REPORT TO: FINANCE COMMITTEE - 12 MARCH 2007

REPORT ON: REVENUE MONITORING 2006/2007

REPORT BY: HEAD OF FINANCE

REPORT NO: 167-2007

1 PURPOSE OF REPORT

1.1 To provide Elected Members with an analysis of the 2006/2007 Projected Revenue Outturn as at 31 January 2007 monitored against the adjusted 2006/2007 Revenue Budget.

2 **RECOMMENDATION**

- 2.1 It is recommended that the Elected Members:
 - a note that the overall General Fund 2006/2007 Projected Revenue Outturn as at 31 January 2007 shows an underspend of £38,000 against the adjusted 2006/2007 Revenue Budget.
 - b note that the Housing Revenue Account is projecting an underspend of £388,000 against the adjusted HRA 2006/2007 Revenue Budget.
 - c agree that the Head of Finance will take every reasonable action to ensure that the 2006/2007 Revenue expenditure is below or in line with the adjusted Revenue Budget.
 - d instruct the Head of Finance in conjunction with all Chief Officers of the Council to continue to monitor the Council's 2006/2007 Projected Revenue Outturn.

3 FINANCIAL IMPLICATIONS (see Appendix A)

- 3.1 The overall projected 2006/2007 General Fund Revenue outturn position for the City Council shows an underspend of £38,000 based on the financial information available at 31 January 2007. A system of perpetual detailed monitoring will continue to take place up to 31 March 2007 with the objective of the Council achieving a final outturn which is below or in line with the adjusted 2006/2007 Revenue Budget.
- 3.2 It should be noted that the general contingency provision for unforeseen or emergency expenditure within the 2006/2007 Revenue Budget is only £200,000, therefore departments are expected to review expenditure and income to ensure that the actual outturn is below or in line with the 2006/2007 Revenue Budget.
- 3.3 The Housing Revenue Account outturn position for 2006/2007 is currently projecting an underspend of £388,000 based on the financial information available for the period to 31 January 2007. This underspend will result in a corresponding transfer to the Renewal and Repair Fund. The outturn position will then be in line with the adjusted 2006/2007 Housing Revenue Account Budget.

4 SUSTAINABILITY POLICY IMPLICATIONS

None.

5 **EQUAL OPPORTUNITIES IMPLICATIONS**

None.

6 BACKGROUND

- 6.1 Following approval of the Council's 2006/2007 Revenue Budget by the Special Finance Committee on 13 February 2006 this report is now submitted in order to monitor the 2006/2007 Projected Revenue Outturn position as at 31 January 2007, against the adjusted 2006/2007 Revenue Budget.
- 6.2 The Final 2006/2007 Revenue Budget included a contingency provision of £200,000 to cover any unforeseen items of expenditure, which may occur during the course of the financial year. As at 31 January 2007, £147,000 of this provision has been allocated and it is anticipated that the remainder of this money will be fully committed by the end of the financial year.
- 6.3 This report provides a detailed breakdown of departmental revenue monitoring information along with explanations of material variances against adjusted budgets. Where departments are projecting a significant under or overspend against adjusted budget, additional details have been provided. Where departmental expenditure is on target, additional information has not been provided.

7 GENERAL FUND SERVICES - MONITORING POSITION AS AT 31 JANUARY 2007

7.1 The forecast position as at 31 January 2007 for General Fund services is summarised below:

	<u>Adjusted</u> <u>Budget</u> 2006/07 <u>£000</u>	Forecast 2006/07 £000	Variance £000
Total Expenditure Total Income	286,038 <u>(286,075)</u>	286,048 <u>(286,123)</u>	10 <u>(48)</u>
Forecast Overspend	(37)	<u>(75)</u>	<u>(38)</u>

The forecast position as at 31 January 2007 is shown in more detail in the appendices to this report, as follows:

Appendix A shows the variances between budget and projected outturn for each department/service of the Council.

Appendix B provides detailed explanations for the variances against budget that are shown in Appendix A.

Appendix C lists the budget adjustments that have been undertaken to date. These adjustments include funding transfers and the transfer of budgets between budget headings within the Revenue Budget, allocations from Contingencies and also unspent budgets that have been carried forward from the previous financial year.

The following paragraphs summarise the main areas of variance by department along with appropriate explanations.

7.2 It should be emphasised that this report identifies projections based on the first ten months of the financial year to 31 January 2007. The figures are therefore indicative at this stage and are used by the Chief Executive, Head of Finance and Chief Officers to identify variances against budget and enable corrective action to be taken as appropriate.

Departmental Commentary

7.3 Other Housing (£371,000 - overspend)

The projected overspend relates to additional homeless accommodation costs of £575,000 for homeless clients, in excess of the amounts that can be recovered as Housing Benefit/Council Tax Benefit subsidy. However, it should be noted that the ongoing payments for accommodation costs have significantly reduced. The projected overspend is partly offset by additional income and various other projected savings.

7.4 Education (£335,000 - overspend)

A shortfall in income of £350,000 is projected in the Special Education sector. This is due to a drop in the number of placements made by other authorities. An overspend is also anticipated in respect of the department's share of residential school placements budget. The projected overspends are partly offset by various grants carried forward from 2005/06, together with additional grant income received not previously included in the budget.

7.5 <u>Leisure & Communities (£195,000 - overspend)</u>

The projected overspend relates mainly to staff costs and property costs. On staff costs, the number of vacant posts is less than anticipated meaning that the slippage allowances built into the budget are not being met. On property costs, a number of budget heads (eg rates, energy, cleaning etc) are expected to be overspent. These overspends are partly offset by various other projected savings and increased chargeable income received by the department.

7.6 Finance General (£189,000 – overspend)

The projected overspend mainly reflects expenditure for the purchase of a new financial management information system not previously included in the budget. This overspend is partly offset by other miscellaneous savings projected by the department.

7.7 Economic Development (£151,000 - overspend)

The overspend relates to a number of areas within the department. There is an anticipated shortfall in the level of external rental income that will be received this financial year. There is a projected overspend at Dundee Airport due mainly to additional property costs. Additional property costs relating to repairs, maintenance and security have also resulted in a projected overspend within Property Management. The overspends are partly offset by savings in staff budgets and additional income within the department to give a projected net departmental overspend of £151,000.

7.8 Social Work (Nil)

Whilst the department is projecting a break-even position a number of acknowledged cost pressures in both Children & Families and Older People sectors are being contained. These include an anticipated overspend for family placements, the department's share of residential schools budget and a projected overspend in third party payments for older people in community care. These overspends are offset by additional non-recurring income and various other projected savings.

7.9 Finance Revenues (£252,000 - underspend)

The above is mainly due to projected additional income from the Department for Work and Pensions, together with projected savings in staff costs due to staffing restructure.

7.10 DCS - Contracting Activities (£120,000 - underspend)

The department are projecting that CFCR expenditure on vehicles, plant and equipment will be lower than budgeted.

7.11 Capital Financing Costs/IORB (£400,000 - underspend)

The above relates to projected savings in loan repayments due to rescheduling of borrowing and additional income anticipated from interest on revenue balances.

7.12 Single Status (£500,000 - underspend)

The projected outturn for the costs of Single Status in 2006/2007 is £500,000. This figure comprises interim pay settlements already approved by committee and an allowance for further possible equal pay claims including Dundee City Council's share of Tayside Contracts. The net outcome is a projected underspend of £500,000 due to a delay in the implementation of the Single Status Agreement.

8 HOUSING REVENUE ACCOUNT - MONITORING POSITION AS AT 31 JANUARY 2007

8.1 The forecast position as at 31 January 2007 for the Housing Revenue Account is summarised below:

	Adjusted Budget 2006/07 £000	Forecast 2006/07 £000	Variance £000
Total Expenditure Total Income	45,511 <u>(45,474)</u>	44,963 <u>(45,314)</u>	(548) <u>160</u>
Forecast Underspend	37	(351)	(388)

8.2 The above underspend is mainly due to projected savings in staff costs, property costs and housing administration costs. These underspends are partly offset by a projected shortfall in rental income and various other miscellaneous overspends anticipated by the department. The net underspend of £388,000 will result in a transfer to the Renewal & Repair Fund and so bring the HRA outturn in line with the approved Revenue Budget.

9 CONCLUSION

As in previous years, the Head of Finance will work with all Chief Officers of the Council to monitor the Council's 2006/2007 Revenue Budget and, through prudent budget management, take every reasonable action to achieve an outturn position below or in line with the approved 2006/2007 Revenue Budget.

10 **CONSULTATIONS**

The Chief Executive, Depute Chief Executive (Finance), Depute Chief Executive (Support Services) and all other Chief Officers have been consulted in the calculation of projected outturns included in this report, insofar as they apply to their own individual department.

11 BACKGROUND PAPERS

None.

MARJORY M STEWART HEAD OF FINANCE

1 MARCH 2007

DUNDEE CITY COUNCIL 2006/2007 REVENUE OUTTURN MONITORING PERIOD 1 APRIL 2006 - 31 JANUARY 2007

Statement analysing 2006/2007 Projected Revenue Outturn to Budget (Capital Charges, Central Support & Central Buildings Recharges have been excluded from Departments as these costs are outwith their control).

	Approved Budget £000	Budget Adjustments £000	Adjusted Budget £000	Forecast £000	Worse Than Budget £000	Better Than Budget £000	Net Variance £000	Notes
General Fund Departments								
Other Housing	1,237	(37)	1,200	1,571	371		371	1
Education	97,475	607	98,082	98,417	335		335	2
Leisure & Communities	18,909	455	19,364	19,559	195		195	3
Central Support Services								
Chief Executive	1,017	49	1,066	1,066				
Personnel	1,433	(7)	1,426	1,426				
Information Technology	5,266	(2)	5,266	5,266				
Support Services - Admin/Legal	3,054	(3)	3,051	3,051				
- Architects	(433)	(5)	(438)	(438)	400		400	
Finance General	2,878	37	2,915	3,104	189		189	4
Economic Development	4,037	186	4,223	4,374	151 42		151 42	5
Planning & Transportation Waste Management	9,999 13,810	(2,982) 3	7,017 13,813	7,059 13,813	42		42	6
DCS - Land Services Client	2,201	3	2,201	2,201				
Supporting People	2,201		2,201	2,201				
Miscellaneous Income	(2,480)		(2,480)	(2,480)				
Social Work	64,402	857	65,259	65,259				7
Environmental Health & Trading Stds	2,481	81	2,562	2,544		(18)	(18)	8
Miscellaneous Services	2,401	01	2,002	2,044		(10)	(10)	
Chief Executive	65	20	85	85				
Support Services	180	32	212	212				
Finance Revenues	3,204	70	3,274	3,022		(252)	(252)	9
Payments to Other Bodies	113		113	113		,	,	
	228,848	(637)	228,211	229,224	1,283	(270)	1,013	
DCS - Contracting Activities	(475)		(475)	(595)		(120)	(120)	10
Capital Financing Costs /								
Interest on Revenue Balances	22,011	260	22,271	21,871		(400)	(400)	11
Contingencies - General	200	(147)	53	53				
- Single Status	1,000		1,000	500		(500)	(500)	12
Discretionary NDR Relief	118	400	118	146	28		28	13
Supplementary Superannuation Costs	1,549	129	1,678	1,678				
	253,251	(395)	252,856	252,877	1,311	(1,290)	21	
Joint Boards	40.000		40.000	40.000				
Tayside Joint Police Board	18,269		18,269	18,269				
Tayside Fire & Rescue Board Tayside Valuation Joint Board	13,929 984		13,929 984	13,929 973		(11)	(11)	14
rayside valuation Joint Board	904		904	973		(11)	(11)	14
Total Expenditure	286,433	(395)	286,038	286,048	1,311	(1,301)	10	
Sources of Income								
Revenue Support Grant	(178,918)	2,661	(176,257)	(175,662)	595		595	15
Contribution from NNDR Pool	(51,982)	,	(51,982)	(52,625)		(643)	(643)	16
Council Tax	(55,533)		(55,533)	(55,533)		` ,	, ,	
Use of Balances -	, , ,		,	•				
Committed Balances c/f	0	(2,203)	(2,203)	(2,203)				
Renewal & Repair Fund	0	(100)	(100)	(100)				
(Surplus)/Deficit for the year	0	(37)	(37)	(75)	1,906	(1,944)	(38)	
	======	======	======	=====	======	======	======	
Housing Revenue Account	0	(351)	(351)	(351)	NIL	NIL	NIL	
g	======	=====	=====	======	===	===	===	_

<u>Department</u>	<u>Note</u>	Total Variance £000	Cost Centre	Subjective Analysis	Breakdown of Variance £000	Reason / Basis of Over/(Under)spend
Other Housing	1	371	Miscellaneous	Income	(80)	Additional income from Houses of Multiple Occupation (HMO) licences.
					(30)	Reduction in internal recharges due to staff restructuring within Housing department.
					(80)	External funding contribution towards Anti Social Behaviour Team.
			Homeless Payments	Subsidy	575	Bed & breakfast accommodation costs for homeless clients above amounts recoverable as Housing Benefit / Council Tax Benefit subsidy.
Education	2	335	Primary	Property Costs	83	Higher than budgeted cleaning costs due to increased out of hours activities.
				Income	(383)	Various grants carried forward from 2005/06, together with additional grant income received not included in budget.
			Secondary	Property Costs	173	Higher than budgeted cleaning costs due to increased out of hours activities together with increased non-domestic rates for St John's HS following recent refurbishment and extension.
				Third Party Payments	40	Higher than budgeted Scottish Qualifications Authority fees. Budgets based on previous 3 years pupil to exam ratio trends. Ratios will vary year on year with resulting over or underspends
				Income	(133)	Additional grant income not included in budget.
			Special	Income	350	Reduction in Special Education Needs recoveries due to a drop in the number of placements made by other authorities.
			Education Other Than At School	Third Party Payments	207	Projected overspend on residential schools placements.
Leisure & Communities	3	195	Parks	Staff Costs	113	Budgeted slippage not being met.
				Income	(73)	Backdated recharges for events at Caird Park & Riverside and higher than anticipated income from Wildlife Centre, golf memberships & cemeteries.
			Library & Information	Staff Costs	59	Budgeted slippage not being met.
				Property Costs	77	Mainly increase in non-domestic rates for Central Library, water charges and cleaning costs.
			Community Based Functions	Third Party Payments	(18)	Projected savings on grants paid to various bodies.
				Income	(48)	Increased income from hire of equipment at Ancrum Centre.
			Community Regeneration	Staff Costs	47	Budgeted slippage not being met.
			Corporate & Management	Staff Costs	39	Mainly additional costs for sessional staff at translation service due to higher demand together with budgeted slippage not being met.
				Supplies & Services	(21)	Savings anticipated on miscellaneous supplies & services.

<u>Department</u>	<u>Note</u>	Total Variance £000	Cost Centre	Subjective Analysis	Breakdown of Variance £000	Reason / Basis of Over/(Under)spend
Finance General	4	189	General	Supplies & Services	235	Overspend reflects the purchase of new financial management information system.
				Third Party Payments	(43)	Projected saving on external audit fee.
Economic Development	5	151	Dundee Airport	Property Costs & Supplies and Services	203	Overspend on non-domestic rates due to revaluation, partly offset by refund expected from appeal. Repairs and maintenance and energy costs are also expected to exceed the available budgets, as are fuel purchases.
				Income	(150)	Additional fuel sales partly offset by the lower than expected income.
			Mainstream	Staff Costs	(175)	Projected savings from vacant posts in the Business Development section.
				Third Party Payments	32	Additional expenditure in respect of the rental underwriting guarantee for Incubator 2. This is offset by reduced expenditure on Business Development and 'Off the Job' training.
				Income	67	The Tay Training income budget is not expected to be entirely achieved as the number of trainees has declined.
			Property Management	Property Costs	25	An overspend is expected in the repairs and maintenance areas. Also security costs are expected to be higher than budgeted due to the impact of the minimum wage alteration and surplus property requirements. Partly offset by savings on rent and service charges due to the reduction in the number of leased properties.
				Income	140	The department anticipates property rental income will be less than budget given the current commercial / industrial rental market situation.
Planning & Transportation	6	42	Building Quality	Income	(320)	Higher than anticipated number of applications for building warrants.
			Policy & Regeneration	Staff Costs	(60)	Savings expected in staff costs due to the non-filling of vacant posts.
			Sustainable Transport	Property Costs	49	Additional revenue costs due to installation of the Smart-Bus shelters
				Income	79	Shortfall in bus shelter advertising income.
			Roads Maintenance	Supplies & Services	18	Mainly due to the installation of additional street name plates.
			Street Lighting	Staff Costs	(31)	Savings expected in staff costs due to the non-filling of vacant posts.
				Supplies & Services	116	Reflects electricity contract renewal terms. Effective from 1 July 2006.
				Income	(61)	Increased income due to higher than anticipated level of rechargeable works.
			Traffic & Transportation	Staff Costs	(46)	Savings expected in staff costs due to the non-filing of vacant posts.
			Off Street Car Parking	Supplies & Services	92	This is mainly due to increased security services.
				Income	212	Mainly due to a potential shortfall in the expected level of parking income

<u>Department</u>	<u>Note</u>	Total Variance £000	Cost Centre	Subjective Analysis	Breakdown of Variance £000	Reason / Basis of Over/(Under)spend
Social Work	7	Nil	Various	Staff Costs	(430)	Delays in filling vacant posts to achieve staff slippage targets.
					(449)	Part year effect of implementation of initiatives funded from new monies for Upskilling Workforce.
			Children	Property Costs	58	Mainly due to increased energy costs.
				Third Party Payments	170	Mainly due to residential and secure care fee increases being greater than budgeted provision partly offset by non recurring additional monies received from Scottish Executive to pay for improved outcomes for vulnerable children.
					270	Increased number of looked after children in family placement.
					49	Shortfall in level of budgeted income currently projected.
			Older People	Third Party Payments	279	Continued pressure to meet delayed discharge from hospital targets, impact of withdrawal of residential allowance on 2006/07 budget and greater demand for respite care and supported accommodation.
					(120)	Part-year effect of introducing extended block contracts for older people respite.
				Income	132	Charging income less than anticipated.
			Adults	Property Costs	56	Mainly due to increased energy prices and higher than budgeted security costs being incurred.
				Third Party Payments	152	Reflects current demand for day care (+£90k) and respite care (+£62k) services.
					70	Additional payments for services provided to Social Work clients.
				Income	(237)	Mainly due to non-recurring additional income for learning disabilities clients.
Environmental Health & Trading Standards	8	(18)	Pest & Animal Control	Staff Costs	56	Reflects Temporary Pest Control Officers posts extended to 31 March 2007 that are not included in budget.
			Regulation	Staff Costs	(74)	Savings expected in staff costs due to the non-filling of vacant posts.
Finance Revenues	9	(252)	Revenues	Staff	(100)	Projected savings due to staffing restructure.
				Income	(130)	Increase in Housing Benefit / Council Tax Benefit subsidy.
DCS - Contracting Activities	10	(120)		CFCR	(120)	Savings on capital financed by current revenue (CFCR) expenditure for vehicles, plant and equipment.
Capital Financing Costs / Interest on Revenue Balances	11	(400)	Interest on Revenue Balances		(200)	Additional income projected from interest on revenue balances.
			Loan Repayments		(200)	Projected savings due to the rescheduling of borrowing.

Appendix B

<u>Department</u>	<u>Note</u> <u>V</u>	Total /ariance £000	Cost Centre	Subjective Analysis	Breakdown of Variance £000	Reason / Basis of Over/(Under)spend
Contingencies - Single Status	12	(500)	Single Status	Contingency	(500)	Anticipated saving due to the delay in implementation of the Single Status Agreement. The projected spend for 2006/2007 includes interim pay settlements already approved by committee and an allowance for further possible equal pay claims including Dundee City Council's share of Tayside Contracts.
Discretionary NDR Relief	13	28	Discretionary NDR Relief	Reliefs Granted	17	Increased costs arising from new discretionary reliefs being awarded.
<u>Joint Boards -</u> <u>Tayside Valuation JB</u>	14	(11)		Requisitions	(8)	Saving in staff costs due mainly to vacant posts and reduced overtime.
Revenue Support Grant	15	595		Income	595	Re-profiling of Revenue Support Grant / contribution from National Non-Domestic Rates Pool.
Contribution from NNDR Pool	16	(643)		Income	(643)	Re-profiling of Revenue Support Grant / contribution from National Non-Domestic Rates Pool.

SUMMARY OF BUDGET ADJUSTMENTS AS AT 31 DECEMBER 2006

SUMMARY OF BUDGET ADJUSTMENTS AS AT 31 DECEM		2005/06 Underspends	2005/06 Q of Life		Budget Transfers	
General Fund Departments	From Contingencies £000	Brought Forward £000	Brought Forward £000	Funding Transfers £000	Between Departments £000	Departmental Totals £000
Education 1. DSM Balances 2. PPP Development Costs 3. NGfL Leasing Budget t/f (now capital) 4. Staff Restructuring Costs	<u></u>	555 332			(260) (20)	
Social Work 1. Community Care Equipment & Adaptations 2. Community Alarms		8 54			L	607
Working with Families Fund Choose Life Funding Additional Specific Training Grant		7 50 92				
6. Intensive Support and Monitoring Services 7. Cowan Grove 8. Changing Children's Services Fund (t/f to RSG)		138 100		408		
Planning & Transport 1. White Street Lighting			128			857
Unadopted Footpaths Adopted Footpaths E-Planning Compact (IT Equipment)		48	34 3			
Concessionary Fares (t/f to TSEA) Staff Restructuring Costs				(3,101)	(94)	(2,982)
Economic Development 1. Xmas Lights 2. Transfer from Renewal & Repair Fund	37 100				-	
3. Transfer of staff from L & C merger	100				49 [186
Leisure & Communities 1. Playgrounds/Skateparks/ Parks Improvements 2. Factory Skatepark			85 60			
Joint Health Work / Young People Literacy & Numeracy Youth Justice - Local Act Fund		70 74	25			
BNSF Admin Fee Transfer of staff to Ec Dev following merger		190			(49)	455
Waste Management 1. Tayside Bio-diversity Action Fund	3				<u>-</u> Г	3
Environmental Health & Trading Standards 1. Environmental Wardens 2. Enforcement of Smoking Ban		70 11			_	
Chief Executive 1. Community Planning Partnerships 2. Employment Disability Unit		49 20			L	81
Personnel 1. Staff Restructuring Costs		20			[(7)_	69
Admin / Legal 1. Staff Restructuring Costs					(3)_	(7)
Electoral Registration 1. 2007 Elections costs				32	L	(3)
Architects 1. Staff Restructuring Costs					(5) (5)	(5)
Other Housing 1. Transfer of Lily Walker Homeless Centre to HRA					(37) [(37)
Finance Revenues 1. Security Against Fraud & Error	70				- [70
Finance General 1. ABC Consortium Fee	37					37
Capital Financing Costs / IORB 1. NGfL Leasing Budget t/f from Education					260	260
General Contingency 1. Transfer to Finance Revenues 2. Transfer to Economic Development 3. Transfer to Waste Management	(70) (37) (3)					
Transfer to Finance General	(37)					(147)
Supplementary Superannuation Costs 1. Transfer from Education for Staff Restructuring 2. Transfers from P&T for Staff Restructuring 3. Transfer from Personnel for Staff Restructuring 4. Transfer from Admin / Legal for Staff Restructuring 5. Transfer from Architects for Staff Restructuring					20 94 7 3	
Total Adjustments (General Fund)	100	1,868	335	(2,661)	(37)	(395)
Housing Revenue Account 1. Transfer of Lily Walker Homeless Centre from Other Housin 2. Transfer of projected HRA underspend to R&R Fund	ng				37 (388)	(351)
Total Adjustments (HRA)	0	0	0	0	(351)	(351)