

# **Budget Monitoring Sheets for October 2012**

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## **BUDGET MONITORING - Strategic Commentary - As at 31 October 2012**

### **Overall Financial Position**

1. Seven months into the year the results to date show an overall favourable variance of £57,000.
2. The year-end position is forecast to be £5,000 better than budget.

### **Key Issues for the year to date**

3. **Income** – investment income is performing above target and is forecast to be better than budgeted at the year-end. This is due to higher than estimated balances and slightly higher rates being achieved during the year so far, and a favourable forecast is shown to reflect this position.
4. Looking at the other main income sources, the position still remains difficult. Building Control, Land Charges, Car Parking and Planning fees currently show adverse variances for the year to date.
5. **Pay costs** – the actual expenditure is less than budget due to some vacancies during the year and staffing restructures following the departure of senior managers..
6. **Other** – Direct Services' results currently show a negative variance of £40,000 compared to budget.

### **Year End Forecast**

7. The year-end position is forecast to be £5,000 better than budget which is less than the forecast at the end of September.
8. Extra investment income is the largest favourable variance. Additional income is also expected from office rentals and council tax court costs. A further favourable variance is forecast for audit fees.
9. Income from Building Control, Land Charges, Car Parking and Planning fees are all forecast to be less than the budget for the year.
10. The operators of the Swanley and Sevenoaks markets went into voluntary liquidation in August, leaving two months unpaid rent which is now included in the year-end forecast. The market operation is now being re-tendered.

## Risk areas

11. The current economic situation continues to have a real and potential impact on the Council's finances:

- the investment strategy is constantly under review in light of the changing long term credit ratings which affects the number of organisations the Council can invest in;
- property related income such as Development Control (particularly pre-application fees and S106 monitoring), Building Control, Land Charges and Capital Receipts remain vulnerable;
- the Benefits workload is continuing at a higher level than before the recession, which is having an impact on processing times (though the action plan put in place has started to improve performance);
- Council Tax collection rates, though currently in line with the previous year, could be affected by increased unemployment and squeezed household incomes; and
- Planned savings through the generation of income, particularly from new partnership working, remain risk areas for the current and for future years.

12. Due to the relatively small favourable forecast together with the above risk items, Heads of Service together with members of the Finance Team will continue to carry out in-depth analysis of the budgets each month to give Members confidence that the Council's financial position will remain positive at the end of the year.

### Contacts:

Pav Ramewal	Director of Corporate Resources	ext 7298
Adrian Rowbotham	Group Manager – Financial Services	ext 7153
Helen Martin	Finance Manager	ext 7483

## Community Development – October 2012 Commentary

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
STAG Community Arts Centre	25		This is due to late invoicing by the Stag.
Partnership – Home Office	24		This is external income received in advance.
Salaries – Ext Funded	-16	-9	This relates to additional externally funded staff costs and is offset by additional external income.
Capital – Big Community Fund	-27		Big Community Fund grant payments are made throughout the year and the funds are transferred from the earmarked reserve at the year end. This budget will therefore be zero at the year end.

### Future Issues/Risk Areas

Community Development has generated additional income of £6K which can contribute to any necessary corporate savings.
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**Lesley Bowles**  
**Head of Community Development**  
**November 2012**

## Development Services – October 2012 Commentary

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Planning – Development Control	-69	-127	Income from planning application fees has continued to fall back and, although a 15% fee increase will come into effect during November, there is still likely to be a substantial shortfall at the end of the year. There continues to be a shortfall in income from S106 monitoring and pre-application fees. Initiatives are being pursued to further promote the pre-application enquiry service to potential customers. The overall shortfall on fee income is currently forecast to be £80k on planning applications, £35k on pre-apps & £35k on S106 monitoring. The overall variance will be offset within Development Services (see planning policy below).
Planning Policy	49	118	The variation is due to savings on staff costs and delays in receipt of invoices for grants to outside bodies. A further saving is made by not making a contribution to the LDF Fund this year. There are no LDF examinations this year and LDF consultancy expenditure can be funded from contributions in previous years.
Salaries	47	92	Savings are primarily due to the restructuring of management for the service and the DC manager post being vacant until late August. Part of the saving is maternity leave in Planning Policy offset by consultancy cover.

### Future Issues/Risk Areas

There is continuing uncertainty over future fee income which is dependent on the nature and quantity of development proposals coming forward. There is a possibility of additional expenditure arising from two potential High Court challenges in Penshurst and Sevenoaks.

**Head of Development Services  
November 2012**

## Environmental & Operational Services – October 2012 Commentary

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Asset Maintenance Car Parks	-39		Essential maintenance undertaken in various car parks and asset maintenance budgets now fully expended. Balance of costs to be charged to earmarked on-street parking surplus fund.
Building Control	-50	-94	Income for statutory work is £70,000 below profile. Budget income for year is £485,043. Actual income 2011/12 was £365,475 which is a realistic estimate of likely income in 2012/13 (£230,000 after 7 months). A shortfall of income of approximately £120,000 is forecasted. Savings will be made on structural checking fees.
Car Parks	-74	-100	Income currently £69,000 below profile. £49,000 down on pay and display income alone.
CCTV	-28	-40	Budget contains unidentified income of £49,000 which will not be realised. Savings elsewhere to partly offset this.
EH Environmental Protection	19		Savings on air quality consultant costs below profile, but expenditure likely to be required by the end of the financial year.
Environmental Health Partnership	-18		This is year two of the one-off implementation costs which will be met from the stabilisation reserve.
Licensing Partnership Hub (Trading)	16		Trading hub in 'surplus' mainly due to salary savings. However, additional temporary staff employed for remainder of financial year to deal with current heavy workload. This arrangement has been agreed with partner authorities.
Licensing Regime	15		Savings on salaries by not filling Assistant Licensing Partnership Manager post is offsetting the income shortfall (£45,000) from not bringing new partners to existing Licensing Partnership. Income from fees currently £33,000 above profile.
On-street Parking	-8	16	Income £26,000 above profile.
Parks & Recreation Grounds	-17		Over expenditure on Bradbourne Lakes, Hollybush and Swanley sites offset by savings on Estate Management Grounds and Parks Rural (Countryside).
Refuse Collection	-33	-30	£10,000 unbudgeted expenditure on consultant to examine manual handling processes following HSE visit and report. Expenditure on refuse sacks above profile, but will be contained within overall budget. Income is down £11,000 below profile on recycling.

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Street Cleansing	10		New litter bins are due to be purchased which will bring the variance back to budget.
Street Naming and Numbering	5	8	Income from charges above profile and savings on expenditure.
Salaries – Operational Services	151	151	Savings on Direct Services salaries offset by expenditure on agency staff to maintain services when vacancies occur. All reflected in Direct Services trading account position.
Salaries – Licensing	34	45	Licensing Partnership Manager post now confirmed. Post of Assistant Licensing Partnership Manager will not be filled. Savings on salaries (licensing and taxis) will be offset by shortfall in income of £45,000 from not attracting new partners to existing Licensing Partnership.
Capital – Vehicle Purchases	427		Vehicle replacement programme will be delivered as per the approved programme. Any underspend carried forward into the vehicle replacement fund.
Direct Services Trading Accounts	-71	-10	Currently a surplus of £71,000 against a profiled surplus of £110,000. Workshop account now returning to profile following reduction of one workshop fitter. Cesspool emptying account still not performing to target, but in surplus of £11,000. With the absence of wasp nest treatments this summer, pest control income £38,000 below profile.

Future Issues/Risk Areas

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**Head of Environmental & Operational Services  
August 2012**

## Finance & Human Resources – October 2012 Commentary

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Council Tax Support (R&B P'ship)	46		Additional Government funding received for Localisation of Council Tax Support. This will be used to fund the implementation of the local scheme which will start on 01/04/13.
Dartford Partnership Hub (SDC Costs)	-57		Additional resources to help reduce the Benefits backlog. Both partners have agreed to provide additional funding.
Local Tax	4	53	Additional Council Tax court costs income.
Members	6	13	Effect of Members only able to claim one Special Responsibility Allowance.
Support – Finance Function	24	30	Savings resulting from the restructure following the departure of the Head of Finance and HR.
Support – General Admin	10	20	Savings made on central training.
Treasury Management	-20	-30	Additional costs of debit/credit card transactions.
Salaries	-72	30	Savings resulting from the restructure following the departure of the Head of Finance and HR. Also, agency staff are being used to fill Benefits posts as it is proving difficult to recruit suitable permanent staff.

Future Issues/Risk Areas

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**Group Manager – Financial Services  
November 2012**



## Housing & Communications – October 2012 Commentary

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
External Communications	14	2	Effective changes to the Communications process has resulted in some savings being made and these will be re-invested into the consultation process to help improve public perception of the Council. Bottom line at year end will be correct.
Home Improvement Agency	20	20	Negotiations are underway with Family Mosaics and KCC Supporting People to look at cutting the core funding. All the partner local authorities are looking at removing their core funding. If this happens then the HIA will provide a lesser service which will have to be supplemented with extra work undertaken by the local authorities. At this Council the Private Sector Housing team is very lean but we have ideas being considered to provide more capacity (if that occurs) which will be funded externally. If a saving is made ultimately it will pay for the saving identified for the Register. (See "Housing" and "Future Issues/Risks" below)
Homeless	-10		The Social Housing team are working very hard and proactively to reduce use of B&B and there have been instances with none in residence. It is hoped at year end that the base line will be correct.
Homelessness Funding	10		External funding which does not affect Council budgets.
Housing	-13	-3	The remainder of the Housing Register savings of £14,000 will be met in part from HIA savings (if core funding is not paid). See comment above.
Housing Option – Trailblazer	-22		External funding which does not affect Council budgets.
Private Sector Housing	10	11	A saving has been made as 50% of a Housing Standard/Energy Conservation Officer post is paid for by external funding. This underspend will contribute towards the cost of the Register.
Salaries – Ext Funded	41	34	This is external funding and does not affect Council budgets.
Capital – Improvement Grants	230		It is difficult to predict when works will be completed. End of year figure should be correct. (See Future Issues/Risks below)
Capital – WKHA Adaps for Disabled	98		It is difficult to predict when works will be completed. End of year figure should be correct. (See Future Issues/Risks below)

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Capital – SDC – HMO Grants	-10		Bottom line figure should be achieved

#### Future Issues/Risk Areas

Negotiations are successfully underway with WKHA and it is hoped that as a result they will reduce the actual cost of over £100,000 pa to manage the register. The saving of £30,000 will be met from external funding this year but going forward it may be addressed by making a saving on another budget. To update when more is known.

The DFG budget this year is underspent due to various reasons. The Home Improvement Agency was failing to meet its targets creating an underspend due to staffing issues but a new HIA (Family Mosaic) is now in place after a countywide tendering process. The new Agency has met with the Council and have said they will ensure that targets are met. However, there is an ongoing debate now to remove core funding with a lesser service which may affect targets initially. In addition, there have been several issues with long delays from the KCC OT Bureau resulting in the Council exploring the use of private OT's. Meetings have taken place with KCC OT Bureau too but limited referrals at this time are coming through. In addition, several potentially expensive paediatric cases were identified for this year (with DFG funding carried forward from last year to fund them) but there are delays due to the agent involved and there are ongoing discussions to move forward the cases. It is therefore anticipated that there may be an underspend and a saving of around £100,000 at year end for one year.

Some discretionary grants given from the Regional Housing Board funding have been repaid when properties are sold and this funding has been recycled for empty homes, HMO's and accreditation and energy efficiency initiatives, which is good news.

#### **Head of Housing & Communications November 2012**

### IT & Facilities Management – October 2012 Commentary

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Admin Expenses - IT	2	10	A £10,000 one off saving is forecast for 2012/13 for training.
Asset Maintenance IT	83		Expenditure as per 10 year asset maintenance plan. Underspend on this budget at the end of the year rolls into the asset maintenance reserve pot for future years as per the plan.

Future Issues/Risk Areas

Any service areas forecasting an underspend on internal printing budgets to be offset against a corresponding forecast for underachievement on internal print income.

**Head of IT & Facilities Management  
November 2012**

## Legal & Democratic Services – October 2012 Commentary

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Asset Maintenance Other Corporate Properties	13		A number of works orders have been issued but either the works have yet to be completed or the invoices not yet submitted.
Corporate Management	33	70	The Council has seen a significant reduction in its proposed Audit Fee for 2012/13 as a result of the Governments decision to abolish the Audit Commission and contract out local government audit services. This reduction occurred after budgets for the year were approved. The proposed 40% reduction in fees means that it is now forecast that audit fees are accrued at £5k per month. With the addition of fees for the audit of grant claims it is forecast that audit fees for the year will be £90k.
Corporate Savings	37	34	A high proportion of savings for vacant posts have been recorded in the opening months of 2012/13 towards the budget of £100k for the year which are creating a positive budget variance. Due to the nature of vacant posts it is difficult to accurately forecast.  We have allocated Market Premiums for all current applications this year and providing no additional applications are made there will be an underspend of £34k.
Estates Management – Buildings	-28		Other than the previously reported rates liability a number of unplanned jobs have been booked to this code for expedience and will be reallocated to the respective codes during the course of the year.
Land Charges	-28	-35	The number of applications continues to follow the general housing market and the budget will be further reviewed after the third quarter results are known.
Markets	-18	-67	The budget has been reviewed following the failure of the contract operating company and alternatives for a new operating contract are being considered.
Support – Central Offices	33	45	The effect of the extra income earned as a result of letting accommodation to third parties continues to affect this budget. Additional underspend has been identified due to review of energy costs.
Support – Legal Function	-19	-30	Due to the increased level of legal work especially in planning it was necessary to obtain additional support using counsel and additional staff resources. Workloads are likely to stabilise and counsel's employment has been greatly reduced.
Salaries	-12	-19	The previous Legal Services Manager had to undertake overtime to maintain the service and the contribution to the Corporate Vacancy Savings has resulted in the adverse variance.

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Capital – Sevenoaks Town Centre	16		Further invoices from consultants are expected during the current financial year.
Capital – Police Co-location	51		Awaiting final account for the construction contract.

Future Issues/Risk Areas

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**Head of Legal & Democratic Services  
November 2012**

## 2. Overall Summary

### October 12 - Final

#### Community and Planning

	Period Budget £'000	Period Actual £'000	Period Variance £'000	Period Variance %	Y-T-D Budget £'000	Y-T-D Actual £'000	Y-T-D Variance £'000	Y-T-D Variance %	Annual Budget £'000	Annual Forecast (including Accruals) £'000	Annual Variance £'000	2011/12 Actual £'000
Community Development	90	57	33	36.4	586	531	55	9.4	975	969	6	1,140
Development Services	101	106	- 5	-5.2	734	761	- 27	-3.7	1,307	1,307	- 0	1,413
Environmental and Operations	286	302	- 16	-5.4	1,748	1,925	- 177	-10.1	2,709	2,949	- 240	2,528
Housing and Communications	63	58	5	7.7	511	513	- 2	-0.5	872	862	10	944
<b>Total Community and Planning</b>	<b>540</b>	<b>523</b>	<b>17</b>	<b>3.1</b>	<b>3,579</b>	<b>3,730</b>	<b>- 152</b>	<b>-4.2</b>	<b>5,864</b>	<b>6,088</b>	<b>- 224</b>	<b>6,025</b>

#### Corporate Resources

Finance and Human Resources	129	98	31	23.8	1,857	1,841	16	0.9	3,961	3,864	97	4,516
IT and Facilities Management	157	146	11	7.1	1,175	1,074	101	8.6	2,025	2,016	9	1,595
Legal and Democratic Services	194	209	- 16	-8.1	1,255	1,198	57	4.5	1,902	1,884	19	1,363
<b>Total Corporate Resources</b>	<b>479</b>	<b>453</b>	<b>26</b>	<b>5.4</b>	<b>4,286</b>	<b>4,113</b>	<b>174</b>	<b>4.1</b>	<b>7,888</b>	<b>7,763</b>	<b>125</b>	<b>7,473</b>

#### NET EXPENDITURE (1)

	<b>1,020</b>	<b>977</b>	<b>43</b>	<b>4.2</b>	<b>7,865</b>	<b>7,843</b>	<b>22</b>	<b>0.3</b>	<b>13,752</b>	<b>13,851</b>	<b>- 100</b>	<b>13,498</b>
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#### *Adjustments to reconcile to Amount to be met from Reserves*

Direct Services Trading Accounts	-	13	- 13	-	- 111	- 71	- 40	- 36.0	- 64	- 54	- 10	21
Capital charges outside General Fund	- 4	- 4	- 0	- 0.0	- 31	- 31	- 0	- 0.0	- 54	- 54	-	- 47
Support Services outside General Fund	- 16	- 16	-	-	- 109	- 109	-	-	- 191	- 191	-	- 197
Redundancy Costs - all	-	-	-	-	-	-	-	-	-	-	-	-

#### NET EXPENDITURE (2)

	999	970	30	3.0	7,613	7,631	- 18	- 0.2	13,443	13,552	- 110	13,275
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Government Grant	- 387	- 387	-	0.0	- 2,710	- 2,710	-	-	- 4,646	- 4,646	-	- 5,141
Council Tax Requirement - SDC	- 771	- 771	-	0.0	- 5,396	- 5,396	-	-	- 9,251	- 9,251	-	- 9,199

#### NET EXPENDITURE (3)

	<b>- 159</b>	<b>- 189</b>	<b>30</b>	<b>-18.9</b>	<b>- 493</b>	<b>- 475</b>	<b>- 18</b>	<b>- 3.6</b>	<b>- 454</b>	<b>- 345</b>	<b>- 110</b>	<b>- 1,065</b>
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#### *Summary including investment income*

Net Expenditure	- 159	- 189	30	- 18.9	- 493	- 475	- 18	- 3.6	- 454	- 345	- 110	- 1,065
Investment Impairment	-	-	-	-	-	-	-	-	-	-	-	-
Interest and Investment Income	- 18	- 30	12	-70.1	- 113	- 188	75	66.4	- 173	- 287	114	- 308
<b>Overall total</b>	<b>- 176</b>	<b>- 218</b>	<b>42</b>	<b>24.0</b>	<b>- 606</b>	<b>- 663</b>	<b>57</b>	<b>9.4</b>	<b>- 627</b>	<b>- 632</b>	<b>5</b>	<b>- 1,373</b>

Planned appropriation (from)/to Reserves  
Supplementary appropriation from Reserves

	627	627	-	-								
	-	-	-	-								
	-	-	-	-								

#### Surplus

	-	- 5	5									- 1,373
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### 3. Net Service Expenditure for each Head of Service - analysed by Budget area

October 12 - Final	Period	Period	Period	Period	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Annual	Annual	Annual	2011/12
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Budget	Forecast (including Accruals)	Variance	Actual
	£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000
<b>Community Development</b>												
<b>SDC Funded</b>												
Administrative Expenses - Community Dev.	0	1	-1	-	4	6	-2	-47.1	10	10	-	8
All Weather Pitch	-0	-0	0	-	-1	-1	0	4.0	-2	-2	-	-2
Arts Development	-	-0	0	-	-	-	-	-	-	-	-	-
Community Activity	-	4	-4	-	-	4	-4	-	-	-	-	20
Community Development Service Provisions	-0	-4	4	-	-1	-9	8	699.2	-2	-8	6	-15
Community Safety	18	15	3	16.0	115	116	-1	-0.5	207	207	-	191
Economic Development	3	2	1	28.7	25	25	1	3.2	41	41	-	43
Grants to Organisations	2	4	-1	-70.0	168	167	1	0.3	179	179	-	185
Health Improvements	3	4	-0	-3.9	24	25	-1	-3.7	41	41	-	41
Leisure Contract	29	30	-1	-2.3	123	117	6	4.7	248	248	-	339
Leisure Development	5	5	-	-	15	15	-	-	20	20	-	20
STAG Community Arts Centre	25	-	25	100.0	75	50	25	33.3	100	100	-	100
Sustainability	0	-2	2	-	2	2	0	0.9	4	4	-	16
The Community Plan	5	5	-0	-4.8	34	32	2	6.6	58	58	-	50
Tourism	1	3	-2	-298.8	18	19	-1	-4.8	24	24	-	52
West Kent Partnership	2	2	0	9.9	-9	-8	-2	-17.9	-	-	-	-
Youth	4	6	-2	-45.5	28	29	-1	-4.4	48	48	-	71
<b>Total Community Development (SDC Funded)</b>	<b>98</b>	<b>74</b>	<b>24</b>	<b>24.4</b>	<b>620</b>	<b>589</b>	<b>32</b>	<b>5.1</b>	<b>975</b>	<b>969</b>	<b>6</b>	<b>1,140</b>
<b>Externally Funded</b>												
Big Community Fund	-	-	-	-	-	0	-0	-	-	-	-	-
Choosing Health WK PCT	-12	-9	-3	-22.9	-13	-11	-2	-15.0	-	-	-	-
Falls Prevention	-	-2	2	-	-	1	-1	-	-	-	-	-
Local Strategic Partnership	-	-	-	-	-	-	-	-	-	-	-	-
Partnership - Child	-	-	-	-	-	-	-	-	-	-	-	-
Partnership - Home Office	4	-12	16	406.2	-21	-45	24	110.2	-	-	-	-
PCT Health Checks	-	-1	1	-	-	-1	1	-	-	-	-	-
PCT Initiatives	-	7	-7	-	-	-2	2	-	-	-	-	-
<b>Total Community Development (Ext Funded)</b>	<b>-8</b>	<b>-17</b>	<b>9</b>	<b>113.6</b>	<b>-34</b>	<b>-58</b>	<b>23</b>	<b>68.1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Community Development</b>	<b>90</b>	<b>57</b>	<b>33</b>	<b>36.4</b>	<b>586</b>	<b>531</b>	<b>55</b>	<b>9.4</b>	<b>975</b>	<b>969</b>	<b>6</b>	<b>1,140</b>

### 3. Net Service Expenditure for each Head of Service - analysed by Budget area

October 12 - Final	Period	Period	Period	Period	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Annual	Annual	Annual	2011/12
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Budget	Forecast (including Accruals)	Variance	Actual
	£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000
<b>Development Services</b>												
Administrative Expenses - Development Control	2	1	0	29.1	12	13	- 1	- 5.3	29	29	-	21
Administrative Expenses - Policy and Environment	-	-	-	-	-	- 0	0	-	-	-	-	0
Bridleways / Footpath Diversions	0	0	-	-	1	1	-	-	1	1	-	2
Conservation	4	4	0	8.4	27	30	- 3	- 10.1	47	45	2	45
LDF Expenditure	-	0	- 0	-	-	1	- 1	-	-	-	-	-
Planning - Appeals	14	12	2	12.8	95	101	- 6	- 6.5	163	162	1	166
Planning - Counter	- 0	- 0	- 0	-	- 0	- 0	- 0	-	- 1	- 1	-	0
Planning - Development Control	32	48	- 16	- 51.7	222	291	- 69	- 31.3	362	489	- 127	499
Planning - Enforcement	19	19	- 0	- 0.2	153	149	4	2.6	260	254	6	253
Planning Policy	31	22	9	29.1	225	176	49	21.7	446	328	118	428
<b>Total Development Services</b>	<b>101</b>	<b>106</b>	<b>- 5</b>	<b>- 5.2</b>	<b>734</b>	<b>761</b>	<b>- 27</b>	<b>- 3.7</b>	<b>1,307</b>	<b>1,307</b>	<b>- 0</b>	<b>1,414</b>



### 3. Net Service Expenditure for each Head of Service - analysed by Budget area

October 12 - Final	Period	Period	Period	Period	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Annual	Annual	Annual	2011/12
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Budget	Forecast (including Accruals)	Variance	Actual
	£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000
<b>Environmental and Operational Services</b>												
Administrative Expenses - Building Control	0	1	-0	-	4	2	2	52.6	6	6	-	6
Administrative Expenses - Community Director	1	0	0	59.9	7	4	3	39.2	11	11	-	5
Administrative Expenses - Direct Services	-	0	-0	-	-	-0	0	-	-	-	-	-
Administrative Expenses - Health	1	1	1	51.6	11	4	7	60.9	18	18	-	15
Administrative Expenses - Transport	0	0	0	-	4	4	-0	-7.2	6	6	-	5
Asset Maintenance Car Parks	-0	27	-27	-	15	54	-39	-261.1	15	15	-	-
Asset Maintenance CCTV	1	-	1	100.0	7	14	-7	-111.1	11	14	-3	15
Asset Maintenance Countryside	0	0	0	-	3	1	2	60.8	5	5	-	8
Asset Maintenance Direct Services	2	-	2	100.0	15	7	8	54.5	26	26	-	19
Asset Maintenance Playgrounds	1	-	1	100.0	5	-	5	100.0	8	5	3	3
Asset Maintenance Public Toilets	1	-	1	100.0	5	0	4	95.0	8	8	-	13
Building Control	-10	1	-11	-109.9	-93	-43	-50	-54.0	-130	-36	-94	-14
Building Control Discretionary Work	-0	0	-0	-	-0	1	-1	-	-	-	-	-
Car Parks	-44	-37	-7	-15.7	-838	-763	-74	-8.9	-1,600	-1,500	-100	-1,555
CCTV	13	15	-2	-15.6	141	169	-28	-19.8	245	285	-40	275
Civil Protection	2	2	0	6.5	17	15	2	11.2	28	28	-	10
Dangerous Structures	2	2	-0	-2.3	13	12	1	7.7	22	22	-	21
Dartford Environmental Hub (SDC Costs)	-2	-	-2	-100.0	-2	-0	-2	-100.0	-7	-7	-	-
EH Animal Control	1	9	-7	-647.8	8	6	2	26.3	1	1	-	40
EH Commercial	21	18	3	12.7	147	153	-6	-4.1	251	251	-	-
EH Environmental Protection	29	28	1	3.6	238	219	19	7.9	393	393	-	709
Emergency	5	5	0	4.9	35	33	2	5.2	60	60	-	57
Environmental Health Partnership	-	8	-8	-	-	18	-18	-	-	-	-	-
Estates Management - Grounds	8	14	-6	-79.9	54	52	2	4.4	94	94	-	81
Licensing Partnership Hub (Trading)	-0	-0	-0	-	-1	-17	16	2,879.1	-0	-0	-	-
Licensing Partnership Members	-	-	-	-	-	-	-	-	-	-	-	-
Licensing Regime	-13	-26	13	96.0	-6	-21	15	261.1	-14	-14	-	25
National Food Hygiene Rating Scheme	-	-	-	-	-	-3	3	-	-	-	-	-
On-Street Parking	-30	-26	-4	-14.1	-223	-215	-8	-3.5	-393	-409	16	-297
Parks and Recreation Grounds	7	7	0	1.5	52	69	-17	-33.1	91	91	-	123
Parks - Rural	-13	-6	-7	-51.4	38	35	3	7.4	81	81	-	56
Public Conveniences	3	3	-0	-9.2	24	30	-6	-23.0	37	37	-	55
Public Transport Support	0	0	-0	-	0	1	-0	-	1	1	-	1
Refuse Collection	200	161	39	19.7	1,354	1,387	-33	-2.4	2,204	2,234	-30	2,161
Street Cleansing	100	97	2	2.4	688	677	10	1.5	1,175	1,175	-	1,214
Street Naming	1	-0	1	116.3	8	3	5	67.4	13	5	8	4
Support - Direct Services	3	1	1	41.7	24	25	-1	-3.1	38	38	-	25

Support - Health and Safety	1	1	1	38.9	10	6	4	36.2	17	17	-	12
Taxis	- 4	- 3	- 1	- 23.2	- 16	- 16	0	0.9	- 12	- 12	-	- 16
<b>Total Environmental and Operational Services</b>	<b>286</b>	<b>302</b>	<b>- 16</b>	<b>- 5.4</b>	<b>1,748</b>	<b>1,925</b>	<b>- 177</b>	<b>- 10.1</b>	<b>2,709</b>	<b>2,949</b>	<b>- 240</b>	<b>2,528</b>

### 3. Net Service Expenditure for each Head of Service - analysed by Budget area

October 12 - Final	Period	Period	Period	Period	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Annual	Annual	Annual	2011/12
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Budget	Forecast (including Accruals)	Variance	Actual
	£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000
<b>Finance and Human Resources</b>												
Administrative Expenses - Chief Executive	1	- 5	6	600.8	8	4	4	50.0	18	17	2	6
Administrative Expenses - Corporate Director	0	- 0	0	-	2	4	- 2	- 69.2	4	4	-	2
Administrative Expenses - Finance	1	2	- 1	- 133.9	12	16	- 3	- 27.5	39	39	-	17
Administrative Expenses - Personnel	0	1	- 1	-	9	9	- 0	- 1.1	13	13	-	14
Benefits Admin	- 11	- 12	0	2.5	- 79	- 79	0	0.4	828	828	-	1,276
Benefits Grants	- 49	- 48	- 0	- 1.0	- 341	- 340	- 0	- 0.1	- 659	- 659	-	- 659
Council Tax Support (R&B P'ship)	-	-	-	-	-	- 46	46	-	-	-	-	-
Dartford Partnership Hub (SDC costs)	152	167	- 15	- 9.6	1,060	1,117	- 57	- 5.4	- 7	- 7	-	- 524
Housing Advances	0	-	0	-	3	3	- 0	- 15.9	5	5	-	3
Local Tax	- 201	- 211	10	5.2	- 350	- 354	4	1.1	154	101	53	208
Members	32	29	2	7.3	223	217	6	2.6	395	382	13	313
Misc. Finance	136	110	26	18.8	871	874	- 3	- 0.3	2,155	2,146	9	2,036
Support - Audit Function	- 2	- 2	0	0.0	- 14	- 14	0	0.0	139	139	-	126
Support - Exchequer and Procurement	11	10	1	10.8	76	69	7	9.1	138	138	-	134
Support - Finance Function	15	11	4	27.7	98	73	24	25.0	231	201	30	147
Support - General Admin	17	12	5	27.6	100	90	10	10.0	193	173	20	177
Support - Nursery	-	0	- 0	-	-	1	- 1	-	-	-	-	2
Support - Personnel	19	18	1	4.9	131	129	3	1.9	225	225	-	208
Treasury Management	7	15	- 8	- 115.4	48	69	- 20	- 42.1	90	120	- 30	99
<b>Total Finance and Human Resources</b>	<b>129</b>	<b>98</b>	<b>31</b>	<b>23.8</b>	<b>1,857</b>	<b>1,841</b>	<b>16</b>	<b>0.9</b>	<b>3,961</b>	<b>3,864</b>	<b>97</b>	<b>3,584</b>

### 3. Net Service Expenditure for each Head of Service - analysed by Budget area

October 12 - Final	Period	Period	Period	Period	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Annual	Annual	Annual	2011/12
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Budget	Forecast (including Accruals)	Variance	Actual
	£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000
<b>Housing and Communications</b>												
Administrative Expenses - Housing	1	1	-0	-32.2	7	6	1	10.4	11	10	1	11
Consultation and Surveys	0	-	0	-	1	-	1	100.0	2	7	-5	-
Energy Efficiency	2	3	-1	-45.4	13	17	-3	-25.5	6	16	-9	16
External Communications	19	8	12	61.1	92	78	14	15.3	143	141	2	113
Gypsy Sites	-3	-3	-1	-26.7	-16	-8	-8	-50.2	-20	-14	-6	-6
Home Improvement Agency (prev. Care and Repair)	-	-	-	-	39	20	20	50.0	39	20	20	39
Homeless	8	9	-1	-10.4	55	65	-10	-18.1	104	104	-	194
Homelessness Funding	-3	-7	4	131.4	-21	-31	10	47.0	-	-	-	-
Homelessness Prevention	-	2	-2	-	-	3	-3	-	-	-	-	-
Housing	22	25	-3	-15.6	217	230	-13	-5.9	363	366	-3	394
Housing Initiatives	1	1	-1	-87.7	4	6	-1	-31.6	8	8	-	9
Housing Option - Trailblazer	0	4	-4	-	0	22	-22	-	0	0	-	-
KCC Loan Scheme	-	-	-	-	-	-	-	-	-	-	-	-
Leader Programme	1	1	-0	-1.4	5	5	-0	-2.8	9	9	-	5
Needs and Stock Surveys	-	-	-	-	-	-	-	-	13	13	-	15
Private Sector Housing	16	15	2	11.0	114	105	10	8.4	195	184	11	164
Support - General Admin	0	0	-0	-	0	-4	4	-	0	0	-	-10
<b>Total Housing and Communications</b>	<b>63</b>	<b>58</b>	<b>5</b>	<b>7.7</b>	<b>511</b>	<b>513</b>	<b>-2</b>	<b>-0.5</b>	<b>872</b>	<b>862</b>	<b>10</b>	<b>944</b>

### 3. Net Service Expenditure for each Head of Service - analysed by Budget area

October 12 - Final	Period	Period	Period	Period	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Annual	Annual	Annual	2011/12
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Budget	Forecast (including Accruals)	Variance	Actual
	£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000
<b>IT &amp; Facilities Management</b>												
Administrative Expenses - IT	2	1	1	64.2	14	13	2	12.1	26	16	10	16
Asset Maintenance IT	25	8	17	68.9	140	57	83	59.5	300	300	-	300
Support - Central Offices - Facilities	21	20	1	3.1	141	135	6	4.1	254	254	-	259
Support - Contact Centre	33	31	2	5.1	224	217	7	2.9	392	392	-	407
Support - General Admin	20	28	-9	-44.7	140	141	-0	-0.0	264	264	-1	280
Support - IT	31	34	-3	-11.1	464	461	3	0.6	737	737	-	739
Support - Local Offices	26	23	2	9.3	52	51	1	1.3	53	53	-	50
<b>Total IT &amp; Facilities Management</b>	<b>157</b>	<b>146</b>	<b>11</b>	<b>7.1</b>	<b>1,175</b>	<b>1,074</b>	<b>101</b>	<b>8.6</b>	<b>2,025</b>	<b>2,016</b>	<b>9</b>	<b>2,052</b>

### 3. Net Service Expenditure for each Head of Service - analysed by Budget area

October 12 - Final	Period	Period	Period	Period	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Annual	Annual	Annual	2011/12
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Budget	Forecast (including Accruals)	Variance	Actual
	£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000
<b>Legal and Democratic Services</b>												
Action and Development	1	-	1	100.0	4	3	1	24.9	6	6	-	11
Administrative Expenses - Legal and Democratic	13	13	-0	-1.4	56	49	6	11.2	77	77	-	58
Administrative Expenses - Property	0	-0	0	-	1	-	1	100.0	2	2	-	1
Asset Maintenance Argyle Road	-	6	-6	-	25	17	8	31.8	50	50	-	30
Asset Maintenance Leisure	8	4	4	50.4	54	51	3	5.6	92	92	-	143
Asset Maintenance Other Corporate Properties	-	1	-1	-	15	2	13	86.6	30	30	-	34
Asset Maintenance Sewage Treatment Plants	1	-	1	100.0	6	-	6	100.0	11	11	-	13
Asset Maintenance Support & Salaries	11	8	4	34.7	65	62	3	4.1	115	115	-	101
Bus Station	3	3	-0	-4.9	10	7	3	30.6	13	13	-	10
Civic Expenses	0	0	-0	-	13	13	-0	-0.4	14	14	-	14
Committee Admin	9	8	1	13.7	55	50	5	8.5	102	102	-	85
Corporate Management	70	80	-10	-13.7	490	457	33	6.7	893	823	70	879
Corporate Savings	5	-	5	100.0	37	-	37	100.0	22	-12	34	-
Elections	57	56	0	0.7	92	83	9	9.5	67	67	-	68
Equalities Legislation	-	-	-	-	17	13	3	19.6	17	14	3	13
Estates Management - Buildings	-5	3	-7	-157.1	-44	-16	-28	-62.9	-113	-113	-	-48
Housing Premises	1	0	0	40.7	-12	-9	-3	-22.9	-9	-9	-	-8
Land Charges	-13	-7	-6	-46.9	-80	-51	-28	-35.7	-121	-86	-35	-116
Markets	-19	5	-24	-127.2	-134	-116	-18	-13.6	-240	-173	-67	-281
Performance Improvement	0	-	0	-	3	5	-2	-72.3	6	6	-	5
Register of Electors	6	5	2	25.3	72	77	-6	-8.0	131	131	-	118
Support - Central Offices	20	3	17	86.1	336	303	33	9.7	426	382	45	410
Support - Legal Function	20	15	5	23.5	127	146	-19	-15.0	225	255	-30	242
Support - Property Function	7	7	-0	-5.8	48	51	-3	-5.8	88	88	-	56
<b>Total Legal and Democratic Services</b>	<b>194</b>	<b>209</b>	<b>-16</b>	<b>-8.1</b>	<b>1,255</b>	<b>1,198</b>	<b>57</b>	<b>4.5</b>	<b>1,902</b>	<b>1,884</b>	<b>19</b>	<b>1,837</b>

#### 4. Cumulative Salary Monitoring

### October 12 - Final

	Period	Period	Period	Period	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Annual	Annual	Annual
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Budget	Forecast	Variance
	£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	(including Accruals) £'000	£'000
Chief Executive, PA & Secretariat	17	17	0	0.9	120	125	-5	-4.5	206	206	-
<b>Total Chief Executives Dept</b>	17	17	0	0.9	120	125	-5	-4.5	206	206	-
Director, PA & Secretariat	24	24	-0	-1.5	165	173	-8	-4.9	282	282	-
Finance & Human Resources	240	257	-17	-7.2	1,660	1,732	-72	-4.3	2,863	2,833	30
IT & Facilities Management	66	63	3	4.7	449	448	1	0.3	778	778	-
Legal & Democratic Services	53	49	4	7.2	360	372	-12	-3.3	626	645	-19
<b>Total Corporate Resources</b>	382	393	-11	-2.8	2,634	2,724	-90	-3.4	4,550	4,539	11
Director, PA & Secretariat	14	14	-0	-2.6	99	101	-2	-2.5	169	169	-
Community Development	30	30	-0	-1.2	209	205	4	1.9	358	358	-
Development Services	147	142	5	3.5	1,048	1,001	47	4.5	1,800	1,708	92
Housing & Communications	51	50	1	1.5	356	365	-8	-2.3	611	616	-5
Operational Services	279	260	20	7.0	1,953	1,802	151	7.7	3,350	3,199	151
Building Control	32	31	0	0.4	221	217	4	1.7	379	379	-
Environmental Health	47	45	2	3.7	341	342	-1	-0.3	582	582	-
Licensing	27	24	4	13.3	191	157	34	17.7	328	283	45
Parking & Amenity Services	38	38	-0	-0.1	272	275	-3	-0.9	471	471	-
<b>Total Community and Planning Services</b>	664	634	30	4.5	4,691	4,465	226	4.8	8,048	7,765	283
<b>Sub Total</b>	1,064	1,045	19	1.8	7,444	7,314	130	1.7	12,803	12,509	294
Performance Award Contingency	-	-	-	-	-	0	-0	-	48	48	-
Market Premiums	4	-	4	100.0	21	-	21	100.0	34	-	34
<b>TOTAL SDC Funded Salary Costs</b>	<b>1,068</b>	<b>1,045</b>	<b>24</b>	<b>2.2</b>	<b>7,465</b>	<b>7,314</b>	<b>150</b>	<b>2.0</b>	<b>12,885</b>	<b>12,557</b>	<b>328</b>
<u>Externally Funded &amp; Funded from other sources (gross figures). Overspendings here are matched by external funding and represent additional resources secured for the Council since the budget was set.</u>											
Community Development Ext.	8	8	0	5.8	59	75	-16	-26.6	101	110	-9
Housing Ext.	15	9	6	39.0	108	67	41	38.1	186	152	34
	24	17	7	27.4	167	142	26	15.3	287	262	25
<b>TOTAL All Salary Costs</b>	<b>1,092</b>	<b>1,062</b>	<b>30</b>	<b>2.8</b>	<b>7,632</b>	<b>7,456</b>	<b>176</b>	<b>2.3</b>	<b>13,172</b>	<b>12,819</b>	<b>353</b>
<i>Less Allocs to Trading a/cs inc Ext Funded TASK</i>	<i>- 237</i>	<i>- 220</i>	<i>- 17</i>	<i>- 7.3</i>	<i>- 1,661</i>	<i>- 1,519</i>	<i>- 143</i>	<i>- 8.6</i>	<i>- 2,848</i>	<i>- 2,848</i>	<i>-</i>
<i>Less Allocations to Capital and Asset maint. etc</i>	<i>- 2</i>	<i>- 8</i>	<i>6</i>	<i>341.5</i>	<i>- 13</i>	<i>- 20</i>	<i>7</i>	<i>57.3</i>	<i>- 22</i>	<i>- 22</i>	<i>-</i>
<b>Check total to Pay Costs</b>	<b>853</b>	<b>834</b>	<b>19</b>	<b>2.3</b>	<b>5,958</b>	<b>5,917</b>	<b>41</b>	<b>0.7</b>	<b>10,302</b>	<b>9,949</b>	<b>353</b>

**DIRECT SERVICES SUMMARY**

Oct-12	PERIOD				Y-T-D				ANNUAL			Y-T-D NET VARIANCE			ANNUAL NET VARIANCE		
	Budget	Actual	Actual / Budget	Variance	Budget	Actual	Actual / Budget	Variance	Budget	Forecast	Variance	Net Budget by Service	Net Actual by Service	Variance by Service	Net Budget by Service	Net Actual by Service	Variance by Service
	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Income</b>																	
Refuse	-175	-176	1%	1	-1,229	-1,233	0%	3	-2,109	-2,109		39	4	36	67	67	
Street Cleaning	-93	-94	1%	1	-652	-652	0%		-1,117	-1,117		22	43	-20	38	38	
Trade	-28	-26	-9%	-3	-246	-224	-9%	-22	-400	-400		-25	-43	18	-21	-21	
Workshop	-47	-50	7%	3	-329	-311	-6%	-18	-564	-564		-10	-5	-4	-17	-17	
Green Waste	-32	-28	-13%	-4	-291	-284	-3%	-8	-389	-389		-100	-96	-4	-60	-60	
Premises Cleaning	-17	-16	-1%		-116	-123	6%	6	-199	-199		6			10	10	
Cesspools	-23	-21	-7%	-2	-158	-138	-12%	-19	-270	-270		-31	-11	-19	-52	-52	
Pest Control	-7	-6	-19%	-1	-66	-28	-57%	-38	-79	-39	-40	-20	16	-36		40	-40
Grounds	-10	-10	0%		-70	-70	0%		-122	-122		6	12	-6	-2	-2	
Fleet	-70	-66	-6%	-4	-487	-468	-4%	-19	-835	-835			1	-2		-30	30
Depot	-22	-20	-9%	-2	-160	-129	-19%	-31	-293	-293		2	14	-12	-26	-26	
Emergency	-4	-4	0%		-27	-27	0%		-46	-46			-5	5			
<b>Total Income</b>	<b>-527</b>	<b>-516</b>	<b>-2%</b>	<b>-11</b>	<b>-3,831</b>	<b>-3,687</b>	<b>-4%</b>	<b>-144</b>	<b>-6,423</b>	<b>-6,382</b>	<b>-40</b>	<b>-111</b>	<b>-71</b>	<b>-40</b>	<b>-64</b>	<b>-53</b>	<b>-10</b>
<b>Expenditure</b>																	
Refuse	181	167	8%	14	1,269	1,236	3%	32	2,175	2,175							
Street Cleaning	96	104	-8%	-8	674	695	-3%	-21	1,155	1,155							
Trade	32	24	24%	8	221	181	18%	40	379	379							
Workshop	46	51	-12%	-6	319	305	4%	14	547	547							
Green Waste	27	38	-45%	-12	191	188	2%	3	329	329							
Premises Cleaning	17	18	-6%	-1	122	123	-1%	-1	209	209							
Cesspools	18	20	-12%	-2	127	127	0%		218	218							
Pest Control	7	6	10%	1	46	45	4%	2	79	79							
Grounds	11	11	-6%	-1	76	82	-8%	-6	119	119							
Fleet	70	68	2%	2	487	470	4%	17	835	805	30						
Depot	18	16	15%	3	161	142	12%	19	267	267							
Emergency	4	3	9%		27	22	18%	5	46	46							
<b>Total Expenditure</b>	<b>526</b>	<b>528</b>	<b>0%</b>	<b>-2</b>	<b>3,720</b>	<b>3,616</b>	<b>3%</b>	<b>104</b>	<b>6,359</b>	<b>6,329</b>	<b>30</b>						
<b>Net</b>		<b>13</b>	<b>-5616%</b>	<b>-13</b>	<b>-111</b>	<b>-71</b>	<b>-36%</b>	<b>-40</b>	<b>-64</b>	<b>-53</b>	<b>-10</b>						





**STAFFING STATISTICS  
OCTOBER 2012**

	BDGT BOOK	STAFF	AGENCY	CASUAL	TOTAL	COMMENTS / VARIATIONS	SEPTEMBER
	FTE	FTE	STAFF	FTE			TOTALS
<b>CHIEF EXECUTIVES</b>							
Chief Executive's Office	3.00	2.00	0.00	0.00	2.00	1.0 Temp Sec.	2.00
<b>SUB TOTAL</b>	<b>3.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.00</b>		<b>2.00</b>
<b>CORPORATE RESOURCES</b>							
Director, Secretaries	6.38	7.62	0.00	0.00	7.62	Budget includes Secretariat (although report to HR). 1 Temp post for maternity cover.	7.62
Finance & Human Resources	82.67	74.65	9.61	0.82	85.08	Still includes Human Resources, Contact Centre and Property Team.	86.38
Legal, Electoral, Democratic Services & Policy & Performance	14.95	12.14	0.00	0.00	12.14		12.34
<i>Legal, Electoral &amp; Democratic Services</i>	13.14	10.33	0.00	0.00	10.33		10.53
<i>Policy &amp; Performance</i>	1.81	1.81	0.00	0.00	1.81	Now 1.61 budgeted to Legal, Electoral and Dem Services. 0.2 worked in Housing & Comms but inc. in P&P.	1.81
IT & Facilities Management	23.43	23.43	0.00	0.00	23.43	1 Temp post (IT) so 1 over budget FTE.	22.43
<b>SUB TOTAL</b>	<b>127.43</b>	<b>117.84</b>	<b>9.61</b>	<b>0.82</b>	<b>128.27</b>		<b>128.77</b>
<b>COMMUNITY AND PLANNING SERVICES</b>							
Director, PA & Secretarial	2.00	2.00	0.00	0.00	2.00		2.00
Community Development	8.54	8.54	0.00	0.51	9.05	1 post is part externally funded.	9.78
Environmental & Operational Services	152.82	139.98	18.96	0.44	159.38		158.15
<i>SDS &amp; CCTV</i>	115.98	104.84	18.96	0.44	124.24	Includes Grounds Maintenance.	122.62
<i>Env Health</i>	12.57	11.57	0.00	0.00	11.57		12.57
<i>Licensing</i>	9.41	9.96	0.00	0.00	9.96		9.35
<i>Parking &amp; Amenity</i>	14.86	13.61	0.00	0.00	13.61		13.61
Development Services	48.37	48.36	0.00	0.00	48.36		48.36
Building Control	7.81	5.81	2.00	0.00	7.81	Plus 1 Seconded Officer.	7.81
Housing & Communications	14.89	12.57	2.00	0.00	14.57	1 post is part externally funded.	14.57
<b>SUB TOTAL</b>	<b>234.43</b>	<b>217.26</b>	<b>22.96</b>	<b>0.95</b>	<b>241.17</b>		<b>240.67</b>
<b>EXTERNALLY FUNDED POSTS</b>							
Community Development	2.54	2.54	0.00	0.00	2.54		2.54
Environmental & Operational Services	0.00	0.00	0.00	0.00	0.00		0.00
Development Services	0.00	0.00	0.00	0.00	0.00		0.00
Housing & Communications	5.81	3.00	0.00	0.00	3.00	1 post is part funded by SDC (see Housing permanent posts).	3.00
<b>SUB TOTAL</b>	<b>8.35</b>	<b>5.54</b>	<b>0.00</b>	<b>0.00</b>	<b>5.54</b>		<b>5.54</b>
<b>TOTALS</b>							
	<b>373.21</b>	<b>342.64</b>	<b>32.57</b>	<b>1.77</b>	<b>376.98</b>		<b>376.98</b>
<b>Number of staff paid in October:</b>							
377 permanent, 6 casuals							

## Reserves

	31/03/12	Movement in month	Cumulative to date	Balance as at 31/10/12	31/3/13 budget	31/3/13 forecast
	£000	£000	£000	£000	£000	£000
<u>Provisions</u>						
Edenbridge Relief Road Compensation (1)	1,546			1,546	0	0
Accumulated Absences	152			152	152	152
Municipal Mutual Insurance (MMI)	211			211	0	0
Others	34			34	0	0
	<b>1,943</b>	<b>0</b>	<b>0</b>	<b>1,943</b>	152	152
<u>Capital Receipts(Gross)</u>	708	118	243	951	1,314	1,314
Note: this balance will reduce at year end as the receipts are used to finance capital expenditure						
<u>Earmarked Reserves</u>						
Financial Plan	5,812			5,812	5,296	5,296
Budget Stabilisation	2,765			2,765	3,495	2,976
New Homes Bonus	215			215	1,588	1,588
Housing Benefit subsidy	1,351			1,351	1,102	1,301
Asset Maintenance	1,000			1,000	1,000	1,000
First Time Sewerage	915			915	715	915
Vehicle Renewal	293			293	564	564
Reorganisation (previously Termination)	478			478	499	478
LDF	565		-39	526	428	428
Community Development	470		-41	429	418	418
Carry Forward Items	222	-25	-50	172	341	341
Action and Development	296			296	300	300
Vehicle Insurance	287			287	264	264
Pension Valuation	349			349		349
Big Community Fund	103		-9	94		0
Rent Deposit Guarantees	181			181	179	179
Local Strategic Partnership	81		-5	76	111	111
Homelessness Prevention	134			134		0
IT Asset Maintenance	121			121		0
Others	670	15	-4	666	424	424
	<b>16,308</b>	<b>-10</b>	<b>-148</b>	<b>16,160</b>	16,724	16,932
<u>General Fund</u>						
Required Minimum	1,500				1,500	1,500
Available Balance	2,213				2,213	2,213
	<b>3,713</b>				<b>3,713</b>	<b>3,713</b>
<b>TOTAL</b>	<b>22,672</b>				<b>21,903</b>	<b>22,111</b>

### Notes

1. Changes in the Edenbridge Relief Road Compensation provision is very difficult to predict as it is dependant on the timing of agreeing compensation sums.

## 9. Capital

### October 12 - Final

	Period	Period	Period	Period	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Annual	Annual	Annual	
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Budget	Forecast	Variance	
	£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	(including Accruals) £'000	£'000	
COMMDEV	Big Community Fund - Capital	-	8	-8	-	-	27	-27	-	-	-	-
COMMDEV	Parish Projects	-	-	-	-	-	-	-	-	71	71	-
ENVOPS	Vehicle Purchases	76	20	56	74.0	464	37	427	92.1	844	844	-
FINSERV	Horton Kirby Village Hall	-	0	-0	-	-	1	-1	-	-	-	-
FINSERV	Argyle Road Office Accommodation	1	0	1	94.9	1	0	1	94.9	7	7	-
HOUSING	Improvement Grants	51	60	-9	-17.8	357	127	230	64.3	612	612	-
HOUSING	WKHA Adaps for Disab Financing Costs Advances	21	22	-0	-0.9	149	51	98	65.9	256	256	-
HOUSING	SDC - HMO Grants	-	-	-	-	-	10	-10	-	-	-	-
HOUSING	RHPCG 10-11 SDC	-	-	-	-	-	2	-2	-	-	-	-
LEGAL	Sevenoaks Town Centre	20	-	20	100.0	60	44	16	27.5	150	150	-
LEGAL	Modern Govt Document Management System	1	-	1	100.0	11	8	3	26.0	16	16	-
LEGAL	Police Co-Location	-	-	-	-	200	149	51	25.7	200	200	-
		<b>171</b>	<b>110</b>	<b>61</b>	<b>35.7</b>	<b>1,242</b>	<b>456</b>	<b>787</b>	<b>63.3</b>	<b>2,157</b>	<b>2,157</b>	<b>-</b>

Improvement Grants budget shown net of Government grant.

# CUMULATIVE INCOME FIGURES

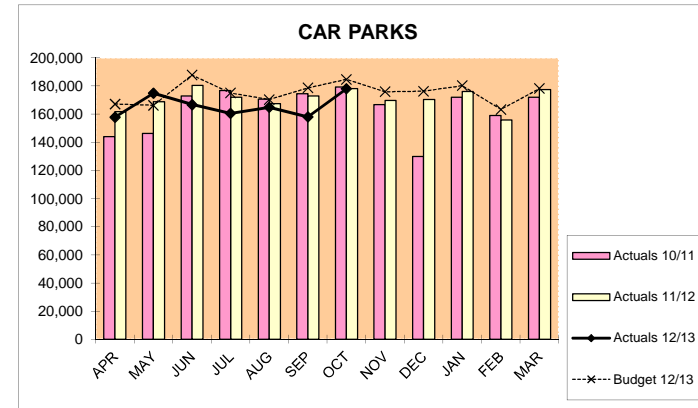
October 2012

	<b>ACTUAL</b>	Comparison of 11/12 and 12/13, where a minus is 'bad news'	<b>MANAGER'S PROFILED BUDGET</b>	Variance, where a minus is 'bad news'	<b>ANNUAL BUDGET</b>	<b>Annual Forecast</b>
<b>CAR PARKS</b>	<b>1,160,569</b>	<b>-40,384</b>	<b>1,229,595</b>	<b>-69,026</b>	<b>2,103,442</b>	<b>2,003,442</b>
<b>ON STREET PARKING</b>	<b>409,140</b>	<b>47,323</b>	<b>383,257</b>	<b>25,883</b>	<b>671,285</b>	<b>687,285</b>
<b>LAND CHARGES</b>	<b>90,379</b>	<b>-24,002</b>	<b>120,048</b>	<b>-29,669</b>	<b>190,556</b>	<b>155,280</b>
<b>BUILDING CONTROL</b>	<b>245,335</b>	<b>-3,084</b>	<b>320,837</b>	<b>-75,502</b>	<b>519,648</b>	<b>390,600</b>
<b>DEVELOPMENT CONTROL</b>	<b>334,454</b>	<b>23,966</b>	<b>406,399</b>	<b>-71,945</b>	<b>696,684</b>	<b>546,684</b>
	<b>2,239,878</b>	<b>3,820</b>	<b>2,460,136</b>	<b>-220,258</b>	<b>4,181,615</b>	<b>3,783,291</b>

## 10 Car Parks Graphs

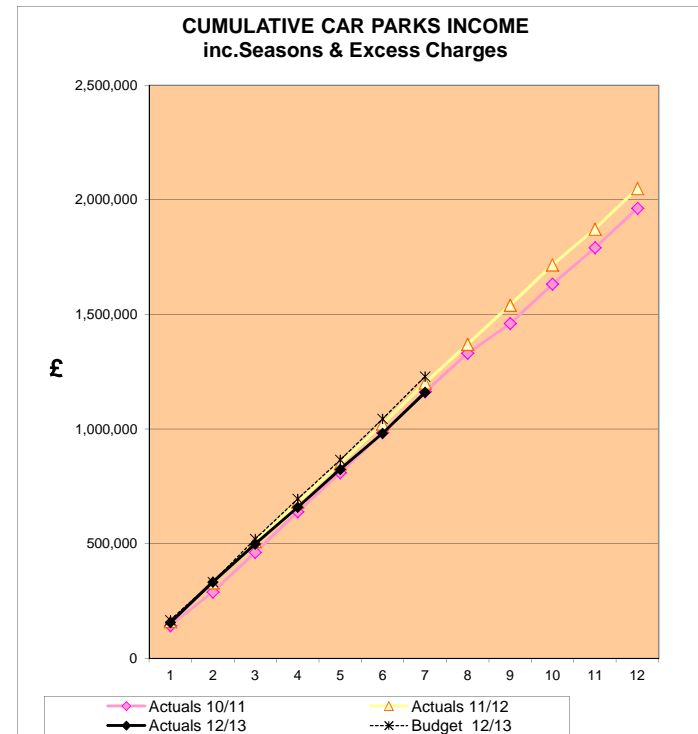
### CAR PARKS (HWCARPK)

	Actuals 10/11	Actuals 11/12	Actuals 12/13	Increase / decrease from 11/12 to 12/13	Budget 12/13	Variance (Actuals-Budget)	Manager's Forecast
1 APR	144,052	161,707	157,819	-3,888	167,079	-9,260	
2 MAY	146,247	168,722	174,830	6,108	166,300	8,530	
3 JUN	172,788	180,368	166,750	-13,618	187,694	-20,944	
4 JUL	176,717	171,960	160,431	-11,529	174,953	-14,522	
5 AUG	170,558	167,336	164,734	-2,602	170,293	-5,559	
6 SEP	174,392	172,793	157,977	-14,816	178,651	-20,674	
7 OCT	179,153	178,067	178,029	-38	184,625	-6,596	
8 NOV	166,673	169,631		-169,631	175,874	-175,874	
9 DEC	129,891	170,349		-170,349	176,200	-176,200	
10 JAN	171,978	175,979		-175,979	180,246	-180,246	
11 FEB	158,986	155,870		-155,870	163,322	-163,322	
12 MAR	172,012	177,420		-177,420	178,205	-178,205	
<b>TOTAL</b>	<b>1,963,447</b>	<b>2,050,202</b>	<b>1,160,569</b>	<b>-889,633</b>	<b>2,103,442</b>	<b>-942,873</b>	<b>2,003,442</b>



### CAR PARKS (CUMULATIVE)

	Actuals 10/11	Actuals 11/12	Actuals 12/13	Cumulative increase / decrease from 11/12 to 12/13	Budget 12/13	Variance (Column E-G)	Manager's Forecast
APR	144,052	161,707	157,819	-3,888	167,079	-9,260	
MAY	290,299	330,429	332,649	2,220	333,379	-730	
JUNE	463,087	510,797	499,399	-11,398	521,073	-21,674	
JUL	639,804	682,757	659,830	-22,927	696,026	-36,196	
AUG	810,362	850,093	824,563	-25,530	866,319	-41,756	
SEP	984,754	1,022,886	982,541	-40,345	1,044,970	-62,429	
OCT	1,163,907	1,200,953	1,160,569	-40,384	1,229,595	-69,026	
NOV	1,330,580	1,370,584		-1,370,584		0	
DEC	1,460,471	1,540,933		-1,540,933		0	
JAN	1,632,449	1,716,912		-1,716,912		0	
FEB	1,791,435	1,872,782		-1,872,782		0	
MAR	1,963,447	2,050,202		-2,050,202		0	2,003,442



### OCTOBER 2012

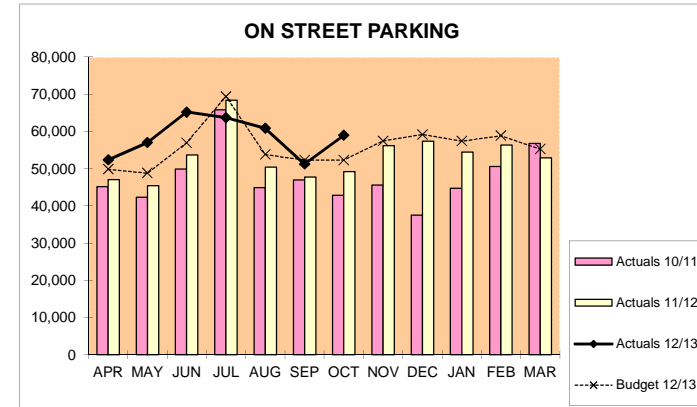
#### HWCARPK

	Actual (Cumulative)	Budget	(Monthly)	
DAY TICKETS	***0	893,384	944,118	132,739
EXCESS / PENALTY CHARGES	***1/****3	80,625	92,677	10,098
SEASON TICKETS	***2	180,045	188,800	35,160
OTHER (inc. Res. Pkg)	***9	749	-	-
WAIVERS	3404	1,700	-	30
RENT	94500	4,065	4,000	2
<b>TOTAL</b>	<b>1,160,569</b>	<b>1,229,595</b>	<b>178,029</b>	

## 10 On-Street Graphs

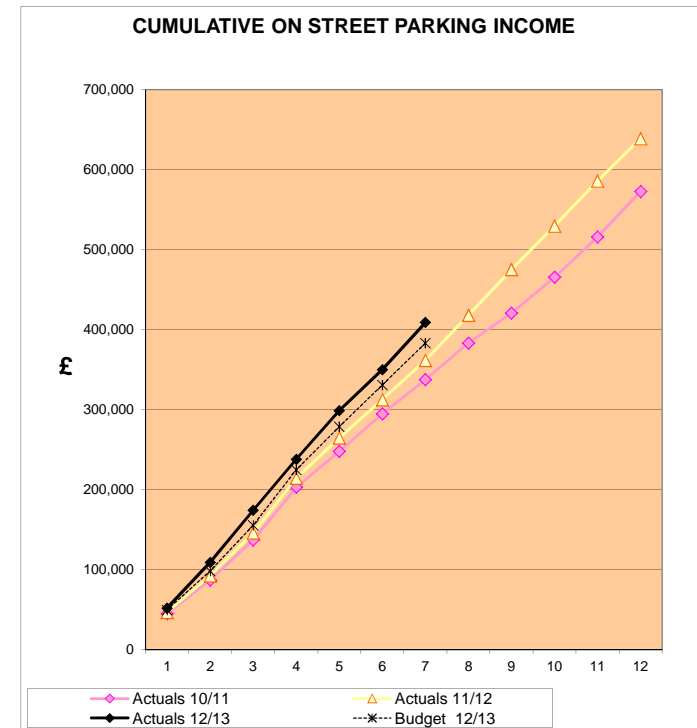
### ON STREET PARKING (HWDCRIM)

	Actuals 10/11	Actuals 11/12	Actuals 12/13	Increase / decrease from 11/12 to 12/13	Budget 12/13	Variance (Actuals-Budget)	Manager's Forecast
1 APR	45,146	47,046	52,328	5,282	49,814	2,514	
2 MAY	42,328	45,408	56,995	11,587	48,794	8,201	
3 JUN	49,872	53,666	65,190	11,524	56,938	8,252	
4 JUL	65,784	68,376	63,657	-4,719	69,398	-5,741	
5 AUG	44,910	50,350	60,822	10,472	53,779	7,043	
6 SEP	46,913	47,762	51,221	3,459	52,243	-1,022	
7 OCT	42,832	49,209	58,926	9,717	52,291	6,635	
8 NOV	45,607	56,170		-56,170	57,436	-57,436	
9 DEC	37,452	57,330		-57,330	59,125	-59,125	
10 JAN	44,720	54,468		-54,468	57,396	-57,396	
11 FEB	50,568	56,324		-56,324	58,844	-58,844	
12 MAR	56,761	52,883		-52,883	55,227	-55,227	
	<b>572,893</b>	<b>638,992</b>	<b>409,140</b>	<b>-229,852</b>	<b>671,285</b>	<b>-262,145</b>	<b>687,285</b>



### ON STREET PARKING (CUMULATIVE)

	Actuals 10/11	Actuals 11/12	Actuals 12/13	Cumulative increase / decrease from 11/12 to 12/13	Budget 12/13	Variance (Column E-G)	Manager's Forecast
APR	45,146	47,046	52,328	5,282	49,814	2,514	
MAY	87,474	92,454	109,324	16,870	98,608	10,716	
JUNE	137,346	146,120	174,514	28,394	155,546	18,968	
JUL	203,130	214,496	238,171	23,675	224,944	13,227	
AUG	248,040	264,846	298,993	34,147	278,723	20,270	
SEP	294,953	312,608	350,214	37,606	330,966	19,248	
OCT	337,785	361,817	409,140	47,323	383,257	25,883	
NOV	383,392	417,987		-417,987		0	
DEC	420,844	475,317		-475,317		0	
JAN	465,564	529,785		-529,785		0	
FEB	516,132	586,109		-586,109		0	
MAR	572,893	638,992		-638,992		0	687,285



### OCTOBER 2012

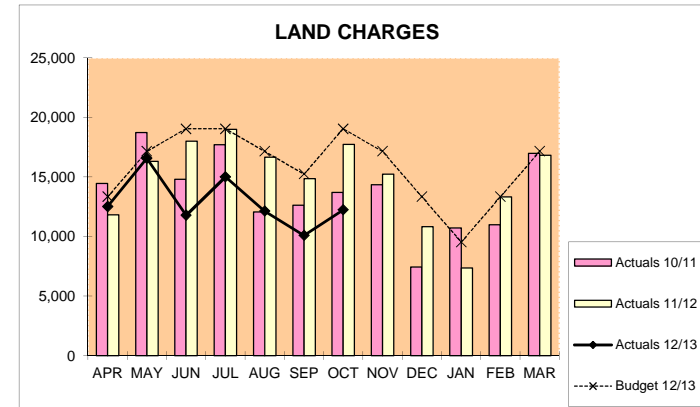
#### HWDCRIM

	Actual (Cumulative)	Budget	(Monthly)
PENALTY NOTICES	3403	84,000	11,214
WAIVERS	3404	2,989	654
RESIDENTS PERMITS	3406	34,320	3,752
ON STREET PARKING	3300	219,176	36,121
BUSINESS PERMITS	3408	42,772	7,185
OTHER	9999	-	-
	<b>409,140</b>	<b>383,257</b>	<b>58,926</b>

## 10 Land Charges Graphs

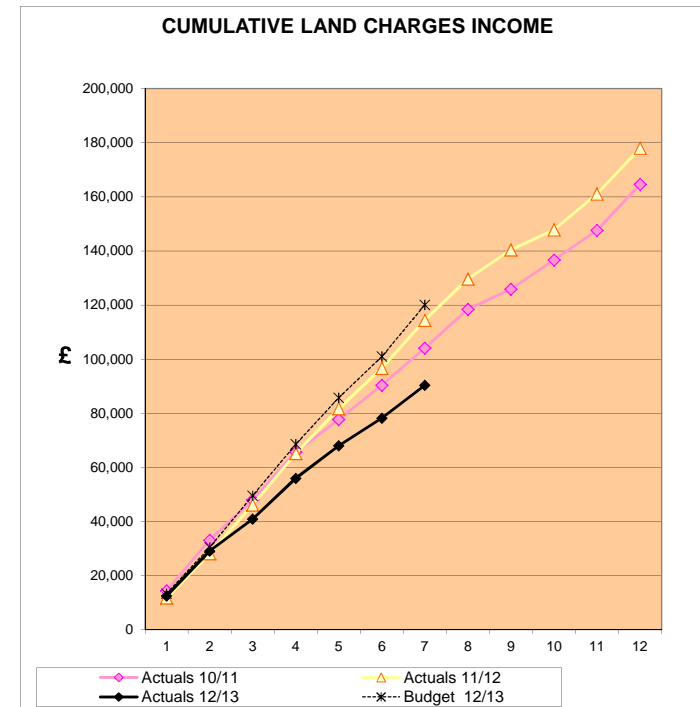
### LAND CHARGES (LPLNDCH)

	Actuals 10/11	Actuals 11/12	Actuals 12/13	Increase / decrease from 11/12 to 12/13	Budget 12/13	Variance (Actuals-Budget)	Manager's Forecast
1 APR	14,463	11,836	<b>12,520</b>	684	<b>13,339</b>	-819	
2 MAY	18,718	16,303	<b>16,579</b>	276	<b>17,150</b>	-571	
3 JUN	14,812	17,994	<b>11,786</b>	-6,208	<b>19,055</b>	-7,269	
4 JUL	17,700	18,987	<b>15,021</b>	-3,966	<b>19,055</b>	-4,034	
5 AUG	12,074	16,658	<b>12,139</b>	-4,519	<b>17,150</b>	-5,011	
6 SEP	12,624	14,863	<b>10,100</b>	-4,763	<b>15,244</b>	-5,144	
7 OCT	13,710	17,740	<b>12,235</b>	-5,505	<b>19,055</b>	-6,820	
8 NOV	14,339	15,228		-15,228	<b>17,150</b>	-17,150	
9 DEC	7,439	10,819		-10,819	<b>13,339</b>	-13,339	
10 JAN	10,731	7,369		-7,369	<b>9,530</b>	-9,530	
11 FEB	10,999	13,340		-13,340	<b>13,339</b>	-13,339	
12 MAR	16,983	16,826		-16,826	<b>17,150</b>	-17,150	
	<b>164,592</b>	<b>177,963</b>	<b>90,379</b>	<b>-87,584</b>	<b>190,556</b>	<b>-100,177</b>	<b>155,280</b>



### LAND CHARGES (CUMULATIVE)

	Actuals 10/11	Actuals 11/12	Actuals 12/13	Cumulative increase / decrease from 11/12 to 12/13	Budget 12/13	Variance (Column E-G)	Manager's Forecast
APR	14,463	11,836	<b>12,520</b>	684	<b>13,339</b>	-819	
MAY	33,181	28,139	<b>29,099</b>	960	<b>30,489</b>	-1,390	
JUNE	47,993	46,133	<b>40,885</b>	-5,248	<b>49,544</b>	-8,659	
JUL	65,693	65,120	<b>55,906</b>	-9,214	<b>68,599</b>	-12,693	
AUG	77,767	81,778	<b>68,044</b>	-13,734	<b>85,749</b>	-17,705	
SEP	90,391	96,641	<b>78,145</b>	-18,496	<b>100,993</b>	-22,848	
OCT	104,101	114,381	<b>90,379</b>	-24,002	<b>120,048</b>	-29,669	
NOV	118,440	129,609		-129,609		0	
DEC	125,879	140,428		-140,428		0	
JAN	136,610	147,797		-147,797		0	
FEB	147,609	161,137		-161,137		0	
MAR	164,592	177,963		-177,963		0	155,280



### OCTOBER 2012

#### LPLNDCH

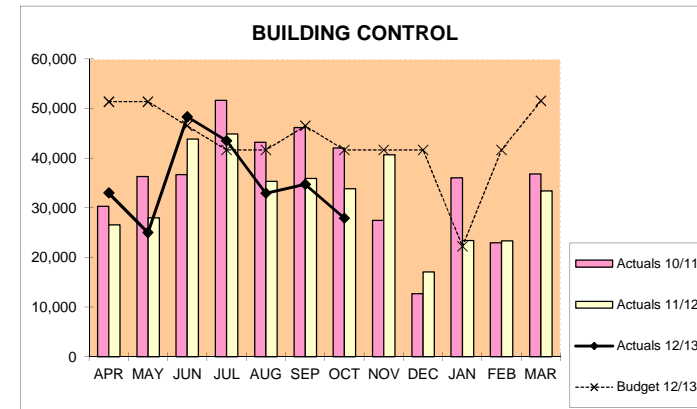
	Received (Month)	Percentage (Month)	Percentage (Month 11/12)	(Cumulative)	
Searches Received - Paper	£105	51	25.8%	25.2%	351
Searches Received - Electronic	£86	78	39.4%	42.9%	585
Searches Received - Personal	£0	69	34.8%	31.9%	420
	<b>198</b>	<b>100.0%</b>	<b>100.0%</b>	<b>1,356</b>	



## 10 Building Control Graphs

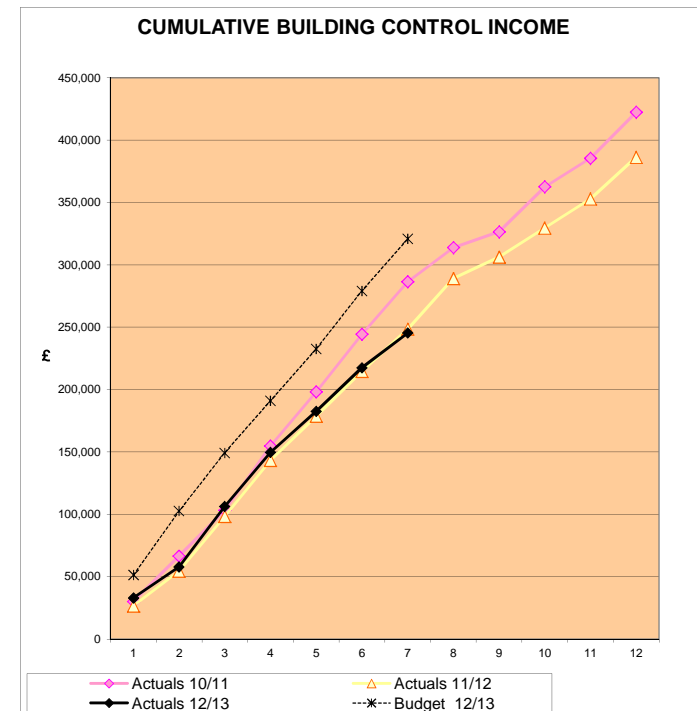
### BUILDING CONTROL (DVBCFEE)

	Actuals 10/11	Actuals 11/12	Actuals 12/13	Increase / decrease from 11/12 to 12/13	Budget 12/13	Variance (Actuals-Budget)	Manager's Forecast
1 APR	30,284	26,583	<b>32,975</b>	6,392	<b>51,384</b>	-18,410	
2 MAY	36,330	28,008	<b>24,976</b>	-3,032	<b>51,384</b>	-26,408	
3 JUN	36,701	43,878	<b>48,352</b>	4,474	<b>46,527</b>	1,825	
4 JUL	51,649	44,902	<b>43,510</b>	-1,392	<b>41,671</b>	1,839	
5 AUG	43,199	35,321	<b>32,905</b>	-2,416	<b>41,671</b>	-8,766	
6 SEP	46,163	35,890	<b>34,735</b>	-1,155	<b>46,527</b>	-11,793	
7 OCT	42,044	33,837	<b>27,882</b>	-5,955	<b>41,671</b>	-13,789	
8 NOV	27,469	40,725		-40,725	<b>41,671</b>	-41,671	
9 DEC	12,695	17,118		-17,118	<b>41,671</b>	-41,671	
10 JAN	36,036	23,425		-23,425	<b>22,245</b>	-22,245	
11 FEB	22,935	23,315		-23,315	<b>41,671</b>	-41,671	
12 MAR	36,833	33,397		-33,397	<b>51,551</b>	-51,551	
	<b>422,338</b>	<b>386,399</b>	<b>245,335</b>	<b>-141,064</b>	<b>519,648</b>	<b>-274,313</b>	<b>390,600</b>



### BUILDING CONTROL (CUMULATIVE)

	Actuals 10/11	Actuals 11/12	Actuals 12/13	Cumulative increase / decrease from 11/12 to 12/13	Budget 12/13	Variance (Column E-G)	Manager's Forecast
APR	30,284	26,583	<b>32,975</b>	6,392	<b>51,384</b>	-18,410	
MAY	66,614	54,591	<b>57,951</b>	3,360	<b>102,769</b>	-44,818	
JUNE	103,315	98,469	<b>106,303</b>	7,834	<b>149,296</b>	-42,993	
JUL	154,964	143,371	<b>149,813</b>	6,442	<b>190,967</b>	-41,154	
AUG	198,163	178,692	<b>182,719</b>	4,027	<b>232,639</b>	-49,920	
SEP	244,326	214,582	<b>217,453</b>	2,871	<b>279,166</b>	-61,713	
OCT	286,370	248,419	<b>245,335</b>	-3,084	<b>320,837</b>	-75,502	
NOV	313,839	289,144		-289,144		0	
DEC	326,534	306,262		-306,262		0	
JAN	362,570	329,687		-329,687		0	
FEB	385,505	353,002		-353,002		0	
MAR	422,338	386,399		-386,399		0	390,600



### OCTOBER 2012

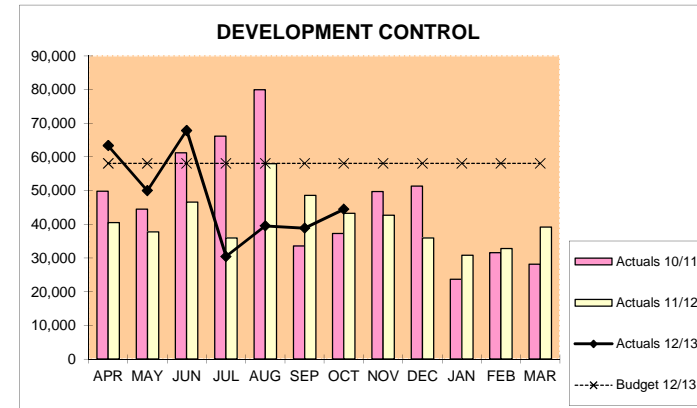
#### DVBCFEE

	Actual (Cumulative)	Budget	(Monthly)	
Plan Fee	3066	<b>136,736</b>	<b>190,728</b>	18,128
Inspection Fee	3067	<b>93,670</b>	<b>110,374</b>	7,622
Other	9999	<b>14,929</b>	<b>19,735</b>	2,133
	<b>245,335</b>	<b>320,837</b>		<b>27,882</b>

## 10 Development Control Graphs

### DEVELOPMENT CONTROL (DVDEVCT)

	Actuals 10/11	Actuals 11/12	Actuals 12/13	Increase / decrease from 11/12 to 12/13	Budget 12/13	Variance (Actuals-Budget)	Manager's Forecast
1 APR	49,786	40,515	63,378	22,863	58,057	5,321	
2 MAY	44,456	37,722	49,955	12,233	58,057	-8,102	
3 JUN	61,214	46,543	67,875	21,332	58,057	9,818	
4 JUL	66,145	35,903	30,448	-5,455	58,057	-27,609	
5 AUG	79,942	57,980	39,527	-18,453	58,057	-18,530	
6 SEP	33,610	48,611	38,837	-9,774	58,057	-19,220	
7 OCT	37,246	43,214	44,434	1,220	58,057	-13,623	
8 NOV	49,751	42,649		-42,649	58,057	-58,057	
9 DEC	51,341	35,907		-35,907	58,057	-58,057	
10 JAN	23,650	30,824		-30,824	58,057	-58,057	
11 FEB	31,622	32,829		-32,829	58,057	-58,057	
12 MAR	28,116	39,201		-39,201	58,057	-58,057	
	<b>556,879</b>	<b>491,898</b>	<b>334,454</b>	<b>-157,444</b>	<b>696,684</b>	<b>-362,230</b>	<b>546,684</b>



### DEVELOPMENT CONTROL (CUMULATIVE)

	Actuals 10/11	Actuals 11/12	Actuals 12/13	Cumulative increase / decrease from 11/12 to 12/13	Budget 12/13	Variance (Column E-G)	Manager's Forecast
APR	49,786	40,515	63,378	22,863	58,057	5,321	
MAY	94,242	78,237	113,333	35,096	116,114	-2,781	
JUNE	155,456	124,780	181,209	56,429	174,171	7,038	
JUL	221,601	160,683	211,657	50,974	232,228	-20,572	
AUG	301,543	218,663	251,184	32,521	290,285	-39,101	
SEP	335,153	267,274	290,020	22,746	348,342	-58,322	
OCT	372,399	310,488	334,454	23,966	406,399	-71,945	
NOV	422,150	353,137		-353,137		0	
DEC	473,491	389,044		-389,044		0	
JAN	497,141	419,868		-419,868		0	
FEB	528,763	452,697		-452,697		0	
MAR	556,879	491,898		-491,898		0	546,684

### OCTOBER 2012

#### DVDEVCT

	Actual (Cumulative)	Budget	(Monthly)	
Planning Application Fees	3009	299,247	330,614	25,973
S106 Monitoring	3106	-	-	-
Other	9999	-	-	-
Pre-application Fees	94301	15,921	45,743	2,175
Monitoring Fees	94302	19,286	30,042	16,286
		<b>334,454</b>	<b>406,399</b>	<b>44,434</b>

