

**Committee:** Environment

**Agenda Item**

**Date:** 19 January 2010

**5**

**Title:** Finance and Administration Committee  
Budget Monitoring 2009/10

**Author:** Stephen Joyce, Chief Finance Officer  
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Item for  
decision

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## Summary

- 1 The Committee is responsible for overseeing various General Fund Service Budgets and Capital Programme Schemes. This report details income and expenditure for the period April to November 2009, and a forecast for the end of 2009/10.
- 2 The Committee's General Fund expenditure is forecasted to underspend by £29,000.
- 3 Capital expenditure is forecasted to underspend by £68,000.
- 4 The information in this report will be collated into a report covering the Council's corporate financial position to be received by the Finance & Administration Committee on 28 January.

## Recommendations

The Committee is recommended to approve this report.

## Background Papers

[2009/10 Budget Book](#)

## Impact

Communication/Consultation	None
Community Safety	None
Equalities	None
Finance	Detailed in the report
Health and Safety	None
Human Rights	None
Legal implications	None
Sustainability	None
Ward-specific impacts	None
Workforce/Workplace	None

## **Finance & Administration Committee General Fund - Summary**

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### **Overall underspend is forecast**

Overall, the Committee's expenditure is forecasted to underspend the budget by £29,000.

Details are in Appendix A.

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### **Overspending areas**

The increase in **Housing & Council Tax Benefits** expenditure is higher than assumed, with a net cost to the Council £205,000 greater than expected. This does not include the possibility of grant clawback by DWP relating to 2007/08. This could potentially worsen the revenue position by up to £90,000.

No other significant overspends anticipated.

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### **Underspending areas**

**Corporate Management** includes the budget for the staff pay award. The 2009/10 pay award was settled at 1%, below the budgeted amount of 2.2%. A saving of £105,000 arises.

The **Human Resources** budget is expected to underspend by £36,000, mainly due to training budgets not used.

The **Conducting Elections** budget is not expected to be required in 2009/10, creating an underspend of £34,000. As reported to the November committee, this creates an opportunity to establish funding provision for the 2011 election by means of a transfer to a new Elections Reserve.

**Saffron Walden Office** costs are expected to underspend by £20,000 due to savings on cleaning and repairs.

No other significant underspends anticipated.

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## **Finance & Administration Committee Capital Programme - Summary**

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### **Budget adjustments made**

Budget adjustments have been made to reflect previous member decisions and rescheduling of certain schemes.

The Saffron Walden offices item refers to the Glazed link refurbishment, for which expenditure is expected to straddle the end of 2009/10 and the beginning of 2010/11.

### **Underspend of £68,000 forecasted**

After making the requisite adjustments, the Committee's capital programme is expected to underspend by £68,000, which will carry forward into 2010/11.

There are no significant issues to draw to Members' attention.

Details are in Appendix B.

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## Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Actual income and expenditure will vary from forecast, requiring adjustments to budget and/or service delivery	2 – some variability is inevitable	2 – budget will be closely monitored and prompt action taken to deal with variances	Budgetary control framework

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

## FINANCE &amp; ADMINISTRATION COMMITTEE – GENERAL FUND BUDGET

£000	April to Nov			2009/10 Financial Year			
	Current Budget April to Nov	Actual April to Nov	Variance April to Nov	Original Budget	Current Budget	Forecast Outturn	Forecast Variance
Benefit Administration	0	-145	-145	-217	-217	-248	-31
Car Leasing	106	152	46	0	0	0	0
Central Services	203	195	-8	303	301	299	-2
Committee Administration	68	68	0	92	91	88	-3
Communications	92	89	-3	146	145	144	-1
Conducting Elections	12	13	1	32	32	-2	-34
Corporate Management	650	644	-6	1,009	1,100	1,015	-85
Council Tax Benefits	-2,431	-2,140	291	-54	-54	-29	25
Customer Services Centre	246	234	-12	373	368	356	-12
Democratic Representation	258	239	-19	372	372	368	-4
Electoral Registration	62	50	-12	106	105	103	-2
Enforcement	109	105	-4	162	161	156	-5
Financial Services	731	879	148	898	898	887	-11
Housing Benefits	-951	-728	223	21	21	201	180
Human Resources	112	83	-29	172	165	129	-36
Information Technology	598	537	-61	692	688	672	-16
Internal Audit	78	75	-3	117	116	115	-1
Land Charges	-66	-70	-4	-67	-68	-47	21
Legal Services	87	83	-4	146	144	130	-14
Local Tax Collection	0	0	0	-120	-120	-120	0
Non Domestic Rates	0	0	0	-91	-91	-91	0
Office Services	41	39	-2	62	62	60	-2
Offices Dunmow	32	42	10	35	35	25	-10
Offices Saffron Walden	246	208	-38	308	308	288	-20
Resources Miscellaneous	-35	-38	-3	-53	-53	-52	1
Revenues Administration	566	572	6	862	854	887	33
<b>Committee Total</b>	<b>814</b>	<b>1,186</b>	<b>372</b>	<b>5,306</b>	<b>5,363</b>	<b>5,334</b>	<b>-29</b>

**APPENDIX B**

**FINANCE & ADMINISTRATION COMMITTEE CAPITAL PROGRAMME**

£000	Actual April to Nov	2009/10 Financial Year					
		Original Budget	Brought forward from 2008/09	Budget adjust- ments	Current Budget	Forecast Outturn	Forecast Variance
<u>Finance &amp; Administration</u>							
Information Technology	331	416	218	-50	584	566	-18
Energy Efficiency Programme	37	50	37	-62	25	25	0
Saffron Walden Office	0	60	0	40	100	50	-50
<b>Total - Finance &amp; Administration</b>	<b>368</b>	<b>526</b>	<b>255</b>	<b>-72</b>	<b>709</b>	<b>641</b>	<b>-68</b>