

UTTLESFORD DISTRICT COUNCIL - LIVE F.I.S.
 COMMITTEE - FINANCE AND ADMINISTRATION
 ENFORCEMENT (WAS ANTI-FRAUD) (AF) SERVICE BUDGET REPORT
 REPORTING PERIOD 01 TO 02

<u>CODE</u>	<u>DESCRIPTION</u>	<u>2007/08</u> <u>Actual</u>	<u>2008/09</u> <u>Bud to Date</u>	<u>2008/09</u> <u>Act to Date</u>	<u>Variance</u> <u>Act - Bud</u>	<u>2008/09</u> <u>ORIGINAL</u>	<u>Projected</u> <u>Outturn</u>
	STAFFING COSTS	71,807	20,893	20,586	307	120,520	120,213
	BENEFIT FRAUD INVESTIGATION	8,983	4,191	3,959	232	8,630	8,398
	DIRECT EXPENDITURE TOTAL	80,790	25,084	24,545	539	129,150	128,611
	INCOME - OTHER	-1,974	-333	0	-333	-2,000	-1,667
	DIRECT INCOME TOTAL	-1,974	-333	0	-333	-2,000	-1,667
	ENFORCEMENT (WAS ANTI-FRAUD) TO	78,816	24,751	24,545	206	127,150	126,944

Commentary

No variances

UTTLESFORD DISTRICT COUNCIL - LIVE F.I.S.
 COMMITTEE - FINANCE AND ADMINISTRATION
 BENEFIT ADMINISTRATION (BA) SERVICE BUDGET REPORT
 REPORTING PERIOD 01 TO 02

<u>CODE</u>	<u>DESCRIPTION</u>	<u>2007/08</u> <u>Actual</u>	<u>2008/09</u> <u>Bud to Date</u>	<u>2008/09</u> <u>Act to Date</u>	<u>Variance</u> <u>Act - Bud</u>	<u>2008/09</u> <u>ORIGINAL</u>	<u>Projected</u> <u>Outturn</u>
	INCOME - DWP ADMIN SUBSIDY	-113,608	0	0	0	-100,980	-100,980
	INCOME - FRAUD INITIATIVE	-119,758	0	0	0	-106,460	-106,460
	DIRECT INCOME TOTAL	-233,366	0	0	0	-207,440	-207,440
	BENEFIT ADMINISTRATION TOTAL	-233,366	0	0	0	-207,440	-207,440

<u>Commentary</u> <u>No variances</u>

UTTLESFORD DISTRICT COUNCIL - LIVE F.I.S.
 COMMITTEE - FINANCE AND ADMINISTRATION
 COMMITTEE ADMINISTRATION (CA) SERVICE BUDGET REPORT
 REPORTING PERIOD 01 TO 02

<u>CODE</u>	<u>DESCRIPTION</u>	<u>2007/08</u> <u>Actual</u>	<u>2008/09</u> <u>Bud to Date</u>	<u>2008/09</u> <u>Act to Date</u>	<u>Variance</u> <u>Act - Bud</u>	<u>2008/09</u> <u>ORIGINAL</u>	<u>Projected</u> <u>Outturn</u>
	STAFFING COSTS	124,487	15,442	15,644	-202	72,990	73,192
	DIRECT ADMIN COSTS	10,122	797	898	-101	8,090	8,191
	DIRECT EXPENDITURE TOTAL	134,609	16,239	16,542	-303	81,080	81,383
	INCOME - SALE OF MINUTES	0	0	-30	30	0	-30
	DIRECT INCOME TOTAL	0	0	-30	30	0	-30
	COMMITTEE ADMINISTRATION TOTAL	134,609	16,239	16,512	-273	81,080	81,353

Commentary

Unexpected sale of minutes (a practice which has by and large ceased due to availability of information online) has resulted in £30 income showing up against an income target of nil
 Budget bottom line is green

UTTLESFORD DISTRICT COUNCIL - LIVE F.I.S.
 COMMITTEE - FINANCE AND ADMINISTRATION
 SHARE OF CORPORATE CORE COSTS (CC) SERVICE BUDGET REPORT
 REPORTING PERIOD 01 TO 02

<u>CODE</u>	<u>DESCRIPTION</u>	<u>2007/08</u> <u>Actual</u>	<u>2008/09</u> <u>Bud to Date</u>	<u>2008/09</u> <u>Act to Date</u>	<u>Variance</u> <u>Act - Bud</u>	<u>2008/09</u> <u>ORIGINAL</u>	<u>Projected</u> <u>Outturn</u>
	HRA SHARE OF CORPORATE CORE	-267,000	0	0	0	-267,000	-267,000
	DIRECT INCOME TOTAL	-267,000	0	0	0	-267,000	-267,000
	SHARE OF CORPORATE CORE COSTS T	-267,000	0	0	0	-267,000	-267,000

Commentary
 No variances

UTTLESFORD DISTRICT COUNCIL - LIVE F.I.S.
 COMMITTEE - FINANCE AND ADMINISTRATION
 CUSTOMER SERVICES CENTRE (CE) SERVICE BUDGET REPORT
 REPORTING PERIOD 01 TO 02

<u>CODE</u>	<u>DESCRIPTION</u>	<u>2007/08</u> <u>Actual</u>	<u>2008/09</u> <u>Bud to Date</u>	<u>2008/09</u> <u>Act to Date</u>	<u>Variance</u> <u>Act - Bud</u>	<u>2008/09</u> <u>ORIGINAL</u>	<u>Projected</u> <u>Outturn</u>
	STAFFING COSTS	265,896	49,673	43,477	6,196 ☺	283,480	277,284
	DIRECT ADMIN COSTS	36,803	6,072	2,273	3,799 ☺	36,250	32,451
	COMPUTER SYSTEM COSTS	12,556	0	0	0	0	0
	DIRECT EXPENDITURE TOTAL	<u>315,255</u>	<u>55,745</u>	<u>45,751</u>	<u>9,994 ☺</u>	<u>319,730</u>	<u>309,736</u>
	INCOME - EXTERNAL CHARGES	-19,979	0	0	0	0	0
	DIRECT INCOME TOTAL	<u>-19,979</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	CUSTOMER SERVICES CENTRE TOTAL	<u>295,277</u>	<u>55,745</u>	<u>45,751</u>	<u>9,994 ☺</u>	<u>319,730</u>	<u>309,736</u>

Commentary

Underspend on Salary costs due to vacant posts.

UTTLESFORD DISTRICT COUNCIL - LIVE F.I.S.
 COMMITTEE - FINANCE AND ADMINISTRATION
 CORPORATE MANAGEMENT (CM) SERVICE BUDGET REPORT
 REPORTING PERIOD 01 TO 02

<u>CODE</u>	<u>DESCRIPTION</u>	<u>2007/08</u> <u>Actual</u>	<u>2008/09</u> <u>Bud to Date</u>	<u>2008/09</u> <u>Act to Date</u>	<u>Variance</u> <u>Act - Bud</u>	<u>2008/09</u> <u>ORIGINAL</u>	<u>Projected</u> <u>Outturn</u>
	STAFFING - DIRECTORS	666,572	81,260	65,399	15,861 ☺	464,150	448,289
	STAFFING - STRATEGIC DEVELOPME	0	0	0	0	0	0
	STAFFING - SUPPORT	282,302	39,393	37,804	1,589	232,100	230,511
	EXTERNAL AUDIT EXPENSES	147,410	24,238	-3,733	27,971 ☺	146,250	118,279
	BANKING & TREASURY MANAGEMENT	66,573	3,400	5,860	-2,460 ☹	57,500	59,960
	CORPORATE POLICY MAKING	40,003	7,865	12,545	-4,680 ☹	47,190	51,870
	RISK MANAGEMENT INITIATIVES	0	0	0	0	1,870	1,870
	CORPORATE ACCOUNTABILITY	786	1,592	0	1,592 ☺	9,550	7,958
	DIRECT ADMIN COSTS	18,042	5,344	4,357	987	14,560	13,573
	DIRECT EXPENDITURE TOTAL	1,221,688	163,092	122,233	40,859 ☺	973,170	932,311
	CORPORATE MANAGEMENT TOTAL	1,221,688	163,092	122,233	40,859 ☺	973,170	932,311

Commentary

Underspend on Salary costs due to vacant posts.

Under budget. Limited spend yet.

UTTLESFORD DISTRICT COUNCIL - LIVE F.I.S.
 COMMITTEE - FINANCE AND ADMINISTRATION
 CENTRAL SERVICES (CS) SERVICE BUDGET REPORT
 REPORTING PERIOD 01 TO 02

<u>CODE</u>	<u>DESCRIPTION</u>	<u>2007/08</u> <u>Actual</u>	<u>2008/09</u> <u>Bud to Date</u>	<u>2008/09</u> <u>Act to Date</u>	<u>Variance</u> <u>Act - Bud</u>	<u>2008/09</u> <u>ORIGINAL</u>	<u>Projected</u> <u>Outturn</u>
	STAFFING COSTS	189,200	55,873	49,612	6,261 ☹	163,450	157,189
	MAIN OFFICE TELEPHONES	140,807	26,682	21,139	5,543 ☹	107,360	101,817
	VENDING COSTS	15,564	2,167	1,300	867	18,950	18,083
	SUPPLIES & SERVICES	64,169	9,627	5,375	4,252 ☹	72,770	68,518
	DIRECT EXPENDITURE TOTAL	409,739	94,349	77,427	16,922 ☹	362,530	345,608
	INCOME - MAIN OFFICE PHONES	-1,470	-329	-439	110	-1,970	-2,080
	INCOME - VENDING	-12,164	-2,283	-1,656	-627	-13,700	-13,073
	INCOME - SUPPLIES & SERVICES	-9,788	-708	-1,063	355	-4,250	-4,605
	DIRECT INCOME TOTAL	-23,422	-3,320	-3,158	-162	-19,920	-19,758
	CENTRAL SERVICES TOTAL	386,317	91,029	74,269	16,760 ☹	342,610	325,850

Commentary

No significant variances in Printroom share of budget

UTTLESFORD DISTRICT COUNCIL - LIVE F.I.S.
 COMMITTEE - FINANCE AND ADMINISTRATION
 DEMOCRATIC REPRESENTATION (DR) SERVICE BUDGET REPORT
 REPORTING PERIOD 01 TO 02

<u>CODE</u>	<u>DESCRIPTION</u>	<u>2007/08</u> <u>Actual</u>	<u>2008/09</u> <u>Bud to Date</u>	<u>2008/09</u> <u>Act to Date</u>	<u>Variance</u> <u>Act - Bud</u>	<u>2008/09</u> <u>ORIGINAL</u>	<u>Projected</u> <u>Outturn</u>
	MEMBERS PAYROLL ALLOWANCES	285,041	47,300	46,823	477	283,800	283,323
	MEMBERS PAYROLL EXPENSES	14,555	3,247	3,352	-105	19,480	19,585
	OTHER MEMBERS EXPENSES	26,647	4,684	3,440	1,244 ☺	37,220	35,976
	CIVIC FUNCTIONS	5,080	623	264	359	3,990	3,631
	MEMBERS ACCOMMODATION	12,612	364	1,223	-859	10,820	11,679
	MEMBERSHIP OF OUTSIDE BODIES	21,520	24,590	24,786	-196	28,930	29,126
	DIRECT EXPENDITURE TOTAL	365,455	80,808	79,888	920	384,240	383,320
	INCOME - HIRE OF PREMISES	-19,680	-3,346	-4,657	1,311 ☺	-20,080	-21,391
	INCOME - EXTERNAL CHARGES	0	0	0	0	0	0
	DIRECT INCOME TOTAL	-19,680	-3,346	-4,657	1,311 ☺	-20,080	-21,391
	DEMOCRATIC REPRESENTATION TOTAL	345,775	77,462	75,231	2,231	364,160	361,929

Commentary
 Civic suite income is variable. It is currently profiled in 12ths. Profiling may need reviewing.
 Budget bottom line is green.

UTTLESFORD DISTRICT COUNCIL - LIVE F.I.S.
 COMMITTEE - FINANCE AND ADMINISTRATION
 CONDUCTING ELECTIONS (EL) SERVICE BUDGET REPORT
 REPORTING PERIOD 01 TO 02

<u>CODE</u>	<u>DESCRIPTION</u>	<u>2007/08</u> <u>Actual</u>	<u>2008/09</u> <u>Bud to Date</u>	<u>2008/09</u> <u>Act to Date</u>	<u>Variance</u> <u>Act - Bud</u>	<u>2008/09</u> <u>ORIGINAL</u>	<u>Projected</u> <u>Outturn</u>
	STAFFING COSTS	61,132	0	0	0	0	0
	DIRECT ADMIN COSTS	33,518	37	0	37	1,070	1,033
	CONTINGENCY ALLOWANCE	0	1,856	0	1,856 ☹	4,640	2,784
	DIRECT EXPENDITURE TOTAL	94,650	1,893	0	1,893 ☹	5,710	3,817
	INCOME - OTHER AUTHORITIES	-32,237	0	2,082	-2,082 ☹	0	2,082
	DIRECT INCOME TOTAL	-32,237	0	2,082	-2,082 ☹	0	2,082
	CONDUCTING ELECTIONS TOTAL	62,414	1,893	2,082	-189	5,710	5,899

Commentary

Contingency code needs re-profiling, therefore showing underspend
 Charges currently showing in income code which are being put back into 2007/08 budget
 Budget bottom line is, however, yellow

UTTLESFORD DISTRICT COUNCIL - LIVE F.I.S.
 COMMITTEE - FINANCE AND ADMINISTRATION
 ELECTORAL REGISTRATION (ER) SERVICE BUDGET REPORT
 REPORTING PERIOD 01 TO 02

<u>CODE</u>	<u>DESCRIPTION</u>	<u>2007/08</u> <u>Actual</u>	<u>2008/09</u> <u>Bud to Date</u>	<u>2008/09</u> <u>Act to Date</u>	<u>Variance</u> <u>Act - Bud</u>	<u>2008/09</u> <u>ORIGINAL</u>	<u>Projected</u> <u>Outturn</u>
	STAFFING COSTS	63,105	7,010	6,745	265	60,100	59,835
	COMPUTER SYSTEM COSTS	5,500	0	0	0	5,670	5,670
	DIRECT ADMIN COSTS	25,530	17	20	-3	23,180	23,183
	DIRECT EXPENDITURE TOTAL	<u>94,135</u>	<u>7,027</u>	<u>6,765</u>	<u>262</u>	<u>88,950</u>	<u>88,688</u>
	INCOME - SALE OF REGISTERS	-1,450	-84	-52	-33	-1,000	-968
	DIRECT INCOME TOTAL	<u>-1,450</u>	<u>-84</u>	<u>-52</u>	<u>-33</u>	<u>-1,000</u>	<u>-968</u>
	ELECTORAL REGISTRATION TOTAL	<u>92,685</u>	<u>6,943</u>	<u>6,714</u>	<u>229</u>	<u>87,950</u>	<u>87,721</u>

Commentary

Income code profiled as 2007/08 but income is variable
 Budget bottom line is green

UTTLESFORD DISTRICT COUNCIL - LIVE F.I.S.
 COMMITTEE - FINANCE AND ADMINISTRATION
 FINANCIAL SERVICES (FS) SERVICE BUDGET REPORT
 REPORTING PERIOD 01 TO 02

<u>CODE</u>	<u>DESCRIPTION</u>	<u>2007/08</u> <u>Actual</u>	<u>2008/09</u> <u>Bud to Date</u>	<u>2008/09</u> <u>Act to Date</u>	<u>Variance</u> <u>Act - Bud</u>	<u>2008/09</u> <u>ORIGINAL</u>	<u>Projected</u> <u>Outturn</u>
	STAFFING COSTS	517,722	60,680	60,837	-157	357,480	357,637
	PAYROLL PROVIDER	27,966	7,165	0	7,165 ☺	28,660	21,495
	INSURANCES	325,977	180,475	177,449	3,026	360,950	357,924
	COMPUTER SYSTEM COSTS	23,741	0	19	-19	25,270	25,289
	DIRECT ADMIN COSTS	-58,405	11,390	10,420	970	18,100	17,130
	DIRECT EXPENDITURE TOTAL	<u>837,001</u>	<u>259,710</u>	<u>248,726</u>	<u>10,984</u>	<u>790,460</u>	<u>779,476</u>
	FINANCIAL SERVICES TOTAL	<u>837,001</u>	<u>259,710</u>	<u>248,726</u>	<u>10,984</u>	<u>790,460</u>	<u>779,476</u>

Commentary

Agency Services Payroll, no invoice received yet from payroll provider for quarter 1.
 Publications, outstanding invoice for CIPFA publications

UTTLESFORD DISTRICT COUNCIL - LIVE F.I.S.
 COMMITTEE - FINANCE AND ADMINISTRATION
 HOUSING BENEFITS (HB) SERVICE BUDGET REPORT
 REPORTING PERIOD 01 TO 02

<u>CODE</u>	<u>DESCRIPTION</u>	<u>2007/08</u> <u>Actual</u>	<u>2008/09</u> <u>Bud to Date</u>	<u>2008/09</u> <u>Act to Date</u>	<u>Variance</u> <u>Act - Bud</u>	<u>2008/09</u> <u>ORIGINAL</u>	<u>Projected</u> <u>Outturn</u>
	RENT REBATES	5,012,090	0	0	0	4,631,360	4,631,360
	OTHER HOUSING BENEFITS	4,489,194	0	-10,296	10,296 ☺	3,929,920	3,919,624
	DIRECT EXPENDITURE TOTAL	9,501,284	0	-10,296	10,296 ☺	8,561,280	8,550,984
	INCOME - RENT REBATE SUBSIDY	-4,915,471	0	0	0	-4,598,770	-4,598,770
	INCOME - OTHER BENEFIT SUBSIDY	-4,445,875	0	0	0	-3,895,450	-3,895,450
	DIRECT INCOME TOTAL	-9,361,346	0	0	0	-8,494,220	-8,494,220
	HOUSING BENEFITS TOTAL	139,938	0	-10,296	10,296 ☺	67,060	56,764

Commentary

Variance due to cancelled cheques. Double entry to be made at year end.

UTTLESFORD DISTRICT COUNCIL - LIVE F.I.S.
 COMMITTEE - FINANCE AND ADMINISTRATION
 HUMAN RESOURCES (HR) SERVICE BUDGET REPORT
 REPORTING PERIOD 01 TO 02

<u>CODE</u>	<u>DESCRIPTION</u>	<u>2007/08</u> <u>Actual</u>	<u>2008/09</u> <u>Bud to Date</u>	<u>2008/09</u> <u>Act to Date</u>	<u>Variance</u> <u>Act - Bud</u>	<u>2008/09</u> <u>ORIGINAL</u>	<u>Projected</u> <u>Outturn</u>
	STAFFING COSTS	180,923	14,352	7,866	6,486 ☹	77,030	70,544
	CONSULTANCY FEES	113,887	9,167	6,805	2,362 ☹	55,000	52,638
	LONG SERVICE AWARDS	2,749	292	500	-208	1,750	1,958
	INVESTORS IN PEOPLE	0	0	0	0	0	0
	EMPLOYEE REWARD SCHEME	1,482	2,000	0	2,000 ☹	12,000	10,000
	EDUCATION FUND	7,020	1,667	0	1,667 ☹	10,000	8,333
	INFORMATION TECHNOLOGY	9,846	1,500	4,316	-2,816 ☹	9,000	11,816
	DIRECT ADMIN COSTS	9,344	1,413	403	1,010 ☹	8,480	7,470
	DIRECT EXPENDITURE TOTAL	325,250	30,391	19,889	10,502 ☹	173,260	162,758
	INCOME - EERA	-5,131	0	0	0	0	0
	DIRECT INCOME TOTAL	-5,131	0	0	0	0	0
	HUMAN RESOURCES TOTAL	320,119	30,391	19,889	10,502 ☹	173,260	162,758

Commentary

UTTLESFORD DISTRICT COUNCIL - LIVE F.I.S.
 COMMITTEE - FINANCE AND ADMINISTRATION
 INTERNAL AUDIT (IA) SERVICE BUDGET REPORT
 REPORTING PERIOD 01 TO 02

<u>CODE</u>	<u>DESCRIPTION</u>	<u>2007/08</u> <u>Actual</u>	<u>2008/09</u> <u>Bud to Date</u>	<u>2008/09</u> <u>Act to Date</u>	<u>Variance</u> <u>Act - Bud</u>	<u>2008/09</u> <u>ORIGINAL</u>	<u>Projected</u> <u>Outturn</u>
	PARTNERSHIP COSTS	0	0	0	0	0	0
	STAFFING COSTS	93,593	18,237	17,897	340	102,060	101,720
	DIRECT ADMIN COSTS	1,002	548	83	465	3,290	2,825
	DIRECT EXPENDITURE TOTAL	<u>94,595</u>	<u>18,785</u>	<u>17,980</u>	<u>805</u>	<u>105,350</u>	<u>104,545</u>
	INCOME - PARTNERSHIP	0	0	0	0	0	0
	DIRECT INCOME TOTAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	INTERNAL AUDIT TOTAL	<u>94,595</u>	<u>18,785</u>	<u>17,980</u>	<u>805</u>	<u>105,350</u>	<u>104,545</u>

Commentary
 No variances

UTTLESFORD DISTRICT COUNCIL - LIVE F.I.S.
 COMMITTEE - FINANCE AND ADMINISTRATION
 INFORMATION TECHNOLOGY (IT) SERVICE BUDGET REPORT
 REPORTING PERIOD 01 TO 02

<u>CODE</u>	<u>DESCRIPTION</u>	<u>2007/08</u> <u>Actual</u>	<u>2008/09</u> <u>Bud to Date</u>	<u>2008/09</u> <u>Act to Date</u>	<u>Variance</u> <u>Act - Bud</u>	<u>2008/09</u> <u>ORIGINAL</u>	<u>Projected</u> <u>Outturn</u>
	STAFFING COSTS	412,418	71,059	47,590	23,469 ☹	404,400	380,931
	ICL SOFTWARE CHARGES	114,704	184,305	183,352	954	140,000	139,047
	ICL HARDWARE MAINTENANCE	0	695	0	695	4,170	3,475
	EXTERNAL SUPPORT SERVICES	12,968	7,873	0	7,873 ☹	47,240	39,367
	USER TRAINING	0	0	0	0	0	0
	EQUIPMENT RENTAL CHARGES	0	0	0	0	0	0
	SUPPLIES & SERVICES	112,731	17,437	27,668	-10,231 ☹	104,620	114,851
	ELECTRONIC FILING	0	25,000	25,061	-61	0	61
	DIRECT ACCOMMODATION COSTS	843	0	172	-172	0	172
	DIRECT ADMIN COSTS	16,197	4,456	2,789	1,667 ☹	26,740	25,073
	DIRECT EXPENDITURE TOTAL	669,860	310,825	286,630	24,195 ☹	727,170	702,975
	INCOME - ODPM GRANT	0	0	0	0	0	0
	DIRECT INCOME TOTAL	0	0	0	0	0	0
	INFORMATION TECHNOLOGY TOTAL	669,860	310,825	286,630	24,195 ☹	727,170	702,975

Commentary

UTTLESFORD DISTRICT COUNCIL - LIVE F.I.S.
 COMMITTEE - FINANCE AND ADMINISTRATION
 LAND CHARGES (LC) SERVICE BUDGET REPORT
 REPORTING PERIOD 01 TO 02

<u>CODE</u>	<u>DESCRIPTION</u>	<u>2007/08</u> <u>Actual</u>	<u>2008/09</u> <u>Bud to Date</u>	<u>2008/09</u> <u>Act to Date</u>	<u>Variance</u> <u>Act - Bud</u>	<u>2008/09</u> <u>ORIGINAL</u>	<u>Projected</u> <u>Outturn</u>
	STAFFING COSTS	63,830	10,351	10,236	115	61,760	61,645
	COMPUTER SYSTEM COSTS	11,921	0	0	0	11,070	11,070
	DIRECT ADMIN COSTS	43,137	8,112	6,623	1,489 ☹	48,680	47,191
	DIRECT EXPENDITURE TOTAL	118,887	18,463	16,859	1,604 ☹	121,510	119,906
	INCOME - LAND CHARGES	-245,442	-40,500	-36,822	-3,678 ☹	-243,000	-239,322
	DIRECT INCOME TOTAL	-245,442	-40,500	-36,822	-3,678 ☹	-243,000	-239,322
	LAND CHARGES TOTAL	-126,555	-22,037	-19,963	-2,074 ☹	-121,490	-119,416

Commentary

Income is being reduced due to factors outside our control. The introduction of HIPs has led to a doubling in the number of personal search applications with a corresponding drop in the number of official searches which produce significantly more income (the fee for a personal search is fixed by legislation at £11, it costs us considerably more than this to provide the service). One local authority has slashed its official search fees to £45 and is providing a 24 hour turnaround. It is still losing £300,000 income p.a. to personal search agents. We are also affected by the slow down in the property market which means less searches are being carried out.

UTTLESFORD DISTRICT COUNCIL - LIVE F.I.S.
 COMMITTEE - FINANCE AND ADMINISTRATION
 LEGAL SERVICES (LG) SERVICE BUDGET REPORT
 REPORTING PERIOD 01 TO 02

<u>CODE</u>	<u>DESCRIPTION</u>	<u>2007/08</u> <u>Actual</u>	<u>2008/09</u> <u>Bud to Date</u>	<u>2008/09</u> <u>Act to Date</u>	<u>Variance</u> <u>Act - Bud</u>	<u>2008/09</u> <u>ORIGINAL</u>	<u>Projected</u> <u>Outturn</u>
	STAFFING COSTS	117,040	17,061	16,166	895	98,340	97,445
	EXTERNAL LEGAL SERVICES	6,213	0	2,000	-2,000 ☹	20,500	22,500
	EXTERNAL LEGAL EXPENSES	13,421	958	1,214	-256	5,750	6,006
	DIRECT ADMIN COSTS	29,547	1,955	618	1,337 ☺	28,150	26,813
	DIRECT EXPENDITURE TOTAL	166,221	19,974	19,998	-24	152,740	152,764
	INCOME - COSTS	-39,487	-4,485	-14,925	10,440 ☺	-17,940	-28,380
	DIRECT INCOME TOTAL	-39,487	-4,485	-14,925	10,440 ☺	-17,940	-28,380
	LEGAL SERVICES TOTAL	126,735	15,489	5,073	10,416 ☺	134,800	124,384

Commentary

Under external legal services there is no budget to date given which skews the figures. I think we may have agreed to profile this quarterly? External legal services are not planned items of expenditure, they are incurred as and when needed. This particular invoice actually related to work carried out in 2007 but the fee note was not delivered until May. In terms of the income variances, £6451 was a windfall (solicitors holding money on our behalf since pre 2001 suddenly accounted for). All income is unplanned and accrues as and when. We have just completed 2 substantial s.106 agreements generating significant fees.

UTTLESFORD DISTRICT COUNCIL - LIVE F.I.S.
 COMMITTEE - FINANCE AND ADMINISTRATION
 LOCAL TAX COLLECTION (LT) SERVICE BUDGET REPORT
 REPORTING PERIOD 01 TO 02

<u>CODE</u>	<u>DESCRIPTION</u>	<u>2007/08</u> <u>Actual</u>	<u>2008/09</u> <u>Bud to Date</u>	<u>2008/09</u> <u>Act to Date</u>	<u>Variance</u> <u>Act - Bud</u>	<u>2008/09</u> <u>ORIGINAL</u>	<u>Projected</u> <u>Outturn</u>
	INCOME - COSTS & PENALTIES	-124,912	0	0	0	-100,000	-100,000
	DIRECT INCOME TOTAL	-124,912	0	0	0	-100,000	-100,000
	LOCAL TAX COLLECTION TOTAL	-124,912	0	0	0	-100,000	-100,000

Commentary

No variances

UTTLESFORD DISTRICT COUNCIL - LIVE F.I.S.
 COMMITTEE - FINANCE AND ADMINISTRATION
 NON DOMESTIC RATES (NR) SERVICE BUDGET REPORT
 REPORTING PERIOD 01 TO 02

<u>CODE</u>	<u>DESCRIPTION</u>	<u>2007/08</u> <u>Actual</u>	<u>2008/09</u> <u>Bud to Date</u>	<u>2008/09</u> <u>Act to Date</u>	<u>Variance</u> <u>Act - Bud</u>	<u>2008/09</u> <u>ORIGINAL</u>	<u>Projected</u> <u>Outturn</u>
	RATE RELIEF PROPORTION	46,175	0	0	0	46,230	46,230
	DIRECT EXPENDITURE TOTAL	46,175	0	0	0	46,230	46,230
	INCOME - COSTS & PENALTIES	-9,038	0	0	0	-7,000	-7,000
	INCOME - BUSINESS RATE CHARGE	-130,336	0	0	0	-135,530	-135,530
	DIRECT INCOME TOTAL	-139,374	0	0	0	-142,530	-142,530
	NON DOMESTIC RATES TOTAL	-93,199	0	0	0	-96,300	-96,300

Commentary
No variances

UTTLESFORD DISTRICT COUNCIL - LIVE F.I.S.
 COMMITTEE - FINANCE AND ADMINISTRATION
 OFFICES - DUNMOW (OE) SERVICE BUDGET REPORT
 REPORTING PERIOD 01 TO 02

<u>CODE</u>	<u>DESCRIPTION</u>	<u>2007/08</u> <u>Actual</u>	<u>2008/09</u> <u>Bud to Date</u>	<u>2008/09</u> <u>Act to Date</u>	<u>Variance</u> <u>Act - Bud</u>	<u>2008/09</u> <u>ORIGINAL</u>	<u>Projected</u> <u>Outturn</u>
	MAINTENANCE & CLEANING	25,760	4,485	1,946	2,539 ☺	26,910	24,371
	OTHER PREMISES COSTS	35,992	2,460	1	2,459 ☺	36,590	34,131
	DIRECT EXPENDITURE TOTAL	61,752	6,945	1,947	4,998 ☺	63,500	58,502
	INCOME FROM LETTINGS	-26,838	-4,600	-6,903	2,303 ☺	-27,600	-29,903
	DIRECT INCOME TOTAL	-26,838	-4,600	-6,903	2,303 ☺	-27,600	-29,903
	OFFICES - DUNMOW TOTAL	34,914	2,345	-4,956	7,301 ☺	35,900	28,599

Commentary

Underspend against profile for cleaning and energy budgets. Suppliers late in submitting invoices.

UTTLESFORD DISTRICT COUNCIL - LIVE F.I.S.
 COMMITTEE - FINANCE AND ADMINISTRATION
 OFFICES - SAFFRON WALDEN (OF) SERVICE BUDGET REPORT
 REPORTING PERIOD 01 TO 02

<u>CODE</u>	<u>DESCRIPTION</u>	<u>2007/08</u> <u>Actual</u>	<u>2008/09</u> <u>Bud to Date</u>	<u>2008/09</u> <u>Act to Date</u>	<u>Variance</u> <u>Act - Bud</u>	<u>2008/09</u> <u>ORIGINAL</u>	<u>Projected</u> <u>Outturn</u>
	MAINTENANCE	65,550	18,110	3,223	14,887 ☹	108,480	93,593
	OFFICE ALTERATIONS	3,710	0	0	0	13,880	13,880
	CLEANING	57,340	7,503	3,373	4,130 ☹	45,020	40,890
	HEAT AND WATER	71,564	19,490	10,071	9,419 ☹	73,340	63,921
	RATES	116,550	0	0	0	121,010	121,010
	DIRECT EXPENDITURE TOTAL	314,714	45,103	16,667	28,436 ☹	361,730	333,294
	INCOME - EXTERNAL CHARGES	-13,239	-3,185	-2,375	-810	-12,760	-11,950
	DIRECT INCOME TOTAL	-13,239	-3,185	-2,375	-810	-12,760	-11,950
	OFFICES - SAFFRON WALDEN TOTAL	301,475	41,918	14,292	27,626 ☹	348,970	321,344

Commentary

Underspend on adhoc maintenance and planned repairs against profile only.

Cleaning contractor and Energy supplier late in submitting invoices, underspend against profile only.

UTTLESFORD DISTRICT COUNCIL - LIVE F.I.S.
 COMMITTEE - FINANCE AND ADMINISTRATION
 OFFICE SERVICES (OS) SERVICE BUDGET REPORT
 REPORTING PERIOD 01 TO 02

<u>CODE</u>	<u>DESCRIPTION</u>	<u>2007/08</u> <u>Actual</u>	<u>2008/09</u> <u>Bud to Date</u>	<u>2008/09</u> <u>Act to Date</u>	<u>Variance</u> <u>Act - Bud</u>	<u>2008/09</u> <u>ORIGINAL</u>	<u>Projected</u> <u>Outturn</u>
	STAFFING COSTS	58,861	10,125	8,967	1,158 ☺	57,710	56,552
	DIRECT ADMIN COSTS	361	225	7	218	1,350	1,132
	DIRECT EXPENDITURE TOTAL	59,223	10,350	8,974	1,376 ☺	59,060	57,684
	OFFICE SERVICES TOTAL	59,223	10,350	8,974	1,376 ☺	59,060	57,684

Commentary

Minor underspend against profile - staffing costs

Strategic Housing Market Assessment and Hometrack. £8,000 Hometrack payment made. SHMA invoice for £10,500 received 27th May.

UTTLESFORD DISTRICT COUNCIL - LIVE F.I.S.
 COMMITTEE - FINANCE AND ADMINISTRATION
 COMMUNICATIONS (PR) SERVICE BUDGET REPORT
 REPORTING PERIOD 01 TO 02

<u>CODE</u>	<u>DESCRIPTION</u>	<u>2007/08</u> <u>Actual</u>	<u>2008/09</u> <u>Bud to Date</u>	<u>2008/09</u> <u>Act to Date</u>	<u>Variance</u> <u>Act - Bud</u>	<u>2008/09</u> <u>ORIGINAL</u>	<u>Projected</u> <u>Outturn</u>
	STAFFING COSTS	115,360	14,555	14,302	253	81,200	80,947
	AIRPORT PROJECT	0	0	0	0	0	0
	CORPORATE PUBLICITY	26,306	0	0	0	38,000	38,000
	DEVELOPMENT	5,449	0	0	0	17,680	17,680
	DIRECT ADMIN COSTS	28,872	5,398	5,575	-177	16,990	17,167
	DIRECT EXPENDITURE TOTAL	175,986	19,953	19,878	75	153,870	153,795
	INCOME - CONCESSIONS	-1,000	0	0	0	-1,000	-1,000
	DIRECT INCOME TOTAL	-1,000	0	0	0	-1,000	-1,000
	COMMUNICATIONS TOTAL	174,986	19,953	19,878	75	152,870	152,795

Commentary
 All green

UTTLESFORD DISTRICT COUNCIL - LIVE F.I.S.
 COMMITTEE - FINANCE AND ADMINISTRATION
 REVENUES ADMINISTRATION (RA) SERVICE BUDGET REPORT
 REPORTING PERIOD 01 TO 02

<u>CODE</u>	<u>DESCRIPTION</u>	<u>2007/08</u> <u>Actual</u>	<u>2008/09</u> <u>Bud to Date</u>	<u>2008/09</u> <u>Act to Date</u>	<u>Variance</u> <u>Act - Bud</u>	<u>2008/09</u> <u>ORIGINAL</u>	<u>Projected</u> <u>Outturn</u>
	STAFFING COSTS	564,290	103,967	93,640	10,327 ☹	629,140	618,813
	COMPUTER SYSTEM COSTS	123,356	22,230	39,633	-17,403 ☹	95,010	112,413
	FRAUD & TAX CREDIT INITIATIVES	0	0	0	0	0	0
	EXTERNAL SUPPORT SERVICES	84,202	11,475	12,928	-1,453 ☹	33,950	35,403
	EXTERNAL AUDIT FEES	48,932	0	215	-215	51,560	51,775
	DIRECT ADMIN COSTS	35,902	8,104	9,199	-1,095 ☹	37,930	39,025
	LOCAL HOUSING ALLOWANCE	350	0	5,500	-5,500 ☹	290	5,790
	DIRECT EXPENDITURE TOTAL	857,032	145,776	161,114	-15,338 ☹	847,880	863,218
	INCOME - MINOR RECHARGES	-10	-5	0	-5	-30	-25
	INCOME - GOVERNMENT GRANTS	-127,671	0	-25,000	25,000 ☺	-41,420	-66,420
	DIRECT INCOME TOTAL	-127,681	-5	-25,000	24,995 ☺	-41,450	-66,445
	REVENUES ADMINISTRATION TOTAL	729,351	145,771	136,114	9,657 ☹	806,430	796,773

Commentary

Underspend on Salary costs due to vacant posts.

Overspend against profile for contract costs for Revenue & Benefits computer system.

Government grants (one offs) brought forward from 2007/08 to match against planned expenditure during 2008/09 (local housing allowance and employment support allowance)

UTTLESFORD DISTRICT COUNCIL - LIVE F.I.S.
 COMMITTEE - FINANCE AND ADMINISTRATION
 RESOURCES MISCELLANEOUS (RM) SERVICE BUDGET REPORT
 REPORTING PERIOD 01 TO 02

<u>CODE</u>	<u>DESCRIPTION</u>	<u>2007/08</u> <u>Actual</u>	<u>2008/09</u> <u>Bud to Date</u>	<u>2008/09</u> <u>Act to Date</u>	<u>Variance</u> <u>Act - Bud</u>	<u>2008/09</u> <u>ORIGINAL</u>	<u>Projected</u> <u>Outturn</u>
	ADMIN REVIEW SAVINGS	0	0	0	0	0	0
	ECC SECOND HOMES	-49,997	-8,018	-8,728	710	-48,110	-48,820
	QUALITY OF LIFE PLAN	0	0	0	0	0	0
	AUDIT VFM SAVINGS	0	0	0	0	0	0
	ONLINE PROCUREMENT SAVINGS	0	0	0	0	0	0
	JOINT WORKING	0	0	0	0	0	0
	ICM SAVINGS	0	0	0	0	0	0
	ENERGY EFFICIENCY	0	0	0	0	0	0
	ECC PSA REWARD SCHEME	0	0	0	0	0	0
	DIRECT EXPENDITURE TOTAL	-49,997	-8,018	-8,728	710	-48,110	-48,820
	RESOURCES MISCELLANEOUS TOTAL	-49,997	-8,018	-8,728	710	-48,110	-48,820

Commentary

No variances