PORTFOLIO: FINANCE & SUPPORT/ALL

FINANCIAL REPORT – FORECAST FULL YEAR AND ACTUAL FOR THE PERIOD APRIL 2004 TO OCTOBER 2004

1 INTRODUCTION

- 1.1 This report sets out the forecast budget variations of all Portfolios and Committees from the approved original estimates for 2004/05.
- 1.2 Appendix 1 shows the current forecast for the General Fund. Appendix 2 shows the Capital expenditure position. Appendix 3 shows the figures for the Housing Revenue Account. Appendix 4 shows the financial position of Commercial Services for the period April to September 2004. All individual variations shown in the appendices also show the name of the Budget Responsible Officer (BRO), who can be contacted for further information. Copies of reports substantiating supplementary estimates are attached after the appropriate appendix.
- 1.3 Cabinet approval is sought for all variations identified, but in addition, budget increases in excess of £20,000, must also be approved by Council at their next meeting.

2 GENERAL FUND (APPENDIX 1)

- 2.1 Total new variations to October show an estimated reduction in net expenditure of £101,000, bringing the total reduction in net expenditure for the year to £383,000.
- 2.2 The major variations are listed below, but full details are set out in Appendix 1.
 5'000

VARIATIONS	2 000
Catering (Corporate & Finance)	30
ICT Leasing (Corporate & Finance)	-150
Ringwood Offices Lease (Corporate & Finance)	-59
Land Charges (Economy & Planning)	16
Refuse Collection & Waste Management (Environment)	20
Health and Leisure Centres Leasing Schemes (Leisure)	-30
Health & Leisure Centres Operating Costs (Leisure)	87
Other	<u>-15</u>
Total	-101

2.3 Appendix 1 shows that actual expenditure at the end of October is £896,000 below the profiled budget expenditure.

3 CAPITAL EXPENDITURE (APPENDIX 2)

3.1 Other Services (Excluding Housing)

- 3.1.1 New variations show an increase in 2004/05 expenditure of £316,000, but excluding items of rephasing, virement, developers' contributions and external funding, there is only an increased call on the Council's capital resources of £12,000.
- 3.1.2 The increase of £316,000 is summarised in the table below, but full details are shown in Appendix 2.

VARIATIONS	£'000	£'000
Slippage to 2005/06:		
Marchwood RNAD (E&P)	-101	
Lymington Area		
Flood Alleviation (Env)	<u>-10</u>	-111
Heating System at Appletree Cour	t (Fin &Support)	-20
Fawley Village Centre (Economy 8	& Planning)	32
Fawley Skate Board Facility (Leisu	ıre)	12
Hangar Farm (Leisure)		<u>403</u>
Total		316

3.1.3 The table below provides an overview of the funding implications of the variations.

IMPACT ON CAPITAL RESOURCES	£'000
Delayed to 2005/06	-111
Variations matched by Developers' Contributions	415
Variations falling on Council's Capital Resources	12
Total	316

3.2 Housing

3.2.1 Reported variations show a decrease in 2004/05 expenditure of £100,000.

VARIATIONS	£'000
Private Sector Renewal / Home Repairs Assistance	-100

3.2.2 The table below provides an overview of the funding implications of the variations.

IMPACT ON CAPITAL RESOURCES	£'000
Reduced call on NFDC resources	-100

4 HOUSING REVENUE ACCOUNT (APPENDIX 3)

- 4.1 Reported variations show a decrease in 2004/05 expenditure of £75,000.
- 4.2 The variations are listed below. Full details are shown in Appendix 3.

VARIATIONS	£000
Dwelling Rent Income	-50
Other Rent Income (Garages)	10
Other Income (Interest Earnings)	<u>-35</u>
Total	- 7 5

4.3 Appendix 3 shows that actual net expenditure at the end of October is £743,000 below the profiled budget expenditure, but this principally reflects variations in the timing of expenditure and income, in particular delays in payments for repairs and maintenance expenditure.

4 COMMERCIAL SERVICES (APPENDIX 4)

4.1 Appendix 4 shows a net surplus of £116,017 for the period April to September 2004. The estimated allocation of this is £83,290 to the General Fund and £32,727 to the Housing Revenue Account.

6 CRIME AND DISORDER IMPLICATIONS

6.1 There are no crime and disorder implications arising directly from this report.

7 ENVIRONMENTAL IMPLICATIONS

7.1 There are no environmental implications arising directly from this report.

8 RECOMMENDATIONS

- 8.1 It is recommended that Members:-
 - a) approve the items set out in the revised General Fund budget in Appendix 1 and recommend Council to approve a supplementary estimate of £30,000 for Catering.

- b) approve the revised capital expenditure as set out in Appendix 2 and recommend Council to approve a supplementary estimate of:
 - £32,000 in respect of the Fawley Village Centre Scheme (Economy & Planning)
- c) approve the revised Housing Revenue Account as set out in Appendix 3.
- d) note the financial position of Commercial Services as set out in Appendix 4.
- e) note the actual expenditure to profiled budget positions of the General Fund, Capital Programme and Housing Revenue Account as set out in Appendices 1 to 3.

For Further Information Contact

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FORECAST GENERAL FUND FULL YEAR REVENUE EXPENDITURE 2004/05 AND ACTUAL FOR THE PERIOD APRIL 2004 TO OCTOBER 2004

	FULL YEAR FORECAST				ACTUAL TO OCTOBER				
	Original	Previous	New	Forecast	New	Profiled	Actual to	Actual to	% of
	Budget	Variations	Variations	Outturn	Variation	Budget	October	Profiled	Profile
	£000s	£000s	£000s	£000s	Note	£000s	£000s	£000s	Spent
Corporate & Finance – Direct	5311	-129	-29	5153	1	8713	8411	-302	97
· •	3311	-129					_		-
Corporate & Finance – Holding	470	-	-150	-150		0	0	0	n/a
Crime & Disorder	470	-14	0	456		244	237	-7	97
Economy & Planning	1850	14	1	1865	4	990	794	-196	80
Environment	5670	-99	19	5590	5	4696	4617	-79	98
Housing	1483	-53	-4	1426	6	747	687	-60	92
Health & Social Inclusion	1537	-10	0	1527	7	849	793	-56	93
Leisure	2665	9	62	2736	8	2094	1946	-148	93
General Purposes & Licensing	486	75	0	561	9	384	381	-3	99
Planning Development Control	851	69	0	920	10	391	346	-45	88
Business Unit Asset Rentals	-375	0		-375					
Service Expenditure	19948	-138	-101	19709		19108	18212	-896	95
Capital Financing Provision	245	0		245					
Interest Earnings	-1170	-80		-1250	11				
Net Expenditure	19023	-218	-101	18704					
Transfer to (from) Comm. Servs	-112	-26		-138	12				
Transfer to (from) Rev. Res.	0	-38		-38	13				
Transfer to (from) Cap. Fin. Res.	-252	0		-252					
Transfer to (from) Cap. Reserve	-	282	101	383					
TOTAL REVENUE	18659	0	0	18659					

Portfolio/Committee figures exclude asset rental budgets

New Variations - General Fund Revenue Expenditure

	£000
1. Corporate & Finance – Direct	
a) Catering income and expenditure patterns indicate an adverse variation of £30,000. Potenti	al
scope for remedial action is currently being investigated (BRO: S Plumridge).	30
b) This reflects additional income following the signing of a lease agreement with a tenant of	
Ringwood Office. The amount incorporates rental due from the date of occupation (BRO: P	-59
Freeman).	
	<u>-29</u>
2. Corporate & Finance – Holding	
ICT Leasing/R&R – Due to the timing of purchases of ICT replacement equipment and a review of items budgeted to be replaced, savings of £150,000 are anticipated. These savings will impa	
on various Portfolios/Committees and are currently in the process of being allocated (BRO: K Green)	-150
orderi)	-150

3. Crime & Disorder

No new variation to report.

 4. Economy & Planning a) Car Parks – A business rate refund of approximately £15k has been received relating to the period 01/04/01 – 31/03/04, due to an appeal against the 2000 rateable value (BRO: J Bull). 	£000 -15
b) Land Charges – Due to the continued slow down of the housing market, there has been a further shortfall in income of £16k (BRO: C Elliott).	<u>16</u>
 5. Environment a) Public Conveniences – A business rate refund of approximately £1k has been received relating to the period 01/04/01 – 31/03/04, due to an appeal against the 2000 rateable value (BRO: P Freeman). b) Refuse Collection & Waste Management – A £20k supplementary estimate is required to make provision for the employment of agency staff. This will ensure that service delivery is maintained in the absence of existing staff, through increased sickness levels and annual leave entitlement (BRO: R Sired). 	-1 20 19
6. Housinga) Income from the sale of mobile homes at Stillwater Park has generated another £4k in excess of the full year budget (BRO: D Brown).	-4
7. Health & Social Inclusion No new variation to report.	
 8. Leisure a) Health & Leisure Centres- For a number of reasons, purchase of leased equipment has been delayed at each of the Health & Leisure Centres. The combined effect of these delays has resulted in a £30k saving across the sites (BRO: R Millard). b) Health & Leisure Centres- On 3 November 2004, Cabinet considered a supplementary estimate of £87,000 in respect of an increase in net operating costs (BRO: R Millard). c) Foreshores & Beaches- Environmental Health have advised that there is a danger of a significant infestation of Brown Tailed Moth (BMT) on the coast. To prevent this £5,000 is required for control works to be carried out over the winter period (BRO: M Devine). 	-30 87 <u>5</u> <u>62</u>
9. General Purposes and Licensing No new variation to report.	
10. Planning Development Control No new variation to report.	
11. Interest Earnings No new variation to report.	
12. Commercial Services No new variation to report.	
13. Revenue Reserves No new variation to report.	
TOTAL ALL NEW VARIATIONS (REVENUE)	-101

APPENDIX 1

Corporate & Finance - Supplementary Estimate (Revenue)

The Portfolio Holder has already been informed of the following requirement for a supplementary estimate:

CATERING

To date, there is a total shortfall of £31,000 across all 10 catering sites against budget, this is due to the performance of Dibden Golf Centre and Applemore Recreation Centre.

DIBDEN

Dibden Golf Centre has been affected by adverse weather in August coupled with a reduced throughput of golfers to the golf centre during the first six months of this year, some of which is due to increased competition from other local courses. Others factors have been advertising for a Manager in the Market Place for the first time in 10 years which has resulted in salaries being increased in order to attract a suitable candidate and the cost of advertising which was £3,500 with no corresponding budget.

The Manager subsequently resigned, as did another salaried employee, which will reduce the current overspend on salaries. Wages are currently over budget as Summer opening hours require the clubhouse to be staffed until at least 10pm, from 1 November, the clubhouse will close at 5pm, unless a function is being held, this will reduce the overspend on wages and a revised profile will be applied to the budget. The possibility of introducing annualised hours for contracted employees is currently being investigated. Actual spend on wages in 03/04 was higher than the budget figure for 04/05. There is a direct correlation between wages and income, income for 03/04 was higher than budget and in order to achieve additional income in the current year an increase in wages expenditure can be anticipated.

Bookings at Dibden, during Christmas and the New Year, are higher than last year and it is, therefore, reasonable to assume that the performance during this period, coupled with the reduction in salaries and wages will assist in mitigating the current shortfall of £42,700.

APPLEMORE

Applemore Recreation Centre is trading for the first full year as a retail outlet, therefore, the current budgets have been estimated. Performance has not been as high as expected and income from both the retail outlet and children's parties is down on budget, currently resulting in a shortfall of £12,700. It has become apparent that the retail shop cannot compete with Tesco on price or choice. Another contributing factor to the reduced level of performance on this site is due to the fact that the vending machines have been moved from the public thoroughfares on the advice of the Council's Health and Safety unit resulting in a substantial drop in revenue, other locations are currently being explored for re-siting the machines in order to maximise income. Alternative methods of service delivery are currently being investigated with a view to improving performance for 2005/06.

The remaining catering outlets are performing ahead of target, which can be seen by the overall performance figure, and Dibden's performance will improve by year end. It is therefore requested that a supplementary of £30,000 is agreed for Catering in the current financial year.

Economy & Planning - Supplementary Estimate (Revenue)

The following information has already been shared with the Portfolio Holder:

"In accordance with the Council's Financial Regulations, I am obliged to report to you any variations which arise from my regular budget monitoring of items which fall within my responsibilities. We now have figures up to the end of month seven of the current financial year (April - October).

Land Charges income is now £50,000 below the profiled budget. This results from both a general downturn in the number of searches we are receiving and an increasing proportion of the work being 'personal' searches, which generate much less income for us. It seems likely that the trend will continue in the current sluggish housing market and I may need to report further shortfalls as the year progresses."

Note for Cabinet: £34,000 of this shortfall has already been reported as part of the budget monitoring reports considered by Cabinet on 4 August and 6 October and this budget monitoring report covers the remaining £16,000.

Environment - Supplementary Estimate (Revenue)

The following supplementary estimate of £20,000 has already been shared with the Portfolio Holder and will be presented to Cabinet as a separate report on 1 December:

"The refuse collection and street cleansing service is increasingly experiencing the need to take on agency staff for cover. This is due to a number of reasons, as follows:

- 4 HGV drivers being on long term sick leave from April to August.
- Frequent short term sickness running at high levels (All available methods are being deployed to control the current high level of long and short term sickness).
- The introduction of the option to take a lieu day for bank holiday working (the refuse crews generally work a normal day on bank holidays) and an extra days leave for all operational employees following the introduction os Single Status.
- More staff accruing 5 weeks annual leave entitlement due to length of service

Leisure - Supplementary Estimate (Revenue)

The Portfolio holder has already been informed of the following requirement for a supplementary estimate:

The caterpillars of the brown tailed moth can cause skin irritation and breathing difficulties if handled or indeed if they are in close proximity to people. Their numbers need managing but the population does vary considerably from year to year. They can be a particular problem along the coast where there is extensive public access. Environmental Health have advised that there is a danger of a significant infestation on the coast and action is required.

The cost estimate is £5,000. The available budget for coastal maintenance is not able to fund this additional cost and there are also likely to be further calls on existing funds. Therefore a supplementary estimate of up to £5,000 is requested. Every effort will be made to undertake these works and other maintenance items with the minimum of draw down on the additional funds.

FORECAST FULL YEAR CAPITAL EXPENDITURE 2004/05 AND ACTUAL FOR THE PERIOD APRIL 2004 TO OCTOBER 2004

	FULL YEAR FORECAST				ACTUAL TO OCTOBER				
	Original	Previous	New	Forecast	New	Profiled	Actual to	Actual to	Actual to
	Budget	Variations	Variations	Outturn	Variation	Budget	October	Profiled	Profiled
	£000s	£000s	£000s	£000s	Notes	£000s	£000s	£000s	%
Corporate & Finance	460	603	-20	1043	1	591	485	-106	82
Crime & Disorder	0	33	0	33	2	0	0	0	0
Economy & Planning	261	337	-69	529	3	210	71	-139	34
Environment	539	-49	-10	480	4	194	170	-24	88
Env (Coastal Protection)	882	33	0	915	5	459	391	-68	85
Leisure	1409	406	0	1815	6	532	191	-341	36
Leisure – Developers Contrib.	642	699	415	1756	7	1327	1086	-241	82
Subtotal Other Services	4193	2062	316	6571		3313	2394	-919	72
Housing Private Coster	2000	677	100	2676	8	1701	704	-1000	40
Housing – Private Sector	3099 3751	-77	-100 0	3676 3674	_	1731 1684	731 1602	-1000 -82	
Housing – Public Sector	3/51	-//	U	3074		1004	1602	-02	95
Subtotal Housing	6850	600	-100	7350		3415	2333	-1082	68
TOTAL CAPITAL	11043	2662	216	13921		6728	4727	-2001	70

New Variations – Capital Expenditure				
	£000 NFDC	£000 RE – PHASING	£000 OTHER	£000 TOTAL
 Corporate & Finance Virement from Appletree Court Refurb of heating system to Ringwood Depot for essential replacement of portacabins (£20k) (BRO: P 				
Freeman). (b) Savings on Appletree Court heating system refurbishment due to negotiating a lower contractor quote compared to original estimate (-20k) (BRO: P Freeman)	-20			-20
(-20k) (BKO. 1 Treeman)	-20			-20
Crime & DisorderNo new variation to report.				
 3. Economy & Planning (a) Marchwood RNAD – Negotiations with Marchwood Yacht Club regarding details of a joint scheme are still in progress. This has delayed the submission of planning and listed building consent applications. Therefore, £101k of this scheme has been rephased into 				
2005/06 (BRO: P Freeland). (b) Fawley Village Centre – Scheme overspent due to additional works required. Further information is provided on the last page of this	00	-101		-101
appendix (BRO: P Freeland).	32			32
	32	-101		-69
 4. Environment (a) Lymington Area Flood Alleviation – It is unlikely that this scheme will commence in 2004/05. Therefore, £10k has been rephased into 2005/06 (BRO: D Wright). 		-10		-10
		-10		-10
5. Environment – Coastal Protection No new variation to report.				

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-88

-111

415

216

		£000 NFDC	£000 RE – PHASING	£000 OTHER	£000 TOTAL
6.	Leisure No new variation to report.		THACING		
7. a)	Leisure – Developers Contributions On 4 February 2004, Cabinet approved an allocation of £12,120 from Developers' Contributions (Report C) to Fawley Parish Council towards the provision of a skateboard facility. This scheme has not previously			40	40
b)	been shown in this capital schedule (BRO: M Devine). It was agreed at Cabinet on 4 August 2004 (and subsequently at Council) to allocate £85k from Developers' Contributions Open Spaces to the Hanger Farm scheme in Totton. It was also approved to allocate £285k from the same fund in order to assist cash flow in completing the project, although this would be recovered from the bond sum of the same value. In addition, a previous approval of £33k from DC			12	12
	Community Facilities has been excluded from the budgets in error (BRO: M Devine).			403	403
	TOTAL VARIATION (CAPITAL – OTHER SERVICES)	12	-111	415	415 316
ava ten	Housing – Private Sector Renewal: There have been major islative/policy changes this year relating to the financial packages allable to assist homeowners in maintaining their homes. These will approarily reduce projected expenditure in this financial year (-£100k) RO: S Gardener).	-100			-100
		-100			-100
	TOTAL VARIATION (CAPITAL - HOUSING)	-100			-100

TOTAL CAPITAL EXPENDITURE VARIATION

APPENDIX 2

Economy & Planning - Supplementary Estimate (Capital)

The Portfolio Holder has already been informed of the following requirement for a supplementary estimate:

There is an estimated overspend on the Fawley Village Centre project of £31,771 essentially due to 2 factors:

- 1. Additional works found necessary during the course of the contract due to:
 - more unstable material than originally thought being found on excavation, which
 needed to be replaced in order to give a firm base for the new paving. This required
 additional excavation and importation of additional fill material
 - additional drainange was found to be required to improve the existing falls
 - provision of recessed manhole covers not planned
 - additional works to the bus shelter base as a result in the change in the design of the shelter
- 2. Extra works in front of the Jubilee Hall were carried out in discussion with the Parish Council, to:
 - raise the level of the layby to prevent its use as a highway and improve access to disabled visitors
 - raise the height of the fence around the play area in order to meet revised and increased safety standards for childrens' play.

FORECAST FULL YEAR HOUSING REVENUE ACCOUNT EXPENDITURE 2004/05 AND ACTUAL FOR THE PERIOD APRIL 2004 TO OCTOBER 2004

	FULL YEAR FORECAST				ACTUAL TO OCTOBER				
	Original	Previous	New	Forecast	New	Profiled	Actual to	Actual to	Actual to
	Budget	Variations	Variations	Outturn	Variation	Budget	October	Profiled	Profiled
	£000s	£000s	£000s	£000s	Note	£000s	£000s	£000s	%
Reactive Maintenance	2294	19	0	2313		1349	953	-396	71
Cyclical Maintenance/DFG	1336	77	0	1413		824	792		96
Supervision & Management	4506	58	0	4564		2670	2569		
Rent Rebates	4300	0	0	4304		2670	2509		100
Revenue Cont. to Major Repairs	361	-77	0	284		130	130	_	100
Capital Financing Costs	472	189	0	661		165	165		100
Depreciation	3140		0	3140		1439	1496		
Other Expenditure	55	0	0	55		37	33		89
Capital Expenditure charged To Revenue	250	0	0	250		115			
Total Expenditure	12862	266	0	13128		6990	6375	-615	91
Dwelling Rent Income	-16884	-50	-50	-16984	1	-9768	-9844	-76	101
Other Rent Income	-494	0	+10	-484	2	-285	-288	-3	101
Service Charge Income	-1149	0	0	-1149		-663	-657	6	99
Other Subsidy	5586	-189	0	5397		2739	2739	0	100
Other Income	-591	0	-35	-626	3	-308	-363	-55	118
Total Income	-13532	-239	-75	-13846		-8285	-8413	-128	102
Deficit/Surplus(-)	-670	27	-75	-718		-1295	-2038	-743	157

New Variations - Housing Revenue Account

	£000
1. Dwelling Rent Income	
Right to Buy Sales continue to remain significantly below previous estimates. It is	
now prudent to raise the rental income estimate by a further £50,000 (BRO: G	5 0
Ballantyne).	-50
2. Other Rent Income	
Other rent income is likely to fall £10k short of the original budget estimate. This is	
principally due to the past loss of garages for land development purposes (BRO: G	10
Ballantyne).	10
3. Other Income	
Improving money market conditions are expected to lead to additional interest	
earnings on HRA balances of £35k (BRO: A Michel).	-35
·	-75

NEW FOREST COMMERCIAL SERVICES

SUMMARY COMMERCIAL SERVICES REVENUE ACCOUNTS FOR THE FINANCIAL PERIOD: 1 APRIL - 30 SEPTEMBER 2004

	Engineering	Building Works	Grounds Maintenance	Refuse Coll. & Street Clsng.	Building Cleaning	Fleet Management	Veh. & Plant Maintenance	CPU & Stores	TOTAL
	£	£	£	£	£	£	£	£	£
INCOME	(320,554)	(621,886)	(452,246)	(1,427,399)	(397,294)	(817,856)	(360,114)	(636,045)	(5,033,394)
EXPENDITURE	272,007	601,354	411,508	1,441,691	389,848	815,262	354,388	631,319	4,917,377
(SURPLUS) / DEFICIT	(48,547)	(20,532)	(40,738)	14,292	(7,446)	(2,594)	(5,726)	(4,726)	(116,017)
				4					
% to Turnover	15.14%	3.30%	9.01%	(1.00%)	1.87%	0.32%	1.59%	0.74%	2.30%
ALLOCATION OF (SURPLUS) / D	<u>EFICIT</u>								
INTERNAL - GENERAL FUND	(4,924)	(3,697)	(26,072)	14,292	(591)	(2,594)	(5,726)	(4,726)	(34,038)
EXTERNAL - GENERAL FUND	(39,270)	(727)		-	(9,255)	-	-	-	(49,252)
GENERAL FUND SURPLUS	(44,194)	(4,424)	(26,072)	14,292	(9,846)	(2,594)	(5,726)	(4,726)	(83,290)
General Fund Surplus Latest Target 2004/05								(138,000)	
INTERNAL - HSG REV. ACC'NT	(4,353)	(16,108)	(14,666)	-	2,400	-	-	-	(32,727)
TOTAL (SURPLUS) / DEFICIT	(48,547)	(20,532)	(40,738)	14,292	(7,446)	(2,594)	(5,726)	(4,726)	(116,017)