

Committee: CABINET

Agenda Item

Date: 22 JUNE 2013

11

Title: 2012/13 OUTTURN

Portfolio Holder: Councillor Robert Chambers

Key Decision: Yes

Summary

1. This report summarises the 2012/13 Outturn position as follows:
 - General Fund: a net favourable variance, after allowing for planned transfers to earmarked reserves, of £95,000.
 - Housing Revenue Account: an in year surplus of £3.2 million of which £3.1 million has been committed for housing improvements under the HRA Business Plan. This leaves a surplus of £31,000 which is net favourable variance of £17,000 compared with budget.
 - Capital Programme: expenditure of £9.395m which is £0.914m below the budget of £10.309m. After allowing for slippage requests of £1.079m, there is a net adverse variance of £165,000.
2. In accordance with statutory regulations, the draft 2012/13 Statement of Accounts, consistent with the 2012/13 results reported here, will be certified by the Assistant Chief Executive – Finance on or before 30 June, and will reflect the Cabinet's decisions regarding use of reserves. The draft accounts will be submitted to the Performance & Audit Committee for information on 15 August. The audited accounts will be submitted to the Performance & Audit Committee for approval on 26 September.
3. All figures are subject to external audit and therefore may change before the final Statement of Accounts is produced in September. Financial issues arising from the audit of the accounts will be reported to Cabinet on 12 September.

Recommendations

4. The Cabinet is recommended to:
 - Approve the 2012/13 outturn position as set out in this report
 - Approve the reserve transfers and reserve balances set out in the report
 - Approve the Capital Programme slippage requests.

Financial Implications

5. The report sets out the Council's financial performance for 2012/13 and the level of reserves as at 31 March 2013. Otherwise there are no direct financial implications arising from the recommendations.

Background Papers

6. None.

Impact

Communication/Consultation	The key issues in this report have been considered by CMT and discussed with the Finance Portfolio Holder
Community Safety	No specific issues
Equalities	No specific issues
Health and Safety	No specific issues
Human Rights/Legal Implications	No specific issues
Sustainability	No specific issues
Ward-specific impacts	No specific issues
Workforce/Workplace	No specific issues

GENERAL FUND

7. The outturn position is net operating expenditure of £4.569m, which is £0.333m less than the revised budget of £4.902m. The outturn figure is £0.161m less than the figure forecasted at the end of December and reported to Cabinet in February.
8. After allowing for transfers to and from earmarked reserves, the outturn at the bottom line level is £4.878m, a net favourable variance of £95,000 against the revised budget of £4.973m. The variance is £42,000 smaller than the forecasted bottom line position.
9. Details of all service budget outturns and variances are set out in Appendix A, and is summarised in the table below:

	Original Budget	Revised Budget	Forecast Outturn	Provisional Outturn	Variance from budget (favourable) / adverse	Variance from forecast (favourable) / adverse
Service Budgets	8,037	7,472	7,430	6,829	-643	-601
Corporate Items	1,039	444	313	754	310	441
Funding Items	-4,262	-3,014	-3,013	-3,014	0	-1
Sub total - net operating expenditure	4,814	4,902	4,730	4,569	-333	-161
Transfers to/from(-) earmarked reserves	159	71	106	309	238	203
BOTTOM LINE	4,973	4,973	4,836	4,878	-95	42

KEY VARIANCES (£100,000+)

10. There are four adverse variances exceeding £100,000:

- Recharge to Housing Revenue Account - £177,000 – reflects updated apportionment of management and administration costs to reflect current balance of duties between General Fund and HRA services. This will have ongoing budgetary implications.
- Capital Financing Costs - £349,000 - one-off additional cost relating to a revenue contribution to the financing of the capital programme in lieu of borrowing, in order to save money over the longer term.
- Land Charges - £120,000 – increase in the provision set aside to meet possible liabilities.
- Development Management - £130,000 – one-off compensation payments and legal fees were incurred totalling £124,000. Unbudgeted expenditure on consultants and agency staff was offset by an increase in planning income.

11. There are five favourable variances above £100,000:

- Revenues & Benefits partnership – partnership implementation was cancelled. The one off budget of £250,000 was therefore not spent.
- Economic Development – Use of the £100,000 Innovation Fund money was deferred to 2013/14, and will be used in line with the Economic Development Strategy. A one-off variance.
- Waste Management - £113,000 (net) – Comprises expenditure variances of £210,000 and income variances of £323,000. Most of the expenditure variance relates to staff cost overspends due to the redesigned waste service commencing later than assumed in the budget. Most of the income variance relates to a higher than budgeted level of income from recyclables and recycling credits. It is the case that in 2012/13, income covered the direct costs of providing the service (excluding corporate overheads).
- Corporate Management - £136,000 – savings on audit fees and the budget for a staff pay award, which will have ongoing budgetary benefit (and were allowed for in the 2013/14 budget).
- Housing Benefits - £225,000 - An improvement in the net subsidy position due to performance of the benefits service being better than the level assumed when the budget was set. There are two key reasons for this. The budget included an allowance for a lower recovery of subsidy due to possible disruption caused by setting up the Revenues & Benefits partnership with Harlow, which at the time the budget was set, was scheduled to take place during 2012/13. Since then the partnership has been cancelled. In addition, benefits processing accuracy has improved during the year which has had the effect of increasing the proportion of benefits expenditure recoverable through the subsidy system.

RESERVES

12. The following is a summary of General Fund reserves, based upon the outturn position set out in this report. Comments on the major reserves follow the table. There is a net increase of £283,000 during the year, excluding the net favourable variance of £95,000.

Reserve	Balance	Transfer from	Transfer to	Balance
£000	01-Apr-12	General Fund	General Fund	31-Mar-13
Budget Equalisation	1,430	-	-179	1,251
Economic Development	17	100	-	117
Change Management	698	-	-111	587
Council Tax Freeze Grant Reserve	-	124	-	124
Elections	27	20	-	47
Emergency Response	90	-	-	90
Hardship Fund	100	-	-	100
Homelessness	75	20	-14	81
Landsbanki Contingency	121	44	-	165
Local Government Resource Review	867	-	-	867
Licensing	102	-	-39	63
MMI Reserve	-	51	-	51
New Homes Bonus - Community Projects	109	-	-83	26
New Homes Bonus - Contingency	214	641	-25	830
Planning Development	500	10	-178	332
Voluntary Sector Grants	10	-	-10	-
Waste Management	200	-	-121	79
Working Balance	1,181	33	-	1,214
Total	5,741	1,043	-760	6,024
Excludes 2012/13 net favourable variance of £95,000				

It is proposed that the net favourable variance of £95,000 be added to the Local Government Resource Review contingency reserve.

COMMENTARY ON THE RELIABILITY OF BUDGETING AND FORECASTING

Comparison with Original Budget

13. The draft outturn includes net operating expenditure of £4.569m. The Original Budget approved in February 2012 assumed net operating expenditure of £4.814. The outturn is therefore £0.245m under the Original Budget. This compares with an Original Budget that included expenditure items totalling £35.9 million and revenue income of £31.1 million, transactions totalling £67 million. In overall terms therefore, the outturn represents a variance from Original Budget of 0.37% (£0.245m / £67m).

Comparison with Revised Budget & in-year forecasts

14. The following table compares the outturn with the forecasts reported to Cabinet during the year. The figures represent net adverse/ (favourable) variance against the latest Revised Budget for net operating expenditure.

Forecast Outturn (September) £000	Forecast Outturn (December) £000	Forecast Outturn (February) £000	Draft Outturn (June) £000
(72)	178	(172)	(333)

15. The net operating expenditure outturn detailed in this report is £0.161m better than the latest forecast. The following are the significant differences:

Change from latest forecast (Improvement) / Worsening £000	Description
(217)	Net improvement in Housing Benefits income and expenditure, mainly relating to subsidy claim
(116)	Net improvement in Waste Management income and expenditure
(82)	Improvement in Bad Debt Provision
(44)	Improvement in the accounting value of the Landsbanki deposit
120	Land Charges provision
151	Recharge to HRA lower than forecasted
367	Additional revenue contributions to capital programme in lieu of borrowing
(340)	Minor movements below £30k – see schedules in Appendix A
(161)	Net movement from latest forecast

16. Although there are unders and overs within this overall position, it can be said that the budget has been managed well as a corporate whole to deliver an overall outcome close to the expected position.

HOUSING REVENUE ACCOUNT

17. 2012/13 was the first year of the new HRA Business Plan, introduced following the self-financing reforms. The original HRA budget was for an in-year surplus of £2.714m, of which £2.7m was allocated as 'headroom' to the funding of Business Plan housing improvements, leaving a budgeted surplus of £14,000.

18. The actual outturn taking into account contractual commitments to fund ongoing capital developments and stock improvements is a surplus of £31,000.

19. The HRA outturn is summarised in the table below (details in Appendix B). The HRA Working Balance ends the financial year with a balance of £0.680m, above the target level of balance for 2012/13 (£0.495m).

£000	Original Budget	Revised Budget	Outturn	Variance Adverse / Favourable (-)
Income	-13,770	-13,810	-14,126	-316
Expenditure	11,304	11,344	10,944	-400
Operating surplus	-2,466	-2,466	-3,182	-716
Expenditure on Action Plan items	1,020	1,020	868	-152
Headroom committed but not spent	-	-	1,123	1,123
Headroom unallocated	1,432	1,432	1,160	-272
Surplus for year	-14	-14	-31	-17
<u>Working Balance</u>				
Balance at 1 April 2012	649	649	649	-
Surplus for year	14	14	31	17
Balance at 31 March 2013	663	663	680	17

COMMENTARY ON KEY VARIANCES / ISSUES

20. There are five favourable variances exceeding £100,000:

- rental income on HRA stock - £127,000 – increased income due to lower than anticipated void levels. The favourable impact being a direct result of repairs investment to reduce void turnaround times.
- Charges for Services and Facilities - £143,000 – the income recovered for the year reflects the gross income recovered (budget is shown net) and is in line with the forecast outturn presented to Cabinet in February 2013.
- Utility and cleaning costs for communal areas - £133,000 – the variance was reported to Cabinet in Period 9 of 2012/13 and the ongoing benefit included in the 2013/14 HRA budget presented to Council on 28 February 2013.
- Housing repairs budget - £404,000 – contract for painting programme let later than expected (£104,000). Works previously let to external contactors brought back in house (£300,000).

- Recharge from General Fund to the HRA - £177,000 – reflects the updated apportionment of management and administration costs to reflect current duties between General Fund and HRA services. This will have ongoing budgeting implications.
21. There are two adverse variances exceeding £100,000:
 - Housing repairs budget - £133,000 – additional boiler/tank cleansing works and surveys for asbestos and legionella.
 - Depreciation charges - £105,000 – impact of revaluation for non dwelling land and buildings as at 1 April 2012.
 22. Other net favourable variances total £30,000. Resulting in a Net In Year Operating Surplus variance of £716,000
 23. The HRA financial ‘headroom’ available to be allocated for capital schemes in 2012/13 was projected to be £2.466 million at the start of the financial year. £1.991 million of the ‘headroom’ has been spent (£0.868 million) and contractually committed (£1.123 million). A further £100,000 has been allocated to the upgrade of the sheltered housing alarm system.
 24. In line with HRA Business Plan proposals £200,000 has been earmarked for a change management reserve to provide capacity to review and restructure HRA services.
 25. A further £60,000 has been identified for the funding of revenue schemes slipped into the 2013/14 revenue budget.
 26. The remaining £115,000 of financial ‘headroom’ and £685,000 of the in year operating surplus has been allocated for future development projects. This provides £800,000 funding for such schemes which are not yet selected or costed.

HRA RESERVES

27. The table below summarises the HRA reserves:

£000	Balance 1 Apr 2012	Transfer from HRA	Transfers between reserves	Used to fund expenditure	Balance 31 Mar 2013
Working Balance	649	2,314	(2,283)	-	680
Change Management	-	-	200	-	200
Contractually Committed Capital Projects	-	-	1,123	-	1,123
Revenue Projects	-	-	60	-	60
Potential Development Projects	-	-	800	-	800
Capital schemes uncommitted in 2012/13 slipped to 2013/14(Sheltered Alarm System Upgrade)	-	-	100	-	100
TOTAL	649	2,314	-	-	2,963

CAPITAL PROGRAMME

28. The capital programme budget, including adjustments approved at previous Cabinet meetings, is £10.309m. Of this total, slippage requests totalling £1.079m have been identified, relating to schemes scheduled to take place in 2013/14. Against the revised budget of £9.230m, total capital expenditure in the year was £9.395m, £0.165m above the budget. Details are below and in Appendix C.

£000	Original Budget	Current Budget	Slippage carried forward to 2013/14	Revised Budget	Outturn	Variance Adverse/Favourable(-)	Note
<u>General Fund schemes</u>							
Community Partnerships	1,441	874	127	747	913	166	1
Community Safety	-	130	42	88	88	-	
Environment	2,759	2,770	-	2,770	2,722	-48	2
Finance & Administration	866	832	338	494	484	-10	3
Housing	930	230	-	230	123	-107	4
Sub total	5,996	4,836	507	4,329	4,330	1	
Housing Revenue Account schemes	4,637	5,473	572	4,901	5,065	164	5
TOTAL CAPITAL PROGRAMME	10,633	10,309	1,079	9,230	9,395	165	
<u>Capital Financing</u>							
Section 106 funds	-2,087				-855		
External Grants & Contributions	-197				-294		
Internal Borrowing	-1,419				-2,844		
Finance Lease	-2,348				-		
Capital Receipts	-200				-		
HRA Major Repairs Allowance	-2,919				-2,894		
Work in progress accounting adjustment	-				-960		
Contribution from revenue (HRA)	-1,273				-1,069		
Contribution from revenue (General Fund)	-190				-479		
Total sources of financing	-10,633				-9,395		

Notes

1. The variance arises from use of S106 Manuden monies, which was not included in the budget.
2. The financing of the new vehicle fleet was achieved at a lower cost than assumed in the budget. Adverse variances arose relating to replacement bins.
3. Miscellaneous minor variances.
4. £70,000 Budget for Empty Dwellings renewal not used due to lack of capacity. This has been addressed for 2013/14 with budget for new Empty Homes Officer, recruitment currently in progress. £26,000 underspend in the Disabled Facilities Grants budget, due to reduction in ECC Occupational Therapy services.
5. Variance primarily relates to a net overspend in the HRA planned capital repairs programme.

29. The capital expenditure of £9.395m is £0.605m lower than the forecasted amount reported to Members in February. This is chiefly due to three of the slippage items (below); energy efficiency schemes, council offices improvements and Stansted CCTV.

Slippage requests

30. In some cases projects were commenced or planned by the end of the year but the actual expenditure will not be incurred until 2013/14. In these cases it is necessary to defer the relevant budget (and its associated financing) until 2013/14. CMT support the slippage requests as set out below:

Scheme	£000	Reason for slippage
Leisure centre initiatives	9	Scheme redesign to deliver better solution
Transfer of S106 funds	118	Awaiting transfer of Priors Green facility
Stansted CCTV	42	Objections over positioning of cameras
ICT projects	119	IT capacity not available in 2012/13
Council Offices improvements	219	Work continued into early 2013/14
HRA Mead Court	23	Some costs deferred pending planning decision
HRA Energy Schemes	295	Delays in work due to weather
HRA Holloway Crescent	154	Delays in work due to weather
HRA Sheltered Housing Alarms	100	Change in Sheltered Housing Team Leader
Total slippage requests	1,079	

SECTION 106 BALANCES

31. A statement of Section 106 balances is included at Appendix D.

TREASURY MANAGEMENT

32. The statutory treasury management outturn report will be brought to a future Cabinet meeting. Meanwhile, this report brings Members up to date with the key events since the last report (which covered up to 31 December).

Landsbanki

33. The Council received information which strengthened the previously advised expectations that priority creditors will receive 100% of their deposits. The process is now expected to be completed by 2017, a little earlier than previously thought. This results in a modest improvement in the accounting value of the deposit. There is no firm news on the timing of any future payments. The amount recovered to date is c. 50%.

Deposits made

34. Deposits placed from 1 January to 31 March inclusive are set out in Appendix E together with a schedule of balances held on 31 March. All transactions complied with the Council's approved treasury management strategy.

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
The reported outturn may change as a result of the external audit process	2 (no adjustments identified in the last few audits however new external auditors in placed for 2013)	2 (adjustments may be needed to some of the figures in the accounts, with possible effect on reserves balances)	Close liaison with external auditors Report audit outcomes to Cabinet in September Statement of Accounts and the auditor's report to be received by the Performance & Audit Committee in September.

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.

APPENDIX A

2012/13 GENERAL FUND SUMMARY

£000	2011/12	2012/13				
	Outturn	Original Budget	Current Budget	Forecast Outturn (P9)	Final Outturn	Variance
Community Partnerships & Engagement - Cllr H Rolfe	1,434	1,609	1,079	904	787	-292
Community Safety - Cllr A Walters	228	316	321	292	289	-32
Environmental Services - Cllr S Barker	2,466	1,796	1,816	1,837	1,624	-192
Finance & Administration - Cllr R Chambers	3,972	4,372	4,351	4,476	4,111	-240
Housing (General Fund) - Cllr J Redfern	78	-56	-95	-79	18	113
Sub-total – Portfolio and Committee budgets	8,178	8,037	7,472	7,430	6,829	-643
Recharge to HRA	-1,091	-1,121	-1,079	-1,070	-902	177
HRA share of corporate core	-233	-200	-200	-183	-200	0
Investment Income	-83	-70	-70	-72	-59	11
Pension Fund	431	463	463	475	479	16
Capital Financing Costs	1,139	999	1,030	1,012	1,379	349
New Homes Bonus - Community Projects 11/12	391	0	0	80	83	83
New Homes Bonus - Community Projects 12/13	0	708	40	0	0	-40
Landsbanki	-269	0	0	0	-44	-44
Revenues & Benefits Implementation	0	250	250	0	0	-250
Collection Fund Balance	-42	10	10	10	10	0
Council Tax Freeze Grant	-123	-125	-125	-124	-124	1
Formula Grant	-3,206	-2,889	-2,889	-2,889	-2,890	-1
New Homes Bonus - Grant	-714	-1,248	0	0	0	0
MMI Scheme of Arrangement - Provision	0	0	0	60	9	9
Sub-total – Net Operating Expenditure	4,377	4,814	4,902	4,730	4,569	-333
Transfer to (+) / from (-) Economic Development Reserve	-25	0	0	100	100	100
Transfer to (+) / from (-) Change Management Reserve	-431	-250	-253	-117	-111	142
Transfer to (+) / from (-) Council Tax Freeze Reserve	0	125	125	124	124	-1
Transfer to (+) / from (-) Elections Reserve	-35	20	20	20	20	0
Transfer to (+) / from (-) Energy Efficiency Reserve	-9	0	0	0	0	0
Transfer to (+) / from (-) Homelessness Reserve	50	20	20	0	6	-14
Transfer to (+) / from (-) Landsbanki Contingency Reserve	121	0	0	0	44	44
Transfer to (+) / from (-) LGRR Contingency Reserve	712	0	0	0	0	0
Transfer to (+) / from (-) Licensing Reserve	-37	-51	-51	-46	-39	12
Transfer to (+) / from (-) MMI Reserve	0	0	0	0	51	51
Transfer to (+) / from (-) NHB Community Projects Reserve	109	0	0	-80	-83	-83
Transfer to (+) / from (-) NHB Contingency Reserve	214	540	515	585	616	101
Transfer to (+) / from (-) Planning Reserve	-34	-29	-79	-180	-168	-89
Transfer to (+) / from (-) Voluntary Sector Grants Reserve	0	0	-10	-10	-10	0
Transfer to (+) / from (-) Waste Reserve	-22	-70	-70	-134	-121	-51
Transfer to (+) / from (-) Working Balance	0	33	33	33	33	0
Addition to Section 106 Reserves	0	0	0	0	37	37
Draw down from Section 106 Reserves	0	0	0	-10	-11	-11
Sub-total - Net Expenditure	4,990	5,152	5,152	5,015	5,057	-95
Transfer from (-) Budget Equalisation Reserve	-69	-179	-179	-179	-179	0
BOTTOM LINE	4,921	4,973	4,973	4,836	4,878	-95
Funding Available						
Council Tax	-4,921	-4,973	-4,973	-4,973	-4,973	0
Total Funding Available	-4,921	-4,973	-4,973	-4,973	-4,973	0
OVERALL NET POSITION						-95



APPENDIX A (continued)

COMMUNITY PARTNERSHIPS AND ENGAGEMENT PORTFOLIO							
£000	2011/12 Outturn	2012/13					Service Performance P12
		Original Budget	Current Budget	Forecast Outturn	Final Outturn	Variance	
Assisted Travel	3	3	3	2	-2	-5	
Committee Administration	159	143	143	144	143	0	✓
Communications	128	137	158	134	134	-24	✓
Community Information Centres	56	69	69	48	48	-21	
Community & Leisure Management	47	47	47	47	46	-1	
Customer Services Centre	273	286	286	289	285	-1	
Democratic Representation	333	350	354	357	346	-8	
Economic Development	29	30	75	-22	-32	-107	
Grants & Contributions	208	227	247	247	243	-4	
Leisure & Administration	37	98	98	98	87	-11	
Leisure PFI	-108	-30	-30	-44	-66	-36	✗
Museum Saffron Walden	244	197	197	202	188	-9	✓
New Homes Bonus 12/13 - Jubilee Fund	0	0	500	470	441	-59	
New Homes Bonus 12/13 - Other	0	0	88	88	86	-2	
New Homes Bonus 12/13 - Funding	0	0	-1,208	-1,208	-1,208	0	
Sports Development	25	52	52	52	48	-4	
Portfolio Total	1,434	1,609	1,079	904	787	-292	

APPENDIX A (continued)

COMMUNITY SAFETY PORTFOLIO							
£000	2011/12 Outturn	2012/13					Service Performance P12
		Original Budget	Current Budget	Forecast Outturn	Final Outturn	Variance	
Community Safety	111	172	172	164	169	-3	
Emergency Planning	42	42	42	42	41	-1	
Enforcement	162	172	172	176	174	2	
Highways	0	0	5	-9	-10	-15	
Licensing	-87	-70	-70	-81	-85	-15	
Portfolio Total	228	316	321	292	289	-32	




APPENDIX A (continued)

ENVIRONMENTAL SERVICES PORTFOLIO							
£000	2011/12	2012/13					Service Performance P12
	Outturn	Original Budget	Current Budget	Forecast Outturn	Final Outturn	Variance	
Animal Warden	30	30	30	30	30	0	
Car Parking	-494	-566	-582	-581	-579	3	
Conservation & Enhancement	88	79	99	95	108	9	
Depots	55	54	54	52	52	-2	
Development Management	47	-229	-189	-46	-59	130	
Environmental Management & Admin	85	97	97	97	101	4	
Grounds Maintenance	206	179	179	169	157	-22	
Housing Strategy	75	103	103	104	103	0	
Land Drainage	70	47	47	2	0	-47	
Local Amenities	10	46	46	40	15	-31	
Pest Control	25	22	22	34	35	13	
Planning Access	15	28	28	29	30	2	
Planning Grants	5	5	0	0	0	0	
Planning Management & Admin	400	542	472	461	447	-25	
Planning Policy	318	271	322	296	290	-32	
Planning Research	12	38	38	38	38	0	
Public Health	381	358	358	325	306	-52	
Street Cleansing	283	288	288	292	266	-22	
Street Services Management & Admin	280	292	292	286	285	-7	
Vehicle Management	362	313	313	312	313	0	
Waste Management - Expenditure	2,206	1,714	1,714	1,950	1,924	210	
Waste Management - Income	-1,993	-1,915	-1,915	-2,148	-2,238	-323	
Portfolio Total	2,466	1,796	1,816	1,837	1,624	-192	

APPENDIX A (continued)

FINANCE & ADMINISTRATION PORTFOLIO							
£000	2011/12 Outturn	2012/13				Variance	Service Performance P12
		Original Budget	Current Budget	Forecast Outturn	Final Outturn		
Benefit Administration	-337	-328	-328	-328	-328	0	
Business Improvement & Performance Team	142	176	155	158	157	2	
Central Services	335	321	346	370	373	27	
Conducting Elections	53	4	4	1	1	-3	
Conveniences	40	39	39	49	47	8	
Corporate Management	866	908	963	843	827	-136	✓
Council Tax Benefits	-29	-58	-58	-71	-87	-29	
Electoral Registration	23	23	23	24	25	2	
Financial Services	851	898	873	825	822	-51	✓
Housing Benefits	-170	261	241	233	16	-225	
Human Resources	168	190	190	183	183	-7	✓
Information Technology	904	952	922	971	958	36	✓
Internal Audit	93	104	104	106	105	1	
Legal Services	104	105	105	96	78	-27	
Local Tax Collection	-101	-145	-145	36	-46	99	
Non Domestic Rates	-39	-74	-74	-57	-67	7	
Offices	286	314	314	294	298	-16	
Resources Miscellaneous	-62	-50	-50	-45	-45	5	
Revenues Administration	845	732	727	788	794	67	✓
Portfolio Total	3,972	4,372	4,351	4,476	4,111	-240	

APPENDIX A (continued)

HOUSING GENERAL FUND PORTFOLIO							
£000	2011/12 Outturn	2012/13					Service Performance P12
		Original Budget	Current Budget	Forecast Outturn	Final Outturn	Variance	
Building Surveying	83	-99	-96	-55	-81	15	
Day Centres	41	52	52	56	54	2	
Energy Efficiency	44	49	49	37	36	-13	
Homelessness	78	80	63	79	88	25	
Housing Grants	11	10	10	10	10	0	
Land Charges	-85	-52	-52	-76	41	93	
Life Line	-94	-96	-121	-130	-130	-9	
Portfolio Total	78	-56	-95	-79	18	113	

APPENDIX B

HOUSING REVENUE ACCOUNT

HRA SUMMARY - TO PERIOD 12 2012/13

£000	2011/12 Outturn	2012/13				
		Original Budget	Current Budget	Forecast Outturn (P9)	Final Outturn	Forecast Variance
Dwelling Rents	-12,043	-12,942	-12,942	-12,925	-13,069	-127
Garage Rents	-201	-191	-191	-210	-209	-18
Other Rents etc	-2	-3	-3	-3	-4	-1
Charges for Services & Facilities	-606	-629	-629	-759	-772	-143
Investment Income	-11	-5	-5	-10	-32	-27
New Homes Bonus Income	0	0	-40	-40	-40	0
Total Income	-12,863	-13,770	-13,810	-13,947	-14,126	-316
<u>Housing Finance & Business Management</u>						
Business & Performance Management	66	374	375	361	278	-97
Negative Housing Subsidy	5,201	0	0	0	0	0
Interest/Costs re HRA Loan	64	2,645	2,645	2,645	2,625	-20
Rents, Rates & Other Property Charges	32	45	45	30	30	-15
	5,363	3,064	3,065	3,036	2,933	-132
<u>Housing Maintenance & Repairs Service</u>						
Common Service Flats	319	446	444	324	308	-136
Estate Maintenance	134	148	148	158	137	-11
Housing Repairs	1,808	2,027	2,067	2,096	1,809	-258
Housing Sewerage	56	52	52	56	55	3
Newport Depot	8	11	11	7	11	0
Property Services	576	421	420	295	322	-98
	2,901	3,105	3,142	2,936	2,643	-499
<u>Housing Management & Homelessness</u>						
Housing Services	288	306	323	276	322	-1
Sheltered Housing Services	336	492	519	505	535	16
	624	798	842	781	857	15
<u>Other Costs</u>						
Depreciation - Land & Buildings	2,011	2,873	2,873	2,893	2,894	21
Depreciation - Other Assets	102	21	21	21	105	84
Bad Debt Provision	46	65	65	65	52	-13
Supporting People	112	0	0	60	74	74
Capitalised Salaries/Supervision Charges	-250	-250	-250	0	0	250
Contribution to Capital Programme	778	250	250	135	200	-50
Recharge from General Fund	1,091	1,121	1,079	1,070	902	-177
HRA Share of Corporate Core	233	200	200	183	200	0
Pension Costs	102	51	51	100	83	32
Major Repairs Reserve Interaction	-102	0	0	0	0	0
Pay Award	0	6	6	0	0	-6
	4,123	4,337	4,295	4,527	4,510	215
Total Expenditure	13,011	11,304	11,344	11,280	10,944	-400
IN YEAR OPERATING (SURPLUS)/DEFICIT	148	-2,466	-2,466	-2,667	-3,182	-716
<u>Allocation of HRA Financial 'Headroom'</u>						
Initial Allocation for Capital Schemes completed in 2012/13	0	1,020	1,020	420	148	-872
Initial Allocation for Capital Schemes contractually committed as at 31.03.2013	0	0	0	600	895	895
Second Allocation for Capital Schemes completed in 2012/13	0	0	0	972	720	720
Second Allocation for Capital Schemes contractually committed as at 31.03.2013	0	0	0	0	228	228
2012/13 Financial 'Headroom' Allocated and Contractually Committed	0	1,020	1,020	1,992	1,991	971
Revenue Schemes slipped to 2013/14	0	0	0	40	60	60
Capital Schemes included in 2012/13 Business plan and remaining uncommitted (Sheltered Alarm System Upgrade)	0	0	0	0	100	100
Potential development projects	0	732	732	460	800	68
Contribution to HRA Earmarked Reserves	0	700	700	0	200	-500
	0	1,432	1,432	500	1,160	-272
(SURPLUS)/DEFICIT	148	-14	-14	-175	-31	-17

APPENDIX C

CAPITAL PROGRAMME

£'000	BUDGET 2012-13				OUTTURN 2012-13			Requested slippage at year end
	Original Budget	Slippage from 2011/12	Budget adjustment as agreed by Cabinet	Current Budget	Forecast Outturn	Actuals April to March 2012/13	Budget to Outturn Variance	
Community and Engagement								
Community Project Grants	70	-	-	70	59	57	(13)	
Museum Storage Facility	127	-	(127)	-	-	-	-	
Leisure Centre Initiatives	-	9	-	9	-	-	(9)	9
S106 Forest Hall Park Community Fund	826	-	(465)	361	361	352	(9)	
S106 Sports Facilities - Bell College	316	-	-	316	316	316	-	
S106 Takeley/Little Canfield	-	-	103	103	103	-	(103)	103
S106 Priors Green Community Centre	-	-	15	15	15	-	(15)	15
S106 Manuden	-	-	-	-	-	188	188	
Total Community Partnerships and Engagement	1,339	9	(474)	874	854	913	39	127
Community Safety								
CCTV Saffron Walden	60	-	15	75	75	75	-	
CCTV Stansted	42	-	-	42	42	-	(42)	42
CCTV Felsted	-	13	-	13	14	13	-	
Total Community Safety	102	13	15	130	131	88	(42)	42
Environmental Services								
Elizabeth Way Culvert	100	9	-	109	109	106	(3)	
Security Fencing - Shire Hill	-	3	-	3	-	-	(3)	
Fairycroft Car Park Repairs	50	-	(50)	-	-	-	-	
Swan Meadow Footbridge	-	-	16	16	13	15	(1)	
Household Bins Replacement Programme	30	-	-	30	50	54	24	
Trade Waste Bins Replacement Programme	10	-	-	10	15	15	5	
Garden Waste Bins	20	-	-	20	12	11	(9)	
Kitchen Caddies and Slave Bins	120	-	-	120	110	104	(16)	
Vehicle Replacement Programme	31	-	(31)	-	-	-	-	
Vehicle Workshop	353	-	74	427	465	461	34	
Additional Vehicle	-	-	40	40	35	35	(5)	
New Fleet - Refuse Vehicles	1,995	-	-	1,995	1,940	1,921	(74)	
In-cab Technology - Vehicles	50	-	(50)	-	-	-	-	
Total Environmental Services	2,759	12	(1)	2,770	2,749	2,722	(48)	-

APPENDIX C (continued)

CAPITAL PROGRAMME

£'000	BUDGET 2012-13				OUTTURN 2012-13			Requested slippage at year end
	Original Budget	Slippage from 2011/12	Budget adjustment as agreed by Cabinet	Current Budget	Forecast Outturn	Actuals April to March 2012/13	Budget to Outturn Variance	
Finance Admin								
Home Working	20	4	-	24	24	23	(1)	
Minor Items IT	20	-	-	20	20	25	5	
Network Replacement	130	26	(35)	121	60	62	(59)	59
HR System	-	30	-	30	30	27	(3)	
Content Mgt System	-	10	-	10	-	-	(10)	10
Upgrade Microphone System	40	-	-	40	40	40	-	
Exchange Upgrade	35	-	(35)	-	-	-	-	
Replacement of 32 Bit Servers	25	-	-	25	23	22	(3)	
Windows 7 Upgrade	30	-	(20)	10	13	13	3	
Replacement Projector	15	-	-	15	17	17	2	
Mailroom Scanner	-	-	20	20	20	-	(20)	20
Cloud Computing	-	-	30	30	-	-	(30)	30
Revs and Bens	250	-	(250)	-	-	-	-	
Energy Efficiency	53	-	-	53	50	46	(7)	
Council Offices Improvements	165	-	155	320	320	126	(194)	194
Council Offices Contingency	-	-	15	15	-	-	(15)	15
Car Park Improvements	-	-	35	35	25	25	(10)	10
Customer Services Remodelling	50	-	-	50	50	50	-	
Day Centres Cyclical Improvements	19	-	(19)	-	-	-	-	
Guildhall Thaxted Cyclical Improvements	14	-	-	14	12	8	(6)	
Total Finance Admin	866	70	(104)	832	704	484	(348)	338
Housing								
General Fund								
Disabled Facilities Grants	120	-	-	120	120	94	(26)	
Empty Dwellings	70	-	-	70	-	-	(70)	
Private Sector Renewal Grants	40	-	-	40	28	29	(11)	
Stansted Hsg Partnership - Social Hsg Properties	700	-	(700)	-	-	-	-	
Total	930	-	(700)	230	148	123	(107)	0
HRA								
HRA Repairs	2,669	-	250	2,919	2,919	3,073	154	
Supervision	250	-	(250)	-	-	-	-	
Mead Court Development	-	-	80	80	80	57	(23)	23
Energy Efficiency Schemes	300	-	584	884	884	589	(295)	295
Holloway Crescent	678	124	148	950	730	796	(154)	154
Electrical Re-wiring	-	-	500	500	500	520	20	
Cash Incentive Scheme Grants	20	-	-	20	10	11	(9)	
Newport Depot	-	-	-	-	-	2	2	
Business Plan Items								
Sheltered Hsg Alarms Equip	100	-	-	100	-	-	(100)	100
New Build Garden/Garage Sites	600	-	(600)	-	-	-	-	
Internet Cafés in Sheltered Hsg	20	-	-	20	20	17	(3)	
Total HRA	4,637	124	712	5,473	5,143	5,065	(408)	572
Total General Fund	5,996	104	(1,264)	4,836	4,586	4,330	(506)	507
CAPITAL PROGRAMME TOTAL	10,633	228	(552)	10,309	9,729	9,395	(914)	1,079

APPENDIX D

SECTION 106 BALANCES

Creditor - (S106 Contribution with Conditions)	31 March 2012	Income	Drawn Down	31 March 2013
	£'000	£'000	£'000	£'000
S106 Receipts in Advance				
Section 106 - Priors Green	218	4	-	222
Section 106 - Felsted	10	-	-	10
Section 106 - Oakwood Park	10	-	-	10
Section 106 - Rochford Nurseries	551	245	(352)	444
Section 106 - Bell College	316	-	(316)	-
Section 106 - Manuden Village Hall and Sports Facilities	-	1,770	(187)	1,583
SUB TOTAL	1,105	2,019	(855)	2,269

Creditor - (S106 Contribution due to other bodies)	31 March 2012	Income	Drawn Down	31 March 2013
	£'000	£'000	£'000	£'000
S106 Receipts in Advance				
Section 106 - Sector 4 Woodlands Park	-	225	-	225
Section 106 - Priors Green	-	8	-	8
SUB TOTAL	-	233	-	233

Usable Reserve - (S106 Contributions without conditions)	31 March 2012	Income	Interest	Drawn Down	31 March 2013
	£'000	£'000	£'000	£'000	£'000
S106 Unapplied					
Stansted Housing Partnership*	2,335	-	7	-	2,342
Dunmow Eastern Sector	18	-	-	-	18
Section 106 - Woodlands Park	52	-	-	(7)	45
Section 106 - Friends School	-	28	-	-	28
Section 106 - The Pastures	34	-	-	(4)	30
Section 106 - Priors Green	-	9	-	-	9
Section 106 - Rochford Nurseries	24	-	-	-	24
SUB TOTAL	2,463	37	7	(11)	2,496

* There is committed expenditure of £245,000 to finance Holloway Crescent which is due to complete week commencing 15th July 2013

APPENDIX E**TREASURY MANAGEMENT****DEPOSITS MADE 1 JANUARY 2013 TO 31 MARCH 2013**

Deposit Date	Amount	Institution	Interest Rate	Return date
2 Jan 2013	£4m	Government DMO	0.25%	19 Feb 2013
2 Jan 2013	£0.6m	Government DMO	0.25%	25 Feb 2013
3 Jan 2013	£0.8m	Government DMO	0.25%	10 Jan 2013
4 Jan 2013	£1m	Nationwide BS	0.59%	4 Jul 2013
4 Jan 2013	£0.5m	Government DMO	0.25%	1 Feb 2013
4 Jan 2013	£1m	Government DMO	0.25%	21 Feb 2013
11 Jan 2013	£1m	Government DMO	0.25%	14 Jan 2013
14 Jan 2013	£1m	Government DMO	0.25%	17 Jan 2013
15 Jan 2013	£1m	Government DMO	0.25%	5 Mar 2013
15 Jan 2013	£2.4m	Government DMO	0.25%	19 Mar 2013
15 Jan 2013	£0.6m	Government DMO	0.25%	21 Mar 2013
17 Jan 2013	£0.7m	Government DMO	0.25%	24 Jan 2013
28 Jan 2013	£0.7m	Government DMO	0.25%	15 Feb 2013
1 Feb 2013	£0.9m	Government DMO	0.25%	1 Mar 2013
12 Feb 2013	£1m	Government DMO	0.25%	1 Mar 2013
12 Feb 2013	£1.8m	Government DMO	0.25%	1 Mar 2013
15 Feb 2013	£2.5m	Government DMO	0.25%	19 Mar 2013
1 Mar 2013	£3.2m	Government DMO	0.25%	15 Mar 2013
1 Mar 2013	£1m	Government DMO	0.25%	2 Apr 2013
15 Mar 2013	£0.6m	Government DMO	0.25%	25 Mar 2013
15 Mar 2013	£1.6m	Government DMO	0.25%	28 Mar 2013
15 Mar 2013	£3.2m	Government DMO	0.25%	2 Apr 2013

APPENDIX E (continued)**DEPOSITED BALANCES AS AT 31 MARCH 2013**

Deposit date	Amount	Institution	Interest rate	Return date
17 Oct 2007	£0.95m (accounting value)	Landsbanki	n/a	£0.421m received in 2012/13
9 Nov 2012	£2m	Bank of Scotland	1.35%	9 May 2013
11 Dec 2012	£1m	Nationwide BS	0.59%	11 Jun 2013
4 Jan 2013	£1m	Nationwide BS	0.59%	4 Jul 2013
1 Mar 2013	£1m	Government DMO	0.25%	2 Apr 2013
15 Mar 2013	£3.2m	Government DMO	0.25%	2 Apr 2013
TOTAL	£9.15m			

**BALANCES WITH ON CALL DEPOSIT & CURRENT ACCOUNTS
AS AT 31 MARCH 2013**

Institution	Amount	Interest rate
Royal Bank of Scotland	£2.0m	0.8%
Barclays deposit account	£1.2m	0.6%
Barclays current accounts	£0.8m	1.5%
TOTAL	£4.0m	