REPORT TO: FINANCE COMMITTEE - 11 DECEMBER 2006

REPORT ON: REVENUE MONITORING 2006/2007

REPORT BY: HEAD OF FINANCE

REPORT NO: 687-2006

1 PURPOSE OF REPORT

1.1 To provide Elected Members with an analysis of the 2006/2007 Projected Revenue Outturn as at 31 October 2006 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 October 2006 shows an overspend of £101,000 against the adjusted 2006/2007 Revenue Budget.
 - b note that the Housing Revenue Account is projecting an underspend of £11,000 against the 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 overspend of £101,000 based on the financial information available at 31 October 2006. 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 £11,000 based on the financial information available for the period to 31 October 2006. 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 October 2006, 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 October 2006, £110,000 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 OCTOBER 2006

7.1 The forecast position as at 31 October 2006 for General Fund services is summarised below:

	<u>Adjusted</u> <u>Budget</u> <u>2006/07</u> <u>£000</u>	Forecast 2006/07 £000	Variance £000
Total Expenditure Total Income	286,075 (286,075)	286,192 (286,091)	117 <u>(16)</u>
Forecast Overspend	-	<u> 101</u>	<u>101</u>

The forecast position as at 31 October 2006 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 seven months of the financial year to 31 October 2006. 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 Social Work (£445,000 - overspend)

The projected overspend is largely due to acknowledged cost pressures in the Children & Families sector. This includes an anticipated overspend for family placements and the department's share of residential schools budget. In addition, the department are also projecting an overspend in third party payments for Older People in community care. These overspends are partly offset by additional income and various other projected savings.

7.4 Other Housing (£257,000 - overspend)

The projected overspend relates to additional bed and breakfast accommodation costs of £381,000 for homeless clients, in excess of the amounts that can be recovered as Housing Benefit/Council Tax Benefit subsidy. This is partly offset by additional income and various other projected savings.

7.5 Leisure & Communities (£231,000 - overspend)

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, maintenance, cleaning etc) across the department are expected to be overspent. These overspends are partly offset by additional income.

7.6 <u>Economic Development (£153,000 - overspend)</u>

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. In addition to this, the department is projecting a shortfall in the level of advertising income and other income that will be achieved. 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 within the department to give a projected net departmental overspend of £153,000.

7.7 Education (£63,000 - overspend)

A shortfall in income of £250,000 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.

7.8 Planning & Transportation (£14,000 - overspend)

In street lighting, additional electricity costs of £116,000 are anticipated following the contract renewal. In off-street car parking a shortfall in income of £212,000 is anticipated, together with additional security costs of £58,000. These projected overspends will be offset by additional income, mainly from an increased number of building warrant applications and savings from vacant posts.

7.9 Finance Revenues (£237,000 - underspend)

The above is mainly due to projected additional income from the Department for Works and Pensions.

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 (£200,000 - underspend)

The above relates to additional income projected from interest on revenue balances.

8 HOUSING REVENUE ACCOUNT - MONITORING POSITION AS AT 31 OCTOBER 2006

8.1 The forecast position as at 31 October 2006 for the Housing Revenue Account is summarised below:

	<u>Approved</u> <u>Budget</u> <u>2006/07</u> <u>£000</u>	Forecast 2006/07 £000	Variance £000
Total Expenditure Total Income	44,561 <u>(44,561)</u>	44,390 <u>(44,401)</u>	(171) <u>160</u>
Forecast Underspend	-	(11)	<u>(11)</u>

8.2 The above underspend is mainly due to projected savings in staff costs and housing administration costs. These underspends are offset by various other miscellaneous overspends anticipated by the department. The net underspend of £11,000 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

29 NOVEMBER 2006

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

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								
Social Work	64,402	857	65,259	65,704	445		445	1
Other Housing	1,237		1,237	1,494	257		257	2
Leisure & Communities	18,909	455	19,364	19,595	231		231	3
Economic Development	4,037	186	4,223	4,376	153		153	4
Education Planning & Transportation	97,475 9,999	607	98,082 7,058	98,145 7,072	63 14		63 14	5 6
Waste Management	13,810	(2,941) 3	7,056 13,813	13,813	14		14	0
Environmental Health & Trading Stds	2,481	81	2,562	2,562				
DCS - Land Services Client	2,201	01	2,201	2,201				
Supporting People	0		0	0				
Miscellaneous Income	(2,480)		(2,480)	(2,480)				
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 3,051	5,266				
Support Services - Admin/Legal - Architects	3,054	(3)	3,051	3,051				
- Architects Finance General	(433)	(5)	(438)	(438)				
Miscellaneous Services	2,878		2,878	2,878				
Chief Executive	65	20	85	85				
Support Services	180	32	212	212				
Finance Revenues	3,204	70	3,274	3,037		(237)	(237)	7
Payments to Other Bodies	113		113	113			. ,	
	228,848	(596)	228,252	229,178	1,163	(237)	926	
DCS - Contracting Activities	(475)	, ,	(475)	(595)		(120)	(120)	8
Capital Financing Costs /								
Interest on Revenue Balances	22,011	260	22,271	22,071		(200)	(200)	9
Contingencies - General	200	(110)	90	90				
- Single Status	1,000		1,000	500		(500)	(500)	10
Discretionary NDR Relief	118	00	118	137	19		19	11
Supplementary Superannuation Costs	1,549	88	1,637	1,637				
Joint Doordo	253,251	(358)	252,893	253,018	1,182	(1,057)	125	
Joint Boards Tayside Joint Police Board	18,269		18,269	18,269				
Tayside Fire & Rescue Board	13,929		13,929	13,929				
Tayside Valuation Joint Board	984		984	976		(8)	(8)	12
Total Expenditure	286,433	(358)	286,075	286,192	1,182	(1,065)	117	
Sources of Income	(470.040)	0.004	(470.057)	(475,000)	007		007	40
Revenue Support Grant	(178,918)	2,661	(176,257)	(175,630)	627	(640)	627 (643)	13
Contribution from NNDR Pool Council Tax	(51,982) (55,533)		(51,982) (55,533)	(52,625) (55,533)		(643)	(643)	14
Use of Balances -	(55,555)		(55,555)	(00,000)				
Committed Balances c/f	0	(2,203)	(2,203)	(2,203)				
Renewal & Repair Fund	0	(100)	(100)	(100)				
(Surplus)/Deficit for the year	0	0	0	101 =====	1,809 ======	(1,708) =====	101 =====	
Housing Revenue Account	0 ======	(11) ======	(11) ======	(11) ======	NIL ===	NIL ===	NIL ===	
								_

<u>Department</u>	<u>Note</u>	Total Variance £000	Breakdown of Variance £000	<u>Cost Centre</u>	Subjective Analysis	Breakdown of Variance £000	Reason / Basis of Over/(Under)spend
Social Work	1	445	(380)	Various	Staff Costs	(110)	Delays in filling vacant posts to achieve staff slippage targets.
						(270)	Part year effect of implementation of initiatives funded from new monies for Upskilling Workforce.
			692	Children	Property Costs	27	Mainly due to continuing high cost of energy costs and inadequate budget provision within children residential units.
					Third Party Payments	358	Mainly due to residential and secure care fee increases being greater than budgeted provision.
						286	Increased number of looked after children in family placement.
					Income	<u>21</u>	Shortfall in level of budgeted income currently projected.
			273	Older People	Property Costs	41	Mainly due to withdrawal of non-domestic rates relief for Douglas House.
					Transport Costs	(30)	Expenditure on transport hire and car allowances / mileage are estimated to be lower than budget.
					Third Party Payments	287	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.
						(100)	Part-year effect of introducing extended block contracts for older people respite.
					Income	<u>75</u>	Charging income less than anticipated.
			<u>(140)</u>	Adults	Property Costs	16	Mainly due to continuing high cost of energy costs.
					Transport Costs	(30)	Expenditure on transport hire and car allowances / mileage are estimated to be lower than budget.
					Income	<u>(126)</u>	Mainly due to non-recurring additional income for learning disabilities clients.
Other Housing	2	257	(124)	Miscellaneous	Supplies & Services	(24)	Internal recharge: staff restructuring in Housing Department.
					Income	<u>(100)</u>	(20) Refund of property insurance premium. (80) Internal Recharges: Amount to be allocated to Houses of Multiple Occupation (HMO) licences.
			<u>381</u>	Homeless Payments	Subsidy	<u>381</u>	Bed & breakfast accommodation costs for homeless clients above amounts recoverable as Housing Benefit / Council Tax Benefit subsidy.

<u>Department</u>	<u>Note</u>	Total Variance £000	Breakdown of Variance £000	Cost Centre	<u>Subjective</u> <u>Analysis</u>	Breakdown of Variance £000	Reason / Basis of Over/(Under)spend
Leisure & Communities	3	231	7	Parks	Staff Costs	113	Budgeted slippage not being met.
					Property Costs	(49)	Savings identified on water charges and maintenance costs.
					Supplies & Services	23	Increased cost of Fireworks and Flower & Food festival due to weekend overtime rates.
					Income	<u>(80)</u>	Backdated recharges for events at Caird Park & Riverside and higher than anticipated income from Wildlife Centre, golf memberships & cemeteries.
			38	Heritage & Arts	Property Costs	<u>38</u>	Underprovision for Caird Hall rates currently under appeal and no provision for Dudhope Arts Centre property, maintenance and utility costs.
			19	Leisure & Sports	Property Costs	35	Overspend on Leisure Centre property maintenance partly compensated by underspend on energy costs.
					Income	<u>(16)</u>	Additional income anticipated from car park.
			17	Support Services	Staff Costs	<u>17</u>	Projected overspend in employment advertising, staff retirals and additional costs of security.
			150	Library & Information	Staff Costs	77	Budgeted slippage not being met.
					Property Costs	57	Mainly increase in rates for Central Library, cleaning costs and energy costs.
					Income	<u>16</u>	Mainly anticipated reduction in income for audio/dvd hires and fines.
Economic Development	4	153	47	Dundee Airport	Staff Costs	(20)	Savings on training costs, partly offset by additional overtime for fire crews.
					Property Costs	94	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.
					Supplies & Services	36	Additional expenditure on Jet A1 and Avgas fuel purchases and technical equipment, partially offset by savings on security and other outlays.
					Income	<u>(63)</u>	Additional fuel sales partly offset by the lower than expected ScotAirways income due to passenger numbers being less than projected.
			40	City Square	Property Costs	<u>40</u>	Overspend on non-domestic rates due to revaluation, partly offset by refund expected from appeal. Higher than expected repairs and maintenance due to health & safety expenditure.
			(50)	Directorate & Administration	Staff Costs	(34)	Savings are expected in staff costs due to vacant posts and family friendly working arrangements.
					Supplies & Services	<u>(16)</u>	Sundry savings are anticipated on telephones, periodicals, other outlays and postages. These are partly offset by additional expenditure on stationery.

<u>Department</u>	<u>Note</u>	Total Variance £000	Breakdown of Variance £000	Cost Centre	Subjective Analysis	Breakdown of Variance £000	Reason / Basis of Over/(Under)spend
Economic Development contd			(89)	Mainstream	Staff Costs	(176)	Projected savings from vacant posts in the Business Development section.
					Third Party Payments	42	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	<u>45</u>	The Tay Training income budget is not expected to be entirely achieved as the number of trainees has declined.
			202	Property Management	Staff Costs	(50)	Savings are expected in staff costs due to vacant posts.
					Property Costs	116	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.
					Supplies & Services	41	Computer costs are expected to exceed the budget due to additional requirements for the GVA Property Management system.
					Income	<u>95</u>	The department anticipates a shortfall in advertising income. In addition, property rental income will be less than budget given the current commercial / industrial rental market situation.
			<u>3</u>	Tayside House	Property Costs	(9)	Projected overspends on energy and security, partly offset by expected rates refund from current appeal.
					Supplies & Services	<u>12</u>	Additional expenditure is projected on telephone and miscellaneous costs.
Education	5	63	(346)	Primary	Income	(346)	Various grants carried forward from 2005/06 resulting in additional income this year.
			40	Secondary	Third Party Payments	<u>40</u>	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.
			250	Special	Income	<u>250</u>	Reduction in Special Education Needs recoveries due to a drop in the number of placements made by other authorities.
			119	Education Other Than At School	Third Party Payments	<u>119</u>	Projected overspend on residential schools placements.

<u>Department</u>	<u>Note</u>	Total Variance £000	Breakdown of Variance £000	Cost Centre	Subjective Analysis	Breakdown of Variance £000	Reason / Basis of Over/(Under)spend
Planning & Transportation	6	14	(300)	Building Quality	Income	(300)	Higher than anticipated number of applications for building warrants.
			(59)	Policy & Regeneration	Staff Costs	<u>(59)</u>	Savings expected in staff costs due to the non-filling of vacant posts.
			128	Sustainable Transport	Property Costs	49	Additional revenue costs due to installation of the Smart-Bus shelters
					Income	<u>79</u>	Shortfall in bus shelter advertising income.
			17	Street Lighting	Staff Costs Supplies & Services Third Party Payments Income	(22) 116 (16) (61)	Savings expected in staff costs due to the non-filing of vacant posts. Reflects electricity contract renewal terms. Effective from 1 July 2006. Reduction in street lighting maintenance to offset electricity costs. Increased income due to higher than anticipated level of rechargeable works.
			(42)	Traffic & Transportation	Staff Costs	<u>(42)</u>	Savings expected in staff costs due to the non-filling of vacant posts.
			<u>270</u>	Off Street Car Parking	Supplies & Services	58	This is mainly due to increased security services.
					Income	<u>212</u>	Mainly due to a potential shortfall in the expected level of parking income
Finance Revenues	7	(237)	(237)	Revenues	Staff	(45)	Projected savings in due to staffing restructure.
					Transport	(9)	Mainly reduced use of vehicles.
					Income	21 (36) (48) (120)	Reduced income from commission for collection of Scottish Water charges. Additional income from Department for Works & Pensions Performance Standard Fund. Increased recovery of legal fees, sequestration interest & diligence. Increase in Housing Benefit / Council Tax Benefit subsidy.
DCS - Contracting Activities	8	(120)	(120)		CFCR	(120)	Savings on capital financed by current revenue (CFCR) expenditure for vehicles, plant and equipment.
Capital Financing Costs / Interest on Revenue Balances	9	(200)	(200)	Interest on Revenue Balances		(200)	Additional income projected from interest on revenue balances.
Single Status Contingency	10	(500)	(500)	Contingency		(500)	The delay in the implementation of Single Status has reduced the projected outturn.
Discretionary NDR Relief	11	19	19	Discretionary NDR Relief	Reliefs Granted	<u>19</u>	Increased costs arising from new discretionary reliefs being awarded.
Joint Boards - Tayside Valuation JB	12	(8)	(8)		Requisitions	<u>(8)</u>	Saving in staff costs due mainly to vacant posts and reduced overtime.
Revenue Support Grant	13	627	627		Income	<u>627</u>	Re-profiling of Revenue Support Grant / contribution from National Non-Domestic Rates Pool.
Contribution from NNDR Pool	14	(643)	(643)		Income	<u>(643)</u>	Re-profiling of Revenue Support Grant / contribution from National Non-Domestic Rates Pool.

Education	Allocation From Contingencies £000	2005/06 Underspends Brought Forward £000	2005/06 Q of Life Brought Forward	Funding Transfers £000	Budget Transfers Between Departments £000	Departmental Totals £000
Education 1. DSM Balances 2. PPP Development Costs		555 332				
NGfL Leasing Budget t/f (now capital) Staff Restructuring Costs					(260) (20)	607
Social Work 1. Community Care Equipment & Adaptations 2. Community Alarms 3. Working with Families Fund		8 54 7				
4. Choose Life Funding 5. Additional Specific Training Grant 6. Intensive Support and Monitoring Services		50 92 138				
7. Cowan Grove 8. Changing Children's Services Fund (t/f to RS	SG)	100		408	Г	857
Planning & Transport 1. White Street Lighting 2. Unadopted Footpaths 3. Adopted Footpaths			128 34 3		_	
4. E-Planning Compact (IT Equipment) 5. Concessionary Fares (t/f to TSEA) 6. Staff Restructuring Costs		48	3	(3,101)	(53)	(0.44)
Economic Development 1. Xmas Lights	37				L	(2,941)
Transfer from Renewal & Repair Fund Transfer of staff from L & C merger	100				49 [186
<u>Leisure & Communities</u> 1. Playgrounds/Skateparks/ Parks Improvemer 2. Factory Skatepark	nts		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					3
Environmental Health & Trading Standards 1. Environmental Wardens 2. Enforcement of Specific Page		70			L	<u> </u>
Enforcement of Smoking Ban Chief Executive		11				81
Community Planning Partnerships Employment Disability Unit		49 20				69
Personnel 1. Staff Restructuring Costs					(7)	(7)
Admin / Legal 1. Staff Restructuring Costs					(3)	(3)
Electoral Registration 1. 2007 Elections costs				32		32
Architects 1. Staff Restructuring Costs					(5)	(5)
<u>Finance Revenues</u> 1. Security Against Fraud & Error	70				Г	70
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)				г	
Supplementary Superannuation Costs 1. Transfer from Education for Staff Restructuri 2. Transfer from P&T for Staff Restructuring 3. Transfer from Personnel for Staff Restructurin					20 53 7	(110)
Transfer from Admin / Legal for Staff Restructuri Transfer from Architects for Staff Restructuri	cturing				, 3 5 [88
- -	100	1,868	335	(2,661)	0	(358)