

Appendix A

Budget Monitoring Variances September 2023

Following changes to reporting tools in the current year, budget monitoring reviews are better able to focus attention on both prior year actuals and current year to date actuals. This has resulted in challenge to the level of budgets in current and future years leading to budgets being reduced or removed, which then better reflects both current spending and income needs.

Amounts in (brackets) are favourable and others are adverse movements.

Movements	Movements previously reported £	Movements this period £	Cumulative Movements to date £	Impact on Financial Planning
Central Services – deficit £64,890				
Corporate Communications - Cabinet Report approved additional budget for expertise /advice August 2021 omitted from budget estimates	35,000			Yes
Increase in translation costs – bring budget in line with actual		5,500		Yes
Approved increase to members allowances in current year		20,760		Yes
Increase in Electricity budget – see note 1		3,630		No
Total	35,000	29,890	64,890	
Health, Wellbeing and Public Protection – surplus £17,660				
Revenue budget for the Financial Assistance Scheme has been increased to £15k.	2,170			Yes
Saving in relation to staff travel claims across service areas due to reduced reliance on remote meetings.	(7,200)			No

Movements	Movements previously reported £	Movements this period £	Cumulative Movements to date £	Impact on Financial Planning
CCG budget to be reduced from £20k to £10k to reflect amount to be received		10,000		Yes
Early Help Co-Ordinator grant funding now confirmed from Norfolk County Council		(22,630)		Yes
Total	(5,030)	(12,630)	(17,660)	
Programme and Project Delivery – deficit £197,090				
Remove expenditure budgets allocated against West Norfolk Housing Company – all such costs are recoverable from the company therefore no budget required. SLA income is reflected in budget.	(8,770)			No
Budget reviewed during year end closedown 2022/2023 - Internal recharge for interest on internal borrowing on capital spend removed following review against capital finance and accounting regulations.	44,160			Yes
Reduce expected lease payment from West Norfolk Property Ltd due to delay in Parkway development		161,700		Yes
Total	35,390	161,700	197,090	
Legal Services – surplus £132,180				

Movements	Movements previously reported £	Movements this period £	Cumulative Movements to date £	Impact on Financial Planning
Service level agreement between Borough Council and external provider expired in April '23 – team now internally recruited. Forecast now reflects expected inhouse costs.	(163,600)			No
Reduce budget for recoverable fees/legal costs – set too high for claims being awarded		13,240		Yes
Bring in missing internal recharge costs under licensing – missed from original budget		13,840		Yes
Bring in budget for postage recharges – internal recharge offset		4,340		Yes
Total	(163,600)	31,420	(132,180)	
Environment and Planning – deficit £683,430				
Increase to repairs and maintenance budget for Street Naming and Numbering – repairs previously undertaken by the depot. Now with service who will ensure work carried out quickly either ad hoc or tendering for service.	10,500			Yes
Increase to travel budget due to staff change and previous staff member did not regularly claim mileage	940			Yes

Movements	Movements previously reported £	Movements this period £	Cumulative Movements to date £	Impact on Financial Planning
Increase budget to ensure cost centre comes to net nil for Extra Planning Income and CIL	7,090			No
Saving in relation to staff travel claims across service areas due to reduced reliance on remote meetings.	(6,500)			No
Due to a delay from government to increase Planning Fee charges until quarter 4, the expected income this year is forecast to reduce by £900k. Of this, 20% (£220k) would normally go to the earmarked Planning Fees reserve. The net impact is a reduction to the income budget of £720k, which is offset by turnover savings against vacant planning posts of (£198k).		522,000		No
Funding for Ecology Officer post received from DEFRA		(43,470)		No
Increase budget for memberships/ subscriptions to reflect actual spend		10,000		Yes
Bring in post room recharge income – internal recharge		(4,940)		Yes
Amendment to budget to reflect actual income under planning control		(4,500)		No
Decrease in Electricity budget – see note 1		(5,690)		No
Total	12,030	473,400	485,430	-

Movements	Movements previously reported £	Movements this period £	Cumulative Movements to date £	Impact on Financial Planning
Operations and Commercial – Surplus £141,250				
Non-domestic rates budget for Mintlyn Crematorium increased following premises revaluation as per survey this year	24,000			Yes
Saving in relation to staff travel claims across service areas due to reduced reliance on remote meetings	(2,100)			No
Decrease in Electricity budget – see note 1		(126,970)		No
Decrease in Gas budget – see note 2		(30,170)		No
Other minor variances	(5,280)	(730)		No
Total	16,620	(157,870)	(141,250)	
Property and Projects – surplus £56,790				
Other minor variances	3,920			Yes
Decrease in income due to tenant vacating Valentine Centre and works required in order that property is available for rent.	9,570			Yes
Movement in budget to reflect current rental income from property portfolio		(57,620)		Yes
Backdated rebate on rates of £30k offset by £11k increase on rates due to revaluation		(18,580)		No
Adjustment to AWN recharge for KL Arts centre following pay award		14,660		Yes

Movements	Movements previously reported £	Movements this period £	Cumulative Movements to date £	Impact on Financial Planning
Budget removed in error in Q1, but relates to service charges received from tenant accounts and therefore still needed		18,740		No
Reduction to telephone budget as not required at the level initially set		(12,500)		Yes
Budget needs to be increased to cover inflation for the external contract for cleaning services		15,370		Yes
Replacement & relocation of fire alarm panel and smoke detectors		14,550		No
Decrease in Electricity budget – see note 1		(31,280)		No
Decrease in Gas budget – see note 2		(8,690)		No
Other minor variances		(4,930)		No
Total	13,490	(70,280)	(56,790)	
Regeneration, Housing and Place – deficit £680				
Saving in relation to staff travel claims across service areas due to reduced reliance on remote meetings	(1,700)			No
Bring in museum insurance – no previous budget allocated - offset in Resources – nil impact.		4,500		Yes
Decrease in Electricity budget – see note 1		(2,120)		No
Total	(1,700)	2,380	680	

Movements	Movements previously reported £	Movements this period £	Cumulative Movements to date £	Impact on Financial Planning
Resources – surplus £5,750				
Forecast revised to reflect latest estimate of Housing Benefit distribution costs and subsidy from Department for Works and Pensions.	62,930	(80,230)		No
Saving in relation to staff travel claims across service areas due to reduced reliance on remote meetings	(3,600)			No
Budget to cover Homechoice subscription service – annual cost missed in budget		7,100		Yes
Currently difficult to get court time so not incurring as many fees		(8,500)		No
Miscellaneous insurance recharge missed from budget		(4,500)		Yes
Mobile and landline phone contract prices increased		19,870		Yes
Other minor variances		1,180		No
Total	59,330	(65,080)	(5,750)	
Leisure and Community Facilities – deficit £314,830				
Adjustment to budget following COL pay award relating to recharges from AWN		2,210		Yes
Increase in gas budget – see note 2		52,360		No
Increase in Electricity budget – see note 1		260,260		No
Total	-	314,830	314,830	-

Movements	Movements previously reported £	Movements this period £	Cumulative Movements to date £	Impact on Financial Planning
Financing requirement – No Movement				
Total	-	-	-	-
Grand Total	1,530	707,670	709,200	
Impact on Financial Planning				
Yes	130,260	200,900	331,160	
No	(128,730)	506,770	378,040	

Note 1 – Increase/decrease in electricity budget – Reviewed expected usage against actuals. This will also be impacted by the effect of the winter, recent years have been mild making volume difficult to predict. This will be reviewed again in Q3.

Note 2 – Increase/decrease in gas budget – Reviewed expected usage against actuals. This will also be impacted by the effect of the winter, recent years have been mild making volume difficult to predict. This will be reviewed again in Q3.