

FINANCE DIGEST 2015/16

Financial Monitoring at

Period 06

September 2015

Prepared By : Finance Shared Service

Date : 23 October 2015

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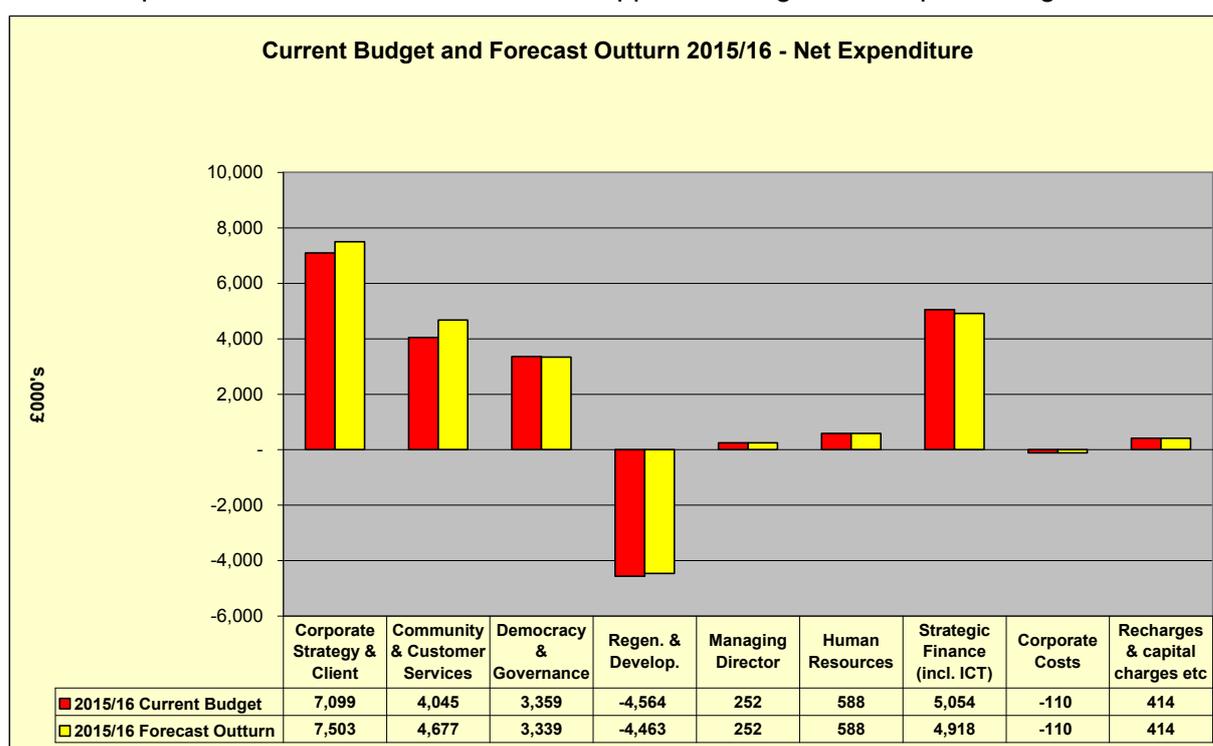
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1 Introduction

- 1.1 The monthly Finance Digest is the Council's key tool for monitoring the financial performance of the organisation. It is designed to be used by Members, officers and to provide an overview to our customers and residents.
- 1.2 It is essential that the Council monitors its budgets throughout the year to ensure that it is meeting its strategic objectives and that corrective action is taken where necessary.
- 1.3 This document shows the expected financial position at the end of the financial year, based on the actual performance at the end of September 2015 (Period 06).
- 1.4 This document brings together a range of information which ultimately impacts on the Council's financial performance. This includes budget monitoring and also financial performance indicators which will help the Council predict its position at the end of the financial year.

2 Revenue Budget – Net Expenditure

- 2.1 This section outlines the expected year end position for the Council's revenue budget. This takes into account both the expenditure incurred and the income received for the running of the day to day services e.g. waste collection, leisure and housing services.
- 2.2 The original 2015/16 budget of £15,176,500 was agreed at Full Council on 28th January 2015. Cabinet agreed carry forward budgets of £1,611,580 of which £961,580 were for revenue, thus increasing the current budget to £16,138,080.
- 2.3 The forecast outturn for the end of the year, as at the end of September 2015, is predicted to be £17,119,000. This leaves an overall unfavourable variance of £981,000. Last month there was an unfavourable variance of £392,000. Therefore an unfavourable variance of £589,000 is reported this month. The forecast outturn compared with the current budget is shown in the graph below and further details can be found in **Appendices 1 to 3**. These figures exclude indirect expenditure and income i.e. internal support recharges and capital charges.



- 2.4 Further details on the variance are shown in the table below:

	2015/16 Current Budget	2015/16 Forecast Outturn	Variance
	£000's	£000's	£000's
Corporate Strategy & Client Services	7,099	7,503	404
Community & Customer Services	4,045	4,677	632
Democracy & Governance	3,359	3,339	(20)
Regeneration & Development	(4,564)	(4,463)	102
Managing Director	252	252	0
Human Resources	588	588	0
Strategic Finance (including ICT)	5,054	4,918	(137)
Corporate Costs (interest earned less interest paid)	(110)	(110)	0
Recharges, capital charges and accounting adjustments	414	414	0
Total	16,138	17,119	981

2.5 The period 06 unfavourable variance is £589,000. Those key variances over £20,000 are shown below. Further details of variances can be found at **Appendix 2**.

Favourable variances

- £ 40,000 Underspend due to delayed start on the Atrium Project.

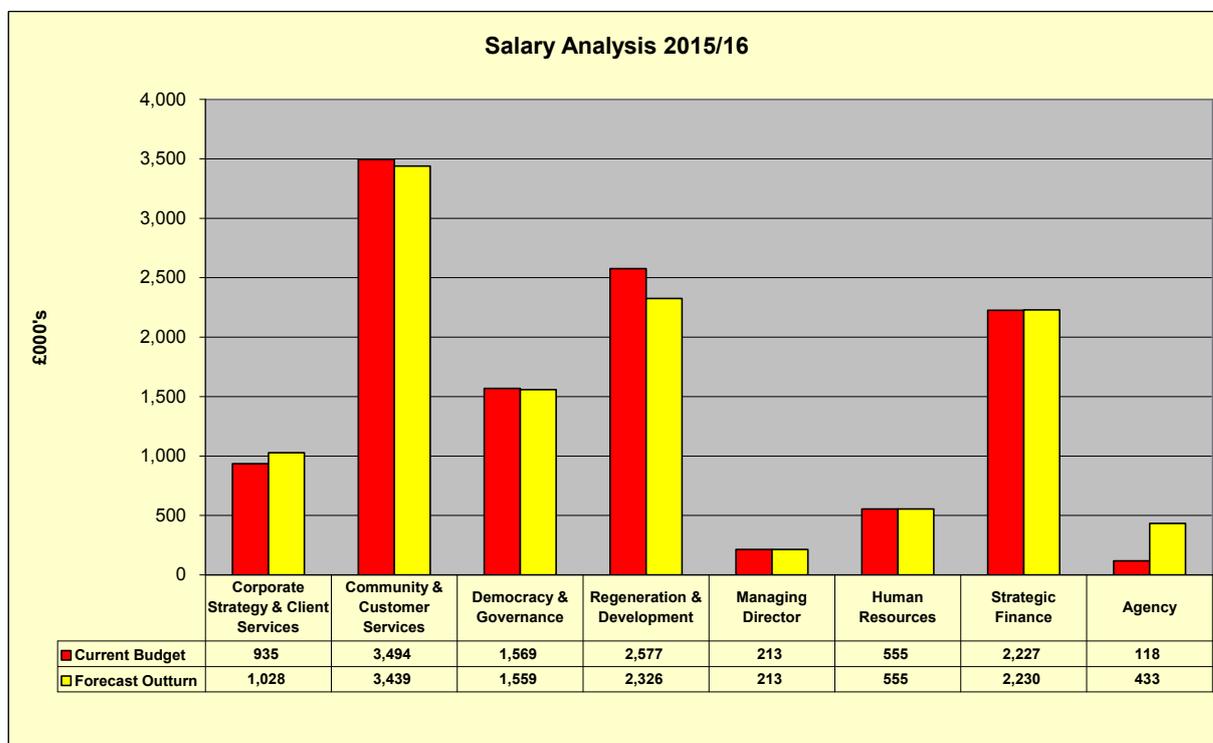
Unfavourable variances

- £360,000 Increase in net cost of Bed and Breakfast Accommodation for the homeless.
- £100,000 Relocation costs for the Town Hall Annexe, to accommodate the NHS.
- £ 51,000 Reduction in Commercial Rents due to disposals and voids.

Variances funded from reserves (excluding the Economic Impact reserve)

- £ 80,000 Consultancy for Local Plan 2 to be funded from the Local Development Framework reserve.
- £ 40,000 Agency Sustainability Officer to be funded from the Climate Change reserve.

2.6 Overall staff costs remain close to budget as permanent vacancies are being covered in the short term through agency staff in order to deliver the required level of service. Further information can be found in **Appendix 4**, where salaries for employees and agency staff for cover have been reported separately for each service.



3 Funding and Reserves

Funding

- 3.1 Overall the Council's government funding position compared to the current budget has not changed. Full details of the current funding position can be seen in **Appendix 5**.

Reserves

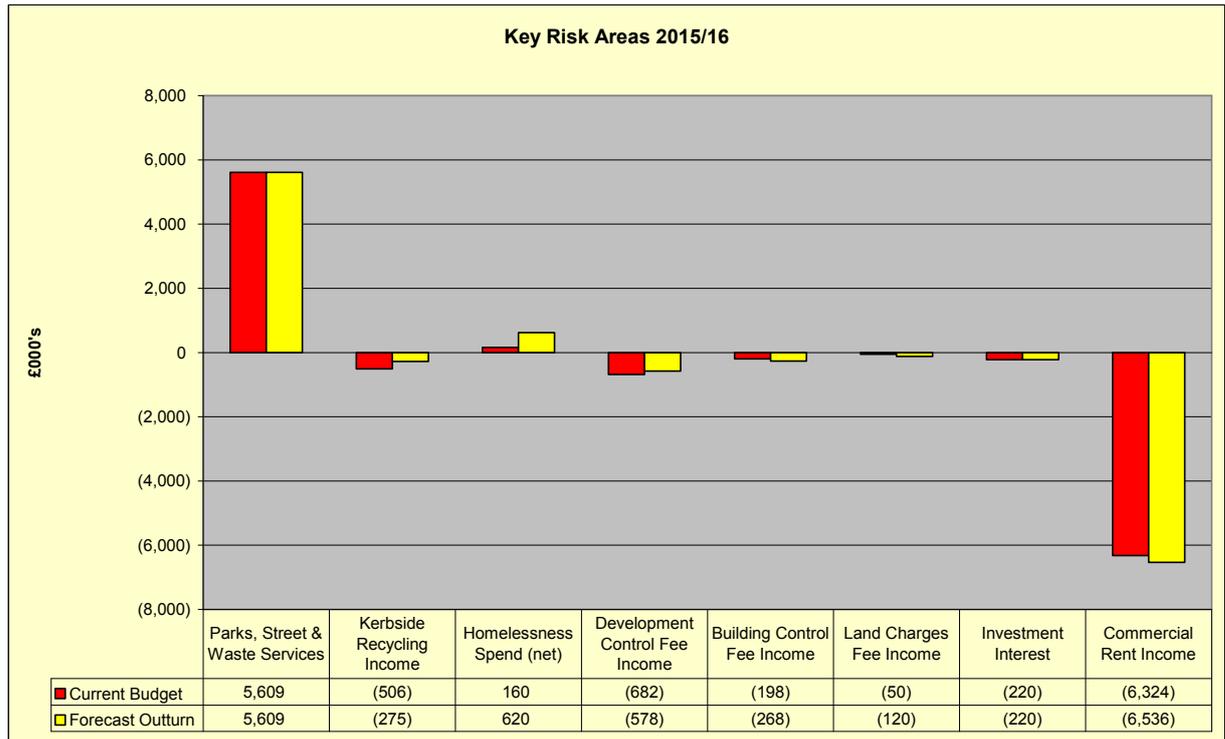
- 3.2 The Council's reserves position can be seen in the table below, and further details can be found in **Appendix 6**.

Description	Bal B/F as @ 1-Apr-2015	Agreed use of reserves	Previously Reported Movement	Movement Period 06	Total Movement	Forecast Bal. as @ 31-Mar-2016
General Fund Working Balance	-1,350,000	0	0	0	0	-1,350,000
Capital Financing Reserve	-604,000	4,870	0	0	4,870	-599,130
Earmarked Reserves	-7,481,000	1,612,000	0	40,000	1,652,000	-5,829,000
General Reserves	-13,806,000	411,840	392,000	549,000	1,352,840	-12,453,160
Total Revenue Reserves (including GFWB)	-23,241,000	2,028,710	392,000	589,000	3,009,710	-20,231,290

4 Key Financial Risk Areas

4.1 The Council's budget is exposed to some key risk areas; these are generally areas of expenditure where the Council is not in control of the demand for that service, or where there have been income assumptions built into the budget. These risks are regularly monitored and the difference between the latest position and the current budget is shown in the chart below. Further details can be found in **Appendix 7**.

4.2 This chart shows how the risk areas are currently performing.



5 Debtors

5.1 The table shows the total outstanding debt as at 30 September 2015 was £1,907,863 of which 69.19% is less than one month old and it is anticipated that this will be recovered. The table also identifies that 14.93% of the outstanding debt is over three months old.

5.2 The "over 12 months" category is significant because these amounts are not easily recovered. Further investigation into these balances is being undertaken.

Invoices Outstanding from 1st April 2015 to 30th September 2015										
Service Area	Invoices outstanding by age of debt								Instalment Plan	Grand Total
	No. of Invoices	0 - 1 month	2 - 3 months	4 - 6 months	7 - 9 months	10 - 12 months	over 12 months			
		£	£	£	£	£	£	£		
Corporate Strategy & Client Service	35	5,730	0	0	0	0	17,041	0	22,771	
Community & Customer Service	887	233,447	31,388	14,434	12,002	9,623	49,663	4,741	355,298	
Democracy and Governance	2	5,400	0	0	0	0	0	0	5,400	
Regeneration and Development	180	1,061,168	271,548	16,888	16,680	16,565	127,107	100	1,510,056	
Managing Director	6	6,840	0	0	0	0	0	0	6,840	
Human Resources	2	445	0	0	0	0	0	0	445	
Strategic Finance (including ICT)	12	7,053	0	0	0	0	0	0	7,053	
Grand Total	1,124	1,320,083	302,936	31,322	28,682	26,188	193,811	4,841	1,907,863	
Percentage of Amount Outstanding		69.19%	15.88%	1.64%	1.50%	1.37%	10.16%	0.25%	100.00%	

Commercial Property Rents

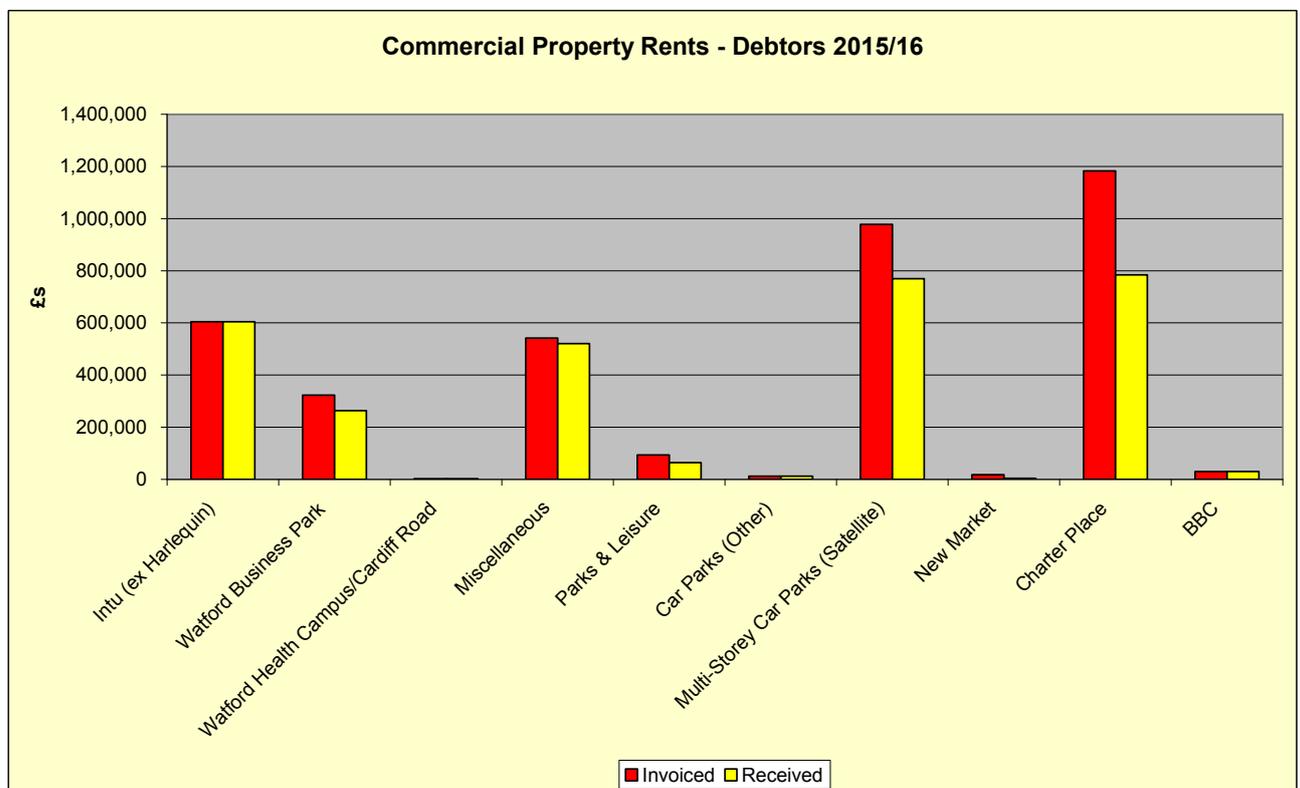
- 5.3 The commercial rent portfolio forms a large part of the Council's total income and it is important that the Council closely monitors this income stream. A detailed breakdown is included in the table below.

Commercial Property Rents

AREA/Zone/Site	Current Budget for 2015/16	Invoiced to 31/08/2015	Received to 31/08/2015	Forecast rent for 2015/16	Previously Reported Variances	Forecast Variances Period 06
	£	£	£	£	£	£
Intu (ex Harlequin)	(910,000)	(604,068)	(604,068)	(1,100,000)	(190,000)	0
Watford Business Park	(676,210)	(322,980)	(263,464)	(726,320)	(67,300)	17,190
Watford Health Campus/Cardiff Road	(56,400)	(2,727)	(2,727)	(56,400)	0	0
Miscellaneous	(1,131,460)	(542,117)	(520,623)	(1,004,195)	93,545	33,720
Parks & Leisure	(182,260)	(93,425)	(64,624)	(203,360)	(21,100)	0
Car Parks (Other)	(13,400)	(12,491)	(12,271)	(21,005)	(7,605)	0
Multi-Storey Car Parks (Satellite)	(868,000)	(977,915)	(769,165)	(910,000)	(42,000)	0
New Market	(45,000)	(17,500)	(4,125)	(27,500)	17,500	0
Charter Place	(2,380,000)	(1,182,890)	(784,078)	(2,426,250)	(46,250)	0
BBC	(61,000)	(30,500)	(30,500)	(61,000)	0	0
Total	(6,323,730)	(3,786,612)	(3,055,644)	(6,536,030)	(263,210)	50,910

For the period 1 April to 30 September 2015 the Council has invoiced £3,786,612 with £730,968 of that outstanding. There is an unfavourable forecast variance for period 06 of £50,910 due largely to the loss of rent from the disposal of properties and voids.

The chart below shows the value of the rent invoiced compared to the rent received for commercial properties. This shows that 80.70% of the rent that has been invoiced in 2015/16 has been received.



6 Creditors

- 6.1 In period 06, the Council paid 99.21% of undisputed invoices within 30 days and for the year to date is 97.99%.
- 6.2 A breakdown of payments by department at period 06 is shown in the table below.

Service Area	Monthly Undisputed Invoices Paid	Late Payments	Payments On Time	% Payments On Time Period 06	% Payments On Time YTD
Corporate Strategy & Client Services	67	1	66	98.51	98.87
Community & Customer Services	125	0	125	100.00	98.75
Democracy & Governance	176	2	174	98.86	97.65
Regeneration & Development	105	1	104	99.05	96.93
Managing Director	3	0	3	100.00	100.00
Shared Services (including ICT)	29	0	29	100.00	98.25
Total	505	4	501	99.21	97.99

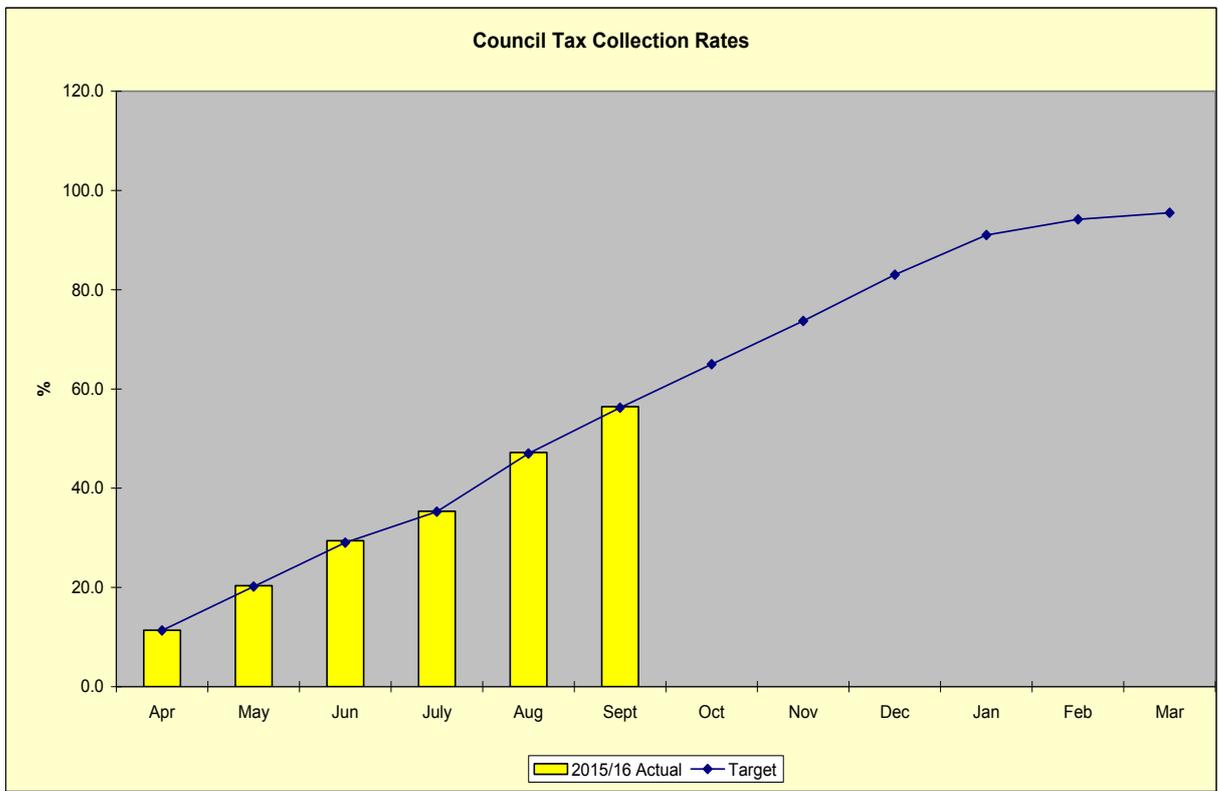
- 6.3 The number of payments made by BACS for the month was 99.80% and for the year to date is 99.59% (against a target of 98%).

7 Treasury Management

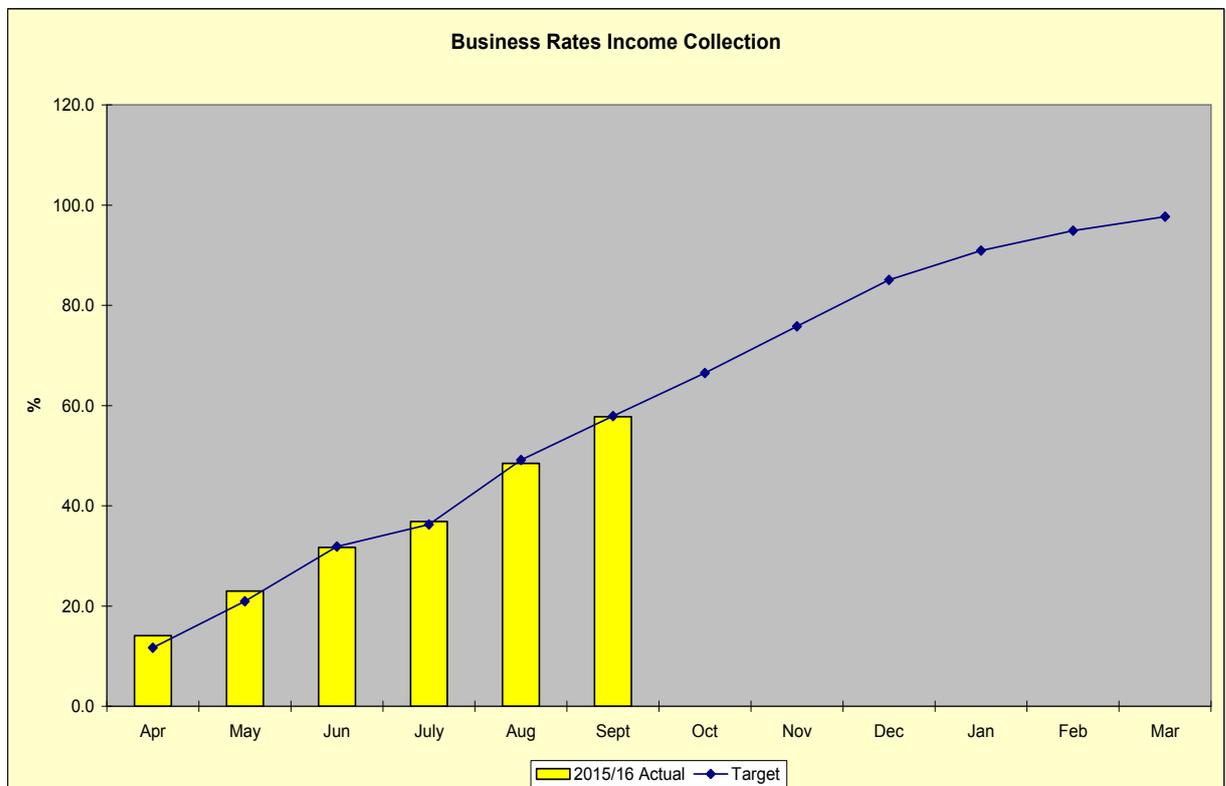
- 7.1 Treasury Management is kept under close review and currently the return on the Council's investments shows an average annualised return of 0.67% against a benchmark rate of 0.62%. Further information can be found in **Appendix 8**.

8 Council Tax and Business Rates Collection

- 8.1 The Council's performance in the collection of Council Tax can be seen in the following graph. The actual income collected as at 30th September 2015 is 56.4% which is just above the target of 56.2%. This shows that the collection rates for the year are slightly better than the profiled target. Further information can be found in **Appendix 9**.



8.2 The Council's performance in relation to business rates is shown in the following graph. The actual income collected as at 30th September 2015 is 57.8% which is just below the target of 57.9%. The collection rates for the year are close to the profiled target. Further information can be found in **Appendix 9**.



9 Capital Investment Programme

Capital is defined as spend relating to the acquisition, creation of or subsequent expenditure on assets which are expected to be used for more than one financial year. The Council has a capital programme which includes improving, maintaining or enhancing their properties (eg the Building Investment Programme). Other examples of capital spend include the purchase of refuse freighters and bins, play equipment, ICT equipment and Grants (eg Disabled Facility Grants). Capital spend can only be funded by capital funds such as Section 106 Contributions, Government Grants and Capital Receipts.

Appendix 10 shows the capital programme by Service Area and Appendix 11 shows each individual capital scheme.

Appendices 10 & 11 show :-

- original budgets
- current budgets
- actual spend
- variances previously reported
- variances reported this period
- forecast outturn

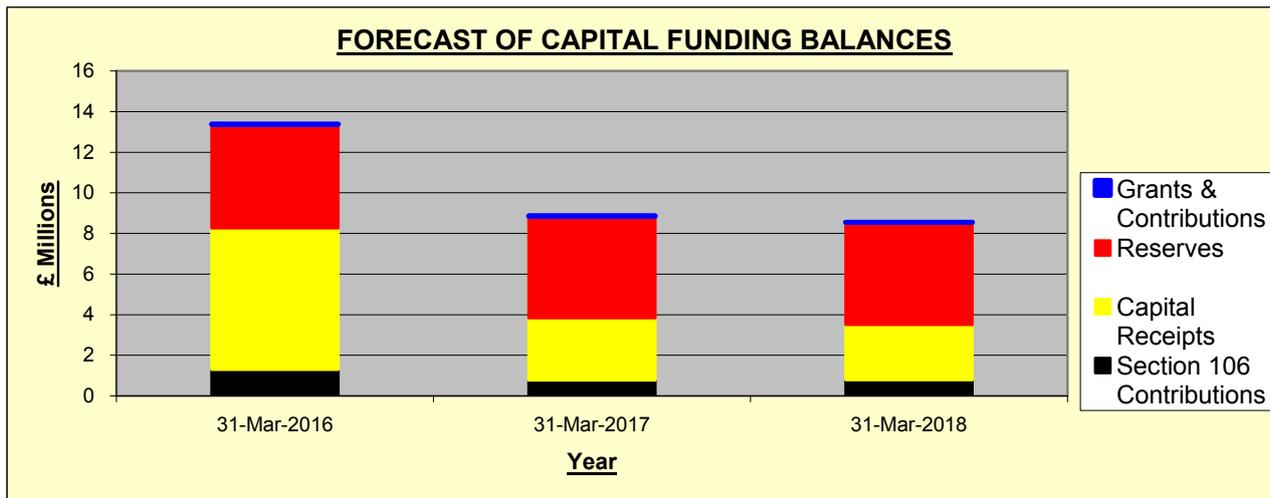
The original 2015/16 budget for the capital programme was £9,917,570. Services requested capital rephasings from 2014/15 totalling £5,694,591 which was supplemented by an additional £700,000 of budget changes that can be attributed to the purchase of 18 Caxton Way (£650k funded from reserves) and an additional £50k towards outdoor gyms in Cassiobury Park match funded by a contribution from Watford Community Housing Trust. This has therefore resulted in a latest budget for the current year totalling £16,312,161.

Appendix 12 shows the forecast outturn variances reported for this period and the reasons for such variances.

The table below summarises the changes to the capital programme over the medium term.

	2015/16 £	2016/17 £	2017/18 £
Original Budget	9,917,570	5,136,415	2,154,250
Approved Rephasings from 2014/15	5,694,591	0	0
Original Budget including Rephasings	15,612,161	5,136,415	2,154,250
Approved Budget Changes In Year	700,000	0	0
Current Budget	16,312,161	5,136,415	2,154,250
Previously Reported Outturn Variances	654,640	0	0
Outturn Variances Reported This Period	(913,328)	3,466,258	0
Forecast Outturn	16,053,473	8,602,673	2,154,250
Actual Spend	3,537,973	0	0

A graphical view of the level of balances over the medium term available is shown below :-



Section 1 - Budget Monitoring							
Summary Revenue Account							
The tables below show, at sub service level, the variances between the current budget and the forecast outturn as at period 06 (September). The figures in this table for each sub service exclude recharges, capital charges and accounting adjustments: these are all shown on the line above the NET EXPENDITURE total.							
Service Area	2015/16 Original Budget	2015/16 Current Budget	2015/16 Actuals to Date	2015/16 Forecast Outturn	2015/16 Variance Current Budget to Forecast Outturn	2015/16 Previously Reported Variances	2015/16 Forecast Variance Period 06
	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Corporate Strategy & Client Services	6,949	7,099	3,393	7,503	404	404	0
Community & Customer Services	3,677	4,045	2,323	4,677	632	234	398
Democracy & Governance	3,215	3,359	1,585	3,339	(20)	(120)	100
Regeneration & Development	(4,797)	(4,564)	(2,845)	(4,463)	102	11	91
Managing Director	252	252	136	252	0	0	0
Human Resources	574	588	394	588	0	0	0
Strategic Finance (including ICT)	5,002	5,054	3,142	4,918	(137)	(137)	0
Net Cost of Services	14,872	15,833	8,127	16,814	981	392	589
Corporate Costs (interest earned less interest paid)	(110)	(110)	(41)	(110)	0	0	0
Recharges, capital charges and accounting adjustments under statute	414	414	0	414	0	0	0
NET EXPENDITURE	15,177	16,138	8,087	17,119	981	392	589
<u>Funded By :-</u>							
Council tax and Government Grants (see appendix 4)	(15,156)	(15,156)	(7,555)	(15,156)	0	0	0
Surplus / (Deficit) - Transfer to / (from) reserves	(21)	(982)	0	(1,963)	(981)	(392)	(589)
NET BUDGET REQUIREMENT	(15,177)	(16,138)		(17,119)	(981)	(392)	(589)

The variances included in this appendix include those previously reported. Where there has been more than one variance for a particular area of service, these have been aggregated. The main reasons for the £981,000 overall unfavourable variance are detailed below:

Favourable variances

- £212,000 Increased commercial property rent.
- £192,000 Improved collection rates for overpayment of rent allowances.
- £65,000 Increase payment expected for recycling credits.
- £40,000 Underspend this year due to delayed start on Atrium project.
- £33,000 Funding received for Individual Election Registration.
- £30,000 Underspend due to having combined elections.

Unfavourable variances

- £460,000 Increase in net cost of bed and breakfast accommodation for the homeless.
- £180,000 Decline in recycling material market values (nil cost now £15 per tonne).
- £116,000 Kerbside Recycling budget removed.
- £100,000 Reduction in planning fee income.
- £100,000 Relocation costs for the Town Hall Annexe, to accommodate the NHS.
- £92,000 Cost of contractor to back scan documents for planning portal.
- £75,000 Increase in legal costs for Land Charges.
- £68,000 Expenditure on Economic Development.
- £31,000 Agency cost for Interim Head of Communications.
- £30,000 Additional cost for Housing Section Head for 6 months.
- £20,000 Expenditure on corporate initiatives.

Variances funded from reserves (excluding the Economic Impact reserve)

- £190,000 Increase in expenditure for the Council's major projects - Temporary staff £70,000, Hostel Accommodation £50,000, Consultants £40,000 and Branding Review £30,000. These are funded from the Projects and Programme Management Reserve.
- £80,000 Consultancy for Local Plan 2 to be funded from the LDF reserve.
- £40,000 Agency Sustainability Officer to be funded from the Climate Change reserve.

Changes in funding

- There are no changes in funding this month.

The total of the variances above is £1,010,000. Other favourable variances total £29,000.

The table below shows at summary service level the original 2015/16 budget, current 2015/16 budget and variances that have occurred in the year to provide a forecast outturn at 30th September. The reasons for these variances are shown below. The budgets are for direct expenditure and income only and exclude internal support charges and capital charges.

Corporate Strategy and Client	2015/16 Original Budget	2015/16 Current Budget	2015/16 Actuals to Date	2015/16 Forecast Outturn	2015/16 Variance Current Budget to Forecast Outturn	2015/16 Previously Reported Variances	2015/16 Forecast Variance Period 06	Comments
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	
Management & Support	117	117	49	113	(4)	(4)	0	
Contract Monitoring	303	303	593	306	3	3	0	Actuals include the Veolia invoices paid up to August but only April to July invoices have been recharged from here to the relevant cost centres.
Parks And Open Spaces	1,089	1,089	483	1,097	8	8	0	Actuals include the Veolia invoices for April to July only - see Contract Monitoring.
Leisure	370	444	260	426	(18)	(18)	0	Actuals include two quarters management fees.
Grants	744	748	350	748	0	0	0	Actuals include two quarters funding payments.
Street Cleansing	1,838	1,855	643	1,855	0	0	0	Actuals include the Veolia invoices for April to July only - see Contract Monitoring.
Waste And Recycling	1,967	1,967	744	2,198	231	231	0	Actuals include the Veolia invoices for April to July only - see Contract Monitoring.
Partnerships & Performance	522	577	270	762	185	185	0	
Total	6,949	7,099	3,393	7,503	404	404	0	

Community and Customer Services	2015/16 Original Budget	2015/16 Current Budget	2015/16 Actuals to Date	2015/16 Forecast Outturn	2015/16 Variance Current Budget to Forecast Outturn	2015/16 Previously Reported Variances	2015/16 Forecast Variance Period 06	Comments
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	
Customer Services	815	837	397	837	0	0	0	Actuals reflect that £21,500 carried forward for GIS development and upgrade has not yet been spent.
Housing	588	687	759	1,251	564	204	360	Increase in the provision of temporary accommodation for homeless families due to increasing caseload.
Environmental Health & Licensing	1,159	1,300	487	1,356	56	18	38	£40,000 for an agency sustainability officer to be charged to the Climate Change Reserve; £20,000 increase in agency staff in Environmental Health and Licensing Teams offset by vacancy savings (£20,000) in salaries (see appendix 4); £3,000 cost of Housing Standards prosecutions; £2,200 contract fee for Green House GAS emissions; £2,000 courts costs for Fly Tipping; £1,500 for Transcription Service for legal compliance; £1,000 for specialist agency staff to assist in Public Health enquiry; (£2,200) Housing Standards Court Costs awarded; (£2,000) saving in Stray Dog Kennelling; (£2,000) Housing Inspection Fees; (£2,000) Pavement Licences. (£1,000) reduction in Environmental Health Legal Fees; (£1,000) sales of Taxi Equipment; (£1,000) Food Safety Court Costs awarded; (£500) increase Tattoo Licence Fees. Actuals reflect that £100,000 carry forward for Public Health projects will be spent in the second half year
Culture & Play	1,115	1,221	680	1,233	12	12	0	
Total	3,677	4,045	2,323	4,677	632	234	398	

Democracy and Governance	2015/16 Original Budget	2015/16 Current Budget	2015/16 Actuals to Date	2015/16 Forecast Outturn	2015/16 Variance Current Budget to Forecast Outturn	2015/16 Previously Reported Variances	2015/16 Forecast Variance Period 06	Comments
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	
Legal And Democratic	1,831	1,875	770	1,792	(83)	(83)	0	
Buildings And Projects	1,359	1,459	809	1,521	62	(38)	100	£100,000 New Annexe office relocations to accommodate NHS. Actuals include business rates for the whole year for the Town Hall.
Procurement	25	25	6	27	2	2	0	
Total	3,215	3,359	1,585	3,339	(20)	(120)	100	

Regeneration And Development	2015/16 Original Budget	2015/16 Current Budget	2015/16 Actuals to Date	2015/16 Forecast Outturn	2015/16 Variance Current Budget to Forecast Outturn	2015/16 Previously Reported Variances	2015/16 Forecast Variance Period 06	Comments
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	
Commercial Projects	(5,815)	(5,582)	(3,726)	(5,770)	(190)	(200)	11	£51,000 reduction in commercial property rent due to disposal of properties and voids. (£40,000) underspend on Atrium Project due to delayed start: £40,000 will be requested as a carry forward at year end.
Development Section	181	181	(178)	307	126	126	0	Actuals include £333,000 of Section 106 contributions that will be allocated to schemes.
Transport And Infrastructure	206	206	662	214	10	10	0	Actuals include expenditure for Traffic Management projects that will be funded by Hertfordshire County Council, and Parking Project Expenditure that may be charged to the Parking Reserve at year end if income is insufficient. Unpaid parking fine income is accruing.
Policy Team	481	481	221	549	68	(12)	80	£80,260 additional consultancy required for Local Plan 2 to be funded from Local Development Framework reserve.
Economic Development	150	150	176	237	87	87	0	
Total	(4,797)	(4,564)	(2,845)	(4,463)	102	11	91	

Managing Director	2015/16 Original Budget	2015/16 Current Budget	2015/16 Actuals to Date	2015/16 Forecast Outturn	2015/16 Variance Current Budget to Forecast Outturn	2015/16 Previously Reported Variances	2015/16 Forecast Variance Period 06	Comments
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	
	252	252	136	252	0	0	0	
Total	252	252	136	252	0	0	0	

Human Resources	2015/16 Original Budget	2015/16 Current Budget	2015/16 Actuals to Date	2015/16 Forecast Outturn	2015/16 Variance Current Budget to Forecast Outturn	2015/16 Previously Reported Variances	2015/16 Forecast Variance Period 06	Comments
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	
HR Client	153	153	71	153	0	0	0	
HR Shared Services	421	435	322	435	0	0	0	Actuals do not include Three Rivers contribution which is invoiced at the year end.
Total	574	588	394	588	0	0	0	

Strategic Finance	2015/16 Original Budget	2015/16 Current Budget	2015/16 Actuals to Date	2015/16 Forecast Outturn	2015/16 Variance Current Budget to Forecast Outturn	2015/16 Previously Reported Variances	2015/16 Forecast Variance Period 06	Comments
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	
Finance & Resources	2,262	2,262	2,139	2,299	37	37	0	Actuals include lump sum payment of £2.1M to reduce pension deficit and a credit adjustment in respect of outstanding audit fees for 2015/16 work not yet billed.
Finance Services Client	867	889	41	889	0	0	0	Actuals do not show contract payment to Three Rivers which is not paid until year end.
Revenues And Benefits Client	966	966	255	789	(177)	(177)	0	Actuals do not show contract payment to Three Rivers which is not paid until year end.
Revenues And Benefits Shared Service	0	0	7	0	0	0	0	Actuals show payment to Agency to be recovered from TRDC.
ICT Service	907	937	701	940	3	3	0	Actuals include software licences that have been paid for the whole year and do not include the contribution from Three Rivers which is received at the year end.
Total	5,002	5,054	3,142	4,918	(137)	(137)	0	

Corporate Costs	2015/16 Original Budget	2015/16 Current Budget	2015/16 Actuals to Date	2015/16 Forecast Outturn	Variance Current Budget to	Previously Reported Variances	Forecast Variance Period 06	Comments
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	
Interest Earned	(220)	(220)	(41)	(220)	0	0	0	Actual (£41,000). See Appendix 7 - Treasury Management Performance: the interest including accruals is (£137,440).
Interest Paid	110	110	0	110	0	0	0	Actuals include S106 Earmarked Reserves and Finance Leases where interest is charged at the financial year end.
Accounting Adjustments	0	0	0	0	0	0	0	
Pension Adjustments In I&E	0	0	0	0	0	0	0	
Other Comprehensive Inc & Exp	0	0	0	0	0	0	0	
Cap Exp Not Adding Val-Leisure	0	0	0	0	0	0	0	
Cap Exp Not Adding Val-Property	0	0	0	0	0	0	0	
Total	(110)	(110)	(41)	(110)	0	0	0	

Salary Analysis - Direct Employee Costs

Employees represent one of the highest revenue expenditure items for the Council. The table below shows the total direct employee costs (includes salaries, superannuation, national insurance etc but excludes IAS19 adjustments) at service level and variances between the current budget and the forecast outturn at period 06 (September).

Service Area	2015/16 Original Budget £000's	2015/16 Current Budget £000's	2015/16 Actuals to Date £000's	2015/16 Forecast Outturn £000's	2015/16 Variance Current Budget to Forecast Outturn £000's	2015/16 Previously Reported Variances £000's	2015/16 Forecast Variance Period 06 £000's	Comments
Corporate Strategy & Client Services	933	935	452	1,028	92	92	0	Actuals reflect vacancies including Head of Communications and Engagement - see Agency table below.
Community & Customer Services	3,494	3,494	1,578	3,439	(55)	(35)	(20)	Savings due to vacancies in Environmental Health and Licencing - see Agency Staff table below.
Democracy & Governance	1,569	1,569	785	1,559	(10)	(10)	0	Actuals include vacancy savings in Committee Services and 1 employee to be recharged to the Atrium project.
Regeneration & Development	2,577	2,577	1,062	2,326	(251)	(251)	0	
Managing Director	213	213	106	213	0	0	0	
Human Resources	541	555	223	555	0	0	0	Actuals reflect vacancies - see Agency table below.
Strategic Finance	2,227	2,227	2,168	2,230	3	3	0	Actuals include lump sum payment of £2.1M to reduce pension deficit.
Total	11,553	11,569	6,375	11,349	(220)	(200)	(20)	

Other Costs - Agency Staff

The table below shows the cost of agency staff at service level and variances between the current budget and the forecast outturn at period 06 (September).

Service Area	2015/16 Original Budget £000's	2015/16 Current Budget £000's	2015/16 Actuals to Date £000's	2015/16 Forecast Outturn £000's	2015/16 Variance Current Budget to Forecast Outturn £000's	2015/16 Previously Reported Variances £000's	2015/16 Forecast Variance Period 06 £000's	Comments
Corporate Strategy & Client Services	0	0	35	35	35	35	0	Actuals include agency staff to cover the Head of Communications and Engagement vacancy - see Salaries table above.
Community & Customer Services	21	21	133	133	112	52	60	£40,000 Sustainability officer - to be recharged to Climate Change reserve. £20,000 Agency staff to cover vacant posts - see Salaries table above.
Democracy & Governance	0	0	16	0	0	0	0	Actuals reflect cover for vacancies in Committee Services and cover for 1 employee working on the Atrium project. To be recharged to the project.
Regeneration & Development	35	35	149	243	208	208	0	
Managing Director	0	0	0	0	0	0	0	
Human Resources	0	0	46	0	0	0	0	Actuals reflect cover for vacancies - see Salaries table above (budget transfer to be agreed).
Strategic Finance - ICT	63	63	36	63	0	0	0	Actuals include costs to be reduced from December.
Total	118	118	415	473	355	295	60	

Funding Analysis

This table shows the individual funding streams that support the Council's revenue budget. The table below shows there are no variances between the current budget and the forecast outturn at period 06 (September).

Funding Stream	2015/16 Original Budget	2015/16 Current Budget	2015/16 Actuals to Date	2015/16 Forecast Outturn	2015/16 Variance Current Budget to Forecast Outturn	2015/16 Previously Reported Variances	2015/16 Forecast Variance Period 06	Comments
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	
Government Grants								
Revenue Support Grant	(2,166)	(2,166)	(722)	(2,166)	0	0	0	
Redistributed Business Rates	(2,577)	(2,577)	(1,289)	(2,577)	0	0	0	
Council Tax Receipts	(7,696)	(7,696)	(3,848)	(7,696)	0	0	0	
Other Government Funding								
Council Tax Freeze Grant	(83)	(83)	(48)	(83)	0	0	0	
Funding-New Homes Bonus	(2,822)	(2,822)	(1,648)	(2,822)	0	0	0	
Funding-Business Rate Reduction/(Growth)	189	189	0	189	0	0	0	Actuals will be posted at year end when the accounts are closed.
Total	(15,156)	(15,156)	(7,555)	(15,156)	0	0	0	

FORECAST REVENUE RESERVE BALANCES AT PERIOD 06 (September)**2015/16**

Description	Bal B/F as @ 1-Apr-2015	Agreed use of reserves	Previously Reported Movement	Movement Period 06	Total Movement	Forecast Bal as @ 31-Mar-2016
General Fund Working Balance	-1,350,000					-1,350,000
Capital Financing Reserves						
Leisure Structured Maintenance Reserve	-423,000	4,870			4,870	-418,130
Multi-Storey Car Pk Rep Reserve	-181,000				0	-181,000
Earmarked Reserves	0					0
Budget Carry Forwards Reserve	-1,612,000	1,612,000			1,612,000	0
Car Parking Zones Reserve	-707,000				0	-707,000
Charter Place Tenants Reserve	-160,000				0	-160,000
Climate Change Reserve	-56,000			40,000	40,000	-16,000
Homeless Prevention Reserve	-112,000				0	-112,000
Le Marie Centre Repair Reserve	-13,000				0	-13,000
NNDR Collection Fund Reserve	-4,661,000				0	-4,661,000
Parks Waste & Street Strategy	-60,000				0	-60,000
Recycling Reserve	0				0	0
Rent Deposit Guarantee Scheme	-100,000				0	-100,000
General Reserves						
Area Based Grant Reserve	-86,000				0	-86,000
Development Sites - Decontamination	-646,000				0	-646,000
Economic Impact Reserve	-2,087,000		183,000	468,740	651,740	-1,435,260
Exam In Public - LDF Reserve	-178,000			80,260	80,260	-97,740
Future Pension Funding Reserve	-2,248,000				0	-2,248,000
High Street Innovation Reserve	-90,000				0	-90,000
Housing & PDG Reserve	-266,000				0	-266,000
Housing Benefit Subsidy Reserve	-997,000				0	-997,000
Insurance Fund Reserve	0				0	0
Invest To Save Reserve	-839,000				0	-839,000
LA Business Growth Incentive Reserve	-570,000		19,000	0	19,000	-551,000
New Homes Bonus	-3,612,000				0	-3,612,000
Performance Reward Grant Resrv	-28,000				0	-28,000
PRG Capital Grants-One Watford Reserve	-191,000	50,000			50,000	-141,000
Projects and Programmed Management	-1,000,000	150,000	190,000		340,000	-660,000
Vehicle Replacement	-725,000	211,840			211,840	-513,160
Weekly Collection Support - DCLG	-193,000				0	-193,000
West Herts Crematorium	-50,000				0	-50,000
Revenue Reserves	-21,891,000	2,028,710	392,000	589,000	3,009,710	-18,881,290
Total Reserves incl GFWB	-23,241,000					-20,231,290

Key Financial Risk Areas

The Council is exposed to risks in certain key areas. These risks include economic conditions, demographics and dependency on demand. The table below shows those risks that are closely monitored each month and the variances between the current budget and the forecast outturn at period 06 (September).

Service Area	2015/16 Original Budget	2015/16 Current Budget	2015/16 Actuals to Date	2015/16 Forecast Outturn	2015/16 Variance Current Budget to Forecast Outturn	2015/16 Previously Reported Variances	2015/16 Forecast Variance Period 06	Comments
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	
Parks, Street & Waste Services	5,609	5,609	2,274	5,609	0	0	0	Actuals include the Veolia invoices for April to June only.
Kerbside Recycling Income	(506)	(506)	(67)	(275)	231	231	0	Actuals include the Veolia invoices for April to July only, funding from Alternative Financial Model (Hertfordshire Recycling Scheme) not received until year end.
Homelessness Spend (net)	160	160	378	620	460	100	360	Increase in the provision of temporary accommodation for homeless families due to increasing caseload.
Development Control Fee Income	(682)	(682)	(272)	(578)	104	104	0	Income fluctuates month on month, depending on the numbers and size of the fees received. The forecast outturn does not require changing, this month.
Building Control Fee Income	(198)	(198)	(134)	(268)	(70)	(70)	0	Income is on target.
Land Charges Fee Income	(50)	(50)	(63)	(120)	(70)	(70)	0	Income is on target
Investment Interest	(220)	(220)	(41)	(220)	0	0	0	Actual (£41,000). See Appendix 7 - Treasury Management Performance: the interest including accruals is (£137,440).
Commercial rent income	(6,324)	(6,324)	(3,056)	(6,536)	(212)	(263)	51	£51,000 reduction in commercial property rent due to disposals of properties and voids.

Treasury Management Performance

The Council held £41.7M of investments as at 30 September 2015 (see table below). This information is reported in the monthly Members Information Bulletin.

Institution	Principal
<u>Banks</u>	£
Clydesdale	3,000,000
Lloyds	14,730,000
Nat West	0
<i>Total Banks</i>	17,730,000
<u>Building Societies</u>	
Coventry	4,000,000
Leeds	2,000,000
Nationwide	4,000,000
Principality	6,500,000
Skipton	7,500,000
<i>Total Building Societies</i>	24,000,000
<i>Total</i>	41,730,000

The return on the Council's investments up to 30 September 2015 (excluding the investment of £4.9M for LABV) shows an average annualised return of 0.67% against a benchmark rate of 0.62%. Interest received at 30 September was £137,440. At this stage the forecast remains unchanged at £220,000 for 2015/16.

Council Tax and NNDR Collection Rates														
The Council monitors these performance indicators as part of Managing the Business.														
Reference	Description													
RB 1	Council Tax Collection													
Indicator Definition	Percentage of current year council tax collected in year													
Watford		Annual	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
	Target	95.5	11.3	20.2	29.0	35.3	47.0	56.2	65.0	73.7	83.0	91.0	94.2	95.5
	2014/15 Actual	96.2	11.0	20.2	29.0	38.3	47.0	56.2	65.0	73.7	83.0	91.0	94.2	96.2
	2015/16 Actual		11.4	20.3	29.4	35.4	47.2	56.4						
	Target Achieved?		😊	😊	😊	😊	😊	😊	😊					
Direction of Travel		↑	↑	↑	↑	↑	↑	↑						
Reference	Description													
RB 2	NNDR Collection													
Indicator Definition	Percentage of current year national non-domestic rates collected in year													
Watford		Annual	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
	Target	97.7	11.7	21.0	31.9	36.3	49.1	57.9	66.5	75.8	85.1	90.9	94.9	97.7
	2014/15 Actual	97.7	10.6	21.1	32.0	41.5	49.3	57.9	66.5	75.8	85.1	90.9	94.9	97.7
	2015/16 Actual		14.1	23.0	31.7	36.9	48.5	57.8						
	Target Achieved?		😊	😊	😞	😊	😞	😞						
Direction of Travel		↑	↑	↓	↑	↓	↓							

CAPITAL SPEND SUMMARY

Cost Centre	Capital Scheme	2015/16									2016/17 Latest Budget £	2017/18 Latest Budget £
		(A)			(B)			(B) - (A)				
		Original Budget £	Approved Rephasings from 2014/15 £	Approved Budget Changes £	Latest Budget £	Actual Spend @ Period 6 2015/16 £	Forecast Outturn @ Period 6 £	Previously Reported Variances £	Variances for Period 6 only £	Cumulative Variance @ Period 6 £		
WA6920	Key Projects	3,739,710	787,526	0	4,527,236	826,941	3,436,966	330,000	(1,420,270)	(1,090,270)	1,844,270	250,000
WA6921	Environmental Services	258,000	359,862	0	617,862	207,128	782,202	211,840	(47,500)	164,340	192,125	10,000
WA6922	Community & Leisure Services	3,742,760	2,062,651	50,000	5,855,411	553,063	5,908,641	52,800	430	53,230	2,928,120	0
WA6923	Housing Services	450,000	279,065	0	729,065	153,118	729,065	0	0	0	450,000	450,000
WA6924	Parking Services	0	59,111	0	59,111	24,988	59,111	0	0	0	0	0
WA6925	Asset Management	677,100	493,968	650,000	1,821,068	938,312	2,409,080	60,000	528,012	588,012	2,265,158	514,250
WA6926	ICT	325,000	365,928	0	690,928	334,838	690,928	0	0	0	280,000	320,000
WA6927	ICT Shared Services	225,000	919,923	0	1,144,923	262,344	1,144,923	0	0	0	243,000	210,000
WAA601	Corp Serv / Project Mgt	500,000	0	0	500,000	0	500,000	0	0	0	400,000	400,000
WA6928	Section 106 Funded Schemes	0	366,557	0	366,557	237,242	392,557	0	26,000	26,000	0	0
WA4900	TOTAL CAPITAL PROGRAMME	9,917,570	5,694,591	700,000	16,312,161	3,537,973	16,053,473	654,640	(913,328)	(258,688)	8,602,673	2,154,250

Cost Centre	Capital Scheme	2015/16									2016/17	2017/18
		(A)				(B)			(B) - (A)			
		Original Budget	Approved Rephasings from 2014/15	Approved Budget Changes	Latest Budget	Actual Spend @ Period 6 2015/16	Forecast Outturn @ Period 6	Previously Reported Variances	Variances for Period 6 only	Cumulative Variance @ Period 6		
£	£	£	£	£	£	£	£	£	£	£		
WA6926	ICT											
WAA109	ICT-Hardware Replacement Prog	160,000	78,537	0	238,537	6,705	238,537	0	0	0	160,000	200,000
WAA132	ICT - Document Management Proc	0	15,000	0	15,000	10,964	15,000	0	0	0	0	0
WAA134	ICT-Env Health	45,000	175,106	0	220,106	297,166	220,106	0	0	0	0	0
WAA212	Telephony-Cost of Server Replacement	0	10,300	0	10,300	0	10,300	0	0	0	0	0
WAA221	ICT-Project Management Provision	120,000	86,985	0	206,985	20,003	206,985	0	0	0	120,000	120,000
WAA980	Asset Management System	0	0	0	0	0	0	0	0	0	0	0
WA6927	ICT Shared Services											
WAA191	ShS-Business Application Upgra	195,000	0	0	195,000	19,150	195,000	0	0	0	165,000	165,000
WAA945	ShS-IT Modernisation	0	898,323	0	898,323	11,574	898,323	0	0	0	0	0
WAA982	ShS-Hardware Replace Prog	30,000	18,000	0	48,000	227,120	48,000	0	0	0	78,000	45,000
WAB925	ShS-HR Appraisal Module	0	3,600	0	3,600	4,500	3,600	0	0	0	0	0
WAA601	Corporate Services / Project Management											
WAA601	Support Services	500,000	0	0	500,000	0	500,000	0	0	0	400,000	400,000
WA6928	Section 106 Funded Schemes											
WAB300	Contribution to Croxley Rail Link	0	0	0	0	0	0	0	0	0	0	0
WAB931	Himalayan Way Play Area	0	62,820	0	62,820	55,720	62,820	0	0	0	0	0
WAB932	Jellicoe Road Play Area Improv	0	0	0	0	0	0	0	0	0	0	0
WAB938	Goodwood Rec Play Area Improve	0	0	0	0	0	0	0	0	0	0	0
WAB940	East Drive Play Area	0	0	0	0	0	0	0	0	0	0	0
WAB942	Waterfields Rec Play Area	0	0	0	0	350	0	0	0	0	0	0
WAB944	Berry Avenue Play Area	0	60,000	0	60,000	60,000	60,000	0	0	0	0	0
WAB945	Southwold Road Play Area	0	1,371	0	1,371	1,371	1,371	0	0	0	0	0
WAB946	Ridgehurst Avenue Play Area	0	23,500	0	23,500	11,791	23,500	0	0	0	0	0
WAB948	Riverside Recreation Ground	0	139,257	0	139,257	45,386	165,257	0	26,000	26,000	0	0
WAB949	Oxhey Park	0	0	0	0	0	0	0	0	0	0	0
WAB950	King George V Playing Field	0	0	0	0	0	0	0	0	0	0	0
WAB951	Colne River Project	0	60,387	0	60,387	48,937	60,387	0	0	0	0	0
WAB952	Fern Way Play Area Landscaping	0	0	0	0	760	0	0	0	0	0	0
WAB953	Radlet Road MUGA	0	0	0	0	0	0	0	0	0	0	0
WAB954	Knutsford Road	0	0	0	0	0	0	0	0	0	0	0
WAB958	Local Park Improvements	0	2,244	0	2,244	2,300	2,244	0	0	0	0	0
WAB960	Wiggenhall Allotments	0	0	0	0	0	0	0	0	0	0	0
WAB961	Cherry Tree Allotments	0	0	0	0	0	0	0	0	0	0	0
WAB962	Local Nature Reserves	0	16,978	0	16,978	10,628	16,978	0	0	0	0	0
WAB964	Centennial House Landscaping	0	0	0	0	0	0	0	0	0	0	0
WNC004	Colne Valley Improvements	0	0	0	0	0	0	0	0	0	0	0
WNC022	Multi Use Games At Meriden	0	0	0	0	0	0	0	0	0	0	0
WA4900	TOTAL CAPITAL PROGRAMME	9,917,570	5,694,591	700,000	16,312,161	3,537,973	16,053,473	654,640	(913,328)	(258,688)	8,602,673	2,154,250

CAPITAL VARIANCES THIS PERIOD

Cost Centre	Capital Scheme	Variances For Period 6			Reason for Variance
		2015/16 £	2016/17 £	2017/18 £	
WAA234	Transit Vans x 2	48,000	0	0	Vehicle purchases funded via the vehicle replacement reserve
WAA235	Small Box Van	9,500	0	0	
WAJ300	Decent Homes Assistance	(105,000)	105,000	0	Rephasing required due to uncertainty surrounding future government grant for this type of work
WAA995	Building Investment Programme	(200,000)	200,000	0	Rephasing required due to re-prioritisation of investment programme due to new projects taking precedence
WAA214	Museum CCTV Intruder Alarm System	430	0	0	Additional cost incurred to improve lone worker protection
WAA954	Green Spaces Strategy	100,000	(126,000)	0	Instruction to carry out Watford Heath project works earlier than previously anticipated
WAB948	Riverside Recreation Ground	26,000	0	0	Overspend due to site constraint costs including removal of pod that have been offset by capital budget reduction of £26k in 2016/17 (see Green Spaces Strategy above)
WAA185	Watford Business Park Redevelopment	745,000	1,500,000	0	Purchase of 1 Faraday Close in 2015/16 and redevelopment of 18 & 20 Caxton Way in 2016/17 (funding anticipated via £1.5m loan application to Local Enterprise Partnership repayable in 2019/20)
WAA203	Atrium / GIS	(16,988)	16,988	0	Rephasing required due to delays in recruiting a GIS specialist as well as minimising impact of staff involved in system user testing
WAA920	Health Campus Provision	(270,270)	270,270	0	Rephasing required due to programme slippage in part connected to central government delays with regard to CPO
WAA923	Health Campus Contribution to LABV (partnership with Kier)	(1,500,000)	1,500,000	0	Rephasing with road construction works now set to complete in 2016/17
WAA236	Customer Services Improvement Programme	250,000	0	0	Alterations to facilities in Customer Services including Reception to be funded by the Projects & Programme Management Reserve
	TOTAL VARIANCES	(913,328)	3,466,258	0	

CAPITAL FUNDING

FUNDING REQUIRED FOR CAPITAL PROGRAMME

	Latest Forecast 2015/16 £	Latest Budget 2016/17 £	Latest Budget 2017/18 £	Total £
Grants & Contributions	2,906,495	2,489,000	239,000	5,634,495
Reserves	1,732,090	77,125	0	1,809,215
Capital Receipts	10,673,141	5,504,428	1,915,250	18,092,819
Section 106 Contributions	741,747	532,120	0	1,273,867
TOTAL CAPITAL FUNDING USED	16,053,473	8,602,673	2,154,250	26,810,396

CAPITAL FUNDING UNALLOCATED

	Latest Forecast 2015/16 £	Latest Budget 2016/17 £	Latest Budget 2017/18 £	Total £
GRANTS & CONTRIBUTIONS				
Balance Brought Forward	394,179	11,585	11,585	394,179
In Year Receipts	2,523,900	2,489,000	239,000	5,251,900
Used for Financing (as above)	(2,906,495)	(2,489,000)	(239,000)	(5,634,495)
BALANCE CARRIED FORWARD	11,585	11,585	11,585	11,585

RESERVES (INCLUDING NEW HOMES BONUS)				
Balance Brought Forward	6,382,416	5,107,826	5,030,701	6,382,416
In Year Receipts	457,500	0	0	457,500
Used for Financing (as above)	(1,732,090)	(77,125)	0	(1,809,215)
BALANCE CARRIED FORWARD	5,107,826	5,030,701	5,030,701	5,030,701

CAPITAL RECEIPTS				
Balance Brought Forward	12,375,539	6,968,897	3,055,469	12,375,539
In Year Receipts (see note below)	5,266,500	1,591,000	1,591,000	8,448,500
Used for Financing (as above)	(10,673,141)	(5,504,428)	(1,915,250)	(18,092,819)
BALANCE CARRIED FORWARD	6,968,897	3,055,469	2,731,219	2,731,219

Note - The 2015/16 'In Year Receipts' total (I.E. £ 5,266,500) has increased by circa £1m from the previous capital report due to three properties recently being sold at auction.

SECTION 106 CONTRIBUTIONS				
Balance Brought Forward	2,017,006	1,290,259	768,139	2,017,006
In Year Receipts + Interest	15,000	10,000	5,000	30,000
Used for Financing (as above)	(741,747)	(532,120)	0	(1,273,867)
BALANCE CARRIED FORWARD	1,290,259	768,139	773,139	773,139

TOTAL CAPITAL FUNDING AVAILABLE				
Balance Brought Forward	21,169,140	13,378,567	8,865,894	21,169,140
In Year Receipts + Interest	8,262,900	4,090,000	1,835,000	14,187,900
Used for Financing (as above)	(16,053,473)	(8,602,673)	(2,154,250)	(26,810,396)
BALANCE CARRIED FORWARD	13,378,567	8,865,894	8,546,644	8,546,644