

<b>Committee:</b>	Cabinet	<b>Date:</b>	9 July 2020
<b>Title:</b>	Budget Outturn 2019/20		
<b>Portfolio Holder:</b>	Portfolio Holder for Finance and Budget		
<b>Report Author:</b>	Angela Knight, Assistant Director - Resources aknight@uttlesford.gov.uk	<b>Key decision:</b>	No

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## Summary

1. This report details financial performance relating to the General Fund, Housing Revenue Account, Capital Programme. It is based upon actual expenditure and income for the financial year 2019/20.
2. The General Fund has an underspend of £191,000; this is mainly due to net variances in direct services and capital financing.
3. The Housing Revenue Account has a net operating surplus of £23,000; after in year reserves adjustments this gives an overall budget surplus of £210,000.
4. The Capital Programme has a current year underspend of £9,872,000; this is due to requested slippage of £10,412,000 to be carried forward to 2020/21, giving an actual full year overspend of £540,000.
5. In accordance with statutory regulations, the draft 2019/20 Statement of Accounts are consistent with the 2019/20 results reported here.
6. All figures are subject to a full external audit and the Final Audited Accounts will be submitted to the Governance, Audit and Performance Committee for approval. In the event of any amendments to the figures identified by the auditors an updated position will be presented to members.

## Recommendations

7. The Cabinet is recommended to approve;
  - a) The General Fund, Housing Revenue Account and Capital Programme outturn positions including the updated use of reserves and requested slippage for the Capital Programme
  - b) The allocation of the underspend/surplus
    - i. General Fund underspend to the Medium Term Financial Strategy Reserve
    - ii. Housing Revenue surplus to the Development Reserve

## Financial Implications

8. Any financial implications are contained in the body of this report

## Background Papers

9. None

## Impact

- 10.

Communication/Consultation	Budget Managers and Corporate Management Team
Community Safety	N/A
Equalities	N/A
Health and Safety	N/A
Human Rights/Legal Implications	N/A
Sustainability	N/A
Ward-specific impacts	N/A
Workforce/Workplace	N/A

## Covid-19 Public Health Emergency

11. The Covid-19 pandemic has not had any material impact on the income and expenditure for 2019/20 and there is no measurable affect on the outturn figures presented in this report.
12. The impact of the pandemic and the measures put in place to limit the spread of the virus has impacted on the processes and timelines for both the finance officers closing the accounts and the external auditors to audit the accounts.
13. The statutory deadlines for publishing both draft and final audited accounts have been extended;
- I. Draft accounts extended from 31 May to 31 July
  - II. Final audited accounts extended from 31 July to 30 November
14. The Governance, Audit and Performance (GAP) committee were scheduled to receive the final accounts at their meeting of the 30 July. Officers have agreed a new timeline with the external auditors for the audit to be carried out and subsequently to reschedule presentation of the Final Audited Accounts to the GAP committee; a date has yet to be agreed.

## General Fund Revenue Account

15. The net operating expenditure is £7,252,000 underspent and after adjusting for the associated use of reserves, this gives an overall net underspend of £191,000. The following table provides a summary of the budget outturn and full details of service income and expenditure is shown in Appendix A.

£'000	2018/19	2019/20			Variance
	Outturn	Original Budget	Current Budget	Outturn	
Communities & Partnerships	778	895	853	1,221	368
Housing & Economic Development	1,485	1,792	1,792	1,487	(305)
Environmental Services	2,454	3,481	4,123	3,271	(852)
Finance & Administration	5,507	6,781	6,181	5,912	(269)
<b>Portfolio (Service) Budgets</b>	<b>10,224</b>	<b>12,948</b>	<b>12,948</b>	<b>11,891</b>	<b>(1,057)</b>
Corporate Items	(1,736)	(1,705)	4,031	(1,909)	(5,940)
<b>Net Direct Expenditure</b>	<b>8,487</b>	<b>11,243</b>	<b>16,979</b>	<b>9,982</b>	<b>(6,997)</b>
Funding	(5,614)	(7,609)	(7,609)	(7,864)	(255)
<b>Net Operating Expenditure</b>	<b>2,874</b>	<b>3,634</b>	<b>9,370</b>	<b>2,118</b>	<b>(7,252)</b>
Transfers to/(from) Reserves	2,457	2,023	(3,713)	3,348	7,061
<b>OVERALL NET POSITION</b>	<b>5,331</b>	<b>5,657</b>	<b>5,657</b>	<b>5,466</b>	<b>(191)</b>

## Budget Movements (original to current)

16. The original budget for 2019/20 approved by Council on 25 February 2019 has been updated and this is reflected in the current budget. The adjustments relate to the following items:

- Services (Portfolios) – No changes to the overall budget total for services. To allow for more transparency and clarity of spending relating to Garden Communities a new cost centre has been set up. The total budget movements are £909,000, this will now all be managed and reported within Garden Planning (GPP), the budget virements are as follows:
  - £600,000 from Corporate Team for Garden Communities delivery
  - £309,000 from Planning Policy for Development Plan Document preparation
- Capital Financing – the increase in the current budget from the original of £5,736,000 is the financing of the capital programme slippage brought forward from 2018/19 as approved at July Cabinet.

## Variations

17. The total spend on the General Fund revenue account for the 2019/20 financial year is £5,466,000 against a total budget of £5,657,000 and gives a total underspend of £191,000.
18. The services budgets are predicting a net underspend of £1,057,064, after adjusting for the associated reserves movements of £901,015 the actual variance for direct service delivery is a net underspend of £156,049.
19. The table below gives a summary of the under and overspends related to each portfolio service area. The table also identifies whether these are for one year only or expected to continue in future years (ongoing) and the reserves movements directly associated to service activities. Further details of the reserves movements can be found in paragraph 18.

	Savings/Additional Income		Increased costs/Decreased		Other Immaterial	Total Net Variance	Reserves movement	Actual Service Variance
	One off	Ongoing	One off	Ongoing				
Communities & Partnerships	(115)	(100)	532	67	(17)	368	408	(40)
Housing & Economic Development	(533)	(31)	304	0	(46)	(305)	(208)	(97)
Environmental Services	(1,705)	(606)	1,070	426	(36)	(852)	(928)	76
Finance & Admin	(1,089)	(2,044)	680	2,187	(3)	(269)	(173)	(96)
<b>Total Service Variances</b>	<b>(3,441)</b>	<b>(2,781)</b>	<b>2,587</b>	<b>2,680</b>	<b>(102)</b>	<b>(1,057)</b>	<b>(901)</b>	<b>(156)</b>
<b>Use of reserves</b>								
Grants & Contributions			(490)					
Corporate Management	185							
New Homes Bonus (members grant)	22							
Economic Development	119							
Transformation (Citizen Access module)			(15)					
Planning Policy	369							
Development Control			(63)					
Legal Services			(12)					
Garden Communities	623							
Homelessness	66							
Private Finance Initiative	60							
Health Improvement	38							
<b>Actual Service Variances net of reserves</b>	<b>(1,960)</b>	<b>(2,781)</b>	<b>2,006</b>	<b>2,680</b>	<b>(102)</b>	<b>(156)</b>		

20. The key variances greater than £50,000 that are not funded through the use of reserves are detailed below:

Key variances £50,000 (under) / over spends after reserves adjustments		
	£'000	Variance details
Development Control	417	Legal and professional fees relating to planning appeals (inc. Airport) plus income not realised for PPA, duty planning and heritage advice
Corporate Team	156	Professional and legal fees relating to the commercial investment programme and project work
Offices	126	Additional maintenance costs and ad hoc repairs to council buildings
Building Surveying	<u>70</u>	Income not realised for inspections due to change in demand
	<b>770</b>	
Public Health	(167)	Increased level of food inspections
Housing Benefits	(129)	Change in claimant caseload and high levels of accuracy for processing claims generated additional
Planning Policy	(106)	Service review carried out and new staffing restructure implemented plus additional savings due to timeline of recruitment
Information Technology	(99)	Various service contracts reviewed, achieving renewal savings
Council Tax Discounts	(74)	Increased income from Essex sharing agreement, due to high collection rates for council tax
Car Park	(69)	Additional income compared to historical budget expectations
Communications	(58)	Vacant post recruitment timeline saving and stopping the publications of Uttlesford Life
Homelessness	(57)	Additional rental income for temporary accommodation
Financial Services	<u>(52)</u>	Insurance contract retendered achieving renewal savings
	<b>(810)</b>	
Net of minor variances	<b>(116)</b>	Various amounts less than £50,000
<b>Total Service Variance</b>	<b><u>(156)</u></b>	

21. The variance of £3,195,000 in the Corporate costs relate to the following items:

- a) Capital Financing – £5,774,000 relates to the decreased cost of financing for the capital programme. The New Depot Site and the Superfast broadband project are the two key areas of slippage at £5,104,000. These have no bottom line budget impact as they are funded directly from the reserves where there is a contra entry
- b) Investment Income/charges – the net increase of £126,000 (reduction in borrowing costs and increase in income) is due to the re-profiling of the additional loans to Aspire (CRP) Ltd

### General Fund Reserves

22. The balance of all reserves at 1 April 2019 was £17,420,000 and after adjusting for the net movement in reserves, the total balance as at 31 March 2020 is £20,767,000. The complete reserves position is set out in Appendix B.

23. Within 'all reserves' are usable reserves, with an opening balance of £13,033,000 at 1 April 2019 with a net addition to reserves of £2,160,000 this leaves a year-end balance of £15,193,000.

24. The reserves balance excludes the 2019/20 surplus of £191,000 and it is recommended that this is allocated to Medium Term Financial Strategy to contribute to the financial challenges in future years.

25. The current budget had an estimated £3,713,000 net use of reserves; the final budget position shows a total net addition to reserves of £3,348,000. The total change in the use of reserves is £7,061,000. The changes to and (from) reserves are detailed in the following table:

Reserve	increase/(decrease)	Reserve movement - change to budget requirement
Strategic Initiatives	(500)	Grant allocated for Carver Barracks running track
Planning*	615	Resources and consultancy support for the Local Plan process c/fwd to 2020/21
Development Projects	623	MHCLG grant and Garden Communities revenue c/fwd to 2020/21
Transformation	(27)	Funding for additional resource for review of the governance process
Economic Development	185	Business Rates relief collection fund adjustment
Corporate Management	185	Government funding for additional work relating to EU Exit
Homelessness	85	Government funding for programme of work to support homelessness
Private Finance Init	60	Additional income to support predicted future year deficits
New Homes Bonus Ward Members	38	Unspent funds for members ward allocation
Health Improvement	46	External funding received to support programme of work for health and wellbeing
Business Rates	111	Estimated surplus to support future years deficits
Waste Management	(121)	Reduced waste processing fees not realised
Capital Slippage	1,281	Financing for slippage in the capital programme c/fwd to 2020/21
Waste Depot Relocation Project	4,504	Depot financing in line with the slippage in the capital programme c/fwd to 2020/21
Licensing	(34)	Net surplus for taxi licence renewals
Working Balance	11	Adjustment to reflect actual net expenditure
<b>Total Movement to / (from) Reserves</b>	<b>7,061</b>	

### Housing Revenue Account (HRA)

26. The HRA net operating surplus is £23,000, after allowing for adjustments for capital funding from revenue and reserve transfers, the overall surplus for the year is £210,000. A detailed budget analysis is attached as Appendix C and the following table gives a summary of income and expenditure.

£'000	2019/20			
	Original Budget	Current Budget	Outturn	Variance
Total Service Income	(15,352)	(15,352)	(15,938)	(586)
Total Service Expenditure	4,491	4,491	4,830	339
Total Corporate Items	10,710	10,710	10,979	270
<b>OPERATING (SURPLUS)/DEFICIT</b>	<b>(151)</b>	<b>(151)</b>	<b>(128)</b>	<b>23</b>
Use of Revenue funding and Reserves to support Capital Programme	2,151	2,151	1,918	(233)
<b>(SURPLUS)/DEFICIT</b>	<b>2,000</b>	<b>2,000</b>	<b>1,790</b>	<b>(210)</b>

27. The net variances that make up the surplus are detailed in the table below

£'000 Details of Variance		
<b>Income</b>		
Dwelling Rents	(201)	Reduced number of voids compared to expected budgeted levels
Charges for services and facilities	(114)	Adjusted to reflect actual cost of utilities and services
Contributions towards expenditure	(270)	Sum to settle compensation claim for impact of airport infrastructure works on council housing stock
<b>Expenditure</b>		
Housing Repairs	383	Increase in repairs and maintenance cost due to change in contract provider
Net of minor variances	47	Minor low value variances
Depreciation (transfer to MRR)	379	Cost based on housing stock valuations
Reserves	(434)	Reduced draw on reserves and revenue funding reflects the capital programme slippage
<b>Total variances</b>	<b><u>(210)</u></b>	

28. The HRA reserves position as at the 1 April 2019 was £3,042,000; after allowing for in-year forecast drawdowns on reserves of £973,000 this leaves an estimated year-end balance of £2,069,000. Full details of all the reserves can be seen in Appendix D.

29. The reserves balance excludes the 2019/20 surplus of £210,000 and it is recommended that this is allocated to the Development Reserve.

### Capital Programme

30. The Capital Programme original budget was set at £11,772,000 after allowing for capital slippage from 2018/19 of £11,034,000 (approved by Cabinet in the Budget Outturn report presented on 15 July 2019) this gives an updated current budget of £22,806,000. Full details of the capital programme are shown in Appendix E; this includes tables setting out the Section 106 balances.

31. The total spend for the year is £12,933,000 generating a net underspend of £9,872,000; after allowing for in year slippage of £10,412,000 this leaves an actual overspend of £540,000.

32. The key projects where slippage is being requested for 2019/20 to be carried forward to 2020/21 relate to the following:

#### General Fund

- Depot Relocation, £4,504,000 – the application was heard at Planning Committee on 15 January 2020 and was refused. The landowner is currently reviewing his options on the way forward and the slippage is reflective of this decision
- Superfast Broadband, £600,000 – Gigaclear have announced that the completion of the rollout of full fibre broadband for Uttlesford has been delayed until December 2021

#### Housing Revenue Account

- The Moors, £1,960,000 – the formal processes of planning approval and the subsequent contractor procurement process took longer than anticipated, as of

4<sup>th</sup> November a contract has been awarded. There have been further delays due to the Covid-19 pandemic

- Walden Place, £1,762,000 – A Joint Venture was being reviewed as an option for delivery, it has now been agreed the council will carry out the works directly. Discussions have been ongoing with planners and the conservation service to work up plan drawings to allow a Pre-App to be submitted

### Risk Analysis

33.

Risk	Likelihood	Impact	Mitigating actions
Adjustments or amendments are required by external auditors to the final accounts	1- there may be some minor changes	2 – may change the surplus position	Multiple checks are carried out on all aspects of the accounts to minimise the impact of any potential amendments

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

### General Fund Summary – 2019/20

£'000	2018/19 Outturn	2019/20			
		Original Budget	Current Budget	Outturn	Variance
<b>Portfolio Budgets</b>					
Community & Partnerships	778	895	853	1,221	368
Housing & Economic Development	1,485	1,792	1,792	1,487	(305)
Environmental	2,454	3,481	4,123	3,271	(852)
Finance & Administration	5,507	6,781	6,181	5,912	(269)
<b>Total - Portfolio Budgets</b>	<b>10,224</b>	<b>12,948</b>	<b>12,948</b>	<b>11,891</b>	<b>(1,057)</b>
<b>Corporate Items</b>					
Capital Financing Costs	1,704	1,892	7,628	1,854	(5,774)
Interest Charges	382	495	495	417	(78)
Investment Income	(1,971)	(2,119)	(2,119)	(2,167)	(48)
Exceptional corporate items	8	0	0	(108)	(108)
Pension Fund - Added Years	87	85	85	113	28
Corporate Core HRA Share	(374)	(366)	(366)	(376)	(10)
Recharge to HRA	(1,572)	(1,693)	(1,693)	(1,643)	50
<b>Subtotal - Corporate Items</b>	<b>(1,736)</b>	<b>(1,705)</b>	<b>4,031</b>	<b>(1,909)</b>	<b>(5,940)</b>
<b>Subtotal - Budgets</b>	<b>8,487</b>	<b>11,243</b>	<b>16,979</b>	<b>9,982</b>	<b>(6,997)</b>
<b>Funding</b>					
Council Tax - Collection Fund Balance	(14)	(67)	(67)	(67)	0
Business Rates - Collection Fund Balance	384	(941)	(941)	(1,052)	(111)
Business Rates - UDC Share (net of tariff)	(2,201)	(2,577)	(2,577)	(2,205)	372
Business Rates - Levy/(Safety Net) Payment	762	566	566	481	(85)
Business Rates - Section 31 Funding	(1,274)	(1,212)	(1,212)	(1,646)	(434)
Business Rates - Renewable Energy Schemes	(126)	(129)	(129)	(126)	3
Rural Services Delivery Grant	(279)	(279)	(279)	(279)	0
New Homes Bonus	(2,864)	(2,969)	(2,969)	(2,969)	0
<b>Subtotal - Funding</b>	<b>(5,614)</b>	<b>(7,609)</b>	<b>(7,609)</b>	<b>(7,864)</b>	<b>(255)</b>
<b>Net Operating Expenditure</b>	<b>2,874</b>	<b>3,634</b>	<b>9,370</b>	<b>2,118</b>	<b>(7,252)</b>
<b>Transfer to/(from) Reserves</b>					
Business Rates	280	941	941	1,052	111
Departments for Work and Pensions		0	0	0	0
Licensing	90	24	24	(11)	(34)
Capital Slippage	205	0	(1,173)	108	1,281
Working Balance	(49)	28	28	39	11
Medium Term Financial Strategy	336	0	0	0	0
Transformation	(9)	0	0	(27)	(27)
EU Exit	128	200	200	385	185
Funding	0	1,060	1,060	1,060	0
Contingency Reserves	0	0	0	0	0
Emergency Response	0	0	0	0	0
Economic Development	46	0	0	185	185
Elections	25	(55)	(55)	(55)	0
Homelessness	92	(20)	(20)	65	85
Health and Wellbeing	26	0	0	46	46
Planning and Development	(183)	(309)	(309)	305	614
Strategic Initiatives	0	0	0	(500)	(500)
Garden Communities	0	0	0	0	0
Development Projects	1,152	0	0	623	623
Pension Reserve	0	0	0	0	0
New Homes Bonus Ward Members	(16)	(16)	(16)	22	38
Voluntary Sector	0	0	0	0	0
Waste Depot Relocation Project	280	0	(4,563)	(59)	4,504
Waste Management	(14)	170	170	49	(121)
Private Finance Initiative	67	0	0	60	60
<b>Subtotal - Movement in General Fund Reserves</b>	<b>2,457</b>	<b>2,023</b>	<b>(3,713)</b>	<b>3,348</b>	<b>7,061</b>
<b>COUNCIL TAX REQUIREMENT</b>	<b>5,331</b>	<b>5,657</b>	<b>5,657</b>	<b>5,466</b>	<b>(191)</b>
<b>Council Tax (precept levied on Collection Fund)</b>	<b>(5,330)</b>	<b>(5,657)</b>	<b>(5,657)</b>	<b>(5,657)</b>	<b>0</b>
<b>OVERALL NET POSITION (Under) / Over spend</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(191)</b>	<b>(191)</b>

Appendix A continued...

**Communities and Partnerships**

£'000	2018/19 Outturn	2019/20				Reserves Adjusted	
		Original Budget	Current Budget	Actual Outturn	Variance	to/(from)	Variance
Community Information	48	47	47	50	3	0	3
Day Centres	67	73	73	77	4	0	4
Emergency Planning	1	26	26	29	3	0	3
Grants & Contributions	351	358	358	823	465	(490)	(25)
Leisure & Performance	67	83	41	43	1	0	1
Saffron Walden Museum	186	215	215	206	(8)	0	(8)
New Homes Bonus	96	78	78	57	(21)	22	1
Private Finance Init	(32)	15	15	(44)	(59)	60	1
Communities Partnership	0	0	0	0	0	0	0
Renovation Grants	(5)	0	0	(19)	(19)	0	(19)
<b>Portfolio Total</b>	<b>778</b>	<b>895</b>	<b>853</b>	<b>1,221</b>	<b>368</b>	<b>(408)</b>	<b>(40)</b>

**Housing and Economic Development**

£'000	2018/19 Outturn	2019/20				Reserves Adjusted	
		Original Budget	Current Budget	Actual Outturn	Variance	to/(from)	Variance
Building Surveying	(40)	(126)	(126)	(56)	70	0	70
Committee Admin	294	346	346	354	8	0	8
Customer Services Centre	379	451	451	448	(3)	0	(3)
Democratic Represent	324	361	361	334	(27)	0	(27)
Economic Development	225	265	265	141	(124)	119	(5)
Energy Efficiency	26	34	34	24	(10)	0	(10)
Health Improvement	119	155	155	106	(49)	38	(11)
Homelessness	89	234	234	112	(123)	66	(57)
Lifeline	(155)	(159)	(159)	(163)	(4)	0	(4)
Communications	224	229	229	187	(43)	(15)	(58)
<b>Portfolio Total</b>	<b>1,485</b>	<b>1,792</b>	<b>1,792</b>	<b>1,487</b>	<b>(305)</b>	<b>208</b>	<b>(97)</b>

Appendix A continued...

Environmental Services

£'000	2018/19 Outturn	2019/20				Reserves Adjusted	
		Original Budget	Current Budget	Actual Outturn	Variance	to/(from)	Variance
Animal Warden	29	16	16	6	(10)	0	(10)
Grounds Maintenance	296	333	333	332	(1)	0	(1)
Car Park	(732)	(661)	(661)	(730)	(69)	0	(69)
Development Control	(499)	(241)	(245)	235	481	(63)	417
Depots	45	51	51	50	(1)	0	(1)
Garden Planning	0	0	909	286	(623)	623	0
Street Cleansing	411	403	403	434	32	0	32
Housing Strategy	50	54	54	48	(6)	0	(6)
Highways	(0)	4	4	1	(3)	0	(3)
Local Amenities	8	(12)	(12)	(13)	(1)	0	(1)
Licensing	(257)	(375)	(375)	(321)	54	0	54
Vehicle Management	496	477	477	474	(3)	0	(3)
Public Health	584	669	669	502	(167)	0	(167)
Planning Management	345	385	392	379	(13)	0	(13)
Planning Policy	437	1,334	1,022	547	(475)	369	(106)
Planning Specialists	145	151	151	153	2	0	2
Waste Management	578	363	355	334	(21)	0	(21)
Community Safety	235	286	328	302	(26)	0	(26)
Street Services	284	244	252	250	(2)	0	(2)
<b>Portfolio Total</b>	<b>2,454</b>	<b>3,481</b>	<b>4,123</b>	<b>3,271</b>	<b>(852)</b>	<b>928</b>	<b>76</b>

Finance and Administration

£'000	2018/19 Outturn	2019/20				Reserves Adjusted	
		Original Budget	Current Budget	Actual Outturn	Variance	to/(from)	Variance
Benefits Admin	224	301	301	269	(33)	0	(33)
Corporate Management	1,070	1,291	1,291	1,132	(159)	185	26
Conveniences	20	20	20	20	0	0	0
Central Services	449	444	444	399	(45)	0	(45)
Corporate Team	40	682	82	238	156	0	156
Conducting Elections	1	101	101	130	29	0	29
Electoral Registration	31	55	55	45	(10)	0	(10)
Financial Services	1,098	1,111	1,111	1,059	(52)	0	(52)
Housing Benefits	(5)	72	72	(57)	(129)	0	(129)
Human Resources	299	280	280	272	(8)	0	(8)
Internal Audit	126	139	139	140	1	0	1
Information Technology	1,362	1,402	1,402	1,303	(99)	0	(99)
Land Charges	(86)	(88)	(88)	(65)	23	0	23
Legal Services	186	179	179	226	47	(12)	35
Local Taxation	(108)	(90)	(90)	(114)	(24)	0	(24)
Non Domestic Rates	(144)	(144)	(144)	(147)	(3)	0	(3)
Office Cleaning	179	208	208	214	6	0	6
Offices	376	377	377	503	126	0	126
Revenues Admin	536	582	582	560	(22)	0	(22)
Council Tax Discounts	(150)	(141)	(141)	(215)	(74)	0	(74)
<b>Portfolio Total</b>	<b>5,507</b>	<b>6,781</b>	<b>6,181</b>	<b>5,912</b>	<b>(269)</b>	<b>173</b>	<b>(96)</b>

## Appendix B

### General Fund Reserves – 2019/20

£'000	Balance 01-Apr-19	Transfer From General Fund	Transfer to General Fund	Balance 31-Mar-20
<b><u>RINGFENCED RESERVES</u></b>				
Business Rates	1,781	1,052		2,833
Departments for Work and Pensions	71			71
Licensing	90	39	(49)	80
Capital Slippage	1,171	543	(435)	1,279
Working Balance	1,272	39		1,311
<b>TOTAL RINGFENCED RESERVES</b>	<b>4,387</b>	<b>1,673</b>	<b>(485)</b>	<b>5,574</b>
<b><u>USABLE RESERVES</u></b>				
<u>Financial Management Reserves</u>				
Medium Term Financial Strategy	1,336	450	(450)	1,336
Transformation	1,168		(27)	1,142
EU Exit	128	385		513
Funding	0	1,060		1,060
	<b>2,632</b>	<b>1,895</b>	<b>(477)</b>	<b>4,051</b>
<u>Contingency Reserves</u>				
Emergency Response	40			40
	<b>40</b>	<b>0</b>	<b>0</b>	<b>40</b>
<u>Service Reserves</u>				
Economic Development	61	185		247
Elections	100	25	(80)	45
Homelessness	218	125	(60)	283
Health and Wellbeing	72	68	(22)	118
<i>Planning</i>	1,247	380	0	1,628
<i>Neighbourhood Planning</i>	70	16	(28)	58
<i>Housing Strategy</i>	25			25
<i>Development Control</i>	159		(63)	96
Strategic Initiatives	2,160		(500)	1,660
Garden Communities	0			0
Development Projects	1,152	623	0	1,774
Pension Reserve	0			0
New Homes Bonus Ward Members	0	22	0	22
Voluntary Sector	0			0
Waste Depot Relocation Project	4,649		(59)	4,590
Waste Management	201	49		250
Private Finance Initiative	247	60		307
	<b>10,361</b>	<b>1,554</b>	<b>(812)</b>	<b>11,102</b>
<b>TOTAL USABLE RESERVES</b>	<b>13,033</b>	<b>3,449</b>	<b>(1,289)</b>	<b>15,193</b>
<b>TOTAL GENERAL FUND RESERVES</b>	<b>17,420</b>	<b>5,121</b>	<b>(1,774)</b>	<b>20,767</b>

## Appendix C

## Housing Revenue Account – 2019/20

£000	2018/19 Outturn	2019/20			
		Original Budget	Current Budget	Actual Outturn	Variance
<b><u>Housing Revenue Account Income</u></b>					
Dwellings Rent	(14,124)	(14,147)	(14,147)	(14,348)	(200)
Garage Rents	(210)	(224)	(224)	(227)	(3)
Land Rents	(2)	(3)	(3)	(2)	1
Charges for Services & Facilities	(919)	(977)	(977)	(1,091)	(114)
Contributions Towards Expenditure	(24)	0	0	(270)	(270)
<b>Total Service Income</b>	<b>(15,279)</b>	<b>(15,352)</b>	<b>(15,352)</b>	<b>(15,938)</b>	<b>(586)</b>
<b><u>Housing Finance &amp; Business Management</u></b>					
Business & Performance Management	0	0	0	0	0
Rents, Rates & Other Property Charges	64	75	75	108	33
	64	75	75	108	33
<b><u>Housing Maintenance &amp; Repairs Services</u></b>					
Common Service Flats	202	204	204	200	(5)
Estate Maintenance	143	152	152	143	(9)
Housing Repairs	2,669	2,561	2,561	2,943	383
Housing Sewerage	54	58	58	64	7
Newport Depot	28	24	24	26	1
Property Services	315	318	318	319	1
	3,411	3,317	3,317	3,695	377
<b><u>Housing Management &amp; Homelessness</u></b>					
Housing Services	409	470	470	424	(46)
Sheltered Housing Services	626	629	629	603	(26)
	1,035	1,099	1,099	1,027	(72)
<b>Total Service Expenditure</b>	<b>4,510</b>	<b>4,491</b>	<b>4,491</b>	<b>4,829</b>	<b>338</b>
<b><u>Corporate Items</u></b>					
Bad Debt Provision	(18)	100	100	(11)	(111)
Depreciation - Transfer to MRR	4,296	3,979	3,979	4,357	379
Impairment - Non-Dwellings	(15)	0	0	0	0
Interest / Costs - HRA Loan	2,638	2,604	2,604	2,624	20
Repayment of Loan	2,000	2,000	2,000	2,000	0
Investment Income	(26)	(42)	(42)	(13)	29
Recharge from General Fund	1,572	1,695	1,695	1,643	(52)
HRA Share of Corporate Core	374	366	366	376	10
Pension Fund - Added Years	18	19	19	18	(1)
Pension Fund - Deficit	0	0	0	0	0
Right to Buy Admin Cost Allowance	(14)	(10)	(10)	(14)	(4)
<b>Total Corporate Items</b>	<b>10,825</b>	<b>10,710</b>	<b>10,710</b>	<b>10,979</b>	<b>270</b>
<b>TOTAL EXPENDITURE</b>	<b>15,335</b>	<b>15,201</b>	<b>15,201</b>	<b>15,809</b>	<b>608</b>
<b>OPERATING (SURPLUS)/DEFICIT</b>	<b>56</b>	<b>(151)</b>	<b>(151)</b>	<b>(129)</b>	<b>22</b>
Funding from Capital Receipts Reserve for HRA Loan	(413)	(2,000)	(2,000)	(2,000)	0
<b><u>Funding of Capital Programme from HRA</u></b>					
Funding of Action Plan Capital Items	0	0	0	0	0
Funding of Capital from Revenue	2,692	2,690	2,690	2,891	202
	2,692	2,690	2,690	2,891	202
<b><u>Transfers to/from (-) Reserves</u></b>					
Capital Projects Reserve	13	(153)	(153)	0	153
Potential Developments (New Builds)	0	(355)	(355)	0	355
Sheltered Housing Reserve	0	0	0	0	0
HRA Slippage Reserve (from Reserve)	(2,313)	0	0	(997)	(997)
HRA Slippage Reserve (to Reserve)	0	0	0	0	0
Revenue Reserve	0	0	0	0	0
Working Balance	(35)	(31)	(31)	25	56
	(2,335)	(539)	(539)	(973)	(434)
<b>Total Use of Reserve / Funding</b>	<b>357</b>	<b>2,151</b>	<b>2,151</b>	<b>1,918</b>	<b>(232)</b>
<b>(SURPLUS)/DEFICIT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(210)</b>	<b>(210)</b>

## Appendix D

## Housing Revenue Account Reserves – 2019/20

Reserve £'000	Actual Balance 1st April 2019	Forecast transfer from HRA	Forecast Transfer to HRA	Balance 31st March 2020
<b><u>RINGFENCED RESERVES</u></b>				
Working Balance	489	0	25	514
	489	0	25	514
<b><u>USABLE RESERVES</u></b>				
<b><u>Revenue Reserves</u></b>				
Transformation / Change Management	180	0	0	180
Revenue Projects	60	0	0	60
	240	0	0	240
<b><u>Capital Reserves</u></b>				
Capital Projects	13	0	0	13
Potential Development Projects	0	0	0	0
Sheltered Housing Projects	0	0	0	0
HRA Slippage Reserve	2,300	0	(997)	1,302
	2,313	0	(997)	1,315
<b>TOTAL USABLE RESERVES</b>	<b>2,553</b>	<b>0</b>	<b>(997)</b>	<b>1,555</b>
<b>TOTAL RESERVES</b>	<b>3,042</b>	<b>0</b>	<b>(973)</b>	<b>2,069</b>

## Appendix E

### Capital Programme – 2019/20

#### Portfolio Summary

£'000	Original Budget 2019-20	Current Budget 2019-20	Outturn	Outturn to Budget Variance	Request Slippage	Under / Over Spend (after slippage)
Total Community and Partnerships	110	164	220	56	30	86
Total Environmental Services	952	3,243	2,517	(726)	755	29
Total Finance & Administration	586	5,588	549	(5,039)	5,023	(16)
Total Housing and Economic Development	355	955	275	(680)	680	0
<b>Total General Fund</b>	<b>2,003</b>	<b>9,951</b>	<b>3,562</b>	<b>(6,389)</b>	<b>6,488</b>	<b>99</b>
Housing Revenue - General	3,595	3,985	4,038	186	20	206
Business Plan and New Builds (RTB 1-4-1)	5,174	6,491	4,325	(2,299)	2,093	(206)
Sheltered/redevelopment Schemes	1,000	2,379	1,009	(1,370)	1,811	441
<b>Total HRA</b>	<b>9,769</b>	<b>12,855</b>	<b>9,372</b>	<b>(3,483)</b>	<b>3,924</b>	<b>441</b>
<b>CAPITAL PROGRAMME TOTAL</b>	<b>11,772</b>	<b>22,806</b>	<b>12,933</b>	<b>(9,872)</b>	<b>10,412</b>	<b>540</b>

#### Capital Financing

£'000	General Fund	Housing Revenue Account
Grants and Contributions	315	0
Revenue Contribution (RCCO)	406	1,894
Internal Borrowing	2,304	0
Reserves	496	997
S106	0	349
Capital Receipts	41	1,517
Major Repairs Reserve	0	4,614
	<b>3,561</b>	<b>9,372</b>
<b>Total Financing</b>		<b>12,933</b>

## Capital Programme by individual scheme

£'000	Original Budget 2019-20	Current Budget 2019-20	Outturn	Variance	Request Slippage	Under / Over Spend (after slippage)
<b>Community and Partnerships</b>						
S/W Motte & Bailey Castle	0	54	140	86	0	86
Community Project Grants	110	110	80	(30)	30	0
<b>Total Community and Partnerships</b>	<b>110</b>	<b>164</b>	<b>220</b>	<b>56</b>	<b>30</b>	<b>86</b>
<b>Environmental Services</b>						
White Street Car Park	0	25	0	(25)	25	0
Household Bins	70	70	62	(8)	0	(8)
Trade Waste Bins	30	30	41	11	0	11
Kitchen Caddies	10	10	4	(6)	0	(6)
Garden Waste Bins	20	20	11	(9)	0	(9)
Car Parking Machine Replacement	0	92	0	(92)	92	0
Electric Car Charges	0	0	14	14	0	14
Grounds Maintenance Equipment	0	0	16	16	0	16
Vehicle Replacement Programme	822	2,996	2,369	(628)	638	10
<b>Total Environmental Services</b>	<b>952</b>	<b>3,243</b>	<b>2,517</b>	<b>(726)</b>	<b>755</b>	<b>29</b>
<b>Finance &amp; Administration</b>						
<b>IT Schemes</b>						
Minor Items IT	20	20	20	(0)	0	(0)
PCI Compliance	20	48	34	(14)	14	(0)
New members IT equipment	30	30	33	3	0	3
PSN CoCo Works	30	50	18	(32)	32	0
Core Switches - replacement	0	24	5	(19)	0	(19)
Replacement Electoral System	0	60	0	(60)	17	(43)
Hot Desking/Mobile working	90	96	105	9	0	9
Asset Management System - Cap Pur IT	0	30	0	(30)	30	0
Cyber Security - Cap Pur IT	20	32	0	(32)	32	0
Grounds Maint & Vehicle Sys - Cap Pur IT	0	95	0	(95)	95	0
Idox Additional Modules - Cap Pur IT	0	5	0	(5)	5	0
Licensing - Lalpac to Idox Uni - Cap Pur IT	0	16	0	(16)	16	0
ArcGIS Upgrade - Cap Pur IT	0	20	0	(20)	21	1
Mobile / Web Payments - Cap Pur IT	40	40	40	0	0	0
Network Monitor&Threat Protect - Cap Pur IT	30	30	0	(30)	30	0
Postal Software - Cap Pur IT	27	27	0	(27)	27	0
<b>UDC Asset work</b>						
London Rd Office Building works	173	173	68	(105)	189	84
New Depot Site	0	4,563	59	(4,504)	4,504	0
Day Centres Cyclical Improvements	46	73	44	(29)	1	(28)
Guildhall Works	0	0	25	25	0	25
Museum Buildings work	45	50	52	2	0	2
London Rd Office Heating	0	36	0	(36)	0	(36)
London Rd Office Electrical	15	71	35	(35)	10	(25)
White Street Car Park - Lighting	0	0	11	11	0	11
<b>Total Finance &amp; Administration</b>	<b>586</b>	<b>5,588</b>	<b>549</b>	<b>(5,039)</b>	<b>5,023</b>	<b>(16)</b>



Appendix E continued...

£'000	Original Budget 2019-20	Current Budget 2019-20	Outturn	Outturn to Budget Variance	Request Slippage	Under / Over Spend (after slippage)
<b>Housing and Economic Development</b>						
Compulsory Purchase Order	0	0	0	0	0	0
Private Sector Renewal Grants	70	70	0	(70)	70	0
Disabled Facilities Grants	260	260	262	2	0	2
Empty Dwellings	10	10	0	(10)	10	0
Air Quality Monitoring SW	15	15	13	(2)	0	(2)
Superfast Broadband	0	600	0	(600)	600	0
<b>Total Housing and Economic Development</b>	<b>355</b>	<b>955</b>	<b>275</b>	<b>(680)</b>	<b>680</b>	<b>0</b>
<b>Housing Revenue Account</b>						
HRA Repairs	3,445	3,499	3,979	480	0	480
UPVC Fascia's and Guttering	100	100	32	(68)	0	(68)
Light Vans Replacement Programme	0	183	0	(183)	0	(183)
HRA IT - Sheltered Digital Upgrade	0	20	0	(20)	20	0
Cash Incentive Scheme Grants	50	50	27	(23)	0	(23)
<b>Business Plan Items</b>						
Resurfacing access roads	0	133	0	(133)	133	0
<b>New Builds (RTB 1-4-1)</b>						
Unidentified	2,425	2,425	1,666	(759)	0	(759)
Market Properties	0	0	0	0	0	0
Sheds Lane	15	15	15	0	0	0
Newton Grove	134	322	338	16	0	16
Frambury Lane	168	538	453	(85)	0	(85)
The Moors	2,432	3,191	440	(2,751)	1,960	(791)
Thaxted Road	0	0	11	11	0	11
Great Chesterford	0	0	1,368	1,368	0	1,368
Parkside - Cap Wk L&B	0	0	21	21	0	21
Alexia House - Cap Wk L&B	0	0	1	1	0	1
Auton Court - Cap Wk L&B	0	0	12	12	0	12
<b>Redevelopment Scheme</b>						
<b>Sheltered Schemes</b>						
Reynolds Court	0	110	111	1	49	50
Hatherley Court	0	482	865	383	0	383
Walden Place	1,000	1,787	32	(1,755)	1,762	7
<b>Total HRA</b>	<b>9,769</b>	<b>12,855</b>	<b>9,372</b>	<b>(3,483)</b>	<b>3,924</b>	<b>441</b>
<b>Total General Fund</b>	<b>2,003</b>	<b>9,951</b>	<b>3,562</b>	<b>(6,389)</b>	<b>6,488</b>	<b>99</b>
<b>CAPITAL PROGRAMME TOTAL</b>	<b>11,772</b>	<b>22,806</b>	<b>12,933</b>	<b>(9,872)</b>	<b>10,412</b>	<b>540</b>

## Appendix E continued...

## Section 106 Balances – 2019/20

With Conditions	31 March 2019	Income	Adjustment	Drawn Down - Capital/Revenue	Balance at 31 Mar 2020
	£'000	£'000		£'000	£'000
<b>S106 Receipts in Advance</b>					
Priors Green, Takeley	78	-	-	-	78
Land north of Ingrams, Felsted	10	-	-	-	10
Rochford Nurseries/Foresthall Park, Stansted	60	-	-	(40)	20
The Orchard, Elsenham	42	-	-	-	42
Wedow Road, Thaxted	53	-	-	-	53
Sector 4 Woodlands Park, Gt Dunmow	10	-	-	-	10
Keers Green Nurseries, Aythorpe Roding	120	-	-	-	120
Land adjacent to S/W Hospital	31	-	-	-	31
Land at Blossom Hill Farm, Henham	33	-	-	-	33
Land at Webb & Hallett Road, Flitch Green, Felsted	33	-	-	-	33
Land south side of Radwinter Road	49	-	-	-	49
<b>Total</b>	<b>519</b>	<b>-</b>	<b>-</b>	<b>(40)</b>	<b>479</b>
<b>Without Conditions</b>	<b>31 March 2019</b>	<b>Income</b>	<b>Adjustment</b>	<b>Drawn Down - Capital</b>	<b>Balance at 31 Mar 2020</b>
	£'000	£'000		£'000	£'000
<b>S106 Unapplied</b>					
Affordable Housing;	676	-	-	-	676
Drawn Down	-	-	-	(349)	(349)
Affordable Housing	676	-	-	(349)	327
Dunmow Eastern Sector	18	-	-	-	18
Woodlands Park, Gt Dunmow	36	-	-	-	36
Bell College, Saffron Walden	15	-	-	-	15
Priors Green, Takeley	8	-	-	-	8
Foresthall Park, Stansted	33	-	-	-	33
Lt Walden Road/Ashdon Road, Saffron Walden	98	-	-	-	98
Oakwood Park, Takeley	5	-	-	-	5
<b>Total</b>	<b>889</b>	<b>-</b>	<b>-</b>	<b>(349)</b>	<b>540</b>
<b>Other Bodies</b>	<b>31 March 2019</b>	<b>Income</b>	<b>Adjustment</b>	<b>Transferred to other bodies</b>	<b>Balance at 31 Mar 2020</b>
	£'000	£'000		£'000	£'000
<b>S106 Receipts in Advance</b>					
Sector 4 Woodlands Park (Helena Romanes School)	165	-	-	-	165
Brewers End, Takeley	31	-	-	-	31
Land adj Hailles Wood, Elsenham	10	-	-	-	10
Land at Flitch Green, Felsted	67	-	-	-	67
Land adjacent to S/W Hospital	16	-	-	(15)	1
Ashdon Road Commercial Centre	26	580	-	(572)	34
Land south of Stansted Road, Elsenham	53	-	-	-	53
Land south of Ongar Road, Dunmow	17	-	-	-	17
Land at 119 Radwinter Road, adj S/W Hospital	15	-	-	-	15
Land North of Ongar Road, Gt Dunmow	21	-	-	-	21
Land at Bury Water Lane, Newport	29	-	-	-	29
Land south side of Radwinter Road	36	-	-	(36)	-
Land at Elsenham Nurseries	14	-	-	-	14
Bury Water Lane, Newport	26	-	-	-	26
Walpole Farm, Cambridge Road, Stansted	53	375	-	(375)	53
Land at Little Walden Road, Saffron Walden	120	-	-	(120)	-
Land at London Road, Gt Chesterford	-	400	-	(400)	-
Land at Moore's Garage, Thaxted Road, Saffron	-	43	-	(43)	-
<b>Grants and Contributions to Other Bodies</b>	<b>699</b>	<b>1,398</b>	<b>-</b>	<b>(1,561)</b>	<b>536</b>