme

Reflecting improvements in local employment, take-up of the Support Scheme is lower than originally planned. Any 2013/14 saving due to the Support Scheme will impact in 2014/15.



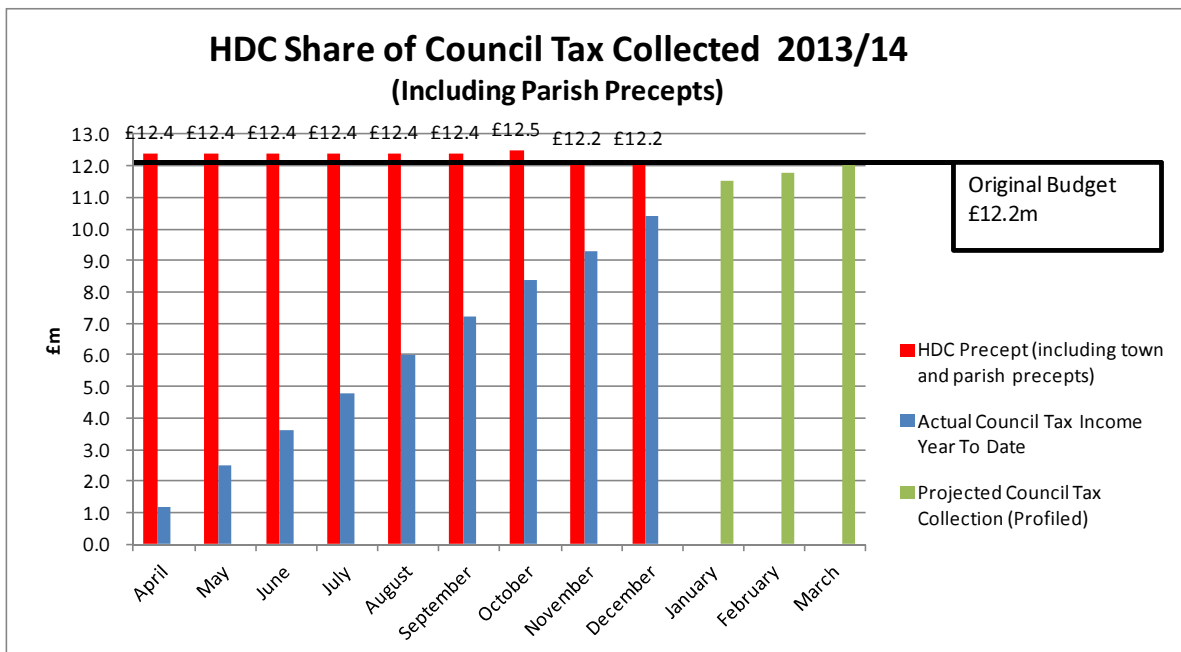
The benefit to HDC will be proportionate to all Council Tax precepts (13.5% for HDC including parishes).

# Collection of NNDR and Council Tax



The working assumptions for the forecast had been reviewed for the November forecast as part of CLG’s mid-year review. This review indicated an increase in collectable NNDR with the forecast slightly exceeding the budget, this is considered to still hold true based on December collection. It should be noted:

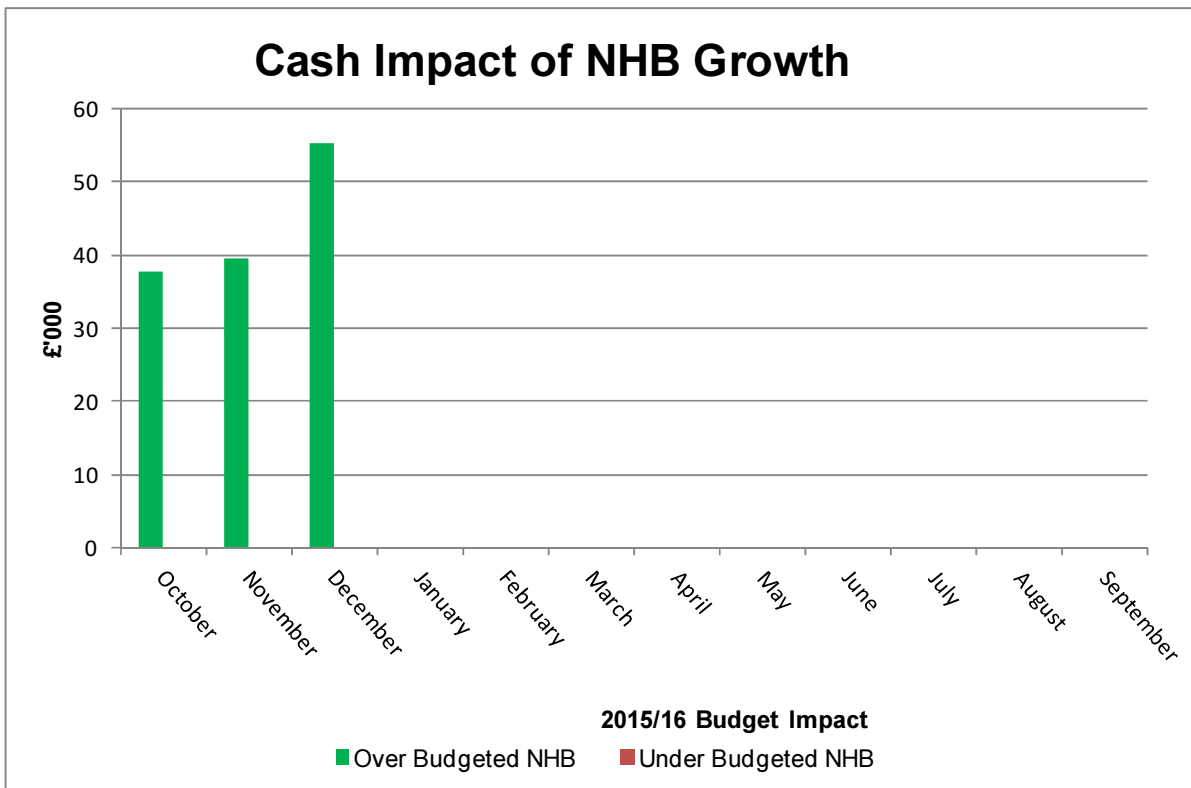
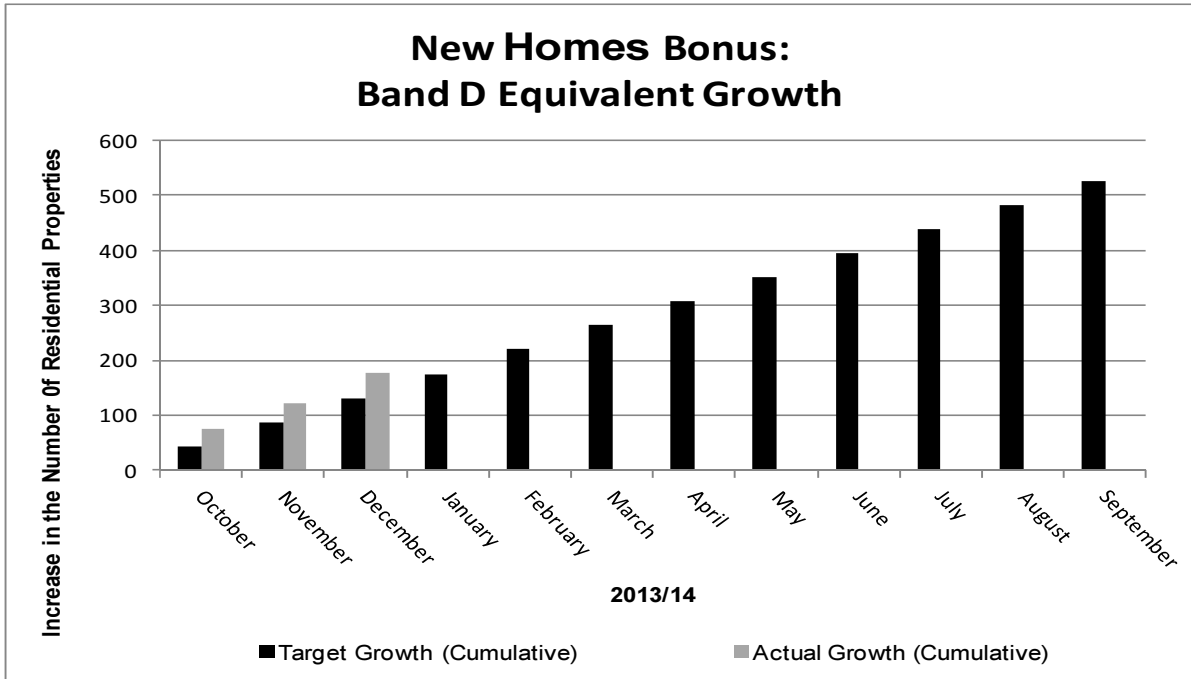
- that any variance from the budget will be felt in 2014/15.
- that the localisation of NNDR has made the modelling of collectable NNDR problematic; this is due to the fact that the position in respect of appeals is extremely volatile and further appeals could again result in a reduced forecast.



Housing growth is on budget. As we are now ¾ through 2013/14, the current forecast of £12.2m is a fair forecast. However, this is of course subject to the impact of any increases in non-payment (which can be seasonal in nature). Any variance will be felt in 2014/15.

## New Homes Bonus

The New Homes Bonus reporting cycle is October to September; consequently we have just entered a new reporting period; any income will be attributable to 2015/16. The following forecasts exclude adjustments for long-term empty properties and affordable homes.





## Sundry Debt

### Collected

The total amount of payments received, less customer refunds and transfers to other debts:

Type of Debt	April to Sept 2013 £000	Oct to Dec 2013 £000	Total £000
Council Tax	52,530	25,801	78,331
NNDR	35,335	15,964	51,299
Sundry Debtors*	5,505	2,747	8,252
Excess Charges	85	47	132
*Excludes payments collected on behalf of BID Huntingdon			

### Amounts written off

Whilst the amounts have been written-off in this financial year, some of the original debt would have been raised in previous financial years.

Type of Debt	Up to £5,000			Over £5,000			TOTAL
	April to Sept 2013 £000	Oct to Dec 2013	Total £000	April to Sept 2013 £000	Oct to Dec 2013	Total £000	Total £000
Council Tax	131.1	67.3	198.4	0.0	0.0	0	198.4
NNDR	34.6	35.9	70.5	19.8	56.6	76.4	146.9
Sundry Debtors	48.3	25.9	74.2	0.0	0.0	0.0	74.2
Excess Charges	9.2	3.0	12.2	0.0	0.0	0.0	12.2
Irrecoverable Benefits (HB&CTB)	24.1	27.9	52.0	0.0	10.3	10.3	62.3
<b>Total Debt Written-Off</b>	<b>247.3</b>	<b>160.0</b>	<b>407.3</b>	<b>19.8</b>	<b>66.9</b>	<b>86.7</b>	<b>494.0</b>

<b>Total Debt Written off by end of:</b>	December 2013	272.5	December 2014	160.2	432.7
<b>% of debt written-off:</b>	December to December	+49.5%		-45.9%	+14.2%

The explanation for the change in write-offs to December 2013 compared to the same period the previous year, in respect of the:

- “up to £5,000” category is due to the Revenues Team keeping more abreast of required “write-offs” for Council Tax.
- “over £5,000” category is due to fewer write-offs in respect of Business Rates.

However, the year-end position in respect of:

- Council Tax is expected to be in-line with last year.
- Business Rates, whilst this is lower than at the same time last year, the nature of NNDR write offs is more volatile, with a small number of write offs that can adversely impact the overall figures. Because of this, direct comparisons with previous periods are not always indicative of current or future trends.

**Authority to write off debts**

The Head of Customer Services is authorised to write-off debts of up to £5,000, or more after consultation with the Executive Councillor for Resources, if she is satisfied that the debts are irrecoverable or cannot be recovered without incurring disproportionate costs. The Accountancy Manager deputises in her absence.