

**REPORT TO: POLICY & RESOURCES COMMITTEE – 25 AUGUST 2014**

**REPORT ON: REVENUE MONITORING 2014/2015**

**REPORT BY: DIRECTOR OF CORPORATE SERVICES**

**REPORT NO: 301-2014**

## **1 PURPOSE OF REPORT**

- 1.1 To provide Elected Members with an analysis of the 2014/2015 projected revenue outturn as at 30 June 2014 monitored against the adjusted 2014/2015 Revenue Budget.

## **2 RECOMMENDATIONS**

- 2.1 It is recommended that Elected Members:
- a note that the overall General Fund 2014/2015 projected revenue outturn as at 30 June 2014 is projecting a breakeven position against the adjusted 2014/2015 Revenue Budget.
  - b note that the Housing Revenue Account as at 30 June 2014 is projecting a breakeven position against the adjusted HRA 2014/2015 Revenue Budget
  - c agree that the Director of Corporate Services will take every reasonable action to ensure that the 2014/2015 Revenue expenditure is below or in line with the adjusted Revenue Budget.
  - d instruct the Director of Corporate Services in conjunction with all Chief Officers to continue to monitor the Council's 2014/2015 projected revenue outturn.

## **3 FINANCIAL IMPLICATIONS (see Appendix A)**

- 3.1 The overall projected 2014/2015 General Fund Revenue outturn position for the City Council is currently projecting a breakeven position based on the financial information available at 30 June 2014. A system of perpetual detailed monitoring will continue to take place up to 31 March 2015 with the objective of the Council achieving a final outturn which is below or in line with the adjusted 2014/2015 Revenue Budget.
- 3.2 The Housing Revenue Account outturn position for 2014/2015 is currently projecting a breakeven position based on the financial information available for the period to 30 June 2014. A system of perpetual detailed monitoring will continue to take place up to 31 March 2015 with the objective of the HRA achieving a final outturn which is below or in line with the adjusted 2014/2015 HRA Revenue Budget.

## **4 BACKGROUND**

- 4.1 Following approval of the Council's 2014/2015 Revenue Budget by the Special Policy and Resources Committee on 13 February 2014 this report is now submitted in order to monitor the 2014/2015 projected revenue outturn position as at 30 June 2014, against the adjusted 2014/2015 Revenue Budget.
- 4.2 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 and no material variances are anticipated, additional information has not been provided.

## 5 RISK ASSESSMENT

5.1 In preparing the Council's 2014/2015 Revenue Budget, the Director of Corporate Services considered the key strategic, operational and financial risks faced by the Council over this period (please refer to report 83-2014, approved by Special Policy & Resources Committee on 13 February 2014, for further details). In order to alleviate the impact these risks may have should they occur, a number of general risk mitigation factors are utilised by the Council. These include the:

- system of perpetual detailed monthly budget monitoring carried out by departments
- general contingency provision set aside to meet any unforeseen expenditure
- level of general fund balances available to meet any unforeseen expenditure
- level of other cash backed reserves available to meet any unforeseen expenditure
- possibility of identifying further budget savings and efficiencies during the year, if required.

5.2 The key risks in 2014/2015 have now been assessed both in terms of the probability of whether they will occur and the severity of their impact on the Council should they indeed happen. These risks have been ranked as either zero, low, medium or high. Details of this risk assessment, together with other relevant information including any proposed actions taken by the Council to mitigate these risks, are included in Appendix D to this report.

## 6 GENERAL FUND SERVICES - MONITORING POSITION AS AT 30 JUNE 2014

6.1 The forecast position as at 30 June 2014 for General Fund services is summarised below:

	<u>Adjusted</u> <u>Budget</u> <u>2014/15</u> <u>£000</u>	<u>Forecast</u> <u>2014/15</u> <u>£000</u>	<u>Variance</u> <u>£000</u>
Total Expenditure	338,095	338,095	-
Total Income	<u>(338,095)</u>	<u>(338,095)</u>	-
Forecast Position	_____ -	_____ -	_____ -

The forecast position as at 30 June 2014 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.

**Appendix D** lists the key strategic, operational and financial risks being faced by the Council. These risks have been assessed and ranked accordingly both in terms of the probability of whether they will occur and the severity of their impact on the Council should they indeed happen. Any changes to the assessment from the previous reporting period, together with any additional comments included, are highlighted in bold type.

6.2 The following paragraphs summarise the main areas of variance by department along with appropriate explanations. It should be emphasised that this report identifies projections based on the first three months of the financial year to 30 June 2014. The figures are therefore indicative at this stage and are used by the Chief Executive, Director of Corporate Services and Chief Officers to identify variances against budget and enable corrective action to be taken as appropriate.

## **Departmental Commentary**

### 6.3 City Development (£Nil)

The department forecast a shortfall in external rental income due to the number of commercial properties they anticipate will remain vacant during the year although this is expected to be offset by savings in staff costs due to the level of slippage across the department.

## 7 **HOUSING REVENUE ACCOUNT - MONITORING POSITION AT 30 JUNE 2014**

7.1 The forecast position as at 30 June 2014 for the HRA is summarised below:

	<b><u>Adjusted Budget 2014/15 £000</u></b>	<b><u>Forecast 2014/15 £000</u></b>	<b><u>Variance £000</u></b>
Total Expenditure	54,849	54,884	35
Total Income	<u>(54,849)</u>	<u>(54,884)</u>	<u>(35)</u>
Forecast Position	_____ -	_____ -	_____ -

7.2 An overspend is anticipated due to higher void property costs than budgeted. This will be mainly offset by various other savings and additional income (please refer to Appendix B for further details).

7.3 The overall impact is a breakeven position against the adjusted HRA 2014/2015 Revenue Budget. A system of perpetual detailed monitoring will continue to take place up to 31 March 2015 with the objective of the HRA achieving a final outturn which is below or in line with the adjusted 2014/2015 HRA Revenue Budget.

## 8 **POLICY IMPLICATIONS**

This report has been screened for any policy implications in respect of sustainability, strategic environmental assessment, anti-poverty, equality impact assessment and risk management. Details of the risk assessment are included in Appendix D to this report.

There are no major issues.

## 9 **CONSULTATIONS**

The Chief Executive, Head of Democratic and Legal 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.

## 10 **BACKGROUND PAPERS**

None.

**MARJORY M STEWART**  
**DIRECTOR OF CORPORATE SERVICES**

**14 AUGUST 2014**

**DUNDEE CITY COUNCIL**  
**2014/2015 REVENUE OUTTURN MONITORING**  
**PERIOD 1 APRIL 2014 - 30 JUNE 2014**

**Appendix A**

Statement analysing 2014/2015 Projected Revenue Outturn to Budget (Capital Charges, Central Support, Central Buildings & Corporate Property Recharges have been excluded from Departments as these costs are outwith their control).

	Approved Budget £000	Budget Adjustments 01 April to 31 May £000	Budget Adjustments 01 June to 30 June £000	Total Budget Adjustments (see Appx C) £000	Adjusted Budget £000	Forecast £000	Worse Than Budget £000	Better Than Budget £000	Net Variance (see Appx B) £000	Notes	Previous Months Projected Variance £000	Movement since Previous Month £000
<b>General Fund Departments</b>												
City Development	20,565				20,565	20,565				1		
Education	116,591		1,989	1,989	118,580	118,580						
Social Work	96,824		146	146	96,970	96,970						
Environment	18,976				18,976	18,976						
Chief Executive	18,625		124	124	18,749	18,749						
Corporate Services	19,861		1,410	1,410	21,271	21,271						
Other Housing	2,566				2,566	2,566						
Supporting People	11,630				11,630	11,630						
Scottish Welfare Fund	1,497		437	437	1,934	1,934						
	307,135	0	4,106	4,106	311,241	311,241	0	0	0		0	0
Miscellaneous Income	(2,908)				(2,908)	(2,908)						
Capital Financing Costs / Interest on Revenue Balances	26,475				26,475	26,475						
Contingencies:												
- General	653				653	653						
- Energy Costs	289				289	289						
- Unallocated Corporate Savings:												
CFTF - Admin / Clerical Review	(438)				(438)	(438)						
VER / VR Schemes	(250)				(250)	(250)						
CFTF - Procurement	(52)				(52)	(52)						
CFTF - Review of Transportation	(100)				(100)	(100)						
CFTF - Debt Recovery Section	(150)				(150)	(150)						
Mobile Telephones	(3)		3	3	0	0						
Discretionary NDR Relief	147				147	147						
Supplementary Superannuation Costs	2,276		44	44	2,320	2,320						
Tayside Valuation Joint Board	953				953	953						
	334,027	0	4,153	4,153	338,180	338,180	0	0	0		0	0
<b>Sources of Income</b>												
General Revenue Funding	(227,701)		(1,595)	(1,595)	(229,296)	(229,296)						
Contribution from NNDR Pool	(59,025)				(59,025)	(59,025)						
Council Tax	(47,301)		(264)	(264)	(47,565)	(47,565)						
Use of Balances -												
Committed Balances c/f			(2,199)	(2,199)	(2,199)	(2,199)						
Renewal & Repair Fund			(10)	(10)	(10)	(10)						
Other Balances			(85)	(85)	(85)	(85)						
	0	0	0	0	0	0	0	0	0		0	0
<b>(Surplus)/Deficit for the year</b>	0	0	0	0	0	0	0	0	0		0	0
<b>Housing Revenue Account</b>	0				0	0			0	2	0	

**REASONS FOR 2014/2015 CONTROLLABLE PROJECTED REVENUE OUTTURN VARIANCES**  
**(Excludes Capital Charges, Central Support Services & Office Recharges)**  
**AT 30 JUNE 2014**

**Appendix B**

<u>Department</u>	<u>Note</u>	<u>As at 30 Jun £000</u>	<u>As at 31 May £000</u>	<u>Cost Centre</u>	<u>Subjective Analysis</u>	<u>As at 30 Jun £000</u>	<u>As at 31 May £000</u>	<u>Reason / Basis of Over/(Under)spend</u>
<b><u>City Development</u></b>	1	Nil	Nil	Departmental	Staff	(250)	0	Reflects the level of staff slippage projected due to a number of unfilled posts across the department.
				Property	Income	250	0	Reflects projected shortfall in external rental income due to the number of properties that are currently vacant.
<b><u>Housing Revenue Account</u></b>	2	Nil	Nil	Repairs and Relets		(29)	0	Reflects reduction in level of day to day repairs required partly offset by an overspend in relets and open space maintenance.
				Administration		(55)	(87)	Reflects various savings projected from staff costs, telephones and training.
				Rent of Houses		(35)	(15)	Reflects additional income from house rents.
				Void Rent Loss / Bad Debts		119	102	Reflects higher void costs than budgeted.

**Appendix C**

	<u>Alloc</u>	<u>2013/14</u>	<u>Funding</u>	<u>Alloc</u>	<u>Alloc</u>	<u>T/Fs</u>	<u>Council</u>	<u>Dept</u>	
<u>General Fund Departments</u>	<u>From</u>	<u>Under</u>	<u>T/Fs</u>	<u>from</u>	<u>from</u>	<u>Between</u>	<u>Tax</u>	<u>Totals</u>	
	<u>Conts</u>	<u>b/fwd</u>	<u>£000</u>	<u>Fund</u>	<u>Other</u>	<u>Depts</u>	<u>Reduction</u>	<u>Scheme</u>	
	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>Bals</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	
<u>Education</u>									
1. DSM Balances		1,043							
2. Early Years Change Fund - Children's Wellbeing Project		91							
3. Funding for Second Languages		46							
4. 1 + 2 Language Policy			105						
5. Copyright for School Pupils			38						
6. T/f Supplementary Supn Costs to General Fund						(44)			
7. Installation of car parking barrier for Craigowl PS				10					
8. Early Learning & Childcare for 2 year olds			700						
								1,989	
<u>Social Work</u>									
1. Community Equipment Service		51							
2. Protecting People		13							
3. Dundee Violence Against Women Partnership		29							
4. Sensory Impairment Strategy		28							
5. Implementation of Self-Directed Support		25							
								146	
<u>City Development</u>									
								0	
<u>Environment</u>									
								0	
<u>Chief Executive</u>									
1. Community Asset T/f		15							
2. Interim Manager- MASH Review		16							
3. Whitfield Café Shortfall		11							
4. The Corner / Peer Education		22							
5. Translation Service		52							
6. Disabled Go Access Guides		8							
								124	
<u>Corporate Services</u>									
1. Civica Legal Management System		45							
2. Welfare Reform		150							
3. Discretionary Housing Payments		132							
4. Allocation of Mobile Telephones Saving						(3)			
5. Discretionary Housing Payments			726						
6. Council Tax Reduction Scheme: Admin Costs			260						
7. Single Fraud Investigation Scheme			15						
8. Discretionary Housing Payments: Staffing costs					85				
								1,410	
<u>Scottish Welfare Fund</u>									
1. Admin Grant		47							
2. Crisis Grants		158							
3. Community Care Grants		217							
4. Scottish Welfare Fund: Grant Adjustment			15						
								437	
<u>General Contingency</u>									
								0	
<u>Savings Contingency: Mobile Telephones</u>									
1. T/f to Corporate Services						3			
								3	
<u>Supplementary Superannuation</u>									
1. T/f Supplementary Supn Costs from Education						44			
								44	
<u>Council Tax Income</u>									
1. Council Tax Reduction Scheme			(264)				264		
								0	
<b>Total Adjustments (General Fund)</b>		0	2,199	1,595	10	85	0	264	4,153

Risks - Revenue	Assessment		Risk Management / Comment
	Original	Revised	
<u>General Inflation</u> General price inflation may be greater than anticipated.	Med	Med	Corporate Procurement strategy in place, including access to nationally tendered contracts for goods and services. In addition, fixed price contracts agreed for major commodities i.e. gas and electricity.
<u>Equal Pay Claims</u> A provision may be required for the cost of equal pay claims.	Low	Low	Relatively few cases being taken through the Employment Tribunal process.
<u>Capital Financing Costs</u> Level of interest rates paid will be greater than anticipated.	Low/ Med	Low/ Med	Treasury Mgmt Strategy. Limited exposure to variable rate funding.
<u>Savings</u> Failure to achieve agreed level of savings & efficiencies.	Low/ Med	Low/ Med	General risk mitigation factors (ref para 5.1), in particular, regular monitoring by departments to ensure savings targets are met.
<u>Emerging Cost Pressures</u> The possibility of new cost pressures or responsibilities emerging during the course of the financial year.	Low/ Med	Low/ Med	General risk mitigation factors (ref para 5.1), in particular, regular monitoring by departments to ensure cost pressures are identified early and corrective action can be taken as necessary.
<u>Chargeable income</u> The uncertainty that the level of chargeable income budgeted will be received.	Med/ High	Med/ High	General risk mitigation factors (ref para 5.1), in particular, regular monitoring by departments to ensure any shortfalls are identified as early as possible and corrective action can be taken as necessary.
<u>Council Tax Collection</u> Provision for non-collection of Council Tax (3.2%) may not be adequate.	Low	Low	Provision set takes cognisance of amounts collected for previous financial years. Non-payers subject to established income recovery procedures.
<u>Welfare Reform</u> The changes introduced as part of the welfare reform exercise may increase the risk that budgeted income collection levels are not achieved and that current non-collection provision levels are inadequate.	Low/ Med	Low/ Med	General risk mitigation factors (ref para 5.1), in particular, regular monitoring by departments to ensure any shortfalls are identified as early as possible and corrective action can be taken as necessary. Budget also introduced for discretionary housing payments to assist those affected by these changes.