

2. Overall Summary  MARCH 2011 - Outturn as at 03/06/11	Period	Period	Period	Period	Y-T-D	Y-T-D	Y-T-D	Y-T-D	February Monitoring Forecast		
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Annual	Annual	Annual
	£'000	£'000	£'000	%	£'000	£'000	£'000	%	Budget	Forecast (including Accruals)	Variance
									£'000	£'000	£'000
Income	- 959	- 1,596	638	66.5	- 7,193	- 8,197	1,003	13.9	- 7,193	- 7,382	189
Pay	956	1,026	- 70	- 7.3	11,488	11,213	275	2.4	11,488	11,241	247
Pay - Vacant Post Provision	- 1	-	- 1	- 100.0	15	-	15	100.0	15	15	-
Other costs	1,271	1,586	- 315	- 24.8	13,400	13,527	- 127	- 0.9	13,400	13,558	- 158
Benefits Grants in and out (net)	- 101	88	- 189	- 187.6	- 659	- 477	- 182	- 27.6	- 659	- 659	-
<b>NET EXPENDITURE (1)</b>	<b>1,167</b>	<b>1,104</b>	<b>63</b>	<b>5.4</b>	<b>17,051</b>	<b>16,066</b>	<b>985</b>	<b>5.8</b>	<b>17,051</b>	<b>16,773</b>	<b>278</b>
<u>Adjustments to reconcile to Amount to be met from Reserves</u>											
Removal of Asset Maintenance Variance	-	- 29	29	-	-	71	- 71	-	-	12	- 12
Direct Services Trading Accounts	11	14	- 3	- 27.3	- 64	- 17	- 47	- 73.4	- 64	- 10	- 54
Capital charges outside General Fund	- 4	- 4	0	0.0	- 47	- 47	0	0.0	- 47	- 47	-
Support Services outside General Fund	- 18	- 18	- 0	- 0.0	- 216	- 216	0	0.0	- 216	- 216	-
Redundancy Costs - all	-	113	- 113	-	-	244	- 244	-	-	209	- 209
Collection Fund - Adjustment	-	-	-	-	-	-	-	-	-	-	-
<b>NET EXPENDITURE (2)</b>	<b>1,138</b>	<b>1,162</b>	<b>- 24</b>	<b>- 2.1</b>	<b>16,724</b>	<b>16,101</b>	<b>623</b>	<b>3.7</b>	<b>16,724</b>	<b>16,721</b>	<b>4</b>
Government Grant	- 529	- 529	-	0.0	- 6,348	- 6,348	-	-	- 6,348	- 6,348	-
Council Tax Requirement - SDC	- 764	- 764	-	0.0	- 9,172	- 9,172	-	-	- 9,172	- 9,172	-
<b>NET EXPENDITURE (3)</b>	<b>- 156</b>	<b>- 132</b>	<b>- 24</b>	<b>15.4</b>	<b>1,204</b>	<b>581</b>	<b>623</b>	<b>51.7</b>	<b>1,204</b>	<b>1,201</b>	<b>4</b>
<u>Summary including investment income</u>											
Net Expenditure	- 156	- 132	- 24	15	1,204	581	623	51.7	1,204	1,201	4
Investment Impairment	-	-	-	-	-	-	-	-	-	-	-
Interest and Investment Income	- 16	- 21	5	- 33.3	- 225	- 347	122	54.2	- 192	- 269	77
Overall total	- 171	- 152	- 19	- 18	979	234	745	106	1,012	931	81
Planned appropriation from Reserves									- 999	- 999	-
Supplementary appropriation from Reserves									- 13	- 13	-
Surplus									- 0	- 81	81

### 3. Overall Summary by Head of Service

#### MARCH 2011 - Outturn as at 03/06/11

	Period				Y-T-D				February Monitoring Forecast		
	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Annual Budget	Annual Forecast (including Accruals)	Annual Variance
	£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000
<b>Community and Planning</b>											
Community Development	139	- 183	322	231.7	1,254	847	407	32.4	1,254	1,254	-
Development Services	225	343	- 118	-52.4	1,747	1,675	71	4.1	1,747	1,636	111
Environmental and Operations	228	255	- 27	-11.9	4,026	3,846	180	4.5	4,026	3,923	103
Housing and Communications	115	123	- 8	-7.0	1,015	1,004	10	1.0	1,015	1,015	- 0
<b>Total Community and Planning</b>	<b>707</b>	<b>538</b>	169	23.9	<b>8,041</b>	<b>7,372</b>	668	8.3	<b>8,041</b>	<b>7,827</b>	214
<b>Corporate Resources</b>											
Finance and Human Resources	126	208	- 82	-64.9	5,600	5,474	126	2.3	5,600	5,599	1
IT and Facilities Management	162	179	- 17	-10.2	1,728	1,656	72	4.2	1,728	1,739	- 11
Legal and Democratic Services	171	179	- 8	-4.4	1,682	1,564	118	7.0	1,682	1,607	75
<b>Total Corporate Resources</b>	<b>460</b>	<b>566</b>	- 106	-23.1	<b>9,010</b>	<b>8,694</b>	316	3.5	<b>9,010</b>	<b>8,946</b>	65
<b>TOTAL Revenue, Support and Asset Maint.</b>	<b>1,167</b>	<b>1,104</b>	63	5.4	<b>17,051</b>	<b>16,066</b>	985	5.8	<b>17,051</b>	<b>16,773</b>	278

Commentary	Annual Budget	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for Year end variances greater than £10k ( <i>starred items</i> )	Difference between your forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn ( <i>starred items</i> )
<b><u>Community Development</u></b>							
8 to 12 project	23,380	23,380	23,380	0		0	
Arts Development	5,358	5,358	5,352	7		7	
All Weather Pitch	-2,000	-2,000	-2,080	80		80	
Community Safety	167,021	167,021	167,338	-317		-317	
Community Development Service Provisions	0	0	-12,432	12,432 *	This represents income for shared services and has been achieved by delivering community safety co-ordination services for Tonbridge & Malling and a health improvement project for several local boroughs. The income was paid into a shared services budget at the year end.	12,432 *	This represents income for shared services and has been achieved by delivering community safety co-ordination services for Tonbridge & Malling and a health improvement project for several local boroughs. The income was paid into a shared services budget at the year end.
The Community Plan	50,328	50,328	51,240	-913		-913	
Economic Development	21,182	21,182	19,461	1,721		1,721	
Grants to Organisations	224,500	224,500	225,218	-718		-718	
Health Improvements	55,031	55,031	49,889	5,142		5,142 *	This is an underspend on staff costs due to maternity leave
Healthy Lifestyles (SDC)	0	0	16	-16		-16	
Leisure Contract	398,135	398,135	405,991	-7,856		-7,856 *	This is an insurance cost, managed by Finance, and charged after the year end.
Leisure Development	21,259	21,259	20,000	1,259		1,259	
Local Strategic Partnership	0	0	0	0		0	
Sporting Services	0	0	-364,288	364,288 *	This is VAT recovered by Finance from previous years	364,288 *	This is VAT recovered by Finance from previous years
Partnership - Child	0	0	0	0		0	
Partnership - Home Off	0	0	0	0		0	
Administrative Expenses - Community Dev.	13,980	13,980	13,063	917		917	
Staff Leisure	0	0	0	0		0	
STAG Community Arts Centre	100,000	100,000	100,000	0		0	

<b>Commentary</b>	<b>Annual Budget</b>	<b>Forecast Outturn</b>	<b>Actual Outturn</b>	<b>Difference between Budget and Final Outturn</b>	<b>Explanation for Year end variances greater than £10k (<i>starred items</i>)</b>	<b>Difference between your forecast and final outturn</b>	<b>Explanation for large differences between forecast outturn and actual outturn (<i>starred items</i>)</b>
Sustainability	25,333	25,333	21,955	3,378		3,378	
Tourism	39,262	39,262	39,453	-191		-191	
Choosing Health WK PCT	0	0	0	0		0	
Falls Prevention	0	0	0	0		0	
Future Jobs (Ext Funded)	0	0	0	0		0	
Kent Community Alcohol Partnership	0	0	0	0		0	
Local Strategic Partnership (Ext Funded)	0	0	0	0		0	
PCT Initiatives	0	0	0	0		0	
Skateboarding	0	0	0	0		0	
West Kent Partnership	0	0	0	0		0	
Youth	111,036	111,036	83,699	27,337 *		27,337 *	
<b>Total</b>	<b>1,253,805</b>	<b>1,253,805</b>	<b>847,255</b>	406,549		406,549	

<b>Commentary</b>	<b>Annual Budget</b>	<b>Forecast Outturn</b>	<b>Actual Outturn</b>	<b>Difference between Budget and Final Outturn</b>	<b>Explanation for Year end variances greater than £10k (<i>starred items</i>)</b>	<b>Difference between your forecast and final outturn</b>	<b>Explanation for large differences between forecast outturn and actual outturn (<i>starred items</i>)</b>
<b><u>Development Services</u></b>							
Bridleways / Footpath Diversions	1,575	1,575	1,575	0		0	
Conservation	78,996	78,996	75,331	3,665		3,665	
Local Development Framework	487,807	487,807	487,807	0		0	
LDF Expenditure	0	0	1	-1		-1	
Planning - Appeals	199,971	186,521	186,526	13,444	* Saving against salary, legal and appeal budgets partially offset by costs awarded.	-6	
Planning - Counter	-600	-600	-389	-211		-211	
Planning - Dev. Control	661,754	568,654	609,263	52,491	* Cumulative Planning fee income is above the profiled budget and a saving on staff. Trend towards reduced income continuing.	-40,609	* The down turn of fee income continued through March 11 with only approx £27k (50%) of budgeted plan fee income received. Historically March has seen a spike in income.
Planning - Enforcement	283,738	279,288	280,671	3,066		-1,384	
Fort Halstead	0	0	0	0		0	
Administrative Expenses - Development Control	33,261	33,261	33,845	-584		-584	
Administrative Expenses - Policy and Env.	0	0	594	-594		-594	
<b>Total</b>	<b>1,746,500</b>	<b>1,635,500</b>	<b>1,675,224</b>	<b>71,277</b>		<b>-39,723</b>	

<b>Commentary</b>	<b>Annual Budget</b>	<b>Forecast Outturn</b>	<b>Actual Outturn</b>	<b>Difference between Budget and Final Outturn</b>		<b>Explanation for Year end variances greater than £10k (starred items)</b>	<b>Difference between your forecast and final outturn</b>		<b>Explanation for large differences between forecast outturn and actual outturn (starred items)</b>
<b><u>Environmental and Operations</u></b>									
Asset Maintenance Car Parks	11,000	11,000	0	11,000	*	Three new pay and display machines ordered which will fully utilise budget.	11,000	*	Three new pay and display machines ordered but not delivered until after 31.3.2011. See carry forward request.
Asset Maintenance CCTV	15,000	15,000	15,487	-487			-487		
Asset Maintenance Countryside	8,000	5,000	3,303	4,697			1,697		
Asset Maintenance Direct Services	30,800	40,000	31,212	-412			8,788	*	Planned work not completed on the depot due to other priorities relating to Health and Safety risk assessment reviews.
Asset Maintenance Playgrounds	19,000	1,000	-222	19,222	*	Credit of £8,900 received following overpayment in 2009/10.	1,222		
Asset Maintenance Public Toilets	20,000	20,000	6,385	13,615	*	Expenditure may be required to undertake works to existing public conveniences before transferring to Parish Councils (Ide Hill, Penshurst and Kemsing).	13,615	*	Only minor works required to Kemsing and Ide Hill conveniences before transferring responsibility to Parish Council's. Penshurst convenience not yet handed over and works may be required before future transfer. See carry forward request.
Building Control	-54,316	-48,316	-38,415	-15,901	*	Income on Building Control fees below budget.	-9,901	*	Income on building control fees ended up £46,000 below budget. Income in March 2011 was £37,000. This was less than forecast. Expenditure also contained £17,000 for retirement provision.
Car Parks	-1,422,728	-1,452,728	-1,474,573	51,845	*	Additional income.	21,845	*	Income in March was £172,000. Income on day tickets alone was £32,000 above March monthly profile.

Commentary	Annual Budget	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for Year end variances greater than £10k ( <i>starred items</i> )	Difference between your forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn ( <i>starred items</i> )
CCTV	276,272	266,272	264,122	12,150	* Additional income generated through shared CCTV Manager arrangement with Tunbridge Wells Borough Council.	2,150	
Clean Air	116,045	96,045	100,357	15,688	* £20,000 underspend on traffic surveys and use of air quality consultants.	-4,312	
Contaminated Land	52,734	48,734	49,055	3,679		-321	
Dangerous Structures	24,181	20,181	20,363	3,818		-182	
On-Street Parking	-253,833	-209,833	-221,756	-32,077	* Income below budget, due mainly to PCN income and day tickets. Only partly offset by increased income from residents and business permits.	11,923	* Favourable position compared to forecast due to good income levels in March. Income £6000 above March budget profile mainly due to day tickets and business permits. Overall income ended up £30,600 below full year budget. Better than forecast.
Edenbridge Comm Warden	0	0	0	0		0	
Emergency	57,787	57,787	56,155	1,632		1,632	
EstMan - Grounds	90,322	90,322	78,437	11,885	* Underspend on this budget offset by corresponding overspend on Parks and Recreation Areas budget. Both headings combined slightly below annual budget for grounds maintenance.	11,885	* Underspend on this budget offset by corresponding overspend on Parks and Recreation Areas budget. Both headings combined slightly below annual budget for grounds maintenance.
Licensing Health	35,290	30,290	30,849	4,441		-559	
Licensing Partnership Hub (Trading)	0	0	0	-0		-0	
Licensing Partnership Members	0	0	0	0		0	
Licensing Regime	18,109	48,109	48,771	-30,662	* Budget includes £15,000 net income for bringing a 4 <sup>th</sup> partner to the Partnership which has not yet been achieved. Budget includes £29,600 of unidentified income which has not be realised, although income from licensing fee activity £9,600 is above budget.	-662	

<b>Commentary</b>	<b>Annual Budget</b>	<b>Forecast Outturn</b>	<b>Actual Outturn</b>	<b>Difference between Budget and Final Outturn</b>	<b>Explanation for Year end variances greater than £10k (<i>starred items</i>)</b>	<b>Difference between your forecast and final outturn</b>	<b>Explanation for large differences between forecast outturn and actual outturn (<i>starred items</i>)</b>
Minibus	333,212	333,212	333,216	-4		-4	



Commentary	Annual Budget	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for Year end variances greater than £10k ( <i>starred items</i> )	Difference between your forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn ( <i>starred items</i> )	
Noise Control	109,213	87,213	89,720	19,493	*	Savings on salaries due to vacancy for full year.	-2,507	
Parks and Rec.Grds	108,949	108,949	119,965	-11,016	*	Overspend on this budget offset by corresponding underspend on Estates Management Grounds budget. Both headings combined slightly below annual budget for grounds maintenance.	-11,016	* Overspend on this budget offset by corresponding underspend on Estates Management Grounds budget. Both headings combined slightly below annual budget for grounds maintenance.
Parks - Rural	93,490	83,490	90,309	3,181			-6,819	* Necessary to expend £7300 on Commons land in March. Not forecasted.
Pest Control	5,982	5,982	4,432	1,550			1,550	
Public Health	532,708	537,708	540,568	-7,860			-2,860	
Public Transport Support	1,480	1,480	1,223	257			257	
Refuse Collection	2,180,879	2,129,879	2,133,961	46,918	*	Income £44,000 above budget for recycling credits and materials. Expenditure on refuse sacks £20,000 below budget.	-4,082	
Administrative Expenses - Building Control	8,743	8,743	9,110	-367			-367	
Administrative Expenses - Community Director	15,212	15,212	12,794	2,418			2,418	
Administrative Expenses - Health	23,046	23,046	15,690	7,356			7,356	* Expenditure controlled on Admin expenses to ensure kept within annual budget.
Administrative Expenses - Transport	9,754	9,754	3,845	5,909			5,909	* Expenditure controlled on Admin expenses to ensure kept within annual budget.
Street Naming	10,985	5,985	5,566	5,419			419	
Street Cleansing	1,399,183	1,399,183	1,392,745	6,439			6,439	* 0.46% less than forecast expenditure.
Support - Direct Services	50,297	50,297	40,152	10,145	*	Expenditure controlled on Admin expenses to ensure kept within annual budget.	10,145	* Expenditure controlled on Admin expenses to ensure kept within annual budget.
Taxis	-15,824	-15,824	-19,041	3,217			3,217	

<b>Commentary</b>	<b>Annual Budget</b>	<b>Forecast Outturn</b>	<b>Actual Outturn</b>	<b>Difference between Budget and Final Outturn</b>		<b>Explanation for Year end variances greater than £10k (<i>starred items</i>)</b>	<b>Difference between your forecast and final outturn</b>		<b>Explanation for large differences between forecast outturn and actual outturn (<i>starred items</i>)</b>
Public Conveniences	114,647	99,647	101,740	12,907	*	NNDR rebate received due to closure of New Ash Green convenience. Other savings achieved by this convenience being closed.	-2,093		
Air Quality (Ext Funded)	0	0	0	-0			-0		
<b>Total</b>	<b>4,025,620</b>	<b>3,922,820</b>	<b>3,845,525</b>	180,095			77,295		

Commentary	Annual Budget	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for Year end variances greater than £10k ( <i>starred items</i> )	Difference between your forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn ( <i>starred items</i> )
<b><u>Housing and Communications</u></b>							
Home Improvement Agency (prev. Care and Repair)	57,068	57,068	57,411	-343		-343	
Consultation and Surveys	22,104	22,104	21,585	519		519	
Energy Efficiency	17,797	26,397	26,445	-8,648		-48	
External Comms	140,941	140,941	127,107	13,834 *	Savings identified due to the Westco review and includes Underspend on IT Support/internet, salaries, photography and InShape design. Some of the savings will contribute towards the review.	13,834 *	Savings identified due to the Westco review and includes Underspend on IT Support/internet, salaries, photography and InShape design. Some of the savings will contribute towards the review.
Gypsy Sites	-27,214	-11,214	-1,680	-25,534 *	Increased Electricity costs at site partially funded from electricity card receipts. Under recover of rents, due to delay in the starting the site expansion, however improvements are now nearly complete, all previously forecast. This over spend has been met within the Housing budgets.	-9,534 *	The over spend is more than the amount predicted, mainly due to the delay of the works on site (the weather and bomb clearance) This has resulted in not being able to allocate the new plots and receive the associated rent.
Homeless	136,681	121,681	122,501	14,180 *	Despite the recession, due to successful proactive work homelessness remains low. It is difficult to forecast the level of need for B&B for example. The under spend was predicted and previously identified and has been used to offset expenditure within the housing budgets.	-820	
Housing	405,066	405,066	407,814	-2,748		-2,748	
Housing Initiatives	9,264	2,695	8,342	922		-5,647 *	An under spend was predicted but the final figure is lower due to an unexpected Housing initiative (Hometrack) which is an important tool for Policy.

<b>Commentary</b>	<b>Annual Budget</b>	<b>Forecast Outturn</b>	<b>Actual Outturn</b>	<b>Difference between Budget and Final Outturn</b>	<b>Explanation for Year end variances greater than £10k (<i>starred items</i>)</b>	<b>Difference between your forecast and final outturn</b>	<b>Explanation for large differences between forecast outturn and actual outturn (<i>starred items</i>)</b>
Homelessness Prevention	0	0	0	0		0	
Needs and Stock Surveys	15,000	15,000	15,000	0		0	
Housing Option - Trailblazer	0	0	0	0		0	
KCC Loan Scheme	0	0	0	0		0	
Private Sector Housing	219,650	216,650	213,719	5,931		2,931	
Administrative Expenses - Housing	13,465	13,465	12,051	1,414		1,414	
Support - General Admin	0	0	-10,902	10,902 *	The spend on this budget is determined by the public notice advertising requirements of the departments from across the organisation, which can fluctuate.	10,902 *	The spend on this budget is determined by the public notice advertising requirements of the departments from across the organisation, which can fluctuate.
Homelessness Funding	0	0	0	0		0	
Leader Programme	4,960	4,960	4,948	12		12	
<b>Total</b>	<b>1,014,783</b>	<b>1,014,814</b>	<b>1,004,343</b>	<b>10,440</b>		<b>10,471</b>	

Commentary	Annual Budget	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn		Explanation for Year end variances greater than £10k ( <i>starred items</i> )	Difference between your forecast and final outturn		Explanation for large differences between forecast outturn and actual outturn ( <i>starred items</i> )
<b><u>Finance and Human Resources</u></b>									
Asset Maintenance Argyle Road	50,000	50,000	37,877	12,123	*	See carry forward request - alarm system	12,123	*	See carry forward request - alarm system
Asset Maintenance Other Corporate Properties	30,000	30,000	48,344	-18,344	*	Timing variance only.	-18,344	*	Expenditure of approx £10,000 re an insurance claim following storm damage. The work had to be undertaken urgently and I am currently negotiating the claim for reimbursement with our insurers.
Asset Maintenance Leisure	220,000	220,000	208,513	11,487	*	Timing variance only, based on recently placed orders.	11,487	*	Leisure- this underspend came about in respect of a contract to refurbish the all weather pitch at Edenbridge which had to be delayed from 201/11 due firstly to the bad weather through December and early January then availability of the pitch in the last quarter of 2010/11. See carry forward request. The contractors are now on site (added 25 May).
Asset Maintenance Police Co-location	0	0	-0	0			0		
Asset Maintenance Support & Salaries	124,200	124,200	119,822	4,378			4,378		
Asset Maintenance Sewage Treatment Plants	10,000	10,000	3,427	6,573			6,573	*	See carry forward request.
Benefits Admin	918,458	836,458	827,368	91,090	*	Fraud staff costs moved to a separate code from September – see new line (Dartford Hub) below – forecast adjusted accordingly. No overall impact. Additional income from shared working included.	9,090	*	Forecast included income from shared services but this is now shown on the new Dartford Hub cost centre.
Benefits Grants	-659,347	-659,347	-659,347	0			0		
Bus Station	12,003	12,003	9,753	2,250			2,250		

Commentary	Annual Budget	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for Year end variances greater than £10k ( <i>starred items</i> )	Difference between your forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn ( <i>starred items</i> )		
Civic Expenses	44,111	44,111	26,194	17,917	*	17,917	*	To pay Chairman's allowance in March plus underspending on other expenses to date. No variance expected after allowing for expenses up to May.	Payments of Chairman's and Vice-Chairman's allowances (£12k total) shown under Members' allowances code. Remainder (£5k) to be submitted as carry forward request.
Civil Protection	42,785	42,785	40,628	2,157		2,157			
Concessionary Fares	433,220	433,220	415,016	18,204	*	18,204	*	Underspending on passes for year to date. A carry forward request has been made to meet any final costs on this service (for example outcome of appeals by bus companies, which may not be resolved for some months).	as previous explanation - carry forward requested as described.
Dartford Partnership Hub	0	180,000	204,913	-204,913	*	-24,913	*		
EstMan - Buildings	-65,850	-72,350	-60,829	-5,021		-11,521	*		Re-allocation of costs at year-end.
Housing Advances	5,702	5,702	4,631	1,071		1,071			
Housing Premises	-9,340	-9,340	-6,541	-2,799		-2,799			
Local Tax	276,894	269,894	216,526	60,368	*	53,368	*	£10k underspend on pay plus several smaller items. The underspend on pay is due to a vacancy, however using overtime to cover work. See new line (Dartford Hub).	Carry forward request submitted to allow use of underspend on pay costs to provide further service resilience in 2011/12 as not fully used in 2010/11.
Markets	-188,070	-188,070	-191,222	3,152		3,152			
Members	334,805	334,805	329,261	5,544		5,544	*		underspend on training - carry forward request submitted as training postponed from 2010/11 due to new Council elected in May.
Misc. Finance	1,874,548	1,874,548	1,906,727	-32,179	*	-32,179	*	Variance in pension fund contributions	Variance in pension fund contributions
Revenues and Benefits Partnership	0	157,000	119,484	-119,484	*	37,516	*	Spending on implementation costs for partnership.	Outturn figure agreed with DBC. Balance of costs to be incurred in 2011/12.
Administrative Expenses - Corporate Director	4,816	4,816	5,717	-901		-901			
Administrative Expenses - Chief Executive	21,080	13,080	8,209	12,871	*	4,871		Small underspends across a number of headings.	

Commentary	Annual Budget	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for Year end variances greater than £10k ( <i>starred items</i> )	Difference between your forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn ( <i>starred items</i> )
Administrative Expenses - Finance	37,851	37,851	35,950	1,901		1,901	
Administrative Expenses - Personnel	12,972	12,972	10,278	2,694		2,694	
Administrative Expenses - Property	4,548	4,548	3,428	1,120		1,120	
Support - Audit Function	149,162	20,162	17,210	131,952	* A new cost centre has been created to record Audit and Fraud staff costs – leading to underspends on Support – Audit and Benefits Admin lines – no net overall impact.	2,952	
Support - Central Offices	405,999	385,999	367,097	38,902	* Underspending by £20k on electricity but gas costs will be slightly over budget. Also showing underspend on repairs and maintenance but work on fire alarm system imminent.	18,902	* Carry forward request submitted to fund fire alarm work in 2011/12.
Support - Contact Centre	444,465	444,465	437,934	6,531		6,531	* Carry forward request submitted to request this funding be used for automated payment agent implementation.
Support - Exchequer and Procurement	122,739	107,739	102,910	19,829	* Underspend on staff costs reflected in forecast.	4,829	
Support - Finance Function	253,473	182,873	180,161	73,312	* Underspend on staff costs reflected in forecast.	2,712	
Support - General Admin	192,922	192,922	207,492	-14,570	* Adjustment due to insurance recharges at year-end.	-14,570	* Adjustment due to insurance recharges at year-end.
Support - Health and Safety	54,568	54,568	51,435	3,133		3,133	
Support - Local Offices	46,735	46,735	49,143	-2,408		-2,408	
Support - Nursery	0	0	2,532	-2,532		-2,532	
Support - Personnel	219,249	219,249	214,137	5,112		5,112	* small underspend on salaries (below usual reporting levels for variances)
Support - Property Function	82,629	82,629	76,302	6,327		6,327	* small underspend on staff costs and other items.
Treasury Management	92,853	92,853	97,824	-4,971		-4,971	

<b>Commentary</b>	<b>Annual Budget</b>	<b>Forecast Outturn</b>	<b>Actual Outturn</b>	<b>Difference between Budget and Final Outturn</b>	<b>Explanation for Year end variances greater than £10k (<i>starred items</i>)</b>	<b>Difference between your forecast and final outturn</b>	<b>Explanation for large differences between forecast outturn and actual outturn (<i>starred items</i>)</b>
Additional Admin Subsidy	0	0	5,758	-5,758		-5,758 *	It charge for change to Housing Benefit subsidy system.
<b>Total</b>	<b>5,600,181</b>	<b>5,599,081</b>	<b>5,474,064</b>	126,118		125,018	



<b>Commentary</b>	<b>Annual Budget</b>	<b>Forecast Outturn</b>	<b>Actual Outturn</b>	<b>Difference between Budget and Final Outturn</b>	<b>Explanation for Year end variances greater than £10k (<i>starred items</i>)</b>	<b>Difference between your forecast and final outturn</b>	<b>Explanation for large differences between forecast outturn and actual outturn (<i>starred items</i>)</b>
<b><u>IT and Facilities Management</u></b>							
Asset Maintenance IT	200,000	200,000	191,823	8,177		8,177 *	See carry forward request.
Administrative Expenses - IT	24,994	24,994	21,471	3,523		3,523	
Support - Central Offices - Facilities	261,910	249,010	248,405	13,505 *	Underspends on various codes through in year efficiencies supplemented by underspend on salaries.	605	
Support - General Admin	312,254	355,254	329,840	-17,586 *	Underachievement in Print income - £26k of this is offset by savings identified in printing from Democratic Services.	25,414 *	Credit note received from Oce in March following dispute over previous overcharging of click charges
Support - IT	929,056	910,056	864,833	64,222 *	Underspend in microfilming area and support of the Licensing Partnership Hub.	45,222 *	£15k to be carried forward in relation to document management equipment. £33k to be carried forward in support of the Licensing Partnership Hub.
<b>Total</b>	<b>1,728,213</b>	<b>1,739,313</b>	<b>1,656,372</b>	<b>71,841</b>		<b>82,941</b>	

<b>Commentary</b>	<b>Annual Budget</b>	<b>Forecast Outturn</b>	<b>Actual Outturn</b>	<b>Difference between Budget and Final Outturn</b>	<b>Explanation for Year end variances greater than £10k (<i>starred items</i>)</b>	<b>Difference between your forecast and final outturn</b>	<b>Explanation for large differences between forecast outturn and actual outturn (<i>starred items</i>)</b>
<b><u>Legal and Democratic Services</u></b>							
Action and Development	16,179	6,179	12,453	3,726		-6,274 *	A late decision was made to pay £12k for Consultancy work on the EH Partnership project out of this heading. The nature of this contingency budget makes forecasting difficult
Corporate Grants	-316	-316	0	-316		-316	
Corp Mgmt	1,062,993	1,020,435	1,011,678	51,314 *	Reduction of two posts and rebates in audit fees have reduced expenditure.	8,756 *	Late billing of Audit Fees resulted in more expenditure being posted back into 2010/11 than anticipated.
Corporate Savings	22,161	22,161	0	22,161 *	Low staff turnover has led to fewer than expected vacancies. Vacant post savings therefore unlikely to be achieved.	22,161 *	Low staff turnover has led to fewer than expected vacancies. Vacant post savings therefore unlikely to be achieved.
Committee Admin	112,784	97,784	100,318	12,465 *	Underspend due to staffing changes and maternity leave.	-2,535	
Elections	60,569	60,569	55,616	4,953		4,953	
Equalities Legislation	15,828	15,828	14,366	1,462		1,462	
Land Charges	-124,870	-84,870	-95,553	-29,317 *	The suspension of HIPS by HMG had an immediate effect on the number of personal searches received, thereby reducing income. Government legislation prohibits a charge for personal searches, but we are making a charge for compiling the information which search companies agree to pay. Market conditions are still difficult	10,683 *	Small spike in income in last month; also adjustment in respect of VAT re internet payments in March.

<b>Commentary</b>	<b>Annual Budget</b>	<b>Forecast Outturn</b>	<b>Actual Outturn</b>	<b>Difference between Budget and Final Outturn</b>		<b>Explanation for Year end variances greater than £10k (<i>starred items</i>)</b>	<b>Difference between your forecast and final outturn</b>		<b>Explanation for large differences between forecast outturn and actual outturn (<i>starred items</i>)</b>
Performance Improvement	19,785	8,785	8,229	11,556	*	Covalent invoice not due until 2011-12. Expenditure relating to external audit assessment has been reduced.	556		
Register of Electors	130,824	120,824	119,398	11,426	*	The budget for canvass fees is overstated by £10,000 which was allocated for the introduction of individual electoral registration (IER). The coalition government has set a firm timetable now for IER for 2014	1,426		
Administrative Expenses - Legal and Democratic	95,081	69,081	59,525	35,556	*	Underspend on internal printing.	9,556	*	Various small variances on admin account for Policy and Performance, especially internal printing.
Support - Legal Function	270,818	270,818	277,555	-6,737			-6,737	*	Salary costs from other Heads of Service were greater than budget.
<b>Total</b>	<b>1,681,836</b>	<b>1,607,278</b>	<b>1,563,585</b>	118,250			43,692		