

## Appendix A

### Budget Monitoring Variances December 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
<b>Central Services – deficit £52,100</b>				
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 consumption compared to budget	3,630	2,210		No
Removal of income from internal recharges due to office space not being used – offset in Property services		1,070		No
Achieved savings turnover target savings offset within Council-wide calculation		(16,070)		No
<b>Total</b>	<b>64,890</b>	<b>(12,790)</b>	<b>52,100</b>	
<b>Health, Wellbeing and Public Protection – surplus £165,970</b>				

<b>Movements</b>	<b>Movements previously reported £</b>	<b>Movements this period £</b>	<b>Cumulative Movements to date £</b>	<b>Impact on Financial Planning</b>
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
Councillor community Grants 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
To reflect amendments to individual Financial Assistance SLAs and reinstatement of one SLA for £30k		25,160		Yes
Additional budget required for cash prize competition under West Norfolk Wins, to generate additional sales		1,750		No
Amendments to budgets for Water sampling to bring cost centre to nil as service recharged		3,000		No
Reduction in careline income due to loss of customers – moving into care homes/living with family/death		60,000		Yes
Other minor variances		1,250		No

<b>Movements</b>	<b>Movements previously reported £</b>	<b>Movements this period £</b>	<b>Cumulative Movements to date £</b>	<b>Impact on Financial Planning</b>
Achieved savings towards turnover target due to vacancies in Food Hygiene, Home Improvement Agency and Environmental Protection.		(239,470)		No
<b>Total</b>	<b>(17,660)</b>	<b>(148,310)</b>	<b>(165,970)</b>	
<b>Programme and Project Delivery – deficit £115,480</b>				
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 NORA and Florence Fields development	161,700			Yes
Income for Service Level Agreement costs for West Norfolk Housing Company not invoiced in prior periods 19/20-21/22		(61,480)		No
Budget to cover staff training on changes in procurement legislation		7,000		No
Additional staff cost to be funded by capital		(4,080)		No

<b>Movements</b>	<b>Movements previously reported £</b>	<b>Movements this period £</b>	<b>Cumulative Movements to date £</b>	<b>Impact on Financial Planning</b>
Other minor variances		1,340		No
Achieved savings towards turnover target		(24,390)		No
<b>Total</b>	<b>197,090</b>	<b>(81,610)</b>	<b>115,480</b>	
<b>Legal Services – surplus £95,270</b>				
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
Net increase for licensing income budgets to reflect current year performance and forecast for increased animal welfare charges		(5,360)		No
Budget for computer equipment for new employees		2,810		No
Other minor variances		1,050		No
Underachieved savings turnover target savings offset within Council-wide calculation		38,410		No
<b>Total</b>	<b>(132,180)</b>	<b>36,910</b>	<b>(95,270)</b>	

<b>Movements</b>	<b>Movements previously reported £</b>	<b>Movements this period £</b>	<b>Cumulative Movements to date £</b>	<b>Impact on Financial Planning</b>
<b>Environment and Planning – deficit £161,330</b>				
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
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

<b>Movements</b>	<b>Movements previously reported £</b>	<b>Movements this period £</b>	<b>Cumulative Movements to date £</b>	<b>Impact on Financial Planning</b>
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 costs	(5,690)			No
Bring in budget for S106 agreements as previously omitted		(110,000)		Yes
Further costs due in relation to the Local Plan - Programme Officer and Planning Inspectorate.		70,000		No
Drawdown from reserves to reflect overspend on outsourced services due to recruitment difficulties		(11,360)		No
New grant income received for Smoke Control		(11,710)		No
Reduction to air quality equipment servicing budget as not anticipated to be required at current level		(17,000)		No
Correction to duplicated budget movement		(52,820)		No
Other minor variances	(90)	(2,500)		No
Achieved savings towards turnover target		(188,620)		No
<b>Total</b>	<b>485,340</b>	<b>(324,010)</b>	<b>161,330</b>	<b>-</b>

<b>Movements</b>	<b>Movements previously reported £</b>	<b>Movements this period £</b>	<b>Cumulative Movements to date £</b>	<b>Impact on Financial Planning</b>
<b>Operations and Commercial – Surplus £480,210</b>				
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 costs	(126,970)	(40,580)		No
Movement in Gas budget	(30,170)	(4,190)		No
Internal CCTV recharge for Oasis missed from original budget – corresponding Dr adjustment under Leisure		(7,400)		No
Increase in income for Commercial recycling – greater uptake for the service in year than originally anticipated		(89,530)		Yes
Increase in costs of clinical waste disposal, £20k serco contract and £18k Norfolk County Council costs are expected, budget insufficient to contain the current costs, additional £23k required		23,000		Yes
Removal of unused lease car budgets no longer required following end of lease		(10,820)		No

<b>Movements</b>	<b>Movements previously reported £</b>	<b>Movements this period £</b>	<b>Cumulative Movements to date £</b>	<b>Impact on Financial Planning</b>
Loss of larger school dry box collection services – budget reduced to reflect current levels of contract		4,000		Yes
New contract for car parking services resulting in additional income budget for on/off street parking services		(84,000)		Yes
Movements in business rates budgets following revaluations		(4,190)		Yes
Various movements in staff travel budgets – more remote working		(2,930)		Yes
Increase in income relating to Penalty Charge Notices within borough		(50,000)		No
Increased recurring operating costs for in carparking budgets		25,350		Yes
Increase in hazardous waste disposal due to greater demand in year		12,500		No
Increase to CCTV contributions due to work on QEH in year		(50,000)		No
Increase Electricity recharge budget for NEWS Depots + cafe premises Hunstanton		(24,000)		Yes
Backdated income received from 2020 for North Sea Haven		(5,810)		No
Budget for income generated by Hanging Baskets		(4,300)		No
Input budget for backdated rents from Downham Town Sports Federation		(5,000)		No

<b>Movements</b>	<b>Movements previously reported £</b>	<b>Movements this period £</b>	<b>Cumulative Movements to date £</b>	<b>Impact on Financial Planning</b>
Remove recharge budget – relates to AWN staffing costs also removed in AWN		(2,870)		No
Income budget from Caravan rally		(3,000)		Yes
Delayed spending on equipment from last year, budget was not utilised in 22/23		3,000		No
Rent review undertaken on caravan park – budget increased to reflect		(1,570)		No
One off payment from BT to access land		(2,930)		No
Other minor variances	(6,010)			No
Achieved savings towards turnover target		(13,680)		No
<b>Total</b>	<b>(141,250)</b>	<b>(338,960)</b>	<b>(480,210)</b>	
<b>Property and Projects – surplus £156,580</b>				
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
Budget removed in error in Q1, but relates to service charges received from tenant accounts and therefore still needed	18,740			No

<b>Movements</b>	<b>Movements previously reported £</b>	<b>Movements this period £</b>	<b>Cumulative Movements to date £</b>	<b>Impact on Financial Planning</b>
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 costs	(31,280)	(43,750)		No
Movement in Gas budget	(8,690)	(500)		No
Net movement in rental income generated – accumulation of loss of income on vacant properties and additional income generated from granting access to land.		(18,750)		Yes
Reductions in repairs budgets as not anticipated to be utilised by end of year		(7,810)		No
Annual software license needed for Energy Manager monitoring		3,810		Yes
Reduction in travel budget as not being utilised		(4,000)		Yes
Removal of internal recharges – opposite budget changed reflected in applicable AD movements		(3,340)		No
Other minor variances	(4,930)	(3,170)		No
Achieved savings towards turnover target		(22,280)		No
<b>Total</b>	<b>(56,790)</b>	<b>(99,790)</b>	<b>(156,580)</b>	

<b>Movements</b>	<b>Movements previously reported £</b>	<b>Movements this period £</b>	<b>Cumulative Movements to date £</b>	<b>Impact on Financial Planning</b>
<b>Regeneration, Housing and Place – Deficit £8,270</b>				
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
Movement in Electricity cost based on price decrease and estimated usage	(2,120)	300		No
Mayors awards sponsorship budget to match annual contribution– current budget in excess of actual cost		(8,460)		No
Other minor variances		270		No
Removal of Business startup and development budget as scheme now falls under UKSPF		(35,000)		Yes
Underachieved savings turnover target savings offset within Council-wide calculation		50,480		No
<b>Total</b>	<b>680</b>	<b>7,590</b>	<b>8,270</b>	
<b>Resources – deficit £520,330</b>				
Forecast revised to reflect latest estimate of Housing Benefit distribution costs and subsidy from Department for Works and Pensions.	(17,300)			No

<b>Movements</b>	<b>Movements previously reported £</b>	<b>Movements this period £</b>	<b>Cumulative Movements to date £</b>	<b>Impact on Financial Planning</b>
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
Increase audit fee budget in line with updated scale fee		47,540		Yes
Recharge of interim Assistant Director for AWN		(10,420)		No
Increase in discretionary housing benefit payments due to greater demand		39,360		No
Higher contribution than anticipated from Homeless prevention grant towards Housing Benefit subsidy loss for temporary accommodation		(62,150)		No
Net movement for insurance – increase in premiums and recharged amounts and cost of valuations		163,130		Yes
Reduction in anticipated income generated by third party advertising of properties on Homechoice		30,000		No

<b>Movements</b>	<b>Movements previously reported £</b>	<b>Movements this period £</b>	<b>Cumulative Movements to date £</b>	<b>Impact on Financial Planning</b>
Current year NCC funding confirmed – internal audit		(18,050)		No
New burdens funding to cover staffing costs		(22,540)		No
Other minor variances	1,180	(5,540)		No
Underachieved savings turnover target savings offset within Council-wide calculation		364,750		No
<b>Total</b>	<b>(5,750)</b>	<b>526,080</b>	<b>520,330</b>	
<b>Chief Executive – deficit £47,230</b>				
Underachieved savings turnover target savings offset within Council-wide calculation		47,230		No
<b>Total</b>	<b>-</b>	<b>47,230</b>	<b>47,230</b>	
<b>Leisure and Community Facilities – deficit £529,930</b>				
Adjustment to budget following COL pay award relating to recharges from AWN	2,210			Yes
Movements in gas budget	52,360	(31,750)		No
Movement in Electricity cost based on price decrease and estimated usage	260,260	(106,770)		No
Grant income received from Sport England – Swimming Pool support fund awarded to Oasis toward increased costs of pool operations.		(60,410)		No
Removed income budget while agreement and options reviewed		35,360		Yes

<b>Movements</b>	<b>Movements previously reported £</b>	<b>Movements this period £</b>	<b>Cumulative Movements to date £</b>	<b>Impact on Financial Planning</b>
Restore budget to continue contribution towards Learning and Engagement service contribution as per Norfolk Museum Service SLA with Norfolk County Council - previously removed as continuation of post was not confirmed		22,780		Yes
Additional rental income being generated by short term let with NHS partner at Fairstead Community Centre		(22,850)		No
Legacy budgets for AWN company mgmt. – no longer required		(24,780)		Yes
Increase budget for COWA rental of Lynnsport		(9,790)		Yes
To cover repairs and maintenance costs – relates to amounts charged to capital but not meeting necessary criteria to capitalise		6,060		No
Reduction to water budget at St James pool		(7,600)		No
Internal CCTV recharge for Oasis missed from original budget – corresponding Credit adjustment under Operation's and Commercial		7,400		No
Reductions to Repairs and Cesspool budgets to reflect current spend to date and Forecast to Year end		(7,090)		No
Other minor variances		(1,100)		No

<b>Movements</b>	<b>Movements previously reported £</b>	<b>Movements this period £</b>	<b>Cumulative Movements to date £</b>	<b>Impact on Financial Planning</b>
Underachieved savings turnover target savings offset within Council-wide calculation		3,640		No
Removal of budgeted management fee due to current performance of company		412,000		No
<b>Total</b>	<b>314,830</b>	<b>215,100</b>	<b>529,930</b>	<b>-</b>
<b>Financing requirement – deficit £468,520</b>				
Reduction in expected returns on investment on Council's cashflows due to timing of capital receipts being deferred to later years.		468,520		No
<b>Total</b>	<b>-</b>	<b>468,520</b>	<b>468,520</b>	<b>-</b>
<b>Grand Total</b>	<b>709,200</b>	<b>428,780</b>	<b>1,137,980</b>	
<b>Impact on Financial Planning</b>				
Yes	<b>331,160</b>	<b>150</b>	<b>331,310</b>	
No	<b>378,040</b>	<b>295,810</b>	<b>673,850</b>	