

2011/12 General Fund Budget and Housing Revenue Account 4th Quarter

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Committee	2010/11 Outturn	Original Budget	Working Budget	Total Year to Date	Forecast Variation () = decrease in spend positive = increase in spend	Comments	2012/13 BUDGET REVIEW	Carry Forward Requests
							Effect on 2012/13 General Fund Budget	
	£	£	£	£	£			
Resources								
<u>Commercial Properties & Markets</u>								
Fees & Charges	(2,835,364)	(2,803,140)	(2,863,260)	(2,834,091)	29,169	Westgate overage for Quarter Four not achieved. This has been subsequently queried and now awaiting response.		
<u>Garage Management Services</u>								
Private Contractors	58,743	79,200	90,870	66,635	(24,235)	Planned repairs and maintenance expenditure was not as high as expected. Budget has been revised for 2012/13.		
<u>Council Tax</u>								
Fees & Charges	(267,544)	(240,000)	(240,000)	(208,407)	31,593	Reduced number of summons cost recovered than originally forecasted.		
<u>Council Tax & Benefits</u>								
Council Tax Benefit	7,109,609	7,316,300	7,313,530	7,331,564	18,034	Marginally higher Council Tax Benefit expenditure than anticipated. As a result of reviewing the 2011/12 claim the likely expenditure is expected to be lower than the original forecast for 2012/13. Also see below comment.	(23,690)	
Government Grants	(7,397,541)	(7,415,400)	(7,577,670)	(7,554,674)	22,996	The Council Tax Benefit Subsidy is slightly lower than expected. As a result of reviewing the 2011/12 claim the likely income has reduced resulting in an increase in Subsidy gap. Overall effect in 2012/13 is £42,410.	66,100	
<u>Local, County, European Elections</u>								
Printing, Stationery & General	25,721	26,470	26,470	11,700	(14,770)	Elections stationery not fully used in 2011/12.		
<u>Electoral Registration</u>								
Communications & Computing	11,875	10,270	10,270	23,302	13,032	Electoral Registration postal charge greater than anticipated, due to postal identifiers required and discounts received from Royal Mail being removed, offset by stationery saving as shown above.		
<u>Land Charges</u>								
Fees & Charges	(71,920)	(25,000)	(58,000)	(69,390)	(11,390)	Increase in final quarter Land Charges search fees.		
<u>Corporate Budget</u>								
Contributions To Provisions	171,371	49,000	64,000	277,492	213,492	Increase provision for Single Status implementation.		
Other income	(8,066)	(10,000)	(10,000)	0	10,000	Budget for unallocated miscellaneous income in 2011/12, all income identified and coded specifically.		

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Unapportioned Superannuation	650,264	1,890,620	1,871,920	857,884	(1,014,036)	In April actuaries advise the council that the proportion of pension contributions relating to historic costs was lower than anticipated. As less costs are shown corporately for the historic element higher costs are shown for the element of current pension costs, shown within the Service area. This variance is offset by higher pension costs shown in the service areas.		(59,250)	
Other	(3,192,486)	(2,308,070)	(3,405,160)	(3,312,307)	92,853	Variance is mainly due to un-apportioned superannuation, capital charges and recharges. Ongoing saving £59,250.		(13,170)	
Total Resources	(5,745,337)	(3,429,750)	(4,777,030)	(5,410,293)	(633,263)			(30,010)	+0
Community Services									
Insurance	62,576	58,610	60,500	94,515	34,015	Higher insurance provision required to cover increase in liability claims.			
SLL Grant									
Other Income SLL			(26,500)	(35,801)	(9,301)	Saving is due to reduced Management Fee on SLL contract. This is for a 5 year period that started in 2011/12. Ongoing saving £35,800.		(35,800)	
Other	5,601,633	5,088,700	5,175,920	5,282,701	106,781	Variance is mainly due to un-apportioned superannuation, capital charges and recharges. Carry forward £9,000 (Children's Plan £1,500, part fund a graduate trainee £5,500 and part fund the Smoke Busters bus £2,000).			9,000
Total Community Services	+5,664,209	+5,147,310	+5,236,420	+5,377,216	+140,796			(35,800)	+9,000
Housing Services (General Fund)									
Bed & Breakfast									
Support Services	117,121	193,660	193,660	200,376	6,716	Tenancy deposit guarantees required higher contribution to the bad debt provision following increased level of guarantees given. Additional demand anticipated in 2012/13 for homelessness services identified additional ongoing pressure £30,000.		30,000	
Housing Benefit - Rent Allowances									
Rent Allowances - rebates benefit	13,345,744	13,669,060	14,643,320	14,553,651	(89,669)	Lower expenditure due to a reduction in benefit expenditure offset by lower subsidy. Impact on 2012/13 has been reassessed as a result of 2011/12 outturn. Ongoing surplus £142,280.		(142,280)	
Government Grants	(12,944,772)	(12,936,090)	(14,273,570)	(14,340,623)	(67,053)	Government grant for Rent Allowances was higher than forecast due to increased demand. Ongoing surplus £71,070.		(71,070)	

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Fees & Charges	(878,143)	(920,930)	(661,200)	(599,346)	61,854	The introduction of the Atlas Project has reduced the number of overpayments to claimants. These overpayments would have been re-imbursed in subsidy and retained by the Council. Ongoing pressure £266,540.	266,540	

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<u>Housing Benefit - Rent Rebates</u>								
Contribution to Provisions	173,467	27,840	100,500	107,350	6,850	Small increase in bad debt provision due to an increased level of debt. The 2012/13 provision has been reduced because the number of overpayments has decreased compared to original budget 2012/13. Ongoing saving £44,010.	(44,010)	
Rent Rebates	18,040,086	19,301,460	19,192,640	19,218,189	25,549	Rent Rebates were slightly higher than budget being a small proportion of the total. Ongoing saving £154,690.	(154,690)	
Government Grants	(18,003,619)	(19,511,200)	(19,133,110)	(19,272,740)	(139,630)	The 2012/13 budget is anticipated to be too high based on 2011/12 claim (see above). Ongoing pressure £4,250.	4,250	
Fees & Charges	(620,350)	(666,490)	(501,130)	(485,671)	15,459	Reduction in rent rebate errors resulting in less income. Ongoing pressure £182,850.	182,850	
<u>Miscellaneous Health Services</u>								
Consultancy & Agency Fees	0	0	45,000	0	(45,000)	Delayed private sector housing stock condition survey. Request to carry forward £45,000.		45,000
<u>Other</u>	3,113,082	2,766,370	2,848,330	2,666,638	(181,692)	Various off-setting variances of less than +/- £5,000. Carry forward £11,560 request to contribute to the development of the Housing Strategy.		11,560
Total Housing GF	+2,342,616	+1,923,680	+2,454,440	+2,047,824	(406,616)		+71,590	+56,560
Environmental Services								
<u>Local Highway Services</u>								
Other Grants & Contributions	(77,292)	0	(74,100)	(88,674)	(14,574)	In year income for additional highways works requested and funded by Hertfordshire County Council.		
Fees & Charges	(88,115)	(94,250)	(87,200)	(75,330)	11,870	Fewer requests for crossover works and a lower number of new developments resulting in fall in street naming income. This trend is expected to continue and an ongoing pressure of £3,750 is expected.	3,750	
<u>Cemeteries</u>								
Repairs & Maintenance Of Buildings	18,934	28,390	28,190	6,758	(21,432)	Fewer building maintenance works undertaken in 2011/12. Planned work for 2012/13 anticipated to fully utilise budget.		
Fees & Charges	(144,375)	(139,910)	(115,390)	(128,224)	(12,834)	Anticipated fall in income from lower demand for burials in preference to cremations and internment of ashes was slightly less than budgeted for.		
<u>Town Centre General</u>								
Energy Costs	6,034	5,900	27,100	13,484	(13,616)	Lower than estimated utility expenditure (Town Centre Pond and Travelator). No impact on 2012/13.		

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<u>CCTV</u>								
Private Contractors	92,506	110,150	115,400	104,635	(10,765)	One off saving due to a reduced recharge from the CCTV Partnership.		
<u>Parking Services</u>								
Energy Costs	113,462	110,790	109,780	68,242	(41,538)	Final utility bill was based on an actual meter reading which has resulted in a credit being reimbursed.		
Communications & Computing	15,951	16,300	28,840	16,294	(12,546)	At Quarter Three phone costs were projected pro-rata using spend to date and a pressure was identified. Further investigation showed a duplicate order had been placed and now actual cost to date are lower than expected.		
Fees & Charges	(3,195,913)	(3,129,700)	(3,177,440)	(3,175,717)	1,723	Following review of off-street and on street parking income an additional on-going £20,000 income anticipated for 2012/13.	(20,000)	
<u>Refuse Services</u>								
Other Grants & Contributions	(308,028)	(335,510)	(408,040)	(395,391)	12,649	Final settlement for the 2011/12 Alternative Financial Model as agreed through Hertfordshire Waste Partnership Directors was £12,649 lower than anticipated.		
<u>Regeneration</u>								
Private Contractors	8,500	37,180	49,520	34,106	(15,414)	The Stevenage West judicial decision came in later than anticipated, meaning that the project could not follow the original timeline. The use of this budget has therefore slipped into 2012/13. Carry forward request of £15,000 for the West of Stevenage Budget.		15,000
<u>Development Control</u>								
Fees & Charges	(258,407)	(256,800)	(200,800)	(204,834)	(4,034)	Government delay in locally set fees and a continuing economic pressure means target income for Planning Fees in 2012/13 unlikely to be met. Overall ongoing pressure £95,580.	95,580	
<u>Engineers & Highways</u>								
Travelling Expenses	18,131	25,370	19,370	10,975	(8,395)	Lower expenditure on car allowances and travel expenses. Ongoing savings of £4,450.	(4,450)	

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<u>Estates</u>								
Consultancy & Agency Fees	35,406	0	41,650	(1,151)	(42,801)	Budget for the Asset Management Strategy is required in 2012/13. £42,800 carry forward has been requested.		42,800
<u>Insurance</u>								
	209,183	157,340	154,230	209,944	55,714	Higher insurance provision required to cover increase in liability claims.		
<u>Other</u>								
	12,731,849	10,361,230	10,565,650	11,119,359	553,709	Various off-setting variances of less than +/- £5,000 within recharge budgets and non recharge budgets. Various ongoing net savings of £106,630.	(106,630)	2,860
Total Environment	+9,177,827	+6,896,480	+7,076,760	+7,514,478	+437,718		(31,750)	+60,660
Support Services								
<u>Facilities Management</u>								
Communications & Computing	130,699	159,190	123,780	152,972	29,192	The cost of postage was greater than expected for the final quarter due to deferred office move of Revenue & Benefits staff to East Herts Council, offset by lower partnership fees.		
<u>Daneshill House</u>								
Energy Costs	116,374	133,350	120,120	116,185	(3,935)	Lower than estimated utility expenditure. On going Saving of £13,970.	(13,970)	
<u>Swingate House</u>								
Energy Costs	37,700	35,470	43,430	36,077	(7,353)	Lower than estimated utility expenditure. On going Saving of £8,230.	(8,230)	
<u>Human Resources</u>								
Indirect Employee Expenses	5,017	38,070	59,350	49,181	(10,169)	Staff adverts lower than expected due to lower levels of recruitment. Ongoing saving of £11,190.	(11,190)	
Consultancy & Agency Fees	13,781	11,060	54,420	60,356	5,936	External HR Business Partner and Training & Recruitment Officer expenditure greater than anticipated, due to posts being held vacant.		
<u>ICT</u>								
Communications & Computing	617,044	624,730	609,290	574,524	(34,766)	Review of phones and mobile costs across the General Fund activities has realised an overall £17,000 under spend. The 2012/13 budget has already been reduced to take into account the saving made in 2011/12.		
<u>Print Room</u>								
Communications & Computing	99,814	107,500	84,740	68,293	(16,447)	Lower print costs due to toner expenditure included within the click charges. The 2012/13 budget has been reduced to take into account the saving made in 2011/12.		

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Benefits Services									
Miscellaneous Expenses	41,976	3,980	63,370	44,068	(19,302)	Carry forward £18,280 request required to pay for setup costs to be incurred 2012/13.			18,280
Member Services									
Expenses & Allowances	489,285	475,340	481,870	465,129	(16,741)	Mayor Allowance Carry forward £15,180.			15,180
Government Grants (net)	(27,384)	0	0	(15,540)	(15,540)	Housing Benefits grant not utilised (income not used in 2011/12) £15,540 Carry forward			15,540
Revenue & Benefits Contract Fee	0	0	714,660	672,228	(42,432)	Outstanding payment for the Revenue and Benefits joint partnership, under spend offset by postage and other retained costs for the final quarter of 2011/12. £6,320 Carry forward			6,320
Other	(1,326,757)	(1,611,940)	(1,565,380)	(1,545,403)	19,977	Variance is mainly due to actuarial changes between historic and current pension split. £6,040 Ongoing saving for Accountancy overtime no longer required. £3,500 Ongoing saving due to a reduction in expenditure for Accountancy Books and Magazines. £7,540 Ongoing saving to be made on minor training and general subsistence budgets within Financial Management Team/ SMB.		(18,630)	9,330
Total Support Services	+224,934	(23,250)	+74,990	+21,381	(53,609)			(52,020)	+64,650
Locality Budgets and Neighbourhood Action Teams									
	188,387	212,800	273,370	218,861	(54,509)	There is an under spend on the old Neighbourhood Action Team Budgets of £24,639. The carry forward £29,870 request is for Members Local Community Budgets.			29,870
Total Neighbourhood Action Teams	+188,387	+212,800	+273,370	+218,861	(54,509)			+0	+29,870
Trading Accounts (DSO) & Vehicles									
Transfer Station									
Consultancy & Agency Fees	94,214	122,980	122,980	106,300	(16,680)	Increase in recycling, therefore a reduction in waste tonnage disposal expenditure. The impact on 2012/13 is currently being assessed.			
Fees & Charges	(77,369)	(75,760)	(101,740)	(127,685)	(25,945)	Improved sale price achieved for recycling materials than previously projected. The impact on 2012/13 is an ongoing saving of £25,000.		(25,000)	
Vehicle Repairs									
Grounds Maintenance	46,894	46,000	46,000	19,517	(26,483)	First year of recognising stock held at year end. Does not impact on future years expenditure.			
Equipment, Tools & Materials	74,094	112,150	91,150	76,950	(14,200)	First year of recognising stock held at year end. Does not impact on future years expenditure.			


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**2012/13
BUDGET
REVIEW**

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<u>Cleansing & Refuse</u>								
Direct Employee Expenses	2,218,042	2,151,420	2,204,250	2,217,918	13,668	Over spend due to agency costs being higher than projected.		
<u>Grounds Maintenance</u>								
Direct Employee Expenses	1,398,465	1,358,370	1,405,340	1,369,480	(35,860)	Less agency and overtime, due to better than expected weather conditions. Ongoing saving £14,710.	(14,710)	
<u>Parks Maintenance</u>								
Equipment, Tools & Materials	23,664	47,050	45,050	9,606	(35,444)	Budget under spent as equipment valued at £20,000 was purchased through capital programme funded by revenue contribution to capital.		
<u>Trade Refuse</u>								
Equipment, Tools & Materials	35,809	32,720	32,720	21,189	(11,531)	Lower expenditure on refuse bins than anticipated.		
Consultancy & Agency Fees	227,055	156,830	223,830	241,468	17,638	Increase in tipping charges for waste partly offset by lower tonnage of trade waste collected. Ongoing saving for 2012/13.	(20,000)	
Fees & Charges	(517,855)	(463,930)	(523,650)	(456,354)	67,296	Commercial trade refuse collections have reduced in 2011/12. Ongoing pressure for 2012/13.	87,720	
<u>Skips</u>								
Consultancy & Agency Fees	48,423	102,700	55,700	27,753	(27,947)	Increase in recycling, therefore a reduction in waste disposal transfer to landfill.		
Fees & Charges	(222,336)	(306,270)	(224,270)	(210,773)	13,497	Decrease in number of skips required by commercial customers compared to last year (2010/11).		
<u>Clinical</u>								
Fees & Charges	(43,851)	(31,000)	(27,600)	(40,570)	(12,970)	Increase in use of service has resulted in a higher level of clinical waste income.		
<u>Recharges</u>	(3,272,490)	(3,660,230)	(3,909,840)	(4,033,648)	(123,808)	Adjustment in internal recharges to reflect actual expenditure. Ongoing saving £30,800 due to lower vehicle insurance.	(30,800)	
<u>Insurance</u>	46,858	36,610	36,610	95,676	59,066	Higher insurance provision required to cover increase in liability claims.		
<u>Other</u>	700,698	387,490	514,600	683,173	168,573	Various off-setting variances of less than +/- £5,000.		
Total Trading Accounts (DSO) & Vehicles	+780,316	+17,130	(8,870)	+0	+8,870		(2,790)	+0
Trading Accounts - Market								
Other Trading account variances	(19,205)	(13,400)	(27,970)	(15,530)	12,440	Variance is due to overages in recharges.		
Total Market	+0	+0	+0	+0	+0		+0	+0
Total Projected Base Budget Variations	+12,632,952	+10,744,400	+10,330,080	+9,769,467	(560,613)		(80,780)	+220,740

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2011/12 Housing Revenue Account Budget Forecast Variations 4th Quarter									
HRA Policy & Management									
Repairs & Maintenance of Buildings	0	0	67,710	36,456	(31,254)	Lift maintenance and door entry system work in both sheltered and general needs flat blocks delayed until 2012/13 requiring a carry forward of £29,700		29,700	
Energy Costs	408,884	552,650	493,470	478,464	(15,006)	Lower utility costs.			
<u>Income</u>									
Supporting People Grant	(792,166)	(525,950)	(520,950)	(548,118)	(27,168)	Increased income resulting from prior year adjustment payments from Hertfordshire County Council.			
Housing Subsidy Withdrawal	17,743,333	19,374,250	19,505,400	19,519,841	14,441	£13,942 interest on 2010/11 relates primarily to investment receipts due to Communities and Local			
Fees & Charges	0	0	(1,500)	(765,950)	(764,450)	Return of Stevenage Homes balance on closure of company on 30th November 2011.			
Non Dwelling Rents	(85,141)	(91,060)	(89,770)	(119,582)	(29,812)	Telecomm Aerial Income - Now managed by external agent, who have recovered RPI increases for prior years from telecom companies.			
Supporting People Fees & Charges	0	0	(79,420)	(111,614)	(32,194)	Reflects an increase in the number of self funding tenants receiving support services and reducing levels of HRA protection payments for those tenants eligible under the 2003 Supporting People legislation. On-going Saving of £12,500.	(12,500)		
Water Commission Fees & Charges	0	0	(120,000)	(309,009)	(189,009)	Release of water charge provision from holding account. Also void performance is lower than the 3% allowance made by Veolia water.			
<u>Tenancy Services</u>									
Miscellaneous Expenses	(110)	0	17,060	1,696	(15,364)	Under spend due to delay in implementation of Under Occupation legislation requiring a carry forward of £15,000.		15,000	
Contributions to Provisions	213,260	121,930	155,500	193,443	37,943	Bad Debt Provision, re rechargeable repairs invoices to be raised in 2012/13.			
Consultancy & Agency Fees	10,500	12,870	17,870	5,750	(12,120)	Insurance valuation only required every three years (£7,000). Localism training paid from corporate training fund (£5,000). On-going Saving of £7,000.	(7,000)		
<u>Home Ownership</u>									
Recharge Income	0	0	(8,370)	(8,370)	0	Following changes in Government Legislation re 'Right to Buy' the percentage of administration costs incurred eligible to be offset against Capital Receipts pooling has increased. On-going Saving of £32,500.	(32,500)		

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<u>Concessionary Garden & Trees</u>								
Grounds & Tree Maintenance	0	0	27,120	13,146	(13,974)	£20,000 virement from lettings budget to enable essential garden and tree works prior to new lettings was in excess of actual amount required. On-going Saving of £10,000.	(10,000)	
<u>Sheltered Schemes</u>								
Direct Employee Expenses	0	0	348,680	324,890	(23,790)	Staffing appointments delayed due to restructure.		
<u>Flat Blocks</u>								
Premises Insurance	167,273	126,410	126,750	78,961	(47,789)	Leaseholder Insurance costs - Prepayment accrual not actioned in 2010/11.		
Miscellaneous Expenses	72,865	49,900	26,720	48,917	22,197	Insurance re tree claims higher than anticipated.		
Private Contractors	0	0	12,000	80	(11,920)	Provision for decant expenses, following the Towers flood, not required.		
Fees & Charges - Leaseholders	(671,071)	(579,590)	(706,360)	(675,878)	30,482	Debtor accrual in 2010/11 was overstated by £20,095. Net under-recovery over two year period is only £3,020.		
<u>Homelessness</u>								
Miscellaneous Expenses	0	0	25,060	10,765	(14,295)	Delay in building work for reopening of North Road & 226 Bedwell Crescent. Carry forward £13,990.		13,990
Private Contractors	0	0	20,000	2,612	(17,388)	Tenants removal expenses not as much as anticipated.		
<u>Planned Repairs</u>								
Private Contractors - Communal Repairs	0	0	39,760	23,330	(16,430)	Decorating and flooring work at Highfield Court and Norman Court could not be undertaken due to continuing roofing work and electrical work not started. Request to carry forward £16,000.		16,000
Private Contractors - Planned Testing	0	0	23,540	10,003	(13,537)	In year provision for work resulting from Legionella testing not required. Completion of planned programme for PAT testing delayed until 2012/13 requiring carry forward of £2,360.		2,360
Recharges	0	0	(416,700)	(220,284)	196,416	The original basis for charging technical allowance for capital works in 2011/12 was revised from an 8% flat fee to actual salary costs. This resulted in an overpayment of £158,327 to Stevenage Homes for the period to November 2011 and has been returned to the HRA as part of the return of balances detailed above. An additional £42,118 reduction in fee was payable for the period December to March 2012.	175,350	
<u>Responsive Repairs</u>								
Contract Services	0	0	917,620	877,397	(40,223)	Erection of safety barriers on flat blocks has slipped into 2012/13. Carry forward £40,220 requested.		40,220

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Committee	2010/11 Outturn	Original Budget	Working Budget	Total Year to Date	Forecast Variation () = decrease in spend positive = increase in spend	Comments	Effect on 2012/13 General Fund Budget	Carry Forward Requests
Contract Services - Building Maintenance Organisation Surplus	0	0	(32,480)	(414,102)	(381,622)	Return of Building Maintenance Organisation (BMO) Surplus which includes £97,000 re prelim work.		
Private Contractors	744	6,060	87,800	47,988	(39,812)	Due to insufficient capacity, by the contractor, it has been necessary to delay the replacement of failed double glazing units. Carry forward £24,700 required.		24,700
Rechargeable Repairs	0	0	0	(16,193)	(16,193)	Rechargeable repairs recovered in excess of this years expenditure.		
<u>Gas Maintenance & Legionella</u>								
Private Contractors	0	0	380,700	329,308	(51,392)	Repairs - The increase in new boiler installations under the decent homes programme has resulted in a reduction in the level of day to day maintenance		
<u>SMT & Support</u>								
Direct Employee Expenses	0	0	105,530	138,921	33,391	Termination payments resulting from Housing Services organisational changes.		
Indirect Employee Expenses	0	0	7,680	176,722	169,042	Redundancy payments resulting from Housing Services organisational changes.		
Miscellaneous Expenses	0	0	22,490	2,833	(19,657)	Budgeted Public Liability Insurance recharged to SHL.		
Consultancy & Agency Fees	0	0	15,500	10,171	(5,329)	PKF to be retained for internal audit year end assurance. Project slipped to 2012/13 requiring carry forward of £5,330		5,330
<u>Customer Services</u>								
Miscellaneous Expenses	0	0	8,900	35,467	26,567	Redundancy payment resulting from Housing Services organisational changes.		
<u>Central Recharges & Other Non-allocated Recharges</u>								
Transfer to Provisions	0	0	0	145,400	145,400	Transfer to Redundancy Provision.		
Transfer to Provisions	46,072	200,000	0	332,985	332,985	Transfer to Job Evaluation Provision.		
Other Capital Charges	4,201	9,790	80,020	69,969	(10,051)	Debt Management Expenses - Self Financing loan 28th February 2012.		
Appropriations	299,782	393,710	352,960	118,229	(234,731)	Transfer to Pension Reserve.	(98,630)	
<u>Appropriations</u>								
RCCO - Other Capital Charges	0	230,000	219,480	217,707	(1,773)	£175,350 reduction regarding lower Technical Allowance recharges detailed above.	(175,350)	
Other Minor Variances	(18,674,040)	(19,814,720)	(22,153,040)	(22,142,751)	10,289	Various off-setting variances of less than +/- £5,000.	(4,000)	
TOTAL	(1,255,613)	+66,250	(1,023,270)	(2,080,401)	(1,057,131)		(164,630)	+147,300