

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

meeting date: 24 JANUARY 2023

title: REVISED REVENUE BUDGET 2022/23

submitted by: DIRECTOR OF RESOURCES

principal author: VALERIE TAYLOR

1 PURPOSE

- 1.1 To agree a revised revenue budget for 2022/23 for this committee.

2 BACKGROUND

- 2.1 The original estimate for this current financial year was set in March 2022.
- 2.2 As members will be aware, there can be numerous variations to the budget that come to our attention as the year progresses, particularly through the budget monitoring process.
- 2.3 At this time of year we revise the estimates for the current financial year in order to predict the likely outturn. In essence the Revised Estimate is the council's latest forecast for the outturn on the current financial year's budget. This also assists us in preparing the original estimate for the coming financial year.

3 REVISING THE ORIGINAL ESTIMATE

- 3.1 Since the budget was originally set we now have the benefit of information from the outturn position for 2021/22 and the variances that were experienced in that financial year. Furthermore, as we have been monitoring our budgets during the year we can also use this information to inform the revised budget process.
- 3.2 The original budget for 2022/23 included provision for pay increases at 2% and price increases at 3%.
- 3.3 We now know that the Pay Award has been settled at £1,925 per full time employee. It is estimated that this will add £369k to the base budget above what was initially allowed.
- 3.4 The Consumer Prices Index (CPI) is the UK's key inflation statistic, designed to measure changes in the prices of things that consumers regularly purchase. Inflation is calculated by the Office for National Statistics (ONS), which constructs a statistical shopping basket consisting of the hundreds of goods and services bought by a 'typical' household.
- 3.5 The Budget Working Group considered a report earlier in the year which highlighted the impact of inflation on the Council base budget in the current year at that point in time. It has been assumed that these other inflationary costs will add a further £331k to the budget.
- 3.6 Taken together this extra inflation amounted to approx £700k across all committees. As this was an anticipated substantial increase to the current year's base budget, the Original Estimate has been adjusted to reflect this known inflationary increase. For this committee, this means that the Original Estimate 2022/23 is adjusted as shown below:

	Original Estimate 2022/23 £	Further In- Year Inflation £	Adjusted Original Estimate 2022/23 £
EXPENDITURE			
Employee Related	3,391,490	161,050	3,552,540
Premises Related	222,200	47,780	269,980
transport related	62,960	1,660	64,620
Supplies and Services	1,019,220	29,800	1,049,020
Third Party Payments	89,300	40	89,340
Transfer Payments	162,980		162,980
Support Services	2,583,740		2,583,740
Depreciation and Impairment	189,380		189,380
TOTAL EXPENDITURE	7,721,270	240,330	7,961,600
INCOME			
Government Grants	-113,540		-113,540
Other Grants and Contributions	-34,380		-34,380
Customer and Client Receipts	-377,640		-377,640
Departmental Recharges	-4,764,010		-4,764,010
Interest	-300		-300
Miscellaneous Recharges	-70		-70
TOTAL INCOME	-5,289,940	0	-5,289,940
NET EXPENDITURE	2,431,330	240,330	2,671,660
Associated Movements in Earmarked Reserves	13,220	0	13,220
NET AFTER EARMARKED RESERVES	2,444,550	240,330	2,684,880

- 3.7 Whilst our committee income and expenditure may increase or decrease at the revised estimate, items such as our budgeted core government funding and our council tax precept remain fixed. As a result, any compensating movement is within our earmarked reserves and general fund balances.
- 3.8 In addition to the use of data on past performance there have been detailed discussions with budget holders and heads of service on past service provision and future plans, playing an integral part in the budget setting process.
- 3.9 Furthermore, decisions and actions required as a result of committee meetings are incorporated into the budget setting process, whilst financial implications would likely have already been identified as part of any committee decision.
- 3.10 As part of the setting of the revised estimate, this report is now presented to committee to seek comment and approval. Once approved by this committee, the revised estimate will be reported to Special Policy and Finance Committee.
- 3.11 The proposed revised estimate for this committee is now presented in the following section, with details of the movements that affect this revision being detailed at Annex 1. There are also details of the current actual position as at the end of November against the profiled Original Estimate and alongside the proposed Revised Estimate at Annex 2.

4 PROPOSED REVISED REVENUE BUDGET 2022/23

4.1 A comparison between the original and revised budgets for each cost centre is shown below, together with the associated movements in earmarked reserves.

Cost Centre and Description	Adjusted Original Estimate 2022/23	Movement in Expenditure	Movement in Income	Movement in Support Services	Movement in Capital Charges	Revised Estimate 2022/23
CDCUL: Covid 19 Response - Culture and Other	0	330				330
CDFCO: Covid 19 Response - Finance and Corporate	0	1,000				1,000
CDICT: Covid 19 Response - ICT	0	4,110				4,110
CEXEC: Chief Executives Department	62,710	-201,270	8,690	129,870		0
CINTR: Clitheroe Interchange	9,590	-7,430		-700	-1,460	0
CIVCF: Civic Functions	66,340	-320		1,840		67,860
CIVST: Civic Suite	5,320	9,890	-12,520	-6,040	3,350	0
CLOFF: Council Offices	44,450	34,780	-2,810	-81,920	5,500	0
CLTAX: Council Tax	410,590	4,240	1,460	33,480		449,770
COMPR: Computer Services	4,550	410		-4,960		0
CORPM: Corporate Management	365,530			49,050		414,580
COSDM: Cost of Democracy	564,330	-14,170		26,520	-2,340	574,340
COVID: Covid-19 Response	-12,400	0	-62,980			-75,380
CSERV: Corporate services	185,030	-560		-24,600		159,870
CTENP: Council Tax Energy Rebates - Acting as Principal	0	88,500	-124,550			-36,050

Cost Centre and Description	Adjusted Original Estimate 2022/23	Movement in Expenditure	Movement in Income	Movement in Support Services	Movement in Capital Charges	Revised Estimate 2022/23
ELADM: Election Administration	36,960	11,410	-11,410	-12,480		24,480
ELECT: Register of Electors	99,040	-6,470		23,780		116,350
EMERG: Community Safety	68,690	-4,140		17,260		81,810
ESTAT: Estates	66,490	14,930	-9,730	8,160	15,230	95,080
FGSUB: Grants & Subscriptions - Policy and Fin	170,390	-11,680		6,970		165,680
FMISC: Policy & Finance Miscellaneous	162,000	-190	-93,340	2,330		70,800
FREED: Freedom of the Borough	8,130	1,000				9,130
HSUPF: Household Support Fund	0	95,970	-104,170			-8,200
LANDC: Land Charges	10,900	-1,900	18,020	6,710		33,730
LICSE: Licensing	49,460	-3,690	11,380	31,310		88,460
LUNCH: Luncheon Clubs	16,450			-30		16,420
NNDRC: National Non Domestic Rates	61,810	1,920	1,330	5,540		70,600
QPJUB: Queen's Platinum Jubilee	19,420	-3,030				16,390
RESOR: Resources Department	107,190	-29,960	2,070	-75,080	-4,220	0
SUPDF: Superannuation Deficiency Payments	88,690	1,930				90,620
Grand Total	2,671,660	-14,390	-378,560	137,010	16,060	2,431,780
Associated Movements in Earmarked Reserves						
FNBAL/H379 Covid-19 Reserve	12,400	-23,200	62,980			52,180

Cost Centre and Description	Adjusted Original Estimate 2022/23	Movement in Expenditure	Movement in Income	Movement in Support Services	Movement in Capital Charges	Revised Estimate 2022/23
FNBAL/H305 Council Tax Energy Rebate Reserve			36,050			36,050
FNBAL/H294 Cyber Resilience Grant Reserve	-13,600	12,470				-1,130
FNBAL/H230 Elections Fund Reserve	30,000	60,000				90,000
FNBAL/H335 Invest to Save Fund	2,000					2,000
FNBAL/H269 Revaluation of Assets Reserve	2,420	1,580				4,000
FNBAL/H326 Performance Reward Grant Reserve	-20,000	5,610				-14,390
FNBAL/H337 Equipment Reserve		-5,820				-5,820
FNBAL/H372 Parish Grants Reserve		-2,000				-2,000
FNBAL/H223 Audit Reserve		-46,700				-46,700
FNBAL/H325 VAT Shelter Reserve			92,160			92,160
Net after Movements in Earmarked Reserves	2,684,880	-12,450	-187,370	137,010	16,060	2,638,130

4.2 The difference between the revised and original estimate is a decrease in net expenditure of £239,880 or a decrease in net expenditure or £46,750 after allowing for movements on earmarked reserves.

5 KEY MOVEMENTS FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE

5.1 Within the proposed Revised Estimate there are a number of substantial movements, and these are summarised in the table below. A more detailed analysis of the movements is provided at Annex 1.

Description	Movement from Original Estimate 2022/23 to DRAFT Revised Estimate 2022/23
Additional Inflation added to the Original Estimate in September 2022 to arrive at the Adjusted Original Estimate 2022/23	240,330
<p><u>Grant scheme new burdens income</u> The council has received new burdens income for administering the Household Support Fund (£9k) and the Council Tax Energy Rebate (£36k) and Test and Trace Support Payment schemes (£63k). £11k has been received to help with the cost of introducing changes resulting from the Electoral Integrity Programme.</p>	-119,440
<p><u>CEXEC: Chief Executives Department</u> There have been net decreases to the departmental salary, national insurance and superannuation costs as a result of restructures that have moved associated budgets between departments. Mainly a result of the building control section moving to the Economic Development and Planning Department.</p> <p>Other net reduction to salary costs, mainly due to vacancies throughout the year within the environmental health section.</p> <p>The estimated cost of engaging external consultants to ensure continuation of the environmental health section during a prolonged period of understaffing. To be funded from associated departmental underspends.</p>	-135,170
<p><u>CLOFF: Council Offices</u> Increase to the estimated cost of gas usage at the council offices. Based on market rates in place at the time of the review and prior to the introduction of the Energy Bill Relief Scheme.</p>	-129,640
<p><u>DISTC: District Elections</u> Increase to the annual amount set aside in earmarked reserves to contribute toward the cost of the 2023/24 local elections following review of estimated expenditures at the draft revised estimate.</p>	73,690
<p><u>FMISC: Policy and Finance Miscellaneous</u> Estimated VAT shelter income to be received in the current financial year from Onward Homes. This will be transferred to the VAT shelter earmarked reserve.</p>	42,060
	60,000
	-92,160

Description	Movement from Original Estimate 2022/23 to DRAFT Revised Estimate 2022/23
<u>RESOR: Resources Department</u> Reduction to estimated salary, national insurance and superannuation costs. £47k of the reduction is the result of departmental restructures, with the remainder mainly being due to vacancy underspends that are higher than the original estimate.	-83,600
<u>Support Service Costs</u> There is a net increase in support service costs charged to this committee following changes to various departmental cost allocations	137,010

6 CONCLUSION

- 6.1 As mentioned in section 3 of the report, it was recognised earlier in the year that the council was facing significant increases in costs due to inflation and pay increases. For this committee this extra cost was then estimated at £240,330. The Original Estimate was therefore restated from £2,431,330 to £2,671,660.

	Original Estimate 2022/23 £	Adjusted Original Estimate 2022/23 £	Revised Estimate 2022/23 £	Movement from Original to Adjusted Original Estimate £	Movement from Adjusted Original to Revised Estimate £	Total Movement from Original to Revised Estimate £
Net Expenditure	2,431,330	2,671,660	2,431,780	240,330	-239,880	450
Movement in Earmarked Reserves	13,220	13,220	206,350	0	193,130	193,130
Net after Movement in Earmarked Reserves	2,444,550	2,684,880	2,638,130	240,330	-46,750	193,580

- 6.2 The difference between the Revised and Adjusted Original Estimate is a decrease in net expenditure of £46,750 after allowing for transfers to and from earmarked reserves. This means that the total movement from the true Original Estimate to the Revised Estimate is an increase of £450, or an increase of £193,580 after movements in earmarked reserves.

7 RISK ASSESSMENT

- 7.1 The approval of this report may have the following implications

- Resources: the total movement from the Original Estimate to the Revised Estimate is an increase of £450, or an increase of £193,580 after movements in earmarked reserves.

- Technical, Environmental and Legal: none identified
- Political: none identified
- Reputation: sound financial planning safeguards the reputation of the Council
- Equality and Diversity – Equality and diversity issues are considered in the provision of all Council services.

8 RECOMMENDED THAT COMMITTEE

8.1 Agree the revenue revised estimate for 2022/23.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF10-23/VT/AC
6 January 2023

For further background information please ask for Valerie Taylor

BACKGROUND PAPERS - None

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2022/23

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
VARIOUS: General Coronavirus Response					
ICT expenditure to support the ongoing hybrid arrangement of remote and office based working (to be funded from the covid-19 earmarked reserve)	4,110				4,110
Other expenditure, mainly on staffing, for the period to August 2022 (to be funded from the covid-19 earmarked reserve)	1,330				1,330
Total General Coronavirus Response					5,440
CEXEC: Chief Executives Department					
Net movements within the Chief Executive's Departmental salary, national insurance and superannuation budget estimates. £135k of the reduction results from departmental restructures, mainly the movement of the building control service to the Economic Development and Planning Department. The remainder is due to vacancy underspends, mainly within the environmental health section.	-264,810				-264,810
There has been additional expenditure on overtime which has increased the estimate for the year by £2.5k. Offset by lower spend on enhanced rates for unsociable hours.	1,690				1,690
Increase to estimated expenditure on recruitment advertising, to be funded from associated vacancy underspends.	3,850				3,850

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2022/23

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Reduction to employee mileage expenditures, mainly as a result of vacancies within the environmental health section.	-3,270				-3,270
Lower expenditure on printing and stationery than budgeted, likely as a result of the ongoing hybrid arrangement of remote/ office working.	-2,000				-2,000
Savings on the annual cost of a subscription to an online resource for legal services, resulting from negotiation of a multi-year agreement.	-1,440				-1,440
It has been necessary to engage external consultants to ensure continuation of the environmental health service during a prolonged period of understaffing, to be funded from departmental salary underspends.	73,690				73,690
Expenditure on car leasing that is expected to fall into the next financial year due to extended lead times on the lease of new vehicles.	-3,440				-3,440
Reduced spend on professional subscriptions due to vacancies.	-920				-920
Lower spend on rail fares than allowed for within the budget.	-790				-790

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2022/23

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Reduction to estimated income from legal fees for the year. £5.5k of the reduction is for general legal fees, mainly because work relating to S106 agreements has been temporarily outsourced during a vacancy within the legal section. Demand for land and property related transactions is lower than estimated, reducing the income forecast by £4k, partially offset by higher than estimated income in other areas.		8,870			8,870
Net increase in support service costs due to changes in cost allocations from council premises and the ICT and Resources Departments.			8,950		8,950
An decrease to the net cost of the department has in turn decreased the recharges out to other service areas.			120,920		120,920
Total Chief Executives Department					-58,700
CINTR: Clitheroe Interchange					
Movement of electricity and gas budgets across to the general estates cost centre (ESTAT)	-2,980				-2,980
Low requirements for repairs and maintenance of the old ticket office have allowed for the diversion of the budget to other areas.	-4,450				-4,450

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2022/23

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Movement of the annual depreciation budget for the old ticket office across to the estates budget.				-1,460	-1,460
Total Clitheroe Interchange					-8,890
CIVCF: Civic Functions					
A temporary reduction to the contractual hours of a post has reduced employee salary and national costs for the revised estimate. Partially offset by an increase to the estimated employer superannuation expenditures within the section.	-1,540				-1,540
Lower spend on casual employees than allowed for within the budget	-1,310				-1,310
Increase to the cost of holding the annual council, to be funded from reductions to expenditures within the food and drinks budgets (below)	1,000				1,000
Lower expenditure on food and drinks for civic function meetings than available within the budget.	-1,710				-1,710
Expenditure on a delayed order for Civic Regalia/ Plaques that was budgeted to be expended during the previous financial year.	3,980				3,980
Net increase in support service costs, mainly due to an changes in allocations from the Chief Executive's Department.			1,840		1,840
Total Civic functions					2,260

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2022/23

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
CIVST: Civic Suite					
Increase in employee costs that were incurred whilst facilitating socially distanced interviews at the Civic Suite (to be funded from the covid-19 earmarked reserve).	1,100				1,100
Higher expenditure on responsive repairs and maintenance requirements at the Civic Suite than available within the original estimate, to be funded from underspends in other repairs and maintenance areas.	8,530				8,530
Increase to the annual gas estimate at the Civic Suite. Estimated costs are calculated based on an average of 2-year usage and at unit rates in place at the time of the review.	1,150				1,150
Increase in demand for hire of the Civic Suite has increased the level of income estimated for the year.		-12,520			-12,520
Increase to the annual depreciation charge following an upwards revaluation of the building in the previous financial year.				3,350	3,350
An increase to the net cost of operating the Civic Suite has increased the recharges out to other service areas.			-6,040		-6,040
Total Civic Suite					-4,430

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2022/23

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
CLOFF: Council Offices					
Higher than estimated inflation and low turnover have increased the salary, national insurance and superannuation estimates, mainly in respect of office cleaners.	2,740				2,740
Lower repairs and maintenance requirements at the officers have allowed for funds to be diverted to other repairs and maintenance budgets.	-7,340				-7,340
Lower usage of electricity than estimated.	-3,010				-3,010
Increase to the annual gas estimate at the Council Offices. Estimated costs are calculated based on an average of 2-year usage and at unit rates in place at the time of the review (and prior to the introduction of The Energy Bill Relief Scheme).	42,060				42,060
Lower allocation of the council's annual premises insurance renewal to this cost centre than the budget estimate.	-1,920				-1,920
Increase to the equipment and materials budget. Mainly due to the requirement to purchase a floor steamer to clean the council's reception area.	3,060				3,060
The budget available for additional plants/ troughs at the council offices has underspent this financial year.	-880				-880
Increase to the income generated for room hire at the council offices from an agreement that is reviewed annually in line with inflation.		-2,270			-2,270

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2022/23

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
The increased overall net cost of the council offices as a result of the reasons listed above has in turn increased the recharges out to other service areas.			-81,900		-81,900
Increased depreciation charge that is mainly due to an upwards revaluation of the council offices building.				5,500	5,500
Total Council Offices					-43,960
CLTAX: Council Tax					
Increase to the estimated cost of postages for the council tax section, mainly due to inflation.	5,000				5,000
Lower software maintenance costs than estimated.	-2,160				-2,160
Net increase to the estimated cost of the council tax family annexes discount.	2,780	-710			2,070
Reduction to the estimated fee income collected and paid over to court order enforcement and recovery services.	-1,030	1,020			-10
Reduction to the estimated annual income for the recovery of the cost of summonses following review of income levels for the period to October.		1,150			1,150
Increase in support service costs mainly due to an increase in the cost of the Resources Department.			33,480		33,480
Total Council Tax					39,530

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2022/23

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	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
COMPR: Computer Services					
Increases to hardware and software maintenance budgets, mainly as a result of inflation levels that are above that brought into the base estimate. As £2,200 of this expenditure has been incurred to support the current hybrid office/ remote working arrangements this has been funded from the covid-19 earmarked reserve.	2,980				2,980
Reduced expenditure on computer consumables as departmental printers have reduced the need for the procurement of printer cartridges for use on individual printers.	-1,150				-1,150
Increase in support service costs due to changes in the annual recharge from the Council Offices and Resources department.			10,640		10,640
An increase to the overall net cost of the service has in turn increased the recharges out to other service areas.			-15,600		-15,600
Total Computer Services					-3,130
CORPM: Corporate Management					
Net increase in support service costs due to changes in cost allocations from the Community Services, Chief Executives, Resources, and Economic Development and Planning Departments.			49,050		49,050
Total Corporate Management					49,050

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2022/23

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
COSDM: Cost of Democracy					
Net decrease to the budget estimates for members allowances and national insurance costs following review.	-1,450				-1,450
Low requirements for the purchase of equipment and materials during the year have reduced the estimate.	-2,210				-2,210
Savings on software costs as expenditure on the Blackberry enterprise is no longer required.	-4,330				-4,330
Increase to estimated expenditure this year on member training.	1,060				1,060
Lower spend on members car allowance claims than allowed for within the budget estimate.	-2,420				-2,420
A reduction in the number of postages has reduced committee meeting costs.	-2,860				-2,860
Reduction to the estimated depreciation charge for the replacement IT capital scheme.				-2,340	-2,340
Net increase in support service costs due to changes in cost allocations from council premises and the ICT, Community Services, Chief Executives, Resources, and Economic Development and Planning Departments.			26,520		26,520
Total Cost of Democracy					11,970

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2022/23

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
COVID: Covid-19 response					
Final grant allocation paid to the council for the cost of administering the Test and Trace Support Payments (TTSP) scheme. To be set aside in the covid-19 earmarked reserve.		-62,980			-62,980
Total Covid-19 response					-62,980
CSERV: Corporate Services					
Net decrease in support service costs due to changes in cost allocations from the Community Services and Resources Departments.			-24,600		-24,600
Total Corporate services					-24,600
CTENP: Council tax energy rebates (principal)					
To account for grant income and expenditures for the council tax energy rebate scheme where the council is acting as principal.	88,500	-88,500			0
Grant payment received to help the council with the cost of administering the council tax energy rebate scheme (agent and principal). To be set aside in earmarked reserves.		-36,050			-36,050
Total Council tax energy rebates (principal)					-36,050
ELADM: Election Administration					
New burdens funding received as a result of the Electoral Integrity Programme and associated expenditure budgets for Accessibility and Voter ID costs.	11,410	-11,410			0
Decrease in support service cost allocation from the Chief Executive Department.			-12,600		-12,600
Total Election Administration					-12,600

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2022/23

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
ELECT: Register of Electors					
It has not been necessary to hire additional employees to help with the annual canvass this year as a result of reforms that have reduced the administrative burden.	-6,720				-6,720
Net increase in support service costs due to changes in cost allocations from the Chief Executives and Resources Departments.			23,780		23,780
Total Register of Electors					17,060
EMERG: Community Safety					
Reduction to estimated expenditure on the purchase of equipment and materials following review of requirements at revised estimate.	-3,020				-3,020
Accountancy adjustment reducing the charge in from another cost centre for use of the two-way radio system.	-970				-970
Net increase in support service costs mainly due to changes to cost allocations within the Chief Executive's Department.			17,260		17,260
Total Community Safety					13,270
ESTAT: Estates					
Increase to the repairs and maintenance budget at revised estimate following a number of responsive repairs that have been carried out at various council owned properties and locations within the borough.	4,390				4,390
Estimated utility costs at council owned buildings that were previously leased out.	3,630				3,630

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2022/23

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
The cost of business rates that are now payable by the council on previously leased out properties.	5,630				5,630
Increase to the cost of insuring the council's premises following an increase to property valuations.	1,200				1,200
Increase to estimated income this year for the lease of premises. One of the council's vacant properties is estimated to be leased out from early in the 2023 calendar year (£1.5k) and there has been an inflationary uplift to the income received from another property following a rent review. As this increase has been backdated the additional income generated this financial year is £8.3k.		-9,790			-9,790
Income from a property licence that was granted for occupation of the former physio centre over a short-term period.		-2,000			-2,000
Reduction to estimated income from ground rents following review. Income generated from ground rents reduces over time as occupiers purchase the freehold for the property.		1,360			1,360
Increase in the annual depreciation charge, mainly due to an upwards revaluation in a number of the council's assets.				15,230	15,230

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2022/23

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Net increase in support service costs due to changes in cost allocations from the Resources, Chief Executives and Community Services departments.			8,160		8,160
Total Estates					27,810
FGSUB: Grants and Subscriptions					
Claims from Town and Parish council's for support under the concurrent function grant scheme which were processed earlier in the 2022/23 financial year are lower than the original estimate.	-12,200				-12,200
Increase in support service cost allocation from the Resources Department.			6,970		6,970
Total Grants and Subscriptions					-5,230
FMISC: Finance Miscellaneous					
Expenditure of grant funds on cyber resilience training under this budget heading are to now be accounted for within the Resources Department.	-3,500				-3,500
Increase to the estimated cost of debit and credit card processing charges. This is due to demand rather than inflationary increases. This is thought to be a combination of a change to the payment methods used by customers as a result of the pandemic and also due to an increase in the number of properties in the Borough.	3,000				3,000
Increase in support service cost allocation from the Resources Department.			2,330		2,330

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2022/23

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Compensation received from the council's banking provider that was paid following a bank error.		-1,000			-1,000
Forecast VAT shelter income to be received in the current financial year from Onward Homes. To be transferred to the VAT shelter earmarked reserve.		-92,160			-92,160
Total Finance Miscellaneous					-91,330
FREED: Freedom of the Borough					
Final expenditure on the Freedom of the Borough was higher than originally estimated.	1,000				1,000
Total Freedom of the Borough					1,000
HSUPF: Household Support Fund					
Household support fund (tranche 2) grant income that was received by the council to be distributed to individuals has now been brought into the budget estimates.	95,170	-95,170			0
Grant received by the council to help with the administrative cost of distributing the Household support fund (tranche 2).		-9,000			-9,000
Total Household Support Fund					-9,000
LANDC: Land Charges					
Net increase in support service costs due to changes in cost allocations from the Community Services, Chief Executives, Resources and Economic Development and Planning Departments.			6,710		6,710

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2022/23

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Demand for searches of the land charges register was lower this year than estimated at the time of the review. Given that this fee income is linked to the housing market it is expected that this reduction will continue through to the end of the financial year due to slowing market conditions.		18,020			18,020
Charges incurred by the council from the County Council when carrying out searches of the land charges register has reduced as a result of the above.	-1,790				-1,790
Total Land Charges					22,940
LICSE: Licensing					
Taxi Licensing income has not yet recovered from the coronavirus pandemic. It is thought that this is because not all drivers who left the profession during that time have returned and also as a result of the cost of living crisis impacting on the night time economy.		9,150			9,150
The council pays for taxi plates, driver badges and DBS checks that are then recharged on to taxi drivers. There are underspends on purchases this financial year and reduced income due to the above.	-3,260	2,480			-780
Net increase in support service costs due to changes in cost allocations from the Chief Executives, Resources and Economic Development and Planning Departments.			31,310		31,310
Total Licensing					39,680

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2022/23

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
NNDRC: National Non Domestic Rates					
The cost of implementing software updates that are required in order to process the business rates measures that were announced in the Autumn Budget.	2,100				2,100
It is estimated that income received for the cost of issuing summonses will be lower this financial year than the original estimate.		1,960			1,960
Net increase in support service costs due to changes in cost allocations from the Community services, ICT, Chief Executives and Resources Departments.			5,540		5,540
Total National Non Domestic Rates					9,600
QPJUB: Queen's Platinum Jubilee					
The cost of promotional activities to commemorate the Queen's Platinum Jubilee were lower than the budget available. This expenditure is being funded from the Performance Rewards Grants reserve.	-5,030				-5,030
Four of the grants awarded to Parish council's to help them with the cost of commemorating the Jubilee that were budgeted for at revised estimate 2021/22 were processed in the current financial year. This expenditure is being funded from the Parish Grants reserve.	2,000				2,000
Total Queen's Platinum Jubilee					-3,030

VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2022/23

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
RESOR: Resources Department					
Net movements within the Resources Departmental salary, national insurance and superannuation budget estimates. £47k of the reduction results from the movement of a position (and associated budgets) across to the Chief Executive's department. The remainder is largely due to vacancy underspends, particularly within the HR and Corporate services section.	-83,600				-83,600
Expenditure on officer overtime costs at the time of the review.	1,750				1,750
Increase to the training expenses budget to allow officers to undertake training on some of the council's systems. The training has been arranged following the recruitment of new officers that are now in post and is to be funded from associated vacancy underspends.	5,110				5,110
Increase to estimated expenditure on advertising to recruit vacant positions within the department, to be funded from associated vacancy underspends.	2,110				2,110

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2022/23

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Increase to estimated expenditure on corporate training. £1k of the expenditure is for officers to undertake training around data protection legislation and this is to be funded from the cyber resilience reserve. The remainder of the expenditure is the release of funds previously set aside in reserves from prior year training underspends.	6,950				6,950
Increase to estimated expenditure on the apprenticeship levy this financial year.	1,060				1,060
Reduction to the allocation of employee insurances to this cost centre.	-2,010				-2,010
There has been an decrease in car allowance costs resulting from reduced mileage claims.	-3,150				-3,150
Expenditure on rail fares is lower than the budget available, possibly as a result of a permanent change to the way that training and seminars are being delivered following the pandemic.	-1,010				-1,010
Cost of a mandatory upgrade to the council's payment system that was required in order for the council to retain the functionality to continue to process remote payments.	3,000				3,000
The estimated increase to the various software maintenance contracts within the department is lower than the additional inflation brought into the original estimate.	-2,020				-2,020

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2022/23

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Expenditure on external consultants that were engaged during the year to help with the backlog of internal audit work that resulted from a prolonged period of understaffing within the section. The expenditure is to be funded from the audit earmarked reserve.	46,700				46,700
Lower spend on employee uniforms than available within the budget.	-1,270				-1,270
Lower spend on conferences than available within the budget.	-1,210				-1,210
Reduction to the estimated cost of lease cars at revised estimate following the termination of an agreement.	-1,900				-1,900
Reduction to the estimated cost of depreciating for assets following slippage to a capital scheme.				-4,220	-4,220
Estimated reduction to income received for producing printed materials for other organisations due to reduced demand.		1,650			1,650
Net increase in support service costs due to changes in cost allocations from council premises and the ICT section.			35,930		35,930
An increase to the net cost of the department has in turn increased the recharges out to other service areas.			-111,010		-111,010
Total Resources Department					-107,140

VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2022/23

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
SUPDF: Superannuation Deficiency					
Estimated increase in the cost of the council's superannuation deficiency payments (linked to inflation).	1,480				1,480
Total Superannuation Deficiency					1,480
Other Variances	-8,610	-660	-630	0	-9,900
Subtotal	-14,390	-378,560	137,010	16,060	-239,880
MOVEMENT IN EARMARKED RESERVES					
FNBAL/H379					
Covid-19 reserve: Release of funds set aside for expenditures associated with the coronavirus response.	-23,200				-23,200
FNBAL/H379:					
Covid-19 reserve Grant funds received to help the council with the cost of administering the (now closed) Test and Trace Support Scheme.		62,980			62,980
FNBAL/H305:					
Grant payment received to help the council with the cost of administering the council tax energy rebate scheme (agent and principal). To be set aside in earmarked reserves.		36,050			36,050
FNBAL/H230:					
Increase to the annual amount set aside in earmarked reserves to contribute toward the cost of the 2023/24 local elections.	60,000				60,000

POLICY AND FINANCE COMMITTEE
 VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2022/23

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
FNBAL/H294 Cyber Resilience Grant Reserve Reduction to estimated release of funds set aside for expenditures on review of the council's resilience and recovery arrangements, the majority of which is now expected to take place in the next financial year.	12,470				12,470
FNBAL/H325 Vat Shelter Reserve: Forecast VAT shelter income estimated to be received in the current financial year from Onward Homes and set aside in reserve.		92,160			92,160
FNBAL/H269 Revaluation of Assets Reserve Increase to the annual contribution set aside in earmarked reserves towards the five-yearly full revaluation of the council's assets.	1,580				1,580
FNBAL/H326 Performance Reward Grant Reserve Expenditure on the Queen's Platinum Jubilee that has been funded from this reserve is lower than the original estimate.	5,610				5,610
FNBAL/H372 Parish Grants Reserve Expenditure on grants paid to Parish council's for the Queen's Platinum Jubilee that were expended in the current financial year.	-2,000				-2,000

VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2022/23

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
FNBAL/H337 Equipment Reserve Release from reserve to fund estimated current year corporate training expenditures that were set aside from prior year underspends.	-5,820				-5,820
FNBAL/H223 Audit Reserve Release of funds to pay for internal audit consultancy expenditures following a prolonged period of understaffing within the section.	-46,700				-46,700
Total Movement in Earmarked Reserves	1,940	191,190	0	0	193,130
Total Movement	-12,450	-187,370	137,010	16,060	-46,750

ACTUAL TO DATE WITH ADJUSTED ORIGINAL ESTIMATE AND PROPOSED REVISED ESTIMATE

Cost Centre	Description	Adjusted Original Estimate to End November	Actual and Commitments to end November	Full Year Original Estimate	Proposed Revised Estimate
CDCUL	Covid 19 Response - Culture and Other	0	321	0	330
CDFCO	Covid 19 Response - Finance and Corporate	0	1,006	0	1,000
CDHUB	Covid 19 Response - Hub	0	1,825	0	0
CDICT	Covid 19 Response - ICT	0	4,410	0	4,110
CDLRO	Covid 19 Response - Economy and Lockdown Enforce	0	7,159	0	0
CEXEC	Chief Executives Department	839,348	737,194	62,710	0
CINTR	Clitheroe Interchange	3,964	557	9,590	0
CIVCF	Civic Functions	37,974	39,531	66,340	67,860
CIVST	Civic Suite	29,604	30,881	5,320	0
CLOFF	Council Offices	147,210	175,343	44,450	0
CLTAX	Council Tax	41,904	42,912	410,590	449,770
CMCPM	COMF - Compliance Measures	0	3,446	0	0
CMTST	COMF - Testing	0	2,048	0	0
COMPR	Computer services	90,773	89,437	4,550	0
CORPM	Corporate Management	0	0	365,530	414,580
COSDM	Cost of Democracy	199,334	185,528	564,330	574,340
COVID	Covid-19 Response	-12,400	-126,739	-12,400	-75,380
CSERV	Corporate Services	23,913	9,680	185,030	159,870
CTENP	Council Tax Energy Rebates (Principal)	0	-41,612	0	-36,050

ACTUAL TO DATE WITH ADJUSTED ORIGINAL ESTIMATE AND PROPOSED REVISED ESTIMATE

Cost Centre	Description	Adjusted Original Estimate to End November	Actual and Commitments to end November	Full Year Original Estimate	Proposed Revised Estimate
DISTC	District Elections	4,470	6,375	0	0
ELADM	Election Administration	0	15	36,960	24,480
ELECT	Register of Electors	50,813	54,762	99,040	116,350
EMERG	Community Safety	5,616	3,403	68,690	81,810
ESTAT	Estates	-12,666	-6,055	66,490	95,080
FGSUB	Grants & Subscriptions - Policy & Finance	146,920	133,430	170,390	165,680
FMISC	Policy & Finance Miscellaneous	72,496	41,470	162,000	70,800
FREED	Freedom of the Borough	7,880	9,122	8,130	9,130
HSUPF	Household Support Fund	0	-16,934	0	-8,200
LANDC	Land Charges	-44,292	-32,971	10,900	33,730
LICSE	Licensing	-67,124	-65,323	49,460	88,460
LUNCH	Luncheon Clubs	6,480	6,445	16,450	16,420
NNDRC	National Non Domestic Rates	-114,244	-115,382	61,810	70,600
QPJUB	Queen's Platinum Jubilee	20,000	16,391	19,420	16,390
RESOR	Resources Department	1,566,132	1,592,609	107,190	0
SUPDF	Superannuation Deficiency Payments	57,274	44,657	88,690	90,620
Committee Subtotal		3,101,379	2,834,940	2,671,660	2,431,780
Earmarked Reserves					
FNBAL/H379	Covid-19 Reserve	0	39,480	12,400	52,180
FNBAL/H305	Council Tax Energy Rebate Reserve	0	36,050	0	36,050
FNBAL/H294	Cyber Resilience Grant Reserve	0	-1,130	-13,600	-1,130

ACTUAL TO DATE WITH ADJUSTED ORIGINAL ESTIMATE AND PROPOSED REVISED ESTIMATE

Cost Centre	Description	Adjusted Original Estimate to End November	Actual and Commitments to end November	Full Year Original Estimate	Proposed Revised Estimate
FNBAL/H230	Elections Fund Reserve	0	0	30,000	90,000
FNBAL/H335	Invest to Save Fund	0	2,000	2,000	2,000
FNBAL/H269	Revaluation of Assets Reserve	0	0	2,420	4,000
FNBAL/H326	Performance Reward Grant Reserve	0	-14,390	-20,000	-14,390
FNBAL/H337	Equipment Reserve	0	-1,510	0	-5,820
FNBAL/H372	Parish Grants Reserve	0	-2,000	0	-2,000
FNBAL/H223	Audit Reserve	0	-9,440	0	-46,700
FNBAL/H325	VAT Shelter Reserve	0	0	0	92,160
Subtotal Earmarked Reserves		0	49,060	13,220	206,350
Total		3,101,379	2,884,000	2,684,880	2,638,130