

**QUARTERLY FINANCIAL DIGEST : APRIL 2019 – JUNE 2019**

**1 Purpose**

- 1.1 This report presents the Financial Digest for the period to 30<sup>th</sup> June 2019. This represents the financial position for the first three months of the financial year 2019-20.

**2. Recommendations**

- |     |  |
|-----|--|
| 2.1 | Members are requested to consider the digest and its contents. |
|-----|--|

**3 Supporting information**

- 3.1 This report presents the financial digest for the period to the end of June 2019 for member's consideration.
- 3.2 The financial digest is attached as Appendix 1.
- 3.3 The year to date financial information is based on the actual income and expenditure for the first three months of the financial year. An estimate of the expected financial outturn position for 2019/20 is also provided.
- 3.4 As at the end of June, a net overspend against budgets of £26,813 is reported.
- 3.5 The Council are forecasting to balance the budget for the 2019-20 financial year. A number of risks and issues have been identified and are being monitored and managed and it is anticipated that any additional cost pressures will be offset by budget underspends and additional income across the Council.
- 3.6 The Medium Term Financial Plan (MTFP) agreed by Council in February 2019 assumed a break-even position for 2019-20.
- 3.7 Members can be assured that the timely reporting has allowed for mitigating actions to be identified by budget holders and managers across the Council to address the emerging financial position.
- 3.8 2019-20 represents an exceptional year for the Council, with the move to the single unitary council in April 2020. The Secretary of State's decision to create a single unitary council in Buckinghamshire fundamentally reshapes the drivers for financial planning. Whilst every effort is being made to deliver to budget and remain focused on continuity of service delivery, the decision still has a profound impact on strategy and future planning. Furthermore, the decision creates uncertainty over the direction of work programmes and uncertainty for staff.
- 3.9 The financial environment is challenging and the focus of the Council remains to delivering financial stability.
- 3.10 The financial outlook is being reviewed on an on-going basis to both reduce financial risks that may impact adversely on the financial forecast and to identify additional efficiencies.
- 3.11 The forecast level of balances for the financial year is reported as £2.353m. This is higher than planned. The increase to the working balances is as a result of the 2018-19 financial outturn being better than forecast.

- 3.12 Earmarked reserves are held for legitimate reasons and the use of earmarked reserves is an essential part of sound financial planning.
- 3.13 The year to date forecast position currently assumes use of reserves to support some one off or exceptional spend and to offset agency costs for some areas where there are unusual pressures, e.g. the planning department. The use of further reserves will be assessed during the year.
- 3.14 There are a number of underlying factors to the reported YTD overspend of £26,813.
- 3.15 Despite known pressures across a number of budgets, it has been possible to largely offset year cost pressures with additional efficiencies and income for the period to date and forecast.
- 3.16 Detail of the significant cost pressures and efficiencies for the period to date include:
- Pay overspends of £0.4m (after the use of reserves and offset of income due) which includes the use of agency to support staffing.
  - Operational pressures for the housing benefit, waste team at the depot and legal team have necessitated additional temporary staffing costs. These are being actively managed and forecast to be largely addressed in the coming months.
  - For the three months to the end of June, a number of vacancies across the Council remain unfilled and not covered by agency, resulting in underspends. This is mainly related to the Project Management Office, the Communications and the Electoral and Democratic teams. This is mostly as a result of secondments made to the unitary team leaving vacancies at AVDC.
  - The Council are reporting a year to date overspend of £120,000 on waste disposal costs. The cost of disposal is based mainly on the commodity value of each material (plastic, card, paper etc.) and therefore the cost paid is largely outside of the Council control. At current spend levels, the annual budget allocation will be exceeded by circa £400k. This compares to the first 5 months of 2018-19, when the Council received income for disposal. This has been highlighted as a future financial risk.
  - Also, at the depot, the year to date financial position reflects additional income in relation to waste for mixed recyclates, for sale of bins and for commercial waste services (£110,000). BCC pay AVDC recycling credits per tonne of recycling. This is an incentive to divert waste from the EfW as this has a higher gate fee. The income will fluctuate each quarter as it will depend on how much recycling is collected from resident properties.
  - Pressure on SEED income due to the impact of unitary decisions. Whilst pipeline council to council income remains strong, the ability to deliver it is reducing pending Unitary. Resources in the team are also being diverted to support other corporate priorities.
  - Budget savings arising as a result of the delay in implementation of the taxi token scheme (£35,000)
  - Savings against budget in relation to transitional relief for business rates (£105,000)

- Savings on vehicle parts and maintenance at the depot due to previous capital investment (£80,000)
- Above budgeted levels of income in relation to recovery of costs for the recovery of income from council tax and business rates debtors (£140,000) for the period to date. The income recovered will vary over the financial year and should cover costs.

3.17 For the three months of the financial year to date, the main financial issues emerging are outlined in the paragraph above. Across the Council, many other budgets have less significant variances as spending patterns can be varied over the months and commitments not fully realised, resulting in smaller year to date variances. Budget holders review spend on a monthly basis.

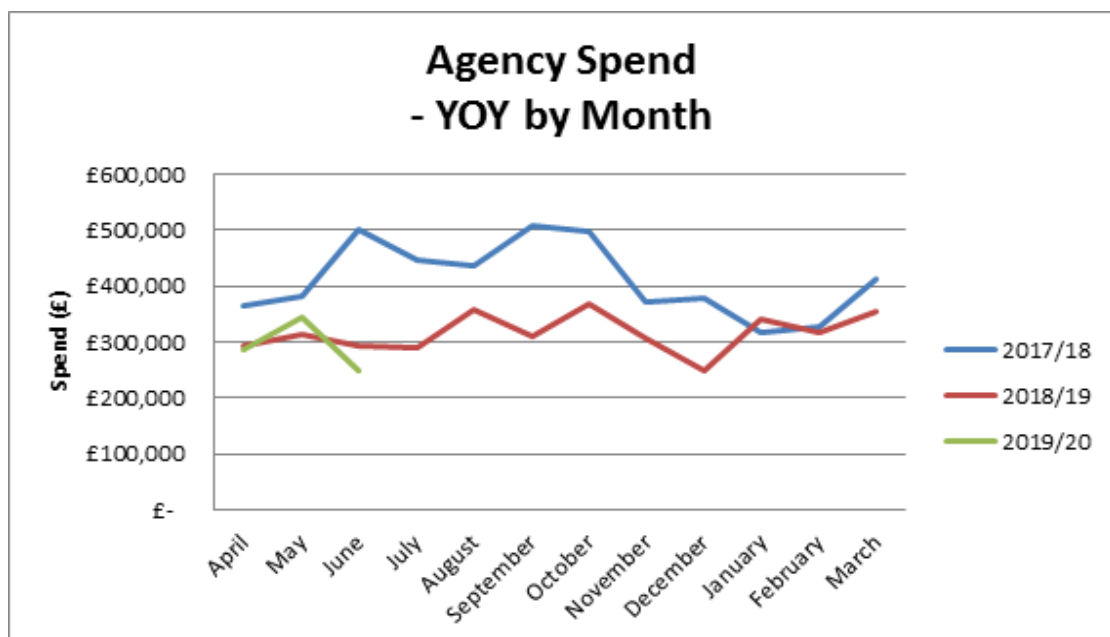
3.18 The year to date financial position includes spend on agency staff. The spend on high cost agency staff continues to be monitored and managed in order to minimise overspends on salary budgets. The use of agency to cover vacancies and service pressures incurs a premium and often results in an adverse variance to agreed budgets.

3.19 A separate paper has been prepared for Members outlining the management arrangements for agency and temporary staff.

3.20 Agency spend is incurred for a number of reasons including

- To support funded project work e.g. Connected Knowledge programme
- To support service delivery where there are vacancies or activity related pressures.

3.21 The graphs below detail the current spend across the organisation, and also comparative information for previous years.



3.22 In the first 3 months agency spend is 3% lower than the average monthly spend incurred during 2018-19

- 3.23 Detail of the reserves and provisions currently held by the Council are listed on page 14 of the digest. These reserves are held against specific risks and commitments. The table details the closing balances for reserves at the end of March 2019 and gives an estimate of known/anticipated movements. The level of reserves held will change during the financial year as commitments are confirmed and approved.
- 3.24 As well as the revenue budget the digest, on page 15 also reports on the level of capital spend to 30<sup>th</sup> June 2019. A spend of £847,000 is reported. The spend is primarily on existing projects. Spend on existing and planned projects will be reviewed over the coming months to assess any capital slippage for the financial year. This will be reviewed further at Q2.
- 3.25 On page 16 there is information on the level of investments and borrowings during the first three months of the financial year. No new borrowing has been taken out so the current level remains at £18.5m.
- 3.26 The council had £44.3m invested at the end of June, in a combination of banks, building societies and money market funds.

#### **4 Options considered**

- 4.1 The financial forecast represents a view of the likely financial outturn for the financial year, given current working assumptions.
- 4.2 With nine months of the financial year left, it is difficult to assess the financial outturn with absolute certainty. In preparing forecasts, best estimates of income and expenditure are made in line with known expectations and intelligence on emerging issues in liaison with budget managers.
- 4.3 Whilst currently reporting a break-even position, the following risks and issues have been identified and are being monitored and managed;
- Property income shortfalls due to breaks in tenancy (loss of income
  - Higher than budgeted costs of waste disposal
  - Above planned payments on Dividends
  - Budget underspends and additional income, largely relating to Business rates
- 4.4 Property costs.
- The tenants at 66 High Street, Aylesbury. have given notice to vacate the property on 30<sup>th</sup> September 2019. The forecast is prudent and does not assume the property will be re-let given current market condition. i.e. the worst case scenario. The forecast therefore reflects the expected shortfall in income over the last 6 months of the financial year. If however the property is re-let, the forecast outturn would improve.
  - The forecast also reflects income foregone from keeping space vacant at the Gateway to meet unitary requirements.
- 4.5 Waste Disposal costs
- As detailed above, the Council have identified a cost pressure in relation to waste disposal costs. This is currently forecast to be £0.4m above budgeted costs for 2019-20
  - This cost pressure is being flagged as a forecast overspend for the financial year, and also as a MTFP pressure for 2020-2021.

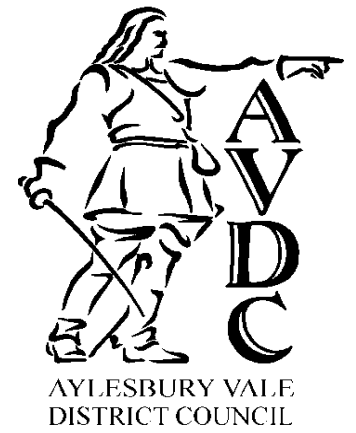
- 4.6 Despite the significant cost pressures, it is anticipated that the Council will be able to meet these additional costs from gains in Business rates.
- 4.7 The Council also holds a small contingency budget which can be used to offset some financial risk.
- 4.8 Limited use of reserves has been assumed at this stage. It is legitimate that reserves be applied to address some one-off or exceptional budgetary pressures. Reserves are held e.g. for planning related issues and this is currently identified as having exceptional finance pressures in year.
- 4.9 Timely forecasting is a vital function to support the financial management agenda. In preparing a financial forecast, it is possible to identify and flag any emerging issues in relation to finance and related activities, and early identification of issues allows for timely corrective action to be identified as required.
- 4.10 Monitoring processes are in place, during 2019-20, to measure monitor performance in year against the agreed plan. The budgetary pressures facing the Council are understood and budget holders and managers are working hard towards delivering savings through efficiency and income generation.
- 4.11 The key financial management messages for the Organisation for the remainder of the financial year, based on the YTD financial position are highlighted as being:
- Reduce agency spend and dependency on temporary staffing solutions
  - Identify where things could be done more efficiently, and at reduced cost
  - Maximise all opportunities to increase income to the Council
  - Reduce spend on non-pay items where possible
  - Manage financial uncertainties arising from external factors including Unitary decision
- 4.12 The financial outlook is being reviewed on an on-going basis to both reduce financial risks that may impact adversely on the financial forecast and also to identify opportunities to improve on the current forecast position.
- 4.13 Members should note that ongoing pressures and risk identified as part of the monitoring process are being raised for consideration in developing MTFP proposals for 2020/21 for the Buckinghamshire Council.
- 4.14 Aylesbury Vale Finance officers are working closely with colleagues from across the county to present a combined in-year monitoring position for the Shadow Executive.

## **5 Resource Implications**

- 5.1 The resource implications are as detailed within the digest. The digest represents the main forum for reporting budget performance to members.

## **6 Response to Key Aims and Objectives**

- 6.1 Budget monitoring helps us to ensure resources are deployed in a way that is consistent with our key aims and outcomes.



# **FINANCIAL DIGEST**

## **JUNE 2019**

## CONTENTS

	PAGE NUMBER
Main Points	1
General Fund Summary	2
Portfolio	
General Fund Summary	3
Civic Amenities	4
Communities	5
Economic Development	6
Environment & Leisure	7
Finance & Resources	8
Leader	9
Planning & Enforcement	10
Strategic Planning & Infrastructure	11
Waste & Licensing	12
Special Expenses	13
Reserves and Provisions	14
Capital Programme	15
Rate of Return and Investment Level	16
Members Feedback / Question Sheet	17

## Main points of note contained within June's digest

### The Main Message

The Council spent £26k more on the provision of services during the first 3 months of 2019/20 than allowed for in the budget.

- Pay overspends of £0.4m (after the use of reserves and offset of income due) which includes the use of agency to support staffing.
  - For the Housing Benefit team, additional staffing and overtime costs have been incurred to address a significant backlog of work.
  - Higher than budgeted staff costs have been incurred at the depot.
  - A number of vacancies remain unfilled and not covered by agency, resulting in underspends. This is largely as a result of secondments made to the Unitary team leaving vacancies at AVDC.
  - The Council are reporting a year to date overspend on waste disposal costs of £120,000.
  - Increased income in relation to waste for mixed recyclates, for sale of bins and for commercial waste services (£110,000).
  - Budget savings arising as a result of the delay in implementation of the taxi token scheme
  - Savings against budget in relation to transitional relief for business rates
  - Savings on vehicle parts and maintenance at the depot due to previous capital investment
  - Above budgeted levels of income in relation to recovery of costs for the recovery of income from council tax and business rates debtors
- Reviews are ongoing with services to ensure effective financial management
- General efficiencies have been achieved in the three months to the end of June, a number of cost centres are reporting underspends.

The Council are forecasting to balance the budget for the 2019-20 financial year.

A number of risks and issues have been identified and are being monitored and managed

- Property income shortfalls due to breaks in tenancy (loss of income £206k)
- Higher than budgeted costs of waste disposal (additional costs of £440k)
- Offset by budget underspends and additional income, largely relating to Business rates

### The Main Issues

The main issues arising are highlighted below, with further analysis included in the main body of the digest:

	Variance to Date £	Predicted Outturn £	
<b>Top 5 Over Budget</b>			
Waste & Recycling - Non Commercial	110,039	390,000	Domestic waste disposal fees
Waste & Recycling - Commercial	50,856	50,000	Trade waste disposal fees
Assistant Directors	50,698	0	Increased staffing and agency staff costs
Business Strategy	36,703	40,700	Income shortfall
Legal Services	25,516	64,300	Increased staffing costs
<b>Top 5 Under Budget</b>			
Car Park Management	(139,969)	(138,100)	Savings from transitional relief in business rates
Project Management Office	(28,851)	(25,000)	Savings from secondment of staff to Unitary workstream
Environmental Services	(13,791)	0	A number of savings across a range of services
Town Centre Open Spaces	(10,791)	0	Budget profiling. Will net to nil over the rest of the year
Electoral Services	(9,724)	(49,600)	Savings from secondment of staff to Unitary workstream and to cover maternity leave



## GENERAL FUND SUMMARY AS AT 30TH JUNE 2019

GENERAL FUND STATEMENT OF BALANCES	ACTUAL OUTTURN 2018/19 £'000	ORIGINAL BUDGET 2019/20 £'000	EXPECTED OUTTURN 2019/20 £'000
<b>Brought Forward 1st April</b>	<b>(1,977)</b>	<b>(1,927)</b>	<b>(2,353)</b>
Planned Use of/(Contribution to) Balances	(240)	0	0
Less General Overspend Assumption	(192)	0	0
Contribution to the HS2 Fund	6	0	0
Commercial Activities	50	0	0
Net Use of/(Contribution to) Balances	<b>(376)</b>	0	0
<b>Working Balance Carried Forward</b>	<b>(2,353)</b>	<b>(1,927)</b>	<b>(2,353)</b>

<b>Fund</b>	<b>General</b>		<b>Year to Date</b>		
	<b>Full Year</b>		<b>Budget to Date</b>	<b>Actuals to Date</b>	<b>Significant Variances</b>
<b>Portfolio</b>	<b>Current Budget</b>	<b>Expected Year End Variance</b>			
Civic Amenities	(62,000)	(141,500)	193,520	43,215	(150,305)
Communities	1,354,300	(33,400)	313,390	306,016	0
Economic Development	(623,100)	284,600	5,585	(9,047)	(14,632)
Environment & Leisure	2,877,600	400	(287,310)	(310,461)	(23,151)
Finance & Resources	6,375,400	38,300	3,332,820	3,338,483	0
Leader	1,621,200	36,600	390,600	467,188	76,588
Planning & Enforcement	(787,300)	0	(151,510)	(167,565)	(16,055)
Strategic Planning & Infrastructure	1,194,900	0	249,400	264,824	15,424
Waste & Licencing	5,738,900	440,000	1,660,072	1,800,728	140,656
<b>Total Portfolio Expenditure</b>	<b>17,689,900</b>	<b>625,000</b>	<b>5,706,567</b>	<b>5,733,380</b>	<b>26,813</b>
Net Interest Payable	(1,214,400)	0			
Contribution To Reserves	1,633,900	0			
Contribution From Reserves	(383,600)	0			
Contingency Items	163,400	0			
Asset Management	(1,048,800)	0			
Financing Items	1,135,800	(94,000)			
<b>District Expenditure</b>	<b>17,976,200</b>	<b>531,000</b>			
Less Aylesbury Special Expenses	(841,800)	0			
Contribution (from)/to Special Expenses	(51,100)	0			
<b>Net District Expenditure</b>	<b>17,083,300</b>	<b>531,000</b>			
Government Grant	(5,690,700)	(531,000)			
Collection Fund	(11,392,600)	0			
<b>Overspend</b>	<b>0</b>	<b>0</b>			

**Please Note:** Figures in brackets are underspending/additional income

<b>Fund</b>	<b>General</b>
<b>Portfolio</b>	<b>Civic Amenities</b>

Service	Full Year	
	Current Budget	Expected Year end Variance
Car Park Management	(853,700)	(138,100)
Leisure Centres	18,800	0
Market	1,100	(3,100)
Public Burial Fees	3,000	0
Public Conveniences	131,700	(300)
Theatre & Leisure Centre Management	80,900	0
Town Centre Manager	191,400	0
Town Centre Open Spaces	45,300	0
Waterside Theatre	319,500	0
<b>Grand Total</b>	<b>(62,000)</b>	<b>(141,500)</b>

Year to Date		
Budget to Date	Actuals to Date	Significant Variances
174,600	34,631	(139,969) ①
(157,650)	(162,594)	0
7,130	8,109	0 ②
750	(935)	0
39,070	40,750	0 ③
20,510	11,459	0
42,640	41,575	0
0	0	0
66,470	70,220	0
<b>193,520</b>	<b>43,215</b>	<b>(150,305)</b>

### Notes

- ① £139,969 - lower costs - savings from transitional relief in business rates. The forecast has been amended to reflect savings from transitional relief in business rates.
- ② The forecast has been amended to reflect marginal savings from transitional relief in business rates.
- ③ The forecast has been amended to reflect very marginal savings from transitional relief in business rates.

### Budget profiling

Spend does not incur evenly throughout the year. Budgets are profiled to reflect when spend will be incurred/ income received.

<b>Fund</b>	<b>General</b>
<b>Portfolio</b>	<b>Communities</b>

<b>Service</b>	<b>Full Year</b>	
	<b>Current Budget</b>	<b>Expected Year End Variance</b>
Community Safety	402,000	0
Concessionary Travel	44,200	(33,400)
Grants	260,700	0
Housing Pathways	52,600	0
Housing Services	541,600	0
Strategy & Partnerships	53,200	0
<b>Grand Total</b>	<b>1,354,300</b>	<b>(33,400)</b>

<b>Year to Date</b>		
<b>Budget to Date</b>	<b>Actuals Plus Commitments to Date</b>	<b>Significant Variances</b>
59,310	56,279	0
11,070	2,730	0 ①
110,590	109,854	0
17,370	9,937	0
94,760	106,926	12,166 ②
20,290	20,290	0
<b>313,390</b>	<b>306,016</b>	<b>0</b>

**Notes**

- ① The forecast has been amended to reflect the suspension of the Taxi Token Scheme whilst its on review.
- ② £12,166 - higher costs - Homelessness Bed & Breakfast fees - costs are currently being monitored monthly.

**Budget profiling**

Spend does not incur evenly throughout the year. Budgets are profiled to reflect when spend will be incurred/ income received.

<b>Fund</b>	<b>General</b>
<b>Portfolio</b>	<b>Economic Development</b>

Service	Full Year		Year to Date		
	Current Budget	Expected Year End Variance	Budget to Date	Actuals Plus Commitments to Date	Significant Variances
Bus Station	146,400	0	59,380	53,675	0
Commercial Property	(1,899,300)	254,600	(519,735)	(508,634)	11,101 ①
Economic Development	253,600	0	55,050	52,996	0
Facilities Management	49,400	0	11,930	10,103	0
Highway and Amenity Areas	7,300	0	1,830	181	0
Industrial Estates and Town Centre Props	550,900	100	173,120	174,459	0 ②
Land Charges	(8,000)	0	(7,230)	1,302	0
Non Operational Property	(28,300)	0	(7,215)	(13,387)	0
Office Accommodation	286,700	29,900	233,335	226,158	0 ③
Standby Services	10,200	0	2,550	2,320	0
Town Centre Open Spaces	8,000	0	2,570	(8,221)	(10,791) ④
<b>Grand Total</b>	<b>(623,100)</b>	<b>284,600</b>	<b>5,585</b>	<b>(9,047)</b>	<b>(14,632)</b>

### Notes

- ① £11,101 - higher costs - a business rates pressure for new building purchased in 2018/19. The forecast has been amended to reflect one tenant leaving mid-year & another re-negotiated a rent free period. Less income expected.
- ② The forecast has been amended to reflect marginal overspend in business rates.
- ③ The forecast has been amended to reflect to show deposit returned for tenant leaving following Pembroke Road development.
- ④ £10,791 - higher income - additional service charge income for the public realm. The forecast has been amended to reflect the additional income netting off with the increased costs for public realm.

### Budget profiling

Spend does not incur evenly throughout the year. Budgets are profiled to reflect when spend will be incurred/ income received.

<b>Fund</b>	<b>General</b>
<b>Portfolio</b>	<b>Environment &amp; Leisure</b>

Service	Full Year	
	Current Budget	Expected Year end Variance
Communities	473,700	0
Community Centres	466,000	200
Environmental Services	908,600	0
Facilities Management	52,500	0
Parks, Pitches & Open Space	974,500	200
Waste & Recycling - Non Commercial	2,300	0
<b>Grand Total</b>	<b>2,877,600</b>	<b>400</b>

Year to Date		
Budget to Date	Actuals Plus Commitments to Date	Significant Variances
89,875	86,762	0
119,485	114,658	0 ①
(719,540)	(726,514)	0
13,140	11,526	0
209,130	203,054	0 ②
600	53	0
<b>(287,310)</b>	<b>(310,461)</b>	<b>(23,151)</b>

**Notes**

- ① The forecast has been amended to reflect marginal overspend in business rates.
- ② The forecast has been amended to reflect marginal overspend in business rates.

Budget profiling

Spend does not incur evenly throughout the year. Budgets are profiled to reflect when spend will be incurred/ income received.

<b>Fund</b>	<b>General</b>
<b>Portfolio</b>	<b>Finance &amp; Resources</b>

Service	Full Year		Year to Date		
	Current Budget	Expected Year End Variance	Budget to Date	Actuals Plus Commitments to Date	Significant Variances
Car Pooling Scheme	115,900	0	19,570	14,324	0
Contract & Procurement Services	249,300	0	62,560	53,381	0
Core Costs	1,322,900	0	355,730	355,742	0
Democratic Services	513,900	0	128,070	128,957	0
Digital Services	316,400	0	79,380	84,019	0
Enterprise Service Desk Support	190,500	0	47,920	60,729	12,809 ①
Facilities Management	4,200	0	4,200	10,998	0
Finance & Payroll Services	1,695,000	63,300	492,200	513,274	21,074 ②
Governance	0	0	(9,600)	(10,070)	0
Housing Benefits	1,401,700	0	1,449,880	1,458,724	0
Insurances	(67,600)	0	202,500	202,500	0
IT Services - Strategic & Enterprise Service Desk	(48,300)	0	253,710	257,032	0
Personnel Services	39,400	0	10,010	9,812	0
Project Management Office	621,000	(25,000)	156,250	127,399	(28,851) ③
Rating & Recovery Services	60,500	0	94,250	88,697	0
Training	(39,400)	0	(13,810)	(17,034)	0
<b>Grand Total</b>	<b>6,375,400</b>	<b>38,300</b>	<b>3,332,820</b>	<b>3,338,483</b>	<b>0</b>

#### Notes

- ① £12,809 - higher costs - recruitment & agency staff costs currently covering vacant posts, forecast to be recruited into.
- ② £63,300 - higher costs -higher than budgeted costs for iTrent system costs within payroll department . The forecast has been amended to reflect increased iTrent costs and costs in Finance as a result of maternity leave.
- ③ £28,851 - lower costs - current savings from transfer of employee costs to unitary workstreams.

#### Budget profiling

Spend does not incur evenly throughout the year. Budgets are profiled to reflect when spend will be incurred/ income received.

<b>Fund</b>	<b>General</b>
<b>Portfolio</b>	<b>Leader</b>

Service	Full Year		Year to Date		
	Current Budget	Expected Year End Variance	Budget to Date	Actuals Plus Commitments to Date	Significant Variances
Assistant Directors	0	0	(12,210)	38,488	50,698 ①
Business Strategy	127,200	40,700	31,890	68,593	36,703 ②
Chairman's Expenses	23,700	0	5,220	1,609	0
Chief Executive's Support Services	30,200	0	14,610	11,998	0
Communications & Marketing	0	(18,800)	(12,400)	(21,711)	0 ③
Democratic Services	1,088,600	0	271,510	264,389	0
Director - AS	0	0	230	(570)	0
Director - TA	0	0	2,750	(400)	0
Electoral Services	388,700	(49,600)	77,510	67,786	0 ④
Legal Services	(44,200)	64,300	9,750	35,266	25,516 ⑤
Vale Lottery	7,000	0	1,740	1,740	0
<b>Grand Total</b>	<b>1,621,200</b>	<b>36,600</b>	<b>390,600</b>	<b>467,188</b>	<b>76,588</b>

### Notes

- ① £50,698 - higher costs - additional employee & agency staff costs covering maternity leave & ongoing Planning Service operational requirements. It is anticipated that overspend will be recovered by additional savings over coming months.
- ② £36,703 - lower income - reduction in SEED team income streams. The forecast has been amended to reflect the anticipated lower income.
- ③ The forecast has been amended to reflect lower salary costs due to unitary secondments within the department.
- ④ The forecast has been amended to reflect lower salary costs due to unitary & maternity secondments within the department.
- ⑤ £25,516 - higher costs - additional resources in place for 2019/20. The forecast has been amended to reflect the operational pressures of the team.

### Budget profiling

Spend does not incur evenly throughout the year. Budgets are profiled to reflect when spend will be incurred/ income received.



<b>Fund</b>	<b>General</b>
<b>Portfolio</b>	<b>Planning &amp; Enforcement</b>

<b>Service</b>	<b>Full Year</b>	
	<b>Current Budget</b>	<b>Expected Year End Variance</b>
Forward Plans	3,000	0
Heritage	527,800	0
Planning Services	(1,318,100)	0
<b>Grand Total</b>	<b>(787,300)</b>	<b>0</b>

<b>Year to Date</b>		
<b>Budget to Date</b>	<b>Actuals Plus Commitments to Date</b>	<b>Significant Variances</b>
750	0	0
135,500	132,208	0
(287,760)	(299,773)	(12,013) ①
<b>(151,510)</b>	<b>(167,565)</b>	<b>(16,055)</b>

**Notes**

① £12,013 - lower income - income streams currently behind target although it is anticipated that this shortfall will be recovered later in the year.

**Budget profiling**

Spend does not incur evenly throughout the year. Budgets are profiled to reflect when spend will be incurred/ income received.

<b>Fund</b>	<b>General</b>
<b>Portfolio</b>	<b>Strategic Planning &amp; Infrastructure</b>

Service	Full Year		Year to Date		
	Current Budget	Expected Year End Variance	Budget to Date	Actuals Plus Commitments to Date	Significant Variances
Forward Plans	696,900	0	175,230	178,802	0
Planning Services	257,100	0	89,620	108,277	18,657 ①
Strategy & Partnerships	240,900	0	(15,450)	(22,255)	0
<b>Grand Total</b>	<b>1,194,900</b>	<b>0</b>	<b>249,400</b>	<b>264,824</b>	<b>15,424</b>

**Notes**

① £18,657 - higher costs - employee costs covering maternity leave & grow your own council initiative. These costs will reduce from future service savings / efficiencies.

Budget profiling

Spend does not incur evenly throughout the year. Budgets are profiled to reflect when spend will be incurred/ income received.

<b>Fund</b>	<b>General</b>
<b>Portfolio</b>	<b>Waste &amp; Licencing</b>

Service	Full Year	
	Current Budget	Expected Year End Variance
Environmental Services	172,000	0
Health & Safety	7,700	0
Licensing	(43,400)	0
Waste & Recycling - Commercial	616,900	50,000
Waste & Recycling - Non Commercial	4,985,700	390,000
<b>Grand Total</b>	<b>5,738,900</b>	<b>440,000</b>

Year to Date		
Budget to Date	Actuals Plus Commitments to Date	Significant Variances
44,702	37,884	0
(2,020)	(11,179)	0
(13,570)	(18,380)	0
287,760	338,616	50,856 ①
1,343,200	1,453,786	110,586 ②
<b>1,660,072</b>	<b>1,800,728</b>	<b>140,656</b>

### **Notes**

① £50,856 - higher costs - Trade Waste disposal fees with Bucks CC - this contract is currently under review. The forecast has been amended to reflect these changes.

② £110,586 - higher costs - Domestic Waste disposal fees - the contract is reviewed by the supplier every three months (materials & employment costs) & this has resulted in increased contract costs. The forecast has been amended to reflect these changes & a budget pressure has been requested in the MTFP for future years.

### Budget profiling

Spend does not incur evenly throughout the year. Budgets are profiled to reflect when spend will be incurred/ income received.

<b>Fund</b>	General
<b>Special</b>	Yes

Service	CC Description	Full Year		Year to Date		
		Current Budget	Expected Year End Variance	Budget to Date	Actuals Plus Commitments to Date	Significant Variances
Community Centres	Administration	74,200	0	19,910	19,656	0
	Alfred Rose	58,400	200	11,825	10,405	0
	Bedgrove	65,200	(100)	16,100	13,208	0
	Haydon Hill	18,300	0	3,900	4,563	0
	Prebendal Farm	51,400	100	12,160	11,188	0
	Quarrendon and Meadowcroft	62,500	0	23,940	26,409	0
	Southcourt	44,100	0	11,480	10,179	0
<b>Community Centres Total</b>		<b>374,100</b>	<b>200</b>	<b>99,315</b>	<b>95,608</b>	<b>0</b> ①
Parks, Pitches & Open Space	Alfred Rose Park	56,200	0	14,450	13,259	0
	Bedgrove Park	75,700	0	31,050	28,750	0
	Edinburgh Playing Fields	54,400	0	11,400	10,597	0
	Fairford Leys	87,600	200	21,910	19,831	0
	Meadowcroft Playing Fields	80,600	0	18,740	12,982	0
	Parks Administration	243,800	0	36,580	33,246	0
	Vale Park	12,700	0	3,150	5,499	0
	Walton Court Sports Ground	39,000	0	8,700	5,846	0
<b>Parks, Pitches &amp; Open Space Total</b>		<b>650,000</b>	<b>200</b>	<b>145,980</b>	<b>130,009</b>	<b>(15,971)</b> ②
Market	Market	1,100	(3,100)	7,130	8,109	0
<b>Market Total</b>		<b>1,100</b>	<b>(3,100)</b>	<b>7,130</b>	<b>8,109</b>	<b>0</b>
<b>Asset Rental Adjustment</b>		<b>(91,800)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>		<b>933,400</b>	<b>(2,700)</b>	<b>252,425</b>	<b>233,727</b>	<b>(15,971)</b>

**Notes**

- ① The forecast has been amended to reflect increased service charge income.
- ② The forecast has been amended to reflect the anticipated shortfall in rental & hire pitch income.

## GENERAL FUND REVENUE RESERVES AND PROVISIONS

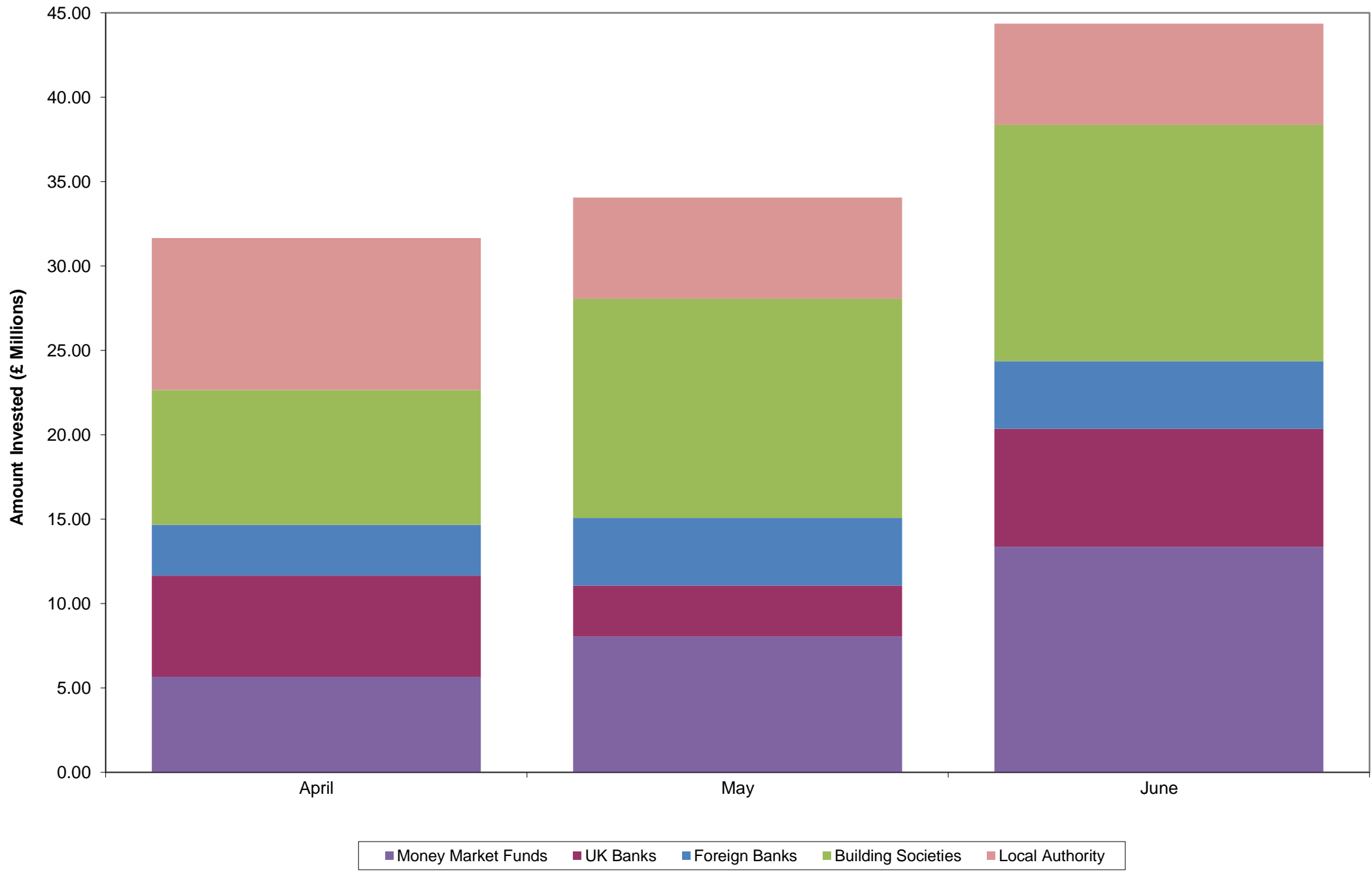
The table shows the current level of provisions and reserves held by the Council at the beginning of the year, the movements in the year and the expected closing balance at 31st March 2020.

<b>GENERAL FUND REVENUE RESERVES AND PROVISIONS</b>	<b>OPENING BALANCE 01/04/2019</b>	<b>TRANSFERS OUT</b>	<b>TRANSFERS IN</b>	<b>EXPECTED CLOSING BALANCE 31/03/20</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>PROVISIONS</b>				
NNDR Appeals	(2,041)	0	0	(2,041)
Refundable Bonds	(287)	0	0	(287)
Expected Credit Losses	(8)	0	0	(8)
<b>BAD DEBT PROVISIONS</b>				
Housing Benefits Overpayments	(2,097)	0	0	(2,097)
Local Taxation	(561)	0	0	(561)
Other	(292)	0	0	(292)
Off Street Parking	(80)	0	0	(80)
Haywoods Way	(41)	0	0	(41)
<b>TOTAL PROVISIONS</b>	<b>(5,407)</b>	<b>0</b>	<b>0</b>	<b>(5,407)</b>
<b>RESERVES</b>				
Unitary	(4,974)	0	0	(4,974)
New homes bonus - town centre regeneration	(4,500)	0	0	(4,500)
Amenity areas	(2,874)	0	0	(2,874)
New homes bonus - parishes	(2,855)	3,713	(858)	0
Business rates	(1,893)	0	(748)	(2,641)
Property sinking	(1,766)	70	0	(1,696)
New homes bonus - connected knowledge	(1,751)	1,000	0	(751)
New homes bonus - uncommitted	(1,548)	750	(3,694)	(4,492)
New homes bonus - high speed broadband	(1,536)	200	0	(1,336)
Repairs & renewals	(1,122)	150	0	(972)
Fairford Leys riverine	(894)	894	0	0
Planning fees	(608)	608	0	0
New homes bonus - depot refurbishment	(597)	300	0	(297)
Property strategy	(540)	0	0	(540)
Health licensing income	(498)	50	0	(448)
Self insurance	(448)	0	0	(448)
Aylesbury special expenses	(425)	51	0	(374)
New homes bonus - east/west rail link	(350)	0	0	(350)
Car parking	(223)	223	0	0
District elections	(200)	0	(48)	(248)
Recycling & composting	(172)	172	0	0
Leisure activities	(156)	0	0	(156)
Historic buildings	(135)	0	0	(135)
Housing needs & section 106	(107)	0	0	(107)
Business support fund	(102)	0	0	(102)
Information technology	(78)	375	(297)	0
Rent guarantee scheme	(71)	0	0	(71)
Market research	(47)	0	0	(47)
Playgrounds	(40)	0	0	(40)
Benefit subsidy	(35)	0	0	(35)
Future vehicle costs	(34)	0	0	(34)
Business transformation	(29)	0	0	(29)
<b>TOTAL RESERVES</b>	<b>(30,608)</b>	<b>8,556</b>	<b>(5,645)</b>	<b>(27,697)</b>

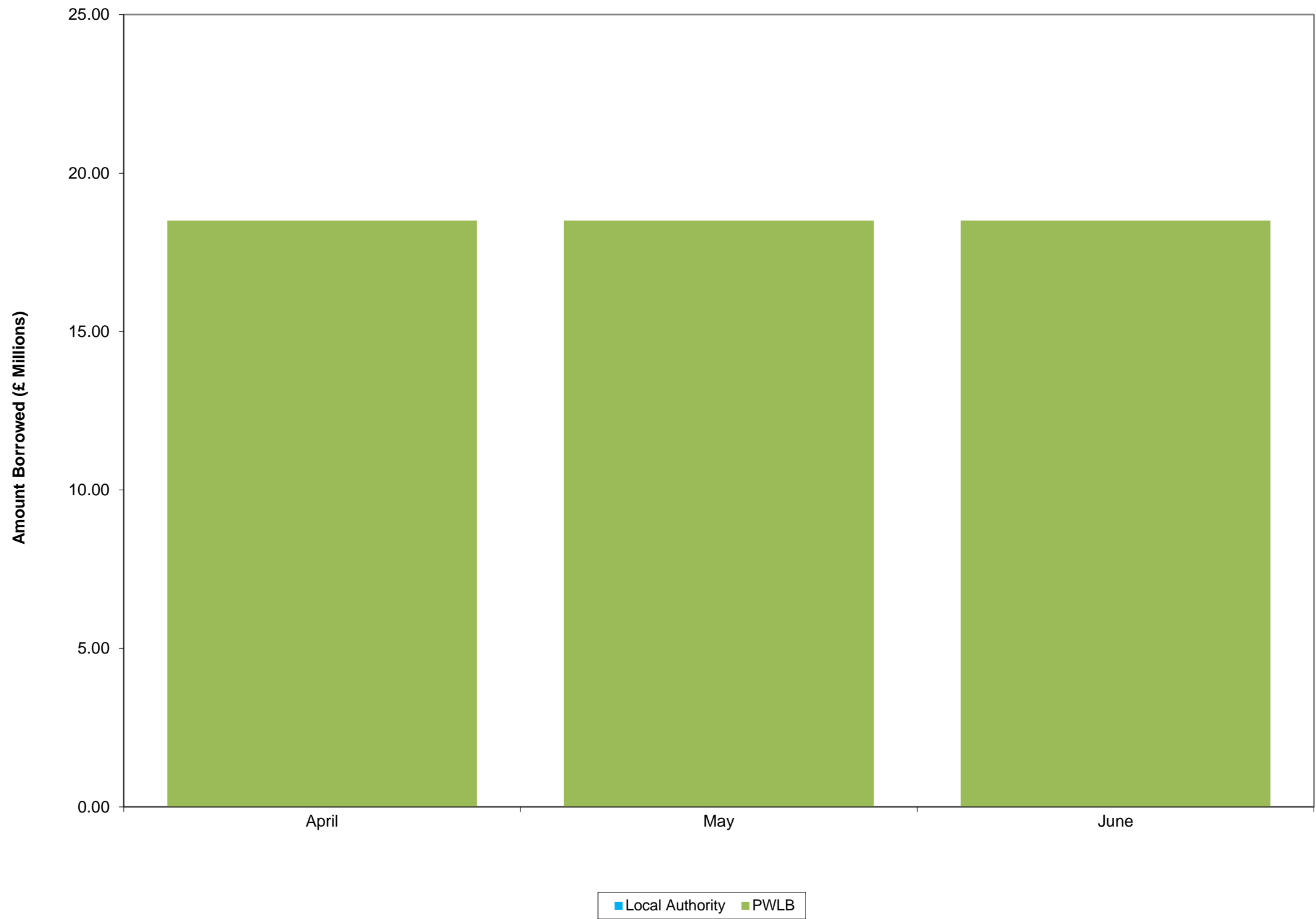
## CAPITAL PROGRAMME SPEND TO 30TH JUNE 2019

	REF	APPROVED SPEND £s	PRIOR YEARS' SPEND £s	EXPECTED SPEND 19/20 £s	ACTUAL SPEND AT 30/06/19 £s
University Campus, Aylesbury Vale	8001	16,550,000	16,312,727	237,273	0
Public Realm Waterside North	8004	11,900,000	8,985,553	2,914,447	782,225
Refuse Vehicles Replacement	8005	600,000	0	600,000	0
Depot Purchase / Refurbishment	8006	11,305,000	6,738,574	4,566,426	56,357
Car Park Improvement	8007	800,000	40,129	759,871	0
Community Centre Upgrades	8008	405,000	64,352	340,648	9,350

### Investments 2019/20



### Borrowings 2019/20



**MEMBER FEEDBACK / QUESTION SHEET**

**ISSUE 1 - 19/20**

**FEEDBACK**

If any members have any questions regarding the digest then please ring one of the Finance team on the numbers below or alternatively use the tear off page to record you comments or questions.

<u>Accountancy</u>	<u>Team</u>	<u>Phone No.</u>
Andrew Small	Director	585507
Nuala Donnelly	Corporate Finance Manager	585164
Sharon Russell-Surtees	Corporate Accountant	585391
Gareth Davies	Finance Business Partner	585276
Patricia Burden	Finance Business Partner	585406

<b>FEEDBACK</b>

<b>QUESTION</b>

<b>QUESTION</b>

Feedback Sheet Returned by:

COUNCILLOR

DATE

Please return Feedback / Question sheet to:

Strategic Finance  
Aylesbury Vale District Council  
The Gateway, Gatehouse Road  
Aylesbury  
Bucks HP19 8FF