

Budget Management 2020/21

Period 6 (End of September)



Budget Monitoring Summary

Budget monitoring report is a key tool in scrutinising the Council's financial performance and is designed to provide an overview to all relevant stakeholders. It is essential that the council monitors its budgets throughout the year to ensure that it is meeting its strategic objectives within its resource limits and, where necessary, corrective action is taken. A key principle of budgetary control is to align the budget holders' financial responsibilities and their management responsibilities.

This report shows the expected financial position (forecast outturn) over the 3 year medium term based on the Council's actual financial performance at the end of September 2020 set against the latest budget.

Revenue Summary

The latest net expenditure approved budget for 2020/21 is **£13.343 million**. The forecast outturn at period 6 (September) is now estimated to be **£13.534 million** giving an unfavourable variance of **£0.191 million**. The main variances are shown below.

		£
1.	<u>Kerbside Recycling</u> Although there is an increase of income of £64k from recycling credits due to increased collection of recyclable goods as people continue to work from home, Herts CC have confirmed that there will be a shortfall on the AFM payment the Council receive of £322k due to the increase in residual waste, giving a net budget pressure of £258k. A bid against this shortfall has been included under the Government's income guarantee scheme but it is not clear as to whether it will be eligible.	258,350
2.	<u>Waste Management</u> Additional income due to the transport subsidy from Hertfordshire County Council being higher than previously anticipated.	(33,900)
3.	<u>Decriminalised Parking</u> Parking Enforcement recommenced in June 2020 however, public/residents remain predominantly working from home and there are lower number of people using the car parks.	98,700
4.	<u>Car Parking Maintenance</u> Additional cost on business rates due to backdated liability from 2005 For Talbot Road Car Park.	33,000
5.	<u>Investment Income-</u> The losses projected initially as a result of the COVID-19 pandemic have not materialised to the previously anticipated level. The budget has been revised to show the projected loss.	(95,000)
6.	<u>HR Client.</u> Additional implementation costs of the new payroll contract	47,030
7.	<u>Miscellaneous Properties</u> Increased business rates due the delay in transfer of properties in South Oxhey to developer.	25,490
8.	<u>Shops</u> Increased income due to a full review of all rental income on all shops.	(71,400)
9.	<u>Leisure:</u> Savings on various activities that did not go ahead due to the pandemic.	(95,000)
10.	<u>Watersmeet</u> Due to COVID restrictions, additional net loss of income as a result of the pantomime being cancelled and Watersmeet being closed. The Council will receive £175k from the Arts Council as part of the culture recovery fund to cover costs and reprogramming of activities from October onwards	51,460
	Other Variances below £10k	24,130
	Total Variance	191,400

Capital

The latest capital budget as approved by Council on 22 October 2020 is **£10.521 million**. The forecast outturn is now expected to be **£9.375 million**. This gives a variance when compared to the latest budget of **(£1.146) million**.

The main variances are shown below.

		£
1.	<u>Waste Services Depot:</u> New plans have been submitted to the planning committee in October. The building will be manufactured offsite and delivered in February/ March. A portion of the budget to be rephased to 2021/22 when the project is scheduled for completion	(670,000)
2.	<u>Waste & Recycling Vehicles</u> Due to delay in the purchase of a recycling vehicles, the rephasing of £147k is required.	(147,000)
3.	<u>Replacement Ground Maintenance Vehicles:</u> £80,000 budget to be rephased into 2021/22 for acquisition of a mini sweeper.	(80,000)
4.	<u>TRH Whole Life Costing & Three Rivers House Transformation.</u> Works have been delayed until the project direction is agreed. A new Contractor has just been appointed and will assist in a revised programme of works. Budget to be rephased to 2021/22	(195,000)
.	Other Variances	(53,500)
Total Capital Variance.		(1,145,500)

Reserves

The potential effect of both the revenue and capital variances upon on each reserve at summary level is shown in the table below. A list of reserve balances is shown at **Appendix 9**.

Description	Balance at 1 April 2020	Movement	Balance at 31 March 2021
	£000	£000	£000
Capital Reserves	(8,936)	3,339	(5,598)
Earmarked Reserves	(6,545)	(578)	(7,124)
Economic Impact Reserve	(2,103)	479	(1,624)
General Fund	(5,049)	721	(4,327)
Total	(22,634)	3,961	(18,673)

A glossary of financial terms is shown at **Appendix 10**

1.0 Revenue Budget

- 1.1 The Council's latest approved services budget (excluding corporate budgets) is **£11.394 million**. The forecast outturn is now estimated to be **£11.586 million** which results in a service variance of **£0.191 million**.
- 1.2 The table below compares the original budget, latest budget, the forecast outturn and the variance against each Committee. It also shows the spend to date up to the end of September (Period 6). The position of each cost centre by committee is shown at **Appendix 1** with the explanation of the variances by committee at **Appendix 2**.

2020/21 Revenue Account – General Fund Summary						
		(A)		(B)		(B – A)
Committee	Original Budget	Latest Budget	Net Spend to Date	Forecast Outturn	% of Budget Spent	Variance
	£000	£000	£000	£000	%	£000
Leisure, Environment and Community	4,585	5,996	1,717	6,167	28%	171
Infrastructure, Housing and Economic Development	1,437	1,876	449	1,999	24%	123
Policy & Resources	4,826	3,521	(349)	3,419	-10%	(102)
Total Service Budgets	10,848	11,394	1,816	11,586	16%	191
Corporate Costs (Interest Earned/ Paid), Parish Precepts and Transfer to Reserves	1,923	1,948	2,759	1,948	100%	0
Net General Fund	12,771	13,343	3,934	13,534	29%	191

Government Funding

- 1.3 The total level of funding that Government will make available to the Council is at present uncertain. To date the Council has received £1.079m from local government's £3.7bn of Emergency funding and £2k towards rough sleepers. This is to support the additional revenue implications that the Council is facing. There are concerns that local authorities especially district Councils will not be receiving any further financial support as the Government prioritises its funding to other public services.
- 1.4 In July the Secretary of State announced an income guarantee package that will fund 75% of lost fees and charges above a 5% threshold, but it has been made clear that it excludes property rents. It is estimated that the Council could be entitled to £0.600 million. In addition the Council will attempt to bid for an additional £242k in relation to the AFM shortfall although this may be ineligible.
- 1.5 The Council has received £498,000 for the Council Tax hardship fund and £11.4M for Small Business and Retail, Hospitality and Leisure Grants. A further Discretionary Grants Fund of up to 5% of the £11.4m is to be received to provide grants to small businesses with ongoing fixed property-related costs who were not eligible for Small Business Grant Fund (SBGF) or the Retail Hospitality and Leisure Grant Fund (RHLGF).

Revenue Reserve Position

- 1.7 The financial effects of COVID-19 is to be met from the Economic Impact Reserve in the first instance as this reserve was set up to be used in this type of scenario. The effect of the 'business as usual variances' will be met from the Council's General Fund balance. The tables below show the position of these reserves over the medium term.

Movement on General Fund Balance ONLY	2020/2021			2021/2022	2022/2023	2023/24
	Original	Latest Budget inc C/Fs & C19 impact	Outturn	Latest	Latest	Latest
	£	£	£	£	£	£
Balance Brought Forward at 1 April	(4,418,871)	(5,048,286)	(5,048,286)	(4,326,836)	(3,457,599)	(2,434,481)
Revenue Budget (Surplus)/Deficit for Year	437,631	708,500	721,450	869,237	1,023,118	1,012,908
Closing Balance at 31 March	(3,981,240)	(4,339,786)	(4,326,836)	(3,457,599)	(2,434,481)	(1,421,573)

Movement on Economic Impact ONLY	2020/2021			2021/2022	2022/2023	2023/24
	Original	Latest Budget inc C/Fs & C19 impact	Outturn	Latest	Latest	Latest
	£	£	£	£	£	£
Balance Brought Forward at 1 April	(2,100,000)	(2,103,000)	(2,103,000)	(1,624,296)	(1,624,296)	(1,624,296)
Covid 19 Impact for Year	0	300,254	478,704	0	0	0
Closing Balance at 31 March	(2,100,000)	(1,802,746)	(1,624,296)	(1,624,296)	(1,624,296)	(1,624,296)

Total Reserves Impact	2020/2021			2021/2022	2022/2023	2023/24
	Original	Latest Budget inc C/Fs & C19 impact	Outturn	Latest	Latest	Latest
	£	£	£	£	£	£
Balance Brought Forward at 1 April	(6,518,871)	(7,151,286)	(7,151,286)	(5,951,132)	(5,081,895)	(4,058,777)
Impact for Year	437,631	1,008,754	1,200,154	869,237	1,023,118	1,012,908
Closing Balance at 31 March	(6,081,240)	(6,142,532)	(5,951,132)	(5,081,895)	(4,058,777)	(3,045,869)

A prudent minimum general fund balance of £2 million is considered appropriate.

Staff Vacancy Monitoring

- 1.8 A major risk of non-delivery of service is where key staff leave the Council's employ and there is a delay or difficulty in recruiting suitable candidates to fill the vacant post. The table below summarises the level of vacancies at the end of September 2020 with a detailed analysis provided by HR at **Appendix 3**.

Committee	No of Posts Vacant
Leisure, Environment and Community	3.41
Infrastructure, Housing and Economic Development	6.00
Policy & Resources	18.24
Total	27.65

- 1.9 The percentage of vacant posts at the end of September is 9.35% when compared against the total number of 342 Council posts. Although there are 32 vacant posts this equates to 27.65 FTE's as some posts are part time. In some cases, vacant posts will be covered by agency staff to ensure service delivery. The total financial effect of these vacancies will be included into the revised salary estimates that the finance team are currently preparing for the medium term.

Investment Portfolio

- 1.10 In 2017 the Council set up its Property Investment Board and allocated up to a total of £20 million to invest in acquiring property with a specific remit of achieving a 5% return (yield) on the investment. The table below shows those properties that the Council has acquired, the 2020/21 receivable rent and the yield. The governance of property investments is covered in the Property Investment Strategy.

Investment Property	2020/21 Income £000	Total cost of property £000	Yield %	Comments
Nottingham	(159)	4,469	3.56%	Acquisition of freehold interest located in the city centre of Nottingham let to commercial tenants, Barclays Bank and Jigsaw for a combined rental of £227,600pa on a 10 year lease from Feb 2018 which is subject to upward only rent reviews in Feb 2023. Jigsaw have been in rent arrears since lockdown in March 2020 and are having financial difficulties well commented for high streets and fashion retailers. Jigsaw have now issued proposals for a CVA which reduce the rent from £60k pa to £12k pa for a 3 year period. The anticipated reduction is included in the latest budget.
Norwich	(437)	7,169	6.10%	Acquisition of a freehold interest located in the city centre of Norwich. Let to commercial sitting tenants for 20 year lease from December 2007. The rent due for 2020/21 is £437,000. The rent is reviewed annually in line with RPI, with a collar and cap arrangement of 3% and 5% respectively.
Lincoln Drive (South Oxhey)	(162)	2,740	5.91%	The purchase of a Temporary Accommodation hostel at Lincoln Drive, South Oxhey. This comprises of 20 units with a mixture of 1, 2 and 3 bedrooms. This represents the net rent after the deduction of the management fee payable to Watford Community Housing which includes voids and the provision for bad debts.
The Grapevine	(187)	0	0.00%	A joint venture development with Watford Community Housing on the ex-public house site 'The Grapevine'. Loan facilities provided by TRDC to Three Rivers Homes Ltd comprises of £5.182M with an interest payment of £187k.
Total	(945)	14,378	5.19%	Average

2.0 Capital Programme

- 2.1 The Council's capital programme has been designed to support and enhance its core services and priorities. The Council's Medium Term Capital Investment Programme is shown by scheme by each Committee at **Appendix 4** and includes variances and commentary from officers. **Appendix 5** summarises the variances for period 6.
- 2.2 The latest capital budget including re-phasing is **£10.521 million**. The forecast outturn for capital expenditure by Services at Period 6 is **£9.375 million**. This provides a variance of **(£1.146) million**.
- 2.3 The table below shows the 2020/21 original budget, latest budget, forecast outturn, spend to date and variance for period 6.

Committee	Original Budget £000	Latest Budget £000	Spend to Date £000	Forecast Outturn £000	Variance £000
Leisure, Environment and Community	2,069	2,775	253	1,886	(889)
Infrastructure, Housing and Economic Development	1,238	1,173	94	1,171	(2)
Policy & Resources	1,337	1,478	88	1,223	(255)
Total Service	4,644	5,426	435	4,280	(1,146)
Major Projects					
<i>South Oxhey Initiative</i>	0	678	530	678	0
<i>Temporary Accommodation</i>	1,156	1,120	646	1,120	0
<i>Property Investment</i>	0	312	0	312	0
<i>Leisure Facility at South Oxhey</i>	1,527	3,662	2,011	3,662	0
<i>Local Property -Income Gen Op</i>	2,295	0	0	0	0
Total Capital	9,624	10,521	3,623	9,375	(1,146)

- 2.4 As at the end of period 6, the total spend totalled £3.623 million and represents 34% of the latest budget. A review of the capital programme will take place and any changes will be shown in the next budget monitoring report.
- 2.5 The capital programme is mainly supported by three income streams; capital receipts (derived from the sales of assets), grants and contributions, and the use of reserves. In addition the

Council may prudentially borrow to fund its capital programme. Decisions on borrowing (amount and duration) will be taken when the need arises. Funding of the capital investment programme over the medium term is shown at **Appendix 6**.

2.6 Below is an update on the major capital projects:

- **South Oxhey Leisure Centre**

The new facility was opened in September with a phased approach.

- **Temporary Accommodation (2 ex garage sites)**

The works are being undertaken by Bugler Developments. The sites were closed for a few weeks at the end of March but have now re-opened, albeit with a reduced work force to ensure they remain compliant with guidance issued by Construction Leadership Council and Government. Both sites were due to complete in early August, however taking on board the impact of the current circumstances a revised completion date is projected for the end of October.

- **South Oxhey Initiative**

Countryside properties closed the phase 2 site for a period of time at the end of March. They have recently re-opened the site albeit with a reduced work force to ensure they remain compliant with guidance issued by Construction Leadership Council and Government. The impact of the current circumstances on the overall works programme, including the phase 3 lease draw down remains to be determined.

3.0 Key Risk Areas

3.1 Resources are allocated in the revenue and capital budgets to support the achievement of The Council's corporate plan. The Council's budget is exposed to risks that can potentially impact on service level provision. The key risks highlighted as part of this quarter's monitoring are;

- **COVID-19**

COVID-19 is having a widespread impact on local authority spending throughout the country and has been particularly significant for district councils with much of the funding to date going to Counties in two tier levels. Although many restrictions are being lifted and the Council is working through its recovery phase there is much uncertainty as to how these will affect the 'new normal' and whether some services will return to normal as much will depend on the confidence and habits of the community at large and whether another national or local lockdown is implemented.

- **Temporary Accommodation**

The Council is exposed to its statutory obligation to provide temporary accommodation for those families who present themselves as homeless. The Council is investing a capital sum £2.4 million to redevelop 2 ex garage sites into 12 two bed properties in South Oxhey, which will support the demand and reduce the cost of expensive alternatives such as private Bed & Breakfast. There is currently a reduction in spend of £25k due to lower volumes of homeless people in the first 4 months of the year (non-COVID-19 placements as they were recorded separately). The revised forecast takes account of a potential increase in evictions and the Government's Coronavirus Job Retention Scheme closes.

- **Property Rents**

The latest budget approved for a £150k reduction in rents from the Council's property portfolio due to COVID-19. The losses and failures that could have occurred as a result of the pandemic have been minimal. We have seen one potential loss from the jigsaw CVA for the property in Nottingham where the rent is £5,000 per month. The property team continues to clear the back log of lease renewal and rent reviews and identification and renegotiation of loss making occupations the portfolio rental continues to increase. It is recommended the risk amount is reduced from £150,000 to £55,000, the various assurances packages i.e. discretionary grants, rates and VAT holidays and other initiatives have no doubt helped business and tenants weather the storm so far.

- **Leisure Management Contract**

A financial agreement has been made with the operator, and although this is a capped sum which is estimated to be recovered through an enhanced profit share arrangement over the remaining life of the contract, it cannot be guaranteed and does not take account of any further lockdown measures due to the pandemic.

- **Watersmeet**

The 2020/21 pantomime and other shows have been cancelled due to social distancing measures. The Council applied for and received a grant of £175,000 from the Arts Council England. It is expected that this grant will be used to cover a revised programme designed to offset losses on activities at Watersmeet up to the end of the financial year.

- **Business Rates & Council Tax**

The Government has made funding available both for the additional Retail, Hospitality and Leisure reliefs given to business rate payers and the additional support for those of working age who are entitled to Council Tax Relief Support(CTRS). However these reliefs are not expected to completely mitigate the impacts of COVID-19 on Council Tax and NDR. Any impact on collection rates will feed through the Collection Fund to impact on council spending power in 2021-22.

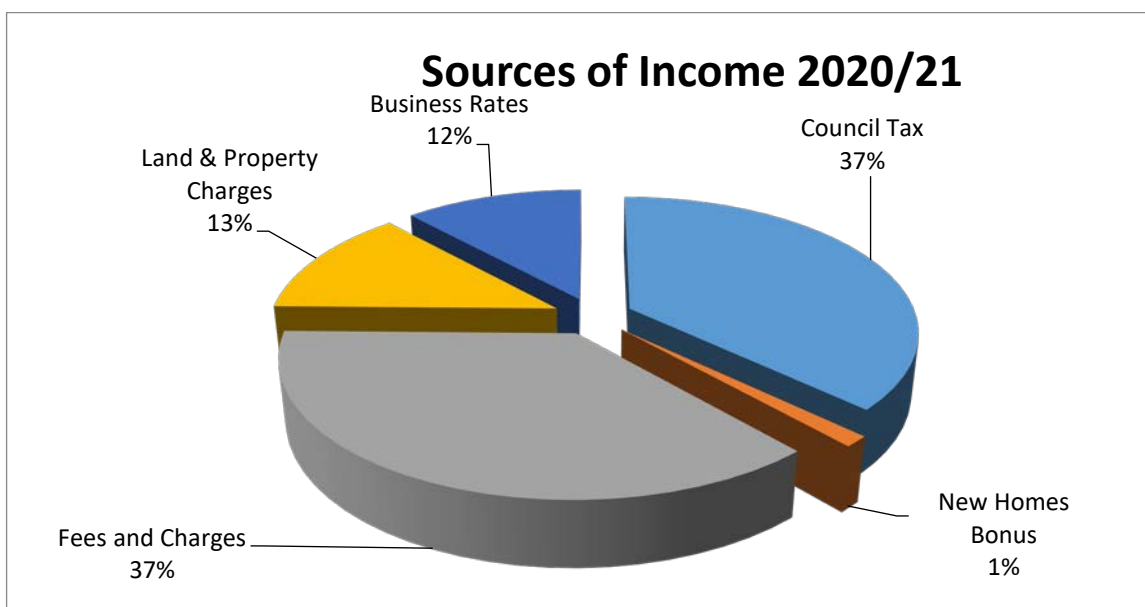
The table below shows the impact on collection rates in the first six months of this year.

Fund	Period 6 2020/21 Target	Period 6 2020/21 Actual	Difference
Council Tax	58.7%	57.10%	-1.6%
Business Rates (NNDR)	58.59%	54.76%	-3.83%

3.2 The Council’s overall key financial risk matrix is shown at **Appendix 7**. These are reported and monitored and reviewed by the Council’s Audit Committee on a quarterly basis. The latest matrix was presented to the Audit Committee on 24 September 2020.

4.0 Council Income

4.1 The chart below shows the amount of income for each source as a percentage of total income.



4.2 Particular income generating items can fluctuate depending on the economic climate, popularity and affordability. The main risks that are considered the most critical and their financial position are shown in the table below. It should be noted that the income receivable from the Planning Services and Parking Enforcement are not linear and are subject to peaks and troughs throughout the financial year. It is important to note that the COVID-19 pandemic has had a significant impact on parking budgets across the parking

income streams (PCNs, permit, P&D parking), as a result of the lockdown and the Council's response with the suspension of parking enforcement from early April to mid-June 2020. However, even with the relaxation of lockdown restrictions and recommencement of parking enforcement including Enforcement Agent processes it is evident that many people remain home based and a physical presence in the District's businesses, shops and high streets remains limited. This continues to affect the recovery of parking income to previous levels. A variance has been reported for this period to reflect the slow uptake of the service.

- 4.3 Environmental Services, trade waste is invoiced to customers half yearly in April and October and garden waste for existing customers is charged for in one instalment at the beginning of the financial year. Services initially estimated that circa 40% of trade waste income would be irrecoverable as the impact and length of the Government mandated lockdown was not known. Services have subsequently revised the income assumptions for trade waste based on the current trends as business have reopened. Garden waste continues to exceed its original budget and a revised forecast has been determined.
- 4.4 Garage rents are charged on a weekly basis and most are collected by a monthly direct debit. Licensing income relates licences which are issued on a 3 or 5 year basis. An adjustment will be carried out at year end to show the actual income relating to the current year.

Service	Income Stream	2020/21 Original Budget £	2020/21 Latest Budget £	2020/21 Actual to date £	2020/21 Forecast Outturn £	2020/21 Variance £
Regulatory Services	Application Fees	(696,420)	(597,887)	(320,592)	(591,957)	0
	Licenses	(234,040)	(218,810)	(133,492)	(218,810)	0
Parking	Penalty Charge Notices	(115,000)	(76,667)	(20,327)	(46,000)	30,667
	Pay and Display	(220,000)	(146,667)	(33,366)	(88,667)	58,000
Environmental Protection	Trade Refuse	(749,187)	(573,587)	(314,839)	(573,587)	0
	Garden Waste	(982,600)	(975,320)	(987,626)	(990,000)	(14,680)
	Clinical Waste	(112,480)	(75,147)	(42,073)	(75,147)	0
	Cemeteries	(191,530)	(191,530)	(103,087)	(195,870)	(4,340)
Property Services	Garages	(976,830)	(879,147)	(465,340)	(879,147)	0
	Shops	(100,000)	(100,000)	(121,223)	(210,000)	(110,000)
	Investment Properties	(1,000,000)	(850,000)	(472,867)	(945,000)	(95,000)

Further details on the Council's key budget indicators for revenue service income streams (including volumes and trends) are shown at **Appendix 8**.

5.0 Debtors (invoicing)

- 5.1 The Council charges its customers for various services by raising debtor invoices. If the debt remains outstanding, then a variety of recovery methods are employed including rearranging the payment terms, stopping the provision of the service or pursuing the debt through the legal recovery process.
- 5.2 As at 30 September 2020, the total outstanding debt was £1.744 million. This is equivalent to 7% of total budgeted income of £24.4million. Debts less than a month old total £1.547 million (88% of total debt) and it is considered that this sum will be recovered. Outstanding debt over a year old is £0.073 million (4% of the total debt) which mainly relate to unpaid rent on Temporary Accommodation and Commercial Rents.

The table below shows a summary of the outstanding debt by the three main aged categories.

Aged debt	Services	Under 1 Month	Over 1 Month to year	Over a year	Total
Committee		£	£	£	£
Leisure, Environment & Community	Environmental Services	561,386	9,154	6,485	577,024
	Leisure	29,065	12,621	0	41,686
Infrastructure, Housing and Economic Development	Housing-Temporary Accommodation	12,371	58,756	45,566	115,693
Policy & Resources	Legal & Property	106,873	42,926	5,961	155,760
	Finance-Insurance	0	0	1,782	1,782
	Finance - Shared Service	837,470	0	0	0
	Others	0	410	13,074	13,484
Total		1,547,164	123,866	72,868	1,743,898

6.0 Treasury Management

- 6.1 The Council has managed its cashflows and adhered to its Treasury Management policy during the pandemic. The interest earned on the investments made by the Council supports the funding of the services it provides. The Council set a budget of £90,000 on short-investment interest for 2020/21. The outturn figure is predicted to be £40,000 due to extremely low interest rates as the Bank of England base rate was reduced from 0.25 to 0.10 on 19 March 2020. This will continued to be monitored closely as the rest of the year progresses.

APPENDICES

- Appendix 1 Medium term revenue budget by Committee and Services
- Appendix 2 Explanations of revenue variances reported this Period
- Appendix 3 Staff Vacancies
- Appendix 4 Medium term capital investment programme
- Appendix 5 Explanations of capital variances reported this Period
- Appendix 6 Funding the capital programme
- Appendix 7 Budgetary risks
- Appendix 8 Key Budget Indicators- Income streams
- Appendix 9 Reserves
- Appendix 10 Glossary of Terms

Medium Term Revenue Budget by Committee and Services

Leisure, Environment & Community								
<i>Community Safety & Partnership</i>	Original Budget 2020/21	Latest Budget 2020/21	Spend to Date	Forecast Outturn 2020/21	Variance	Forecast 2021/22	Forecast 2022/23	Officer Comments
	£	£	£	£	£	£	£	
Citizens Advice Bureaux	303,340	295,950	139,628	295,950	0	303,340	303,340	Grant has been paid for the CAB for Quarter 1 and Quarter 2
Community Development	4,500	4,500	0	4,500	0	4,500	4,500	Actuals includes grant income received in the year.
Community Safety	235,830	235,830	32,691	265,080	29,250	242,210	245,970	£30k Budget transfer from Community Partnerships to match expenditure. £750 budget saving on essential user mileage and printing & stationary as staff continue to work remotely from home.
Corporate Climate Change	80,000	96,660	0	96,660	0	94,580	94,580	
Community Partnerships	195,530	319,530	109,197	288,720	(30,810)	203,690	209,410	£30k legal budget transfer to Community Safety. Remaining variance is due to reduction in spend travelling expenses and equipment, furniture & material as staff continue to work from home
Env Health - Commercial Team	207,990	207,990	89,881	207,990	0	209,790	209,790	
Licensing	(110,540)	(95,310)	(91,404)	(95,310)	0	(107,600)	(104,580)	
Community & Leisure Grant	40,000	40,000	299	40,000	0	40,000	40,000	
Total	956,650	1,105,150	280,291	1,103,590	(1,560)	990,510	1,003,010	

<i>Leisure</i>	Original Budget 2020/21	Latest Budget 2020/21	Spend to Date	Forecast Outturn 2020/21	Variance	Forecast 2021/22	Forecast 2022/23	Officer Comments
	£	£	£	£	£	£	£	
Abbots Langley Project	42,650	455	22,528	455		0	0	The salary budget set for this project is not required as all revenue costs are fully funded by the National Lottery Heritage Fund and S106 monies.
Community Arts	11,910	6,481	0	4,481	(2,000)	11,910	11,910	Temporary staffing budget no longer needed in the current year as a result of not delivering activities due to Covid 19.
Watersmeet-General	34,015	150,986	119,365	202,446	51,460	56,780	64,355	Due to Covid restrictions, additional loss of income as a result of panto being cancelled and Watersmeet being closed. The Council will receive £175k from the Arts Council as part of the culture recovery fund to cover costs and reprogramming of activities from October onwards
Leavesden Ymca	(35,000)	(35,000)	(17,500)	(35,000)	0	(35,000)	(35,000)	Income is received quarterly.
Active Community Devel Fund	43,400	37,164	(1,776)	14,634	(22,530)	43,400	43,400	Budget reduction on hire of rooms, temporary staffing and equipment furniture and material due to activities not going on as a result of Covid 19
Oxhey Hall	(3,000)	(3,000)	(1,500)	(3,000)	0	(3,000)	(3,000)	Income is received quarterly.
Trees And Landscapes	432,110	428,661	118,024	430,141	1,480	442,930	456,000	(£2.9k) Reduced spend on staff travel costs, printing and stationary and advertising. £4.3k reduced income from hire of grounds due to COVID 19 restrictions on activities.
Museum	(700)	(700)	(700)	(700)		(700)	(700)	Annual Rent received.
Playing Fields & Open Spaces	47,475	52,975	(8,815)	61,825	8,850	46,405	46,405	(£7.2k) budget reduction on utilities. £10k shortfall in income on hire of Football Pitches due to reduced activities as a result of the on going pandemic. £6k income budget relating to non vatable hire of football pitches and hire of hockey pitches has been removed from the budget .
Play Rangers	54,110	52,885	30,806	52,585	(300)	56,830	57,700	Budget saving on transport costs.
Aquadrome	16,670	23,920	22,313	37,870	13,950	16,530	16,530	£14.2k Additional budget required to fund the hire and running of a generator for the Ski Club. £250 residual saving on gas servicing.
Leisure Venues	(315,500)	529,714	11,824	529,714	0	(605,910)	(777,480)	The Council will not receive any income from SLM in 2020/21 due to the impact of the Covid
Leisure Development	287,470	287,470	142,833	277,470	(10,000)	295,220	303,220	Reduced spend on temporary staffing budgets.
Play Development - Play schemes	65,450	60,645	6,120	9,145	(51,500)	65,450	65,450	Reduced spend on temporary staffing budget and hire of rooms due to reduced activities
Sports Devel-Sports Projects	29,200	23,860	922	12,860	(11,000)	29,200	29,200	Reduced spend on Temporary Staffing budget, Hire of rooms and Equipment and Furniture due to reduced activities due to Covid 19.
Croxley Green Skateboard Park	16,830	5,500	100	3,000	(2,500)	16,830	16,830	Reduced expenditure on repairs and maintenance budget due to Covid 19
Leisure & Community Services	155,190	139,240	69,366	134,490	(4,750)	159,450	163,830	(£4.5k)printing and stationary budget not required in 2020/21 due to staff working remotely
Grounds Maintenance	707,170	707,170	331,604	707,640	470	726,370	745,360	Annual Transport contractual uplift as agreed with supplier
Total	1,589,450	2,468,426	845,513	2,440,056	(28,370)	1,322,695	1,204,010	

<i>Environmental Services</i>	Original Budget 2020/21	Latest Budget 2020/21	Spend to Date	Forecast Outturn 2020/21	Variance	Forecast 2021/22	Forecast 2022/23	Officer Comments
	£	£	£	£	£	£	£	
Refuse Domestic	(17,520)	(13,480)	(4,951)	(13,480)	0	(17,520)	(17,520)	
Refuse Trade	(191,387)	(4,654)	(218,807)	(4,034)	620	(180,767)	(174,997)	Annual Transport contractual uplift as agreed with supplier
Recycling General	(12,250)	5,160	765	3,660	(1,500)	(12,250)	(12,250)	This budget not required for the current year as textile banks were emptied free of charge by
Garden Waste	(210,310)	(214,030)	(911,504)	(227,260)	(13,230)	(189,840)	(174,790)	Annual Transport contractual uplift as agreed of £1.4k. Increased income from garden waste
Clinical Waste	(43,550)	(2,000)	1,828	(2,000)		(42,630)	(41,680)	Customers billed in April & October.
Recycling Kerbside	(365,990)	(335,890)	96,827	(77,540)	258,350	(370,390)	(370,390)	An increase in income of (£64k) is expected from recycling credits. This is due to increased collection of recyclable goods as people continue to work from home. There is a projected £322k reduction in AFM monies- this is due to an increase in residual waste. as advised by
Abandoned Vehicles	750	750	0	250	(500)	250	250	Budget on fees and contractual services no longer required
Pest Control	75,000	75,000	37,500	75,000		75,000	75,000	Budget will be fully spent.
Environmental Maintenance	26,450	26,450	4,789	25,970	(480)	25,970	25,980	Budget for contractual hire no longer required
Animal Control	51,160	51,160	23,507	49,720	(1,440)	52,350	53,570	Budget for contractual hire no longer required
Cemeteries	(177,830)	(177,830)	(95,770)	(182,170)	(4,340)	(177,010)	(176,850)	Increase income of (£5k) from burial fees is expected. This is offset by reduced income from the upkeep of graves as take up for the service is low.
Environmental Protection	382,580	382,080	203,554	378,720	(3,360)	395,240	408,210	Reduction in spend is expected on staff travel expenses, printing & stationary and
Depot-Batchworth	31,780	31,780	17,648	31,780	0	32,190	32,610	
Waste Management	1,968,950	2,077,185	1,178,124	2,043,285	(33,900)	2,008,910	2,050,500	£2.8k additional cost due annual Transport contractual uplift as agreed. An additional (£36.7k) additional income due to the transport subsidy from Hertfordshire County Council
Environmental Maint Contractor	521,240	521,240	257,696	521,840	600	535,500	548,840	Annual transport contractual uplift.
Total	2,039,073	2,422,921	591,207	2,623,741	200,820	2,135,003	2,226,483	

Infrastructure Housing & Economic Development								
<i>Housing</i>	Original Budget 2020/21	Latest Budget 2020/21	Spend to Date	Forecast Outturn 2020/21	Variance	Forecast 2021/22	Forecast 2022/23	Officer Comments
	£	£	£	£	£	£	£	
Housing Services Needs	464,970	463,970	280,600	504,620	40,650	508,680	529,740	£21k Budget transfer for TRDC contribution to Herts Choice Homes, This budget is to be amalgamated with housing service needs. £25k additional spend is expected on the Housing legal budget due to an ongoing court case. (£5.3k) budget underspend is reported on staff travel and printing & stationery costs.
Rent Deposit Guarantee Scheme	5,110	5,110	0	5,110	0	5,110	5,110	
Herts Choice Homes	21,000	21,000	0	0	(21,000)	0	0	£21k budget transfer to Housing service needs (See above)
Homelessness General Fund	(37,530)	(12,830)	(243,057)	(12,830)	0	(80,390)	(80,390)	
Housing Associations	(5,000)	(5,000)	(2,500)	(5,000)	0	(5,000)	(5,000)	Lease income for Wensum Court - charged 1/2 yearly
Env Health - Residential Team	120,620	117,620	67,514	117,120	(500)	123,070	128,100	Projected underspend in the budget for furniture and equipment maintenance
Total	569,170	589,870	17,917	609,020	19,150	551,470	577,560	
<i>Infrastructure & Planning Policy</i>	Original Budget 2020/21	Latest Budget 2020/21	Spend to Date	Forecast Outturn 2020/21	Variance	Forecast 2021/22	Forecast 2022/23	Officer Comments
	£	£	£	£	£	£	£	
Land & Property Info Section	1,020	18,110	10,324	27,400	9,290	14,670	19,550	£10k adverse variance on search fees income due to due to increasing trend of Personal Searches over charged formal Land Searches, and general market conditions.
Street Naming & Numbering	7,130	7,130	1,178	7,130	0	7,130	7,130	
Environmental Initiatives	47,470	47,470	0	47,470	0	47,470	47,470	
Development Management	71,700	217,913	57,620	207,913	(10,000)	99,170	131,610	Following consideration of appeals and other relevant costs, it is unlikely that the full Legal budget would be used this year.
Director Community & Env Servs	130,870	130,870	69,665	129,870	(1,000)	134,630	138,030	Reduced staff travel costs due to Covid19
Development Plans	309,530	371,899	159,933	369,399	(2,500)	358,460	328,690	Reduced staff travel costs due to Covid19
Hertfordshire Building Control	(1,080)	(1,080)	(43,521)	(16,350)	(15,270)	1,360	3,950	Additional income and (£4k) budget reduction on payments to providers due to the admission of the 8th Local Authority Partner. (£3k) saving on fees and contractual services
Total	566,640	792,312	254,647	772,832	(19,480)	662,890	676,430	

<i>Economic Development</i>	Original Budget 2020/21	Latest Budget 2020/21	Spend to Date	Forecast Outturn 2020/21	Variance	Forecast 2021/22	Forecast 2022/23	Officer Comments
	£	£	£	£	£	£	£	
Energy Efficiency	19,500	15,000	0	15,000	0	19,500	19,500	Awaiting Invoices from HCC
Sustainability Projects	24,080	6,800	1,111	3,300	(3,500)	6,000	6,000	A (£3.5k) saving on supplies and services budgets.
Car Parking	35,040	199,727	37,488	298,427	98,700	51,920	54,480	£82k projected reduction in income, although parking enforcement recommenced in June 2020 , public/residents remain predominantly working from home and reduced number of people going out for shopping/leisure purposes leading to a reduced use of TRDC car parks. Additional budget requirement for £16k to cover Pay & Display maintenance costs (£6k annual maintenance contract, £15k connectivity costs, £6k machine tickets).
Car Parking-Maintenance	91,950	91,950	121,999	124,950	33,000	94,060	96,220	Additional cost on business rates due to backdated liability from 2005 For Talbot Road Car Park.
Dial A Ride	40,000	40,000	977	35,000	(5,000)	40,000	40,000	(£5k) saving on annual contribution to the Dial a ride service
Cycling Strategy	0	43,358	13,186	43,358	0	0	0	Budget carried forward from 2019/20 to enable completion of the cycle strategy. Further spend is expected.
Better Buses Fund	86,570	93,359	0	93,359	0	93,359	93,359	
Public Conveniences	4,200	4,200	1,800	4,200	0	4,200	4,200	
Total	301,340	494,394	176,562	617,594	123,200	309,039	313,759	
Total Infrastructure Housing & Economic Development	1,437,150	1,876,576	449,125	1,999,446	122,870	1,523,399	1,567,749	

Policy & Resources								
Resources & Shared Services	Original Budget 2020/21	Latest Budget 2020/21	Spend to Date	Forecast Outturn 2020/21	Variance	Forecast 2021/22	Forecast 2022/23	Officer Comments
	£	£	£	£	£	£	£	
Director Of Finance	72,000	72,000	40,242	72,000	0	75,880	79,880	Quarter 2 invoice to Watford raised and income received
Communication	129,060	129,060	53,761	129,060	0	132,330	136,820	
Legal Practice	370,740	365,690	178,845	364,190	(1,500)	388,750	403,850	Budget savings on staff travel costs and printing & stationary budgets as staff continue to work from home due to Covid 19
Committee Administration	165,290	173,000	91,919	169,630	(3,370)	175,140	181,460	Reduction on essential user mileage as staff continue to work from home
Office Services	90	90	116,749	280,210	280,120	280,210	280,210	Transfer of budgets from Asset Management to Office Services to enable more efficient
Elections & Electoral Regn	130,250	130,250	69,074	129,400	(850)	133,390	137,490	Saving on essential user mileage as staff continue to work from home
Finance Services	460,990	462,800	152,673	459,550	(3,250)	475,120	489,440	Budget savings on staff travel costs and printing & stationary budgets as staff continue to work from home due to Covid 19. (£700) budget saving on advertising in the press as the
Revs & Bens Management	37,620	37,620	22,134	37,620	0	38,760	39,940	
Fraud	104,480	103,730	20,960	100,150	(3,580)	107,120	109,830	Budget savings on staff travel costs and mobile phones as staff are now on the 8 by 8
Chief Executive	177,640	177,640	85,454	175,290	(2,350)	182,820	188,150	Reduced spend expected on travel costs and conferences due to the on going Pandemic
Performance Mgt & Scrutiny	53,320	53,320	27,242	50,570	(2,750)	54,780	50,950	Saving expected due to under utilised temporary staffing budgets and a further reduction in
Debt Recovery	202,100	201,560	42,746	199,370	(2,190)	208,590	226,580	(£15k) Cash in transit budget is no longer required. Further savings reported on telephones and furniture and equipment
Three Rivers House	347,640	338,640	209,465	333,540	(5,100)	352,760	358,100	(£2k) budget saving on health and safety equipment. Awaiting further guidance on new ways of working before any changes are implemented. £3k reduction on gas costs as staff
Basing House	(10,290)	(12,290)	(10,228)	(12,290)	0	(10,160)	(10,160)	
Officers' Standby	6,140	6,140	6,140	6,140	0	6,140	6,140	This is paid at the year end
Finance Client	92,750	92,750	80,362	92,750	0	98,790	132,540	
Business App Maintenance	221,200	221,200	206,030	221,200	0	221,200	221,200	
ICT Client	639,920	773,920	237,567	814,250	40,330	699,100	709,540	£48k Historical efficiency saving built into the base budget is to be removed as it is no longer relevant. (£7.6k) saving on consultant fees and software licences.
Internal Audit Client	71,460	63,460	21,762	63,460	0	71,460	71,460	
Fraud Client	(2,910)	(2,910)	1,121	2,090	5,000	2,090	2,090	Income budget line for grants for benefit fraud to be removed.
Insurances	353,220	343,220	337,575	343,220	0	353,220	353,220	
Debt Recovery Client Acc	(6,140)	(6,140)	(350)	(6,140)	0	(6,140)	(6,140)	
HR Client	339,250	364,870	165,538	411,900	47,030	333,826	337,878	The new payroll contract is to commence on 1 April 2021. The total contract sum for the 5 year period of the contract included implementation costs of £141,780 that would be incurred before the contract start date. This means that the total contract sum for the start of the contract (1 April 2021) will reduce by this amount. Therefore the additional spend in the current year will be recouped over the 5 years of the contract as it is essentially a profiling of expenditure. In addition, the new contract offers a £5k saving on the contract budget for future years. The increase in the current year and savings in subsequent years will be
Corporate Management	154,280	154,280	35,468	150,680	(3,600)	150,680	150,680	reduction in banking costs
Democratic Representation	309,790	305,023	149,127	302,403	(2,620)	311,323	311,323	Budget savings on subsistence, miscellaneous IT costs and LAF administration costs.
Benefits & Allowances	726,410	777,250	394,621	771,480	(5,770)	745,970	788,800	Reduction in staff travel costs
Benefits Client	(549,890)	(549,890)	(1,511,295)	(549,890)	0	(549,890)	(549,890)	This holds the housing benefits payments and recovery from DWP and further grants from DWP relating to the provision of benefits. There is timing difference between payments made to claimants and income received from Government
Benefits Non Hra	1,020	1,020	(170,377)	1,020	0	1,020	1,020	Actuals include grant rebate
Council Tax Collection	355,040	354,060	227,106	347,810	(6,250)	360,890	369,370	Reduction in staff travel costs
Nndr	35,130	32,330	52,757	32,540	210	36,150	37,210	Variance due to removal of historical grant income line and savings on publication and
Council Tax Client	(186,140)	(186,140)	0	(186,140)	0	(186,140)	(186,140)	Income from court costs received at year end
Nndr Cost Of Collection	(107,090)	(107,090)	0	(107,090)	0	(107,090)	(107,090)	This is received at year end

Resources & Shared Services	Original Budget 2020/21	Latest Budget 2020/21	Spend to Date	Forecast Outturn 2020/21	Variance	Forecast 2021/22	Forecast 2022/23	Officer Comments
	£	£	£	£	£	£	£	
Register Of Electors	36,800	36,800	0	36,800	0	36,800	36,800	
District Elections	76,320	11,320	3,079	6,320	(5,000)	76,320	76,320	Savings on hire of rooms and postage costs due to election not being held in the current year due to the on going Pandemic
Customer Service Centre	920,770	919,770	366,900	916,580	(3,190)	963,080	993,280	Reduced expenditure on equipment & furniture and printing & stationary budgets. Further (£800)saving on uniforms and travelling expenses
Major Incident Planning	95,310	95,310	35,053	92,660	(2,650)	97,420	100,710	Budget saving on short courses and printing & stationary budgets
Miscellaneous Income & Expend	268,033	(1,383,650)	(1,145,671)	(1,383,650)	0	168,015	168,003	Actuals include Covid 19 Emergency Funding
Non Distributed Costs	242,000	242,000	882	242,000	0	249,000	255,000	
Customer Contact Programme	50,000	50,000	(1,201)	50,000	0	50,000	0	
Miscellaneous Properties	(103,870)	(103,870)	(77,717)	(78,380)	25,490	(103,590)	(103,330)	(£4.5k) savings on utilities budgets. £30k additional expenditure on rates due the delay in transfer of properties in South Oxhey to Countryside. The Council remains responsible for
Asset Management - Property Services	775,740	845,020	623,602	564,900	(280,120)	508,340	528,300	Transfer of budgets from Asset Management to Office Services to enable more efficient reporting.
Garages & Shops Maintenance	(1,059,200)	(961,517)	(580,845)	(1,032,917)	(71,400)	(1,144,060)	(1,144,060)	(£110k) increased income due to a full review of all rental income on the majority of shops in South Oxhey. This is partially offset by additional expenditure of £13.6k due the delay in transfer of properties in South Oxhey to Countryside. A further £25k reduction in income due to termination of the proposed scheme to purchase the shops in South Oxhey. This income target has also been reduced for future years.
Investment Properties	(1,000,000)	(850,000)	(433,495)	(945,000)	(95,000)	(1,000,000)	(1,000,000)	The losses initially projected as a result of the Covid19 pandemic have not materialised to the previously anticipated level. The budget has been revised to show the projected loss of
Oxhey Drive	9,820	9,820	8,234	9,820	0	10,010	10,210	
Vacancy Provision	(180,000)	(260,000)	0	(260,000)	0	(180,000)	(180,000)	
Total Policy & Resources	4,826,093	3,521,466	(349,844)	3,419,106	(102,360)	4,869,424	5,056,984	
Total All Committees	10,848,416	11,394,539	1,816,292	11,585,939	191,400	10,841,031	11,058,236	
								(10,210)
Corporate Costs	Original Budget 2020/21	Latest Budget 2020/21	Spend to Date	Forecast Outturn 2020/21	Variance	Forecast 2021/22	Forecast 2022/23	Officer Comments
	£	£	£	£	£	£	£	
Interest Earned	(530,632)	(480,632)	(10,536)	(480,632)	0	(390,011)	(90,000)	Interest on loan to RSL of £375k is received at the end of the financial year. Reduction due to extremely low interest rates
Interest Paid	450,150	425,150	134,210	425,150	0	381,220	252,150	This relates to the cost of borrowing for the funding of the new Leisure facility at South Oxhey, loan to RSL and the redevelopment of garage sites for temporary accommodation.
Transfer to Reserves	(59,910)	(59,910)	572,324	(59,910)	0	(59,910)	(59,910)	Accounting entry made at year end
Parish Precepts	2,063,812	2,063,812	2,063,812	2,063,812	0	2,105,090	2,147,210	Paid half yearly in April & September
Total Corporate Costs	1,923,420	1,948,420	2,759,810	1,948,420	0	2,036,389	2,249,450	
Grand Total	12,771,836	13,342,959	4,576,102	13,534,359	191,400	12,877,420	13,307,686	

Explanation of Variances reported in this period - Revenue

Explanation of Revenue Variances Reported Period 6 (September)					
Leisure, Environment & Community			2020/21	2021/22	2022/23
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	£	£	£
Community Partnerships	Supplies & Services	£30k legal budget transfer to Community Safety to match expenditure. £200 saving on equipment furniture and Material.	(30,200)	0	0
	Transport	Staff travelling expenses due to Covid 19.	(610)	0	0
Community Safety	Supplies & Services	£30k legal budget transfer to Community Partnerships to match expenditure. £250 saving reported on printing and stationary as staff continue to work from home	29,750	0	0
	Transport	Staff travelling expenses due to Covid 19.	(500)	0	0
Leisure & Community Services	Supplies & Services	Printing and stationary budget not required in 2020/21 due to staff working remotely	(4,750)	0	0
Croxley Green Skateboard Park	Premises	Reduced expenditure on repairs and maintenance budget due to Covid 19	(2,500)	0	0
Sports Devel-Sports Projects	Employees	Reduced spend on Temporary Staffing budget, Hire of rooms and Equipment and Furniture due to reduced activities due to Covid 19.	(7,000)	0	0
	Premises		(2,000)	0	0
	Supplies & Services		(2,000)	0	0
Play Development - Play schemes	Employees	Reduced spend on Temporary Staffing budget, Hire of rooms and Grants & Contributions due to reduced activities due to Covid 19.	(36,500)	0	0
	Premises		(7,000)	0	0
	Supplies & Services		(8,000)	0	0
Leisure Development	Employees	Reduced spend on Temporary Staffing budgets.	(10,000)	0	0
Aquadrome	Premises	£14.2k Additional budget required to fund the hire and running of a generator for the Ski Club. £250 residual saving on Gas servicing.	13,950	(250)	(250)
Play Rangers	Transport	Budget saving on diesel costs.	(300)	0	0
Playing Fields & Open Spaces	Income	(£7.2k) budget reduction on utilities. £10k shortfall in income on hire of Football Pitches due to reduced activities as a result of the on going pandemic. £6k income budget relating to non vatable hire of football pitches and hire of hockey pitches has been removed.	16,090	6,090	6,090
	Premises		(7,240)	(7,240)	(7,240)
Trees And Landscapes	Income	Reduced spend on staff travel costs, printing and stationary and advertising. £4.3k reduced income from hire of grounds due to COVID 19 restrictions on activities.	4380	0	0
	Supplies & Services		600	0	0
	Transport		(3,500)	0	0
Active Community Devel Fund	Employees	Budget reduction on Hire of rooms, Temporary Staffing and Equipment Furniture and material due to activities not going on as a result of Covid 19	(15,730)	0	0
	Premises		(4,500)	0	0
	Supplies & Services		(2,300)	0	0
Watersmeet	Income	Due to Covid, additional loss of income as a result of panto being cancelled and Watersmeet being closed.	51,460	0	0
Community Arts	Employees	Temporary staffing budget no longer needed in the current year as a result of not delivering activities due to Covid 19.	(2,000)	0	0

Leisure, Environment & Community			2020/21	2021/22	2022/23
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	£	£	£
Street Cleansing	Transport	Annual transport contractual uplift.	600	600	600
Waste Management	Income	£2.8k additional cost due annual Transport contractual uplift as agreed.. An additional (£36.7k) additional income due to the transport subsidy from Hertfordshire County Council being higher than previously anticipated.	(36,700)	0	0
	Transport		2,800	2,800	2,800
Environmental Protection	Supplies & Services	Reduction in spend is expected on staff travel expenses, printing & stationary and conferences due to Covid 19	(3,010)	0	0
	Transport		(350)	0	0
Cemeteries	Income	Increase income of (£5k) from burial fees is expected. This is offset by reduced income from the upkeep of graves as take up for the service is low.	(4,340)	660	660
Animal Control	Income	Reduced income on the return of strays based on the previous years actuals.	560	0	0
	Transport		(2,000)	0	0
Environmental Maintenance	Transport	Reduced spend on contractual hire no longer required	(480)	(480)	(480)
Abandoned Vehicles	Supplies & Services	Reduced spend on fees and contractual services	(500)	(500)	(500)
Recycling Kerbside	Income	An increase in income of (£64k) is expected from recycling credits. This is due to increased collection of recyclable goods as people continue to work from home. There is a projected £322k reduction in AFM monies- this is due to an increase in residual waste.	258,350	0	0
Garden Waste	Income	Annual Transport contractual uplift as agreed of £1.4k. Increased income from subscription to the Garden Waste Service (£14.6k)	(14,680)	0	0
	Transport		1,450	1,450	1,450
Recycling General	Supplies & Services	This budget not required for the current year as textile banks were emptied free of	(1,500)	0	0
Refuse Trade	Transport	Annual Transport contractual uplift as agreed with supplier	620	620	620
Grounds Maintenance	Transport	Annual Transport contractual uplift as agreed with supplier	470	470	470
		TOTAL	170,890	4,220	4,220

Infrastructure Housing & Economic Development					
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2020/21 £	2021/22 £	2022/23 £
Env Health - Residential Team	Supplies & Services	Projected underspend in the budget for furniture and equipment maintenance	(500)	0	0
Housing Services Needs	Supplies & Services	£21k Budget is a TRDC contribution from Herts Choice Homes IT costs, This budget is to be amalgamated with housing service needs. £25k additional spend is expected on the Housing legal budget due to an on going court case. A budget underspend is reported on staff travel (£3k) and printing & stationary costs.	43,650	21,000	21,000
	Transport		(3,000)	0	0
Herts Choice Homes	Supplies & Services	£21k Budget is a TRDC contribution from Herts Choice Homes IT costs, This budget is to be amalgamated with housing service needs	(21,000)	(21,000)	(21,000)
Dial A Ride	Third Party Payments	£5k saving on annual contribution to the Dial a ride service	(5,000)	0	0
Car Parking-Maintenance	Premises	Additional cost on business rates due to backdated liability from 2005 For Talbot Road Car Park	33,000	0	0
Decriminalised Parking	Income	£82k projected reduction in income, although parking enforcement recommenced in June 2020 , public/residents remain predominantly working from home and reduced number of people going out for shopping/leisure purposes leading to a reduced use of TRDC car parks. Additional budget requirement for £16k to cover Pay & Display maintenance costs (£6k annual maintenance contract, £15k connectivity costs, £6k machine tickets).	82,700	0	0
	Premises		16,000	16,000	16,000
Sustainability Projects	Supplies & Services	Budget offered up as a saving as it is no longer required	(3,500)	(3,500)	(3,500)
Hertfordshire Building Control	Income	Additional income and (£4k)budget reduction on payments to providers due to the admission of the 8th Local Authority Partner. (£3k) saving on fees and contractual services	(8,270)	0	0
	Third Party Payments		(4,000)	0	0
	Supplies & Services		(3,000)	0	0
Development Plans	Supplies & Services	Reduced staff travel costs and printing & stationary due to Covid19	(200)	0	0
	Transport		(2,300)	0	0
Director Community & Env Services	Transport	Reduction in travel costs due to Covid 19.	(1,000)	0	0
Development Management	Supplies & Services	Following consideration of appeals and other relevant costs, it is unlikely that the full Legal budget would be used this year.	(10,000)	0	0
Land & Property Info Section	Income	£10k adverse variance on search fees income due to increasing trend of Personal Searches over charged formal Land Searches, and general market conditions. £710 saving reported on staff travel costs.	10,000	10,000	10,000
	Transport		(710)		
TOTAL			122,870	22,500	22,500

Policy & Resources					
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2020/21 £	2021/22 £	2022/23 £
Fraud Client	Income	Income budget line for grants for benefit fraud to be removed as it no longer	5,000	5,000	5,000
ICT Client	Supplies & Services	£48k Historical efficiency saving built into the base budget is to be removed as it is no longer relevant. (£7.6k) saving on consultant fees and software licences.	40,330	48,000	48,000
Three Rivers House	Premises	(£2k)budget saving on health and safety equipment. £3k reduction on gas costs as staff continue to work from home.	(3,100)	(100)	(100)
	Supplies & Services		(2,000)	0	0
Debt Recovery	Supplies & Services	(£15k) Cash in transit budget is no longer required. Further savings reported on telephones and furniture and equipment	(2,190)	0	0
Performance Mgt & Scrutiny	Employees	Saving expected due to under utilised temporary staffing budgets and a further reduction in staff travel costs.	(2,500)	0	0
	Transport		(250)	0	0
Chief Executive	Supplies & Services	Reduced spend expected on travel costs and conferences due to the on going Pandemic	(1,200)	0	0
	Transport		(1,150)	0	0
Garages & Shops Maintenance	Income	(£110k) increased income due to a full review of all rental income on the majority of shops in South Oxhey. This is partially offset by additional expenditure of £13.6k due the delay in transfer of properties in South Oxhey to Countryside. A further £25k reduction in income due to termination of the proposed scheme to purchase the shops in South Oxhey. This income target has also been reduced for future years.	(85,000)	(60,000)	(50,000)
	Premises		13,600	0	0
Fraud	Supplies & Services	Budget savings on staff travel costs and mobile phones as staff are now on the 8 by 8 platform.	(600)	0	0
	Transport		(2,980)	0	0
NNDR	Income	Variance due to removal of historical grant income line and savings on publication and furniture and equipment	400	0	0
	Supplies & Services		(190)	0	0
Benefits & Allowances	Transport	Reduction in staff travel costs	(5,770)	0	0
Council Tax Collection	Transport	Reduction in staff travel costs	(6,250)	0	0
Finance Services	Supplies & Services	Budget savings on staff travel costs and printing & stationary budgets as staff continue to work from home due to Covid 19.	(2,000)	(700)	-700
	Transport		(1,250)	0	0
Elections & Electoral Regn	Transport	Reduction in staff travel costs	(850)	(850)	(850)

Policy & Resources			2020/21	2021/22	2022/23
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	£	£	£
Asset Management - Property	All	Transfer of running budgets from Asset Management to Office Services as they are managed by two budget holders.	(280,120)	(280,120)	(280,120)
Office Services	All		280,120	280,120	280,120
Miscellaneous Properties	Premises	(£4.5k) savings on utilities budgets. £30k additional expenditure on rates due the delay in transfer of properties in South Oxhey to Countryside. The Council remains responsible for paying the rates on the property.	27,000	0	0
	Supplies & Services		(1,510)	0	0
Committee Administration	Transport	Reduction on essential user mileage as staff continue to work from home	(3,370)	(3,370)	(3,370)
Legal Practice	Supplies & Services	Budget savings on staff travel costs and printing & stationary budgets as staff continue to work from home due to Covid 19	(1,000)	0	0
	Transport		(500)	0	0
Major Incident Planning	Employees	Budget saving on short courses and printing & stationary budgets	(2,000)	0	0
	Supplies & Services		(650)	0	0
Democratic Representation	Supplies & Services	Budget savings on subsistence, miscellaneous IT costs and (Local Areas Forum) LAF administration costs.	(1,620)	0	0
	Transport		(1,000)	0	0
Customer Service Centre	Employees	Reduced expenditure staff travel costs, equipment & furniture and printing & stationary budgets.	(200)	(200)	(200)
	Supplies & Services		(2,840)	0	0
	Transport		(150)	0	0
District Elections	Premises	Savings on hire of rooms and postage costs due to election not being held in the current year due to the on going Pandemic	(3,000)	0	0
	Supplies & Services		(2,000)	0	0
Corporate Management	Supplies & Services	Bank giro charges are no longer relevant. Budget line to be removed	(3,600)	(3,600)	(3,600)
HR Client	Third Party Payments	The new payroll contract is to commence on 1 April 2021 . The variance shown is 39% apportion of the contract cost which is shared with Watford Borough Council under the Shared Services arrangement. Additional charge of £4.5k is for extracting data from the system provided by the current payroll provider.	47,030	(10,690)	(10,690)
Investment Income	Income	The losses initially projected as a result of the Covid19 pandemic have not materialised to the previously anticipated level.	(95,000)	0	0
		TOTAL	(102,360)	(26,510)	(16,510)
		TOTAL Variances for Period 6 (September) 2020	191,400	210	10,210

Infrastructure Housing & Economic Development			2020/21	2021/22	2022/23
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	£	£	£
Env Health - Residential Team	Supplies & Services	Projected underspend in the budget for furniture and equipment maintenance	(500)	0	0
Housing Services Needs	Supplies & Services	£21k Budget is a TRDC contribution from Herts Choice Homes IT costs, This budget is to be amalgamated with housing service needs. £25k additional spend is expected on the Housing legal budget due to an on going court case. A budget underspend is reported on staff travel (£3k) and printing & stationary costs.	43,650	21,000	21,000
	Transport		(3,000)	0	0
Herts Choice Homes	Supplies & Services	£21k Budget is a TRDC contribution from Herts Choice Homes IT costs, This budget is to be amalgamated with housing service needs	(21,000)	(21,000)	(21,000)
Dial A Ride	Third Party Payments	£5k saving on annual contribution to the Dial a ride service	(5,000)	0	0
Car Parking-Maintenance	Premises	Additional cost on business rates due to backdated liability from 2005 For Talbot Road Car Park	33,000	0	0
Decriminalised Parking	Income	£82k projected reduction in income, although parking enforcement recommenced in June 2020, public/residents remain predominantly working from home and reduced number of people going out for shopping/leisure purposes leading to a reduced use of TRDC car parks. Additional budget requirement for £16k to cover Pay & Display maintenance costs (£6k annual maintenance contract, £15k connectivity costs, £6k machine tickets).	82,700	0	0
	Premises		16,000	16,000	16,000
Sustainability Projects	Supplies & Services	Budget offered up as a saving as it is no longer required	(3,500)	(3,500)	(3,500)
Hertfordshire Building Control	Income	Additional income and (£4k) budget reduction on payments to providers due to the admission of the 8th Local Authority Partner. (£3k) saving on fees and contractual services	(8,270)	0	0
	Third Party Payments		(4,000)	0	0
	Supplies & Services		(3,000)	0	0
Development Plans	Supplies & Services	Reduced staff travel costs and printing & stationary due to Covid19	(200)	0	0
	Transport		(2,300)	0	0
Director Community & Env Services	Transport	Reduction in travel costs due to Covid 19.	(1,000)	0	0
Development Management	Supplies & Services	Following consideration of appeals and other relevant costs, it is unlikely that the full Legal budget would be used this year.	(10,000)	0	0
Land & Property Info Section	Income	£10k adverse variance on search fees income due to increasing trend of Personal Searches over charged formal Land Searches, and general market conditions. £710 saving reported on staff travel costs.	10,000	10,000	10,000
	Transport		(710)		
TOTAL			122,870	22,500	22,500

Policy & Resources					
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2020/21 £	2021/22 £	2022/23 £
Fraud Client	Income	Income budget line for grants for benefit fraud to be removed as it no longer	5,000	5,000	5,000
ICT Client	Supplies & Services	£48k Historical efficiency saving built into the base budget is to be removed as it is no longer relevant. (£7.6k) saving on consultant fees and software licences.	40,330	48,000	48,000
Three Rivers House	Premises	(£2k)budget saving on health and safety equipment. £3k reduction on gas costs as staff continue to work from home.	(3,100)	(100)	(100)
	Supplies & Services		(2,000)	0	0
Debt Recovery	Supplies & Services	(£15k) Cash in transit budget is no longer required. Further savings reported on telephones and furniture and equipment	(2,190)	0	0
Performance Mgt & Scrutiny	Employees	Saving expected due to under utilised temporary staffing budgets and a further reduction in staff travel costs.	(2,500)	0	0
	Transport		(250)	0	0
Chief Executive	Supplies & Services	Reduced spend expected on travel costs and conferences due to the on going Pandemic	(1,200)	0	0
	Transport		(1,150)	0	0
Garages & Shops Maintenance	Income	(£110k) increased income due to a full review of all rental income on the majority of shops in South Oxhey. This is partially offset by additional expenditure of £13.6k due the delay in transfer of properties in South Oxhey to Countryside. A further £25k reduction in income due to termination of the proposed scheme to purchase the shops in South Oxhey. This income target has also been reduced for future years.	(85,000)	(60,000)	(50,000)
	Premises		13,600	0	0
Fraud	Supplies & Services	Budget savings on staff travel costs and mobile phones as staff are now on the 8 by 8 platform.	(600)	0	0
	Transport		(2,980)	0	0
NNDR	Income	Variance due to removal of historical grant income line and savings on publication and furniture and equipment	400	0	0
	Supplies & Services		(190)	0	0
Benefits & Allowances	Transport	Reduction in staff travel costs	(5,770)	0	0
Council Tax Collection	Transport	Reduction in staff travel costs	(6,250)	0	0
Finance Services	Supplies & Services	Budget savings on staff travel costs and printing & stationary budgets as staff continue to work from home due to Covid 19.	(2,000)	(700)	-700
	Transport		(1,250)	0	0
Elections & Electoral Regn	Transport	Reduction in staff travel costs	(850)	(850)	(850)

Policy & Resources					
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2020/21 £	2021/22 £	2022/23 £
Asset Management - Property	All	Transfer of running budgets from Asset Management to Office Services as they are managed by two budget holders.	(280,120)	(280,120)	(280,120)
Office Services	All		280,120	280,120	280,120
Miscellaneous Properties	Premises	(£4.5k) savings on utilities budgets. £30k additional expenditure on rates due the delay in transfer of properties in South Oxhey to Countryside. The Council remains responsible for paying the rates on the property.	27,000	0	0
	Supplies & Services		(1,510)	0	0
Committee Administration	Transport	Reduction on essential user mileage as staff continue to work from home	(3,370)	(3,370)	(3,370)
Legal Practice	Supplies & Services	Budget savings on staff travel costs and printing & stationary budgets as staff continue to work from home due to Covid 19	(1,000)	0	0
	Transport		(500)	0	0
Major Incident Planning	Employees	Budget saving on short courses and printing & stationary budgets	(2,000)	0	0
	Supplies & Services		(650)	0	0
Democratic Representation	Supplies & Services	Budget savings on subsistence, miscellaneous IT costs and (Local Areas Forum) LAF administration costs.	(1,620)	0	0
	Transport		(1,000)	0	0
Customer Service Centre	Employees	Reduced expenditure staff travel costs, equipment & furniture and printing & stationary budgets.	(200)	(200)	(200)
	Supplies & Services		(2,840)	0	0
	Transport		(150)	0	0
District Elections	Premises	Savings on hire of rooms and postage costs due to election not being held in the current year due to the on going Pandemic	(3,000)	0	0
	Supplies & Services		(2,000)	0	0
Corporate Management	Supplies & Services	Bank giro charges are no longer relevant. Budget line to be removed	(3,600)	(3,600)	(3,600)
HR Client	Third Party Payments	The new payroll contract is to commence on 1 April 2021 . The variance shown is 39% apportion of the contract cost which is shared with Watford Borough Council under the Shared Services arrangement. Additional charge of £4.5k is for extracting data from the system provided by the current payroll provider.	47,030	(10,690)	(10,690)
Investment Income	Income	The losses initially projected as a result of the Covid19 pandemic have not materialised to the previously anticipated level.	(95,000)	0	0
		TOTAL	(102,360)	(26,510)	(16,510)
		TOTAL Variances for Period 6 (September) 2020	191,400	210	10,210

Staff Vacancies

Committee	Department	Job Title	Additional Comments	Total
Infrastructure, Housing and Economic Development	Housing	Housing Enforcement Officer	Not currently advertised	1.00
	Enviromental Health Development Management	P/T Environment Officer	Not currently advertised	0.41
	Development Management	Planning Officer	Currently recruiting	1.00
	Development Management	Planning Officer	Currently recruiting	1.00
Leisure and Environment Services	Trees & Landscapes	Arborist	Service under review	1.00
	Trees & Landscapes	Assistant Arborist	Service under review	1.00
	Trees & Landscapes	Principal Landscape Officer	Currently recruiting	1.00
	Trees & Landscapes	Senior Park Ranger	Service under review	1.00
	Licensing	Licensing Monitoring & Compliance Office	Not currently advertised	0.41
	Community Safety and Partnership	Partnerships Officer	Not currently advertised	0.50
	Community Safety and Partnership Watersmeet	Strategic Policy & Partnerships Mgr Technical Support (Watersmeet)	Not currently advertised Not currently advertised, ve	0.61 0.50
Policy and Resources	Property Services	Development Manager	Service under review	0.61
	Property Services	Head of Property	Covered by interim	1.00
	Property Services	Principal Property & Asset Manager	Service under review	1.00
	Finance	Section Head - Accountancy (FA&T)	Currently recruiting	1.00
	Finance	Senior Fraud Investigator	Not currently advertised	1.00
	Customer Services	Customer service representative	Currently recruiting	1.00
	Customer Services	Customer service representative	Currently recruiting	1.00
	Customer Services	Customer service representative	Currently recruiting	1.00
	Customer Services	Customer service representative	Currently recruiting	1.00
	Revenue and Benefits	Benefits Officer	Not currently advertised	0.43
	Revenue and Benefits	Benefits Officer	Not currently advertised	1.00
	Revenue and Benefits	Benefits Officer	Not currently advertised	1.00
	Revenue and Benefits	Benefits Officer	Not currently advertised	1.00
	Revenue and Benefits	Benefits Officer	Currently recruiting	1.00
	Revenue and Benefits	Benefits Officer	Currently recruiting	1.00
	Revenue and Benefits	Benefits Officer	Currently recruiting	0.61
	Revenue and Benefits	Benefits Officer	Currently recruiting	1.00
Revenue and Benefits	Billing Officer	Under offer	1.00	
Revenue and Benefits	Systems and Subsidy Officer	Not advertised	1.00	
Revenue and Benefits	Document Processing Support	Not advertised	0.59	
Grand Total				27.66

Medium Term Capital Investment Programme

Leisure, Environment & Community								
<i>Community Safety & Partnership</i>	Original Budget 2020/21 £	Latest Budget 2020/21 £	P6 Spend To Date £	Forecast Outturn 2020/21 £	Variance £	Forecast 2021/22 £	Forecast 2022/23 £	Comments
ASB Casework Management System	18,750	0	0	0	0	18,750	0	ASB Casework Management System rephased to 2021-22. There is potential for a saving if Police system is viable for longer - pending Procurement work by HCC & Herts Constabulary.
Capital Grants & Loans	20,000	3,793	0	3,793	0	20,000	20,000	Budget will be spent
Community CCTV	6,000	6,000	0	6,000	0	6,000	6,000	Budget will be spent
Total	44,750	9,793	0	9,793	0	44,750	26,000	
<i>Leisure</i>	Original Budget 2020/21 £	Latest Budget 2020/21 £	P6 Spend To Date £	Forecast Outturn 2020/21 £	Variance £	Forecast 2021/22 £	Forecast 2022/23 £	Comments
Countryside Management	10,000	10,000	3,639	10,000	0	10,000	10,000	Budget will be spent on agreed 2020/21 Work Programme across the district, including works on the Management Plans
Aquadrome	21,000	21,000	17,423	21,000	0	21,000	22,500	Budget will be spent
Allotments	5,000	3,000	1,889	3,000	0	5,000	5,000	All planned works have been completed - some additional work will be completed in the autumn.
Scotsbridge-Chess Habitat	0	11,390	0	11,390	0	0	0	This project has not yet progressed due to involvement with the Environment Agency
Watersmeet External Roof Access	55,750	55,750	0	55,750	0	0	0	Procurement process has commenced . Full budget is expected to be spent.
Watersmeet Stg Light Replace	64,000	64,000	36,992	112,000	48,000	0	0	Project commenced. £48k rephased from 2021/22 to 2020/21 to facilitate the works to be completed whilst Watersmeet is closed due to Covid19.
South Oxhey Leisure Centre	6,000	9,155	2,552	9,155	0	0	0	Budget for Legal fees for South Oxhey Leisure Centre redevelopment.
Leisure Facilities Improvement	25,000	30,985	0	30,985	0	0	0	The budget will be used for the decommissioning of Sir James Altham pool.
Open Space Access Improvements	50,000	123,000	2,485	123,000	0	50,000	50,000	Budget will be spent during 2020/21, this will include pathways and fencing at a number of sites across the district.
Improve Play Area-Future Schemes	50,000	110,980	0	60,980	(50,000)	150,000	100,000	Re-phasing £50,000 for Denham Way Play Area from 2020/21 into 2021/22. Funding proposal due to be submitted to HS2 in early 2021/22 for a wider project at Denham Way playing fields to enhance the play area, tennis courts, pavilion and recreation offer on site.
<i>Leisure</i>	Original Budget 2020/21 £	Latest Budget 2020/21 £	P6 Spend To Date £	Forecast Outturn 2020/21 £	Variance £	Forecast 2021/22 £	Forecast 2022/23 £	Comments
Aquadrome-Whole Life Costing	10,000	27,354	12,769	27,354	0	10,000	11,000	Budget will be spent this financial year
Watersmeet-Whole Life Costing	15,000	23,000	0	23,000	0	15,000	20,000	Full budget to be spent by end of year.
Pavilions-Whole Life Costing	10,000	12,316	0	12,316	0	10,000	11,000	A review of usage of the Pavilions is underway. Future use to be reviewed by the end of 2020
Watersmeet - Hot Water pipework replacement	0	1,898	1,810	1,898	0	0	0	Retention monies to be paid this year. Full budget to be spent.
The Swillet - Play area Refurbishment	18,880	26,221	4,814	26,221	0	0	0	Budget will be spent - includes retention funds
Cassiobridge Play Area Refurbishment	4,030	5,653	0	5,653	0	0	0	Budget will be spent on retention monies for this project
Total	344,660	535,702	84,478	533,702	(2,000)	271,000	229,500	

<i>Environmental Services</i>	Original Budget 2020/21 £	Latest Budget 2020/21 £	P6 Spend To Date £	Forecast Outturn 2020/21 £	Variance £	Forecast 2021/22 £	Forecast 2022/23 £	Comments
Waste Plant & Equipment	25,000	29,996	13,855	29,996	0	25,000	25,000	Budget will be fully spent
Waste Services Depot	1,000,000	1,335,672	5,349	665,672	(670,000)	670,000	0	Original scope for the project came in over budget so needed to be re designed. New plans have been submitted to Planning Committee in October. Once approval has been received a final design will be agreed and planning conditions discharged. Off site manufacture of the units will commence. To avoid the busy season for the Depot works are planned to commence on 11th January. This will be the first phase so mainly rewiring and utility works. The building will be manufactured off site with a view to delivery February/March. The new building will be completed and groundworks carried out to the first phase on the site. These will be completed April/May. When the new building is complete the team will decamp from the old building into the new one. The old building will be demolished and further groundworks carried out. Project due for completion July 2021
Bulk Domestic Waste	20,000	31,528	19,044	31,528	0	35,000	40,000	Budget will be fully spent.
Waste & Recycling Vehicles	500,000	311,110	0	164,110	(147,000)	1,487,000	400,000	£147k to be rephased to 2022/22 due to delay in the purchase of a recycling vehicles.
Street Furnishings	10,000	10,000	0	10,000	0	15,000	15,000	Budget will be fully spent.
Paladin Bins	25,000	29,121	18,080	39,121	10,000	40,000	60,000	Budget required for bin replacements.
Energy Performance Certificate	2,000	5,000	0	5,000	0	2,000	2,000	A programme of works has been started on all TRDC assets.
Cemetery-Whole Life Costing	5,000	6,697	0	6,697	0	5,000	5,000	Works to the memorial garden and new signage planned.
Replacement Ground Maintenance Vehicles	93,000	470,590	112,473	390,590	(80,000)	120,000	280,000	£80,000 to be rephased into 2021/22 for the acquisition of mini sweeper.
Total	1,680,000	2,229,714	168,801	1,342,714	(887,000)	2,399,000	827,000	
Total Leisure, Environment & Community	2,069,410	2,775,209	253,279	1,886,209	(889,000)	2,714,750	1,082,500	

Economic Development	Original Budget 2020/21 £	Latest Budget 2020/21 £	P6 Spend To Date £	Forecast Outturn 2020/21 £	Variance £	Forecast 2021/22 £	Forecast 2022/23 £	Comments
Cycle Schemes	25,000	39,583	3,900	39,583	0	25,000	25,000	A number of schemes have been identified. Awaiting approval and implementation of the Strategy.
Disabled Parking Bays	2,500	2,500	0	1,000	(1,500)	2,500	2,500	Expected underspend, small number of requests in first part of the financial year for advisory disabled parking bays
Controlled Parking	50,000	97,585	0	97,585	0	100,000	50,000	2 schemes in pipeline Croxley & Rickmansworth West.
Princes Trust-Business Start-up	10,000	10,000	0	10,000	0	10,000	10,000	A Service Level Agreement is in place, the budget will be spent by year end.
Listed Building Grants	5,000	3,000	0	3,000	0	5,000	5,000	Demand Led service, no applications so far
South Oxhey Initiative	0	109,223	63,213	109,223	0	0	0	Ongoing project management to ensure the project is delivered fulfilling the Councils objectives. It provides for both internal resource retained for this purpose as well as the wider consultancy team for contract and legal advice. Full budget expected to be spent this year.
Parking Bay & Verge Protection	254,240	100,000	0	100,000	0	214,240	40,000	2 schemes identified for 2020/21
Highways Enhancement	147,620	47,620	0	47,620	0	150,000	50,000	Schemes identified and progressing.
Bus Shelters	9,000	19,580	0	19,580	0	9,000	9,000	2 bus shelters pending implementation.
Retail Parades	135,780	168,115	0	168,115	0	30,000	30,000	Schemes progressing. Delta Gain retail parade refurbishment - delivery pending landowner agreement, EVC procurement commenced.
Carbon Neutral Council	0	4,000	0	4,000	0	0	0	
Rickmansworth Work Hub	39,000	0	0	0	0	39,000	0	
Car Park Restoration	10,000	10,000	0	10,000	0	10,000	35,000	Car park Inspection to take place this month which will identify required works
Estates, Paths & Roads	20,000	20,000	0	20,000	0	20,000	20,000	Planned works South Oxhey Playing Fields
TRDC Footpaths & Alleyways	20,000	40,850	0	40,850	0	20,000	25,000	Planned works Ebury Way - out to procurement
Integration of Firmstep to uniform Licensing applications	0	19,000	0	19,000	0	0	0	Ongoing project
Total	728,140	691,056	67,113	689,556	(1,500)	634,740	301,500	
Housing	Original Budget 2020/21 £	Latest Budget 2020/21 £	P6 Spend To Date £	Forecast Outturn 2020/21 £	Variance £	Forecast 2021/22 £	Forecast 2022/23 £	Comments
Disabled Facilities Grant	500,000	474,108	27,178	474,108	0	500,000	586,000	Adaptations were unable to take place for 3 months due to Covid19. £169k of adaptations have been approved and have commenced.
Home Repairs Assistance	10,000	8,000	0	8,000	0	10,000	10,000	Demand led service, no applications received to date.
Total	510,000	482,108	27,178	482,108	0	510,000	596,000	
Total Infrastructure Housing & Economic Development	1,238,140	1,173,164	94,291	1,171,664	(1,500)	1,144,740	897,500	

Policy & Resources								
Resources & Shared Services	Original Budget 2020/21 £	Latest Budget 2020/21 £	P6 Spend To Date £	Forecast Outturn 2020/21 £	Variance £	Forecast 2021/22 £	Forecast 2022/23 £	Comments
Professional Fees-Internal	157,590	157,590	0	157,590	0	157,590	157,590	This is for internal staff support on capital schemes and is actioned at the end of the financial year.
Election Equipment	6,000	3,000	0	3,000	0	6,000	6,000	No elections to take place until May 2021 – review of equipment required for next May elections will take place in January 2021.
Members' IT Equipment	16,260	0	0	0	0	46,690	16,260	
Mod.Gov Com Mgmt System	15,000	15,000	0	15,000	0	0	0	Contracts imminent, Budget will be spent.
ICT-Managed Project Costs	60,000	60,000	0	0	(60,000)	120,000	60,000	To be rephased to 2021/22
Hardware Replace Prog	40,000	112,002	0	267,002	155,000	40,000	40,000	This code will be supplemented by the other codes: Business Application Upgrade (£75,000), ICT Hardware Replacement Prog (£40,000) and ICT Licence Costs (£40,000) to fund all the shared resources, Project management, infrastructure, networks, to deliver O365, UC phase 3, PCI Compliance, core infrastructure.
Garage Improvements	355,000	355,000	0	355,000	0	150,000	150,000	The garage refurbishment specification is currently being written and therefore has not yet been out to procurement. Budget may need top be rephased.
ICT Licence Costs	100,000	139,072	28,001	99,072	(40,000)	100,000	100,000	£60K approx expected this year for Microsoft licences, through the retendering of the Enterprise agreement. Move £40,000 to Hardware Replacement Program to fund the shared resources delivering Networks, infrastructure, project management, delivering the following projects UC phase 3, core
Customer Contact Programme	0	39,449	35,751	39,449	0	0	0	Budget will be spent
ICT Website Development	0	14,870	0	14,870	0	0	0	Project delayed due to Covid19
ICT Elections	17,000	21,170	14,933	21,170	0	17,000	17,000	Canvass Reform as electors will utilise e-communication to respond to registration enquiries
ICT Hardware Replacement Prog	45,000	67,897	5,301	27,897	(40,000)	45,000	45,000	Move £40,000 to Hardware Replacement Program. This code is used to fund shared resources for the following networks, project management, infrastructure for the following projects: Core infrastructure, O365, PCI compliance, UC phase 3 etc.
TRH Whole Life Costing	135,000	151,968	0	76,968	(75,000)	230,000	170,000	£75k rephased into 2021/22. Until the full picture of how TRH is to be used in the future several planned works have been delayed. A new Contractor has just been appointed and will assist in a revised programme of works
Basing House-Whole Life Costing	6,000	0	0	0	0	30,000	60,000	
Investment Prop-Shops	0	11,900	0	11,900	0	0	0	Residual budget from 2019/20
Business Application Upgrade	90,000	102,500	0	27,500	(75,000)	90,000	90,000	Move £75,000 to Hardware Replacement Program. This is used to fund shared project management, network and infrastructure engineering resources for the following: Core infrastructure, O365, UC phase 3, PCI Compliance
Three Rivers House Transformation	244,470	176,944	3,902	56,944	(120,000)	220,000	0	£120k rephased into 2021/22. Until the full picture of how TRH is to be used in the future several planned works have been delayed. A new PPM Contractor has just been appointed and will assist in a revised programme of works
Property Information System	50,000	50,000	0	50,000	0	0	0	Joint Procurement with Watford. Procurement process is ongoing, implementation scheduled for January 2021.
Total	1,337,320	1,478,362	87,888	1,223,362	(255,000)	1,252,280	911,850	

<i>Major Projects</i>	Original Budget 2020/21 £	Latest Budget 2020/21 £	P6 Spend To Date £	Forecast Outturn 2020/21 £	Variance £	Forecast 2021/22 £	Forecast 2022/23 £	Comments
Leisure Facility - South Oxhey	1,527,943	2,983,381	2,011,642	2,983,381	0	226,823	0	Budget is due to be spent this financial year. All the major works have been completed for South Oxhey Leisure Centre. The snagging list is being compiled.
South Oxhey Initiative	0	678,146	530,018	678,146	0	0	0	Required to enable completion of the project to facilitate ongoing property acquisition including CPO work
Local Property -Income Gen Op	2,295,000	0	0	0	0	0	0	
Property Investment Board	0	312,360	0	312,360	0	0	0	Funds required for the delivery of PIB initiatives
Temporary Accommodation	1,156,000	1,120,128	646,030	1,120,128	0	0	0	The projects have been completed, awaiting final invoice and remaining budget is for retention monies
Total	4,978,943	5,094,015	3,187,690	5,094,015	0	226,823	0	
Total Policy & Resources	6,316,263	6,572,377	3,275,578	6,317,377	(255,000)	1,479,103	911,850	
Total Capital Programme	9,623,813	10,520,750	3,623,148	9,375,250	(1,145,500)	5,338,593	2,891,850	

Explanation of Variances reported in this period - Capital

Leisure, Environment & Community				
Description	Details of Outturn Variances to Latest Approved Budget	2020/21 £	2021/22 £	2022/23 £
Watersmeet Stage Light Replacement	Project commenced. £48k to be rephased from 2021/22 to 2020/21 to facilitate the works to be completed in current financial year whilst Watersmeet is closed due to Covid19.	48,000	(48,000)	0
Improve Play Area-Future Schemes	Re-phasing £50,000 for Denham Way Play Area . A Funding proposal due to be submitted to HS2 in early 2021/22 for a wider project at Denham Way playing fields to enhance the play area, tennis courts, pavilion and recreation offer on site.	(50,000)	50,000	0
Waste Services Depot	Original scope for the project came in over budget so this needed to be re designed. New plans have been submitted to Planning Committee in October. Once approval has been received a final design will be agreed and planning conditions discharged. Off site manufacture of the units will commence.This will be the first phase so mainly rewiring and utility works. The building will be manufactured off site with a view to delivery February/March. The new building will be completed and groundworks carried out to the first phase on the site. These will be completed April/May. When the new building is complete the team will decamp from the old building into the new one. The old building will be demolished and further groundworks carried out. Project due for completion July 2021	(670,000)	670,000	0
Waste & Recycling Vehicles	Due to delay in the purchase of a recycling vehicles rephasing of £147k is required.	(147,000)	147,000	0
Paladin Bins	Budget required for bin replacements.	10,000	10,000	0
Replacement Ground Maintenance Vehicles	£80,000 budget to be rephased into 2021/22 for mini sweeper. Remaining budget will be spent - tender just in and order to be placed	(80,000)	80,000	0
	TOTAL	(889,000)	909,000	0
Infrastructure, Housing & Economic Development				
Description	Details of Outturn Variances to Latest Approved Budget	2020/21 £	2021/22 £	2022/23 £
Disabled Parking Bays	Expected underspend, small number of requests in first part of the year	(1,500)	0	0
	TOTAL	(1,500)	0	0

Policy & Resources

Description	Details of Outturn Variances to Latest Approved Budget	2020/21 £	2021/22 £	2022/23 £
ICT-Managed Project Costs	To be rephased to 2021/22	(60,000)	60,000	0
Hardware Replace Prog	This budget variance can be supplemented by realignment of other ICT Budgets (see below) to fund all the shared resources, Project management, infrastructure, networks, to deliver O365, UC phase 3, PCI Compliance, core infrastructure.	155,000	0	0
ICT Licence Costs	Transfer of budget to Hardware Replacement Program (see above)	(40,000)	0	0
ICT Hardware Replacement Prog		(40,000)	0	0
Business Application Upgrade		(75,000)	0	0
TRH Whole Life Costing	Until the full picture of how TRH is to be used in the future several planned works have been delayed. A new PPM Contractor has just been appointed and will assist in a revised programme of works	(75,000)	75,000	0
Three Rivers House Transformation	Until the full picture of how TRH is to be used in the future several planned works have been delayed. A new PPM Contractor has just been appointed and will assist in a revised programme of works	(120,000)	120,000	0
	TOTAL	(255,000)	255,000	0
Total Variances for Period 6 (September) 2020.		(1,145,500)	1,164,000	0

Funding the Capital Investment Programme

CAPITAL INVESTMENT PROGRAMME 2020-2023 - FUNDING					
Capital Programme	2020/21	2020/21	2020/21	2021/22	2022/23
	Original Budget	Latest Budget	Outturn Forecast at P6	Forecast	Forecast
	£	£	£	£	£
Balance Brought Forward					
Govt Grants: Disabled Facility Grants	(421,908)	(722,153)	(722,153)	(944,313)	(944,313)
Other Contributions: Other external Sources	0	(92,308)	(92,308)	0	0
Section 106 Contributions	(2,637,699)	(581,286)	(581,286)	(581,286)	(581,286)
Capital Receipts Reserve	0	0	0	0	0
Future Capital Expenditure Reserve	(2,610,155)	(2,610,166)	(2,610,166)	0	0
New Homes Bonus Reserve	(939,748)	(4,930,516)	(4,930,516)	(4,072,089)	(671,159)
Borrowing	0	0	0	0	0
Total Funding Brought Forward	(6,609,510)	(8,936,429)	(8,936,429)	(5,597,688)	(2,196,758)
Generated in the Year					
Govt Grants: Disabled Facility Grants	(500,000)	(722,160)	(722,160)	(500,000)	(500,000)
Other Contributions: Other external Sources	0	0	0	0	0
Section 106 Contributions	0	0	0	0	0
Capital Receipts Reserve	(2,500,000)	(1,100,000)	(1,100,000)	(1,100,000)	(1,100,000)
Future Capital Expenditure Reserve	0	0	0	0	0
New Homes Bonus Reserve	(110,840)	(110,840)	(110,840)	(110,840)	(110,840)
Borrowing	0	0	0	0	0
Total Generated	(3,110,840)	(1,933,000)	(1,933,000)	(1,710,840)	(1,710,840)
Use of Funding					
Govt Grants: Disabled Facility Grants	500,000	500,000	500,000	500,000	500,000
Other Contributions: Other external Sources	0	92,308	92,308	0	0
Section 106 Contributions	1,500,000	0	0	0	509,851
Capital Receipts Reserve	2,441,370	1,100,000	1,100,000	1,100,000	1,100,000
Future Capital Expenditure Reserve	0	2,610,166	2,610,166	0	0
New Homes Bonus Reserve	203,500	2,114,767	969,267	3,511,770	781,999
Borrowing	0	0	0	0	0
Total Use of Funding	4,644,870	6,417,241	5,271,741	5,111,770	2,891,850
Balance Carried Forward					
Govt Grants: Disabled Facility Grants	(421,908)	(944,313)	(944,313)	(944,313)	(944,313)
Other Contributions: Other external Sources	0	0	0	0	0
Section 106 Contributions	(1,137,699)	(581,286)	(581,286)	(581,286)	(71,435)
Capital Receipts Reserve	(58,630)	0	0	0	0
Future Capital Expenditure Reserve	(2,610,155)	0	0	0	0
New Homes Bonus Reserve	(847,088)	(2,926,589)	(4,072,089)	(671,159)	0
Borrowing	0	0	0	0	0
Total Funding Carried Forward	(5,075,480)	(4,452,188)	(5,597,688)	(2,196,758)	(1,015,748)
South Oxhey Initiative					
Balance Brought Forward	0	0	0	0	0
Generated in the Year (Land Receipts)	(6,502,792)	(6,502,792)	(6,502,792)	(6,502,792)	0
Use of Funding (Spend)	0	0	0	0	0
Borrowing	6,502,792	6,502,792	6,502,792	6,502,792	0
Total	0	0	0	0	0
South Oxhey Leisure Facility					
Balance Brought Forward	0	0	0	0	0
Use of Funding (Spend)	1,527,943	2,983,381	2,983,381	226,823	0
Contractor Funded Borrowing	(1,527,943)	(2,983,381)	(2,983,381)	(226,823)	0
Total	0	0	0	0	0
Property Investment					
Balance Brought Forward	0	0	0	0	0
Use of Funding (Spend)	2,295,000	0	0	0	0
Borrowing	(2,295,000)	0	0	0	0
Total	0	0	0	0	0
Temporary Accommodation					
Balance Brought Forward	0	0	0	0	0
Use of Funding (Spend)	1,156,000	1,120,128	1,120,128	0	0
Borrowing	(1,156,000)	(1,120,128)	(1,120,128)	0	0
Total	0	0	0	0	0
Total Expenditure Capital Investment Programme	9,623,813	10,520,750	9,375,250	5,338,593	2,891,850

Budgetary Risks

Date risk added to register	Risk ref	Risk owner	Category	Risk description	Comment	Likelihood score (inherent)	Impact score (inherent)	Inherent risk score	Risk controls	Risk control owners	Likelihood score (residual)	Impact score (residual)	Residual risk score	Risk direction	Action plan	Action plan owners
Sep-15	FIN07	Director of Finance	Strategic	The Medium term financial position worsens.	In that the general fund balance falls below the minimum prudent threshold and capital funding is insufficient to meet the capital programme. This appears as item no.8 in the Council's strategic risk register. <i>The financial impact of COVID 19 will place a burden on the Councils Revenue account through loss of income and additional expenditure.</i>	4	4	16	Regular budget monitoring reports to committees; Budgetary and Financial Risk Register reviewed and updated as part of the budget monitoring process; Early identification of budgetary pressure when reviewing the medium term financial plan during the budget setting process; Audited Statement of Accounts, including Annual Governance Statement.	Head of Finance	3	3	9	→	More regular budget monitoring reports to be taken to P&R. Work on budget strategy to be commenced in the summer. Impact on collection fund to be identified. <i>Government financial support is crucial to the Council achieving a sustainable budget</i>	Heads of Service/ Head of Finance
Apr-06	FIN08	Director of Finance	Budgetary	Revenue balances insufficient to meet estimate pay award increases	The Council's 3 year Medium term Financial Strategy includes forecast pay awards for the next three years. Unions have submitted a pay claim in excess of this amount	3	3	9	Maintain reserves to guard against risk. Early identification of new pressures. Budget Monitoring	Head of Finance	2	1	2	↓	<i>Agreed 2020/21 pay award of £2.75% against a budget of 3%</i>	Head of Finance
Apr-06	FIN09	Director of Finance	Budgetary	Revenue balances insufficient to meet other inflationary increases	Other than contractual agreements, budgets have been cash limited where possible. <i>Inflation currently running below assumptions.</i>	1	3	3	Monitor future inflation projections. Actively manage budgets to contain inflation. Maintain reserves .	Service Heads/Head of Finance	1	2	2	↓	Continue to monitor inflation levels	Head of Finance
Jan-15	FIN10	Director of Finance	Budgetary	Interest rates resulting in significant variations in estimated interest income	The interest rate has a significant impact on the proceeds from capital receipts that are invested in the money market. The volatility of the global economy continues to place uncertainty on the investment strategy. The PIB strategy has diversified investment income to provide a more certain rate of return.	2	3	6	PIB strategy has diversified interest rate risk to provide income security.	PIB/Head of Finance	3	2	6	→	Monitoring ongoing income levels. <i>Monitoring stepped up in the light of Covid 19 - bulk of income from High St banks.Reduced income from short term investments due to lower bank base rate</i>	PIB

Apr-06	FIN11	Director of Finance	Budgetary	Inaccurate estimates of fees and charges income	See Key Budget Indicators shown in the latest Budget Monitoring report. Green Waste and Parking charges monitored by Management Board at each meeting. MTFP agreed for next 3 years	3	2	6	Budget levels realistically set and closely scrutinised	Service Heads/Head of Finance	2	2	4	→	Fees and Charges to be monitored as part of budget monitoring. Review to ensure full cost recovery. Govt announced an income guarantee scheme to support Councils of 70% of loss of income on fees & charges due to C19	Service Heads	ongoing
Apr-06	FIN12	Director of Finance	Budgetary	Revenue balances insufficient to meet loss of partial exemption for VAT	If the council's expenditure on functions for which it receives income that is exempt for VAT purposes exceeds 5% of its total vatable expenditure, then the Council may lose its ability to recover VAT on all of its exempt inputs. This is mitigated by close monitoring of exempt supplies and prudent VAT planning. The Council elects to tax on development schemes.	2	4	8	VAT Planning and opt to tax on schemes. VAT advisers employed.	Head of Finance	1	4	4	→	Partial Exemption Review commissioned. Continue to opt to tax.	Head of Finance	ongoing
Dec-13	FIN13	Director of Finance	Budgetary	The estimated cost reductions and additional income gains are not achieved	Savings identified and included in the budget will be monitored as part of the budget monitoring process. Property income target of £1m will be achieved once recent acquisitions are completed. See fees and charges above. MTFP agreed for next 3 years.	2	3	6	Service Heads to take responsibility for achieving savings. Budget monitoring to highlight any issues to allow corrective action to be taken.	Service Heads/Head of Finance	2	2	4	→	Budget process to clearly identify savings to be achieved and ensure clarity over responsibility over delivery. Savings to be challenged.	Head of Finance	ongoing
Apr-06	FIN14	Director of Finance	Budgetary	The Council is faced with potential litigation and other employment related risks	The Council has no outstanding litigation cases.	2	3	6	Council procedures are adhered to	Solicitor to the Council	1	3	3	→	Adherence to council procedures to be monitored and procedures maintained.	Solicitor to the Council	ongoing
Dec-13	FIN18	Director of Finance	Budgetary	Fluctuations in Business Rates Retention	From April 2020 the system was due to be subject to reset and increase to 75% retention. This was originally postpone to 2021/22 and has been further postponed. Impact of Covid 19 on collection fund will impact in 2021/22	3	4	12	Membership of the Hertfordshire pool for 2020/21. Maintain reserves against risk.	Head of Finance	3	3	9	↑	Hertfordshire CFOs have commissioned work from LG Futures to assess the impact. SDCT also looking at impact nationally.	Director of Finance	Jul-20
Mar-16	FIN19	Head of Property Services	Budgetary	Failure to deliver the South Oxhey Initiative to desired outcomes and objectives	This is a key project. This appears as item no.7 in the Council's strategic risk register. Phase 1 delivered. Enhanced next phase agreed. Work was temporarily suspended but remains broadly on track.	2	3	6	Project management team appointed to advise Council; Project management processes in place and reviewed regularly; Policy and Resources Committee receive regular reports on progress of project	Head of Property Services	2	2	4	→	Continue to manage project	Head of Property	ongoing

Jul-16	FIN20	Director of Finance	Budgetary	Failure of ICT systems	The Council's integrated Financial Management System (FMS) is held on an ICT platform. If this were to fail then potentially there will be a loss of functionality occurring during any downtime	3	2	6	System migrated to latest version. Payments system updated.	Head of Finance	1	2	2	↓	Monitor reliability	Head of Finance	ongoing
Mar-18	FIN21	Director of Finance	Budgetary	Property Investment	The Council set up a Property Investment Board in 2017 to manage its property portfolio in order to secure additional income of £1 million to support its general fund. Risk moving forward relates to ongoing income.	2	3	6	Portfolio to be actively managed to maintain income levels. Income to be reviewed regularly when MTFS is updated.	Head of Property Services	1	3	3	→	PIB to assume responsibility for ongoing oversight. Loss of income for 20/21 is £50K due to a sub tenant having an approved reduced rent	Head of Property Services	Continuous
Sep-18	FIN23	Director of Finance	Budgetary	Commercial Investment	The Council is currently exploring other commercial options to improve self sustainability. Currently there is a commercial income target of £1M which has been met.	3	2	6	Oversight mechanisms to be put in place to ensure oversight by PIB or similar mechanism. Council to determine approach to risk and level of income dependency within budget.	Head of Finance	2	2	4	→	Monitor new developments	Head of Property Services	Continuous
Nov-19	FIN 24	Director of Finance	Service	Loss of Key Personnel	As the Council becomes more complex in its financial arrangements, key skills become more important. Director of Finance and Head of Finance currently interim appointments.	3	4	12	Improve depth of skills and knowledge. Bring in temporary additional resources as necessary.	Head of Finance	3	3	9	→	Permanent appointment to Director of Finance role to be made. Review of ongoing need for additional capacity.	Chief Executive/ Director of Finance	Feb-21

Key Budget Indicators – Income Streams

Regulatory Services									
Car Park Enforcement	Month	2017/18		2018/19		2019/20		2020/21	
Penalty Charge Notices (PCNs)		£	Volume	£	Volume	£	Volume	£	Volume
	April	(19,359)	340	(13,718)	306	(12,406)	355	(950)	2
	May	(17,596)	262	(3,482)	116	(13,713)	211	(1,905)	3
	June	(15,417)	277	(11,756)	319	(8,600)	138	(2,155)	10
	July	(18,263)	293	(13,190)	348	(10,493)	164	(2,363)	98
	August	(15,291)	334	(12,455)	320	(8,523)	152	(4,115)	138
	September	(21,977)	332	(11,869)	368	(9,007)	155	(8,839)	238
	October	(22,172)	305	(15,781)	433	(11,212)	170		
	November	(26,283)	305	(13,848)	358	(7,673)	167		
	December	(13,915)	331	(10,606)	295	(8,961)	143		
	January	(18,955)	341	(15,609)	416	(9,635)	248		
	February	(13,835)	296	(10,305)	247	(7,499)	158		
	March	(9,375)	173	(13,710)	327	(7,685)	102		
	Total	(212,439)	3,589	(146,329)	3,853	(115,407)	2,163	(20,327)	489

Comments: The latest budget for 2020/21 is £76,667. Officers are now projecting an outturn of £46,000 due to Covid 19. The charging structure is based on the severity of the contravention. The charge relating to a serious contravention is £70 and payable within 28-days (reduced to £35 if paid within 14 days). The charge relating to a less serious contravention is £50 payable within 28 days (reduced to £25 if paid within 14-days). Residents are charged on a zonal basis. The no of PCN's issued can reduce due to greater parking compliance. Parking charges were suspended from April to June due to lockdown.

Car Park Enforcement	Month	2017/18		2018/19		2019/20		2020/21	
Pay & Display Tickets		£	Volume	£	Volume	£	Volume	£	Volume
	April	(10,130)	2,980	(9,710)	3,808	(18,065)	9431	(23)	5
	May	(6,950)	2,761	(16,954)	9,482	(19,712)	9907	(20)	8
	June	(10,612)	3,418	(14,529)	8,497	(12,913)	9293	(1,967)	1279
	July	(9,052)	2,785	(16,673)	9,791	(19,514)	10064	(8,069)	4523
	August	(8,460)	3,041	(25,141)	9,320	(15,275)	8,923	(10,408)	6,149
	September	(10,201)	2,782	(15,831)	9,415	(16,566)	9,053	(12,002)	6,653
	October	(10,432)	3,080	(20,699)	9,979	(19,368)	10,064		
	November	(10,372)	3,743	(18,293)	9,883	(16,736)	9,482		
	December	(12,969)	2,890	(20,255)	10,249	(21,011)	10,873		
	January	(6,319)	2,895	(18,850)	9,613	(20,315)	10,582		
	February	(10,437)	2,984	(26,956)	9,419	(18,123)	9588		
	March	(11,951)	3,002	(19,788)	10,296	(14,546)	6032		
	Total	(117,885)	36,361	(223,678)	109,752	(212,144)	113,292	(32,489)	18,617

Comments: The latest budget for 2020/21 is £146,667. As at Period 6, officers are projecting an outturn position of £88,667 due to Covid 19. There are different charging regimes for different car parks within the district. However most pay & display car parks in Rickmansworth operate the following regulations - Monday - Friday, 8.30am - 6.30pm max stay up to 24 Hours - charge £4 with the first hour being free. Parking charges were suspended from April to June due to lockdown.

Development Management	Month	2017/18		2018/19		2019/20		2020/21	
Application Fees		£	Volume	£	Volume	£	Volume	£	Volume
	April	(36,351)	171	(30,617)	141	(51,431)	133	(38,159)	132
	May	(58,783)	182	(47,353)	144	(54,043)	131	(81,876)	109
	June	(44,355)	174	(46,577)	134	(66,271)	129	(41,283)	143
	July	(70,547)	171	(71,811)	132	(51,656)	149	(32,903)	138
	August	(25,335)	163	(26,376)	137	(50,897)	145	(35,997)	142
	September	(23,822)	153	(33,905)	128	(42,726)	123	(90,374)	160
	October	(105,679)	150	(23,688)	124	(80,266)	131		
	November	(23,202)	146	(34,751)	148	(116,095)	127		
	December	(47,014)	131	(33,388)	102	(51,835)	125		
	January	(34,858)	161	(34,143)	142	(50,727)	99		
	February	(94,085)	134	(19,545)	132	(33,802)	156		
	March	(38,016)	171	(49,015)	138	(40,924)	137		
	Total	(602,046)	1,611	(451,168)	1,602	(690,672)	1,585	(320,592)	824

Comments: The latest budget for 2020/21 is £597,887 this has been reduced from the original budget of £696,420 due to Covid 19. There are a number of different charging levels dependent on the type & size of the proposed area. The table of current fees for each type can be found on the Councils website.

Waste Management									
Trade Refuse	Month	2017/18		2018/19		2019/20		2020/21	
Contract fees		£	Volume	£	Volume	£	Volume	£	Volume
	April	(263,228)	622	(267,036)	646	(346,064)	955	(280,745)	904
	May	(209)		(358)		(1,459)		417	
	June	(1,038)		(1,239)		(1,614)		(20,476)	
	July	(441)		350		(1,652)		(10,195)	
	August	(412)		(428)		(419)		(2,013)	
	September	(6,035)		(1,213)		(1,394)		(1,827)	
	October	(261,649)		(265,560)		(347,316)			
	November	(1,371)		(841)		10			
	December	(502)		(350)		(1,540)			
	January	(7,759)		(395)		(4,259)			
	February	(751)		(312)		(1,361)			
	March	(1,160)		(7,755)		(19,849)			
	Total	(544,554)	622	(545,138)	646	(726,916)	955	(314,839)	904
<p>Comments: The latest budget 2020/21 is £573,587 due to Covid 19. Customers are invoiced twice a year in April and October. Income can fluctuate depending on the size of the bin collected and customers reducing their bin size and using the recycling service. For 2020/21 the figures include contracts for Schools and glass /plastic/paper and cardboard.</p>									
Garden Waste	Month	2017/18		2018/19		2019/20		2020/21	
Bin Charges		£	Volume	£	Volume	£	Volume	£	Volume
	April	(770,319)	17,996	(902,792)	20,907	(912,988)	21,143	(875,957)	20,314
	May	(29,917)	2,990	(30,255)	701	(27,729)	732	(66,976)	1,435
	June	(18,996)	766	(16,176)	375	(14,853)	304	(23,477)	469
	July	(9,612)	238	(8,209)	190	(9,565)	210	(10,812)	243
	August	(7,083)	200	(4,667)	98	(5,795)	115	(6,029)	131
	September	(3,509)	78	(3,447)	66	(3,940)	96	(4,295)	105
	October	(3,326)	137	(2,831)	119	(2,737)	98		
	November	(1,329)	46	(1,467)	51	(1,116)	39		
	December	(515)	26	(770)		(436)	16		
	January	(419)	25	(426)		(501)	24		
	February	0	0	0		0	0		
	March	0	0	0		0	0		
	Total	(845,024)	22,502	(971,040)	22,506	(979,660)	22,777	(987,546)	22,697
<p>Comments: The latest 2020/21 budget is £975,320. As at Period 6, Officers are projecting an outturn position of £990,000. The standard charges for 2020/21 are £40 for the first bin and £80 for a second bin. Customers in receipt of benefits pay a concession fee of £32 for the first bin.</p>									

Garages and Shops

Garages	Month	2017/18		2018/19		2019/20		2020/21	
		£	Volume	£	Volume	£	Volume	£	Volume
Rent									
	April	(67,608)	8%	(93,490)	6%	(88,327)	11%	(74,513)	11%
	May	(85,083)	8%	(74,313)	7%	(71,154)	12%	(53,698)	13%
	June	(65,861)	8%	(73,904)	7%	(70,686)	12%	(107,919)	14%
	July	(83,667)	9%	(92,273)	7%	(87,862)	12%	(71,117)	16%
	August	(67,761)	8%	(73,914)	8%	(70,632)	11%	(70,223)	15%
	September	(67,730)	8%	(73,140)	9%	(87,994)	11%	(87,870)	15%
	October	(84,937)	7%	(88,606)	10%	(70,512)	11%		
	November	(68,168)	7%	(69,977)	10%	(70,692)	11%		
	December	(68,150)	5%	(87,688)	11%	(88,381)	11%		
	January	(84,921)	5%	(70,866)	10%	(71,217)	10%		
	February	(68,082)	5%	(69,700)	11%	(71,695)	10%		
	March	(67,084)	5%	(70,227)	11%	(89,818)	11%		
	Total	(879,052)		(938,097)		(938,968)		(465,340)	

Comments: The latest budget for 2020/21 is £879,147 this has been reduced from the original budget of £976,830 due to Covid 19. Lower level applied to those in the more difficult to let areas. There are currently 1,116 rentable garages. The void percentage is based on the rentable stock only.

Shops	Month	2017/18		2018/19		2019/20		2020/21	
		£	Volume	£	Volume	£	Volume	£	Volume
Rent									
	April	(116,148)	n/a	(112,031)	n/a	(70,392)	n/a	(66,330)	n/a
	May	(3,522)	n/a	(8,084)	n/a	(1,875)	n/a	31,706	n/a
	June	(106,077)	n/a	(83,320)	n/a	(53,825)	n/a	(38,627)	n/a
	July	(5,689)	n/a	(50,928)	n/a	(141,217)	n/a	(9,727)	n/a
	August	(3,688)	n/a	(1,874)	n/a	(21,358)	n/a	0	n/a
	September	(124,784)	n/a	(78,842)	n/a	(69,147)	n/a	(38,245)	n/a
	October	(4,176)	n/a	(2,753)	n/a	1,317	n/a		n/a
	November	1,513	n/a	(946)	n/a	(3,897)	n/a		n/a
	December	(107,040)	n/a	(77,738)	n/a	(70,049)	n/a		n/a
	January	(21,833)	n/a	(861)	n/a	(13,125)	n/a		n/a
	February	781	n/a	14,125	n/a	0	n/a		n/a
	March	(8,791)	n/a	(2,143)	n/a	1,083	n/a		n/a
	Total	(499,454)		(405,395)	0	(442,487)	0	(121,223)	0

Comments: The 2020/21 budget is £100,000. As at Period 6, Officers are projecting an outturn position of ££210,000. There are 20 shops in the district which are predominantly let as self repairing leases. Each shop rent is negotiated at the best market rate taking into consideration local factors regarding usage, availability, affordability and community benefit.

Reserves

Category	Opening Balance 01/04/2020 £	Net Movement in Year £	Closing Balance 31/03/2021 £	Purpose
Revenue Reserves				
General Fund	(5,048,779)	721,450	(4,327,329)	Working balance to support the Council's revenue services. £2M is a suggested prudent minimum
Economic Impact (EIR)	(2,103,000)	478,704	(1,624,296)	To support the funding of unexpected/unplanned Council expenditure as a result of fluctuations in the economy.
Building Control	(177,514)	0	(177,514)	To provide against future losses and/or borrowing against Hertfordshire Building Control Ltd
HB Equalisation	(173,511)	0	(173,511)	To provide against future deficits on the Housing Benefit account
Total Revenue	(7,502,804)	1,200,154	(6,302,650)	
Capital Reserves				
Capital Receipts	0	0	0	Generated from sale of Council assets
New Homes Bonus	(4,930,516)	858,427	(4,072,089)	Government grant set aside for supporting capital expenditure
Section 106	(581,286)	0	(581,286)	Developers contributions towards facilities
Grants & Contributions	(814,461)	(129,852)	(944,313)	Disabled Facility Grants and other contributions
Reserve for Capital expenditure	(2,610,166)	2,610,166	0	Reserve set aside for supporting capital expenditure
Total Capital	(8,936,429)	3,338,741	(5,597,688)	
Other Earmarked Reserves				
Leavesden Hospital Open Space	(769,123)	0	(769,123)	To maintain open space on the ex hospital site
Abbots Langley - Horsefield	(1,165,350)	0	(1,165,350)	Developers contributions towards maintenance of site
Community Infrastructure Levy (CIL)	(4,136,357)	(578,237)	(4,714,594)	Developers contributions towards Infrastructure
Environmental Maintenance Plant	(123,563)	0	(123,563)	Reserve to fund expenditure on plant & machinery
Total Other	(6,194,393)	(578,237)	(6,772,630)	
Total All	(22,633,626)	3,960,658	(18,672,968)	

Glossary of terms

<i>Accounting period</i>	The timescale during which accounts are prepared or reported on.
<i>'Accounts Payable'</i>	The section and/or system within the Council that is responsible for paying the Council's creditors and invoices raised against the Council.
<i>'Accounts Receivable'</i>	The section and/or system within the Council that is responsible for invoicing and collection from the Council's debtors and for invoices raised by the Council.
<i>Accrual</i>	The recording within the accounts of the Council the cost of goods or services received and for which an invoice has been received but for which payment has not yet been made.
<i>Asset</i>	a present, economic resource of the Council to which it has a right or other type of access that other individuals or organisations do not have.
<i>Balances</i>	A figure representing the difference between credits and debits in an account; the amount of money held in an account. Also known as 'financial reserves'.
<i>Base budget</i>	Estimate of the amount required to provide services at current levels. Can also be referred to as 'rollover budget'.
<i>Budget Monitoring</i>	The process comparing of actual income and expenditure against budget; used to support budgetary control.
<i>Business Rates/NDR*</i>	Rates are payable on non-domestic property including libraries, offices, schools. The level of business rates is set by the Government and collected by the District Councils on their behalf. The money is then re-allocated to authorities in accordance with resident population as part of the annual financial settlement.
<i>Capital Asset</i>	Capital or Fixed assets are long-term resources, such as plant, equipment and buildings.
<i>Capital Charges</i>	A charge to services to reflect the cost of fixed assets used in the provision of those services
<i>Capital expenditure</i>	Expenditure on items that create an asset which has a long-term benefit of more than one year.
<i>Carry forward [of budget]</i>	Budgets unspent in a prior year that have (once approved) been added to the current year budget. Strict control on 'carried forwards' apply.
<i>Chart of accounts</i>	The hierarchy of recording income and expenditure within the Council's accounts. The main distinctions are between fund e.g. County fund, Pension Fund; objective e.g. service or cost centre; subjective e.g. the classification of expenditure between salaries, equipment, stationery, fuel costs etc.

<i>Commitment</i>	A commitment to spend occurs when an order is raised
<i>Cost centre</i>	A collection of subjective codes linked to a particular service or sub-service area.
<i>Creditor</i>	A person or company to whom the Council owes money.
<i>Debtor</i>	A person or company who owes money to the Council
<i>Depreciation</i>	The accounting method of amortising the value of an asset over its useful life
<i>Ear marking</i>	Setting aside for specific purposes
<i>Financial Regulations</i>	Rules of financial management that apply to all officers and members of the Council. These can be found on the intranet.
<i>Financial Year</i>	Period of twelve months commencing on 1 April and ending 31 March the following year.
<i>Forecast Outturn</i>	A projection of anticipated expenditure incurred and income received to provide an estimate of the service position at the end of the year compared to the planned budget.
<i>Funding</i>	Source of income to support service expenditure – can be capital or revenue.
<i>General Fund</i>	The main revenue account of the Council through which day to day transactions are conducted.
<i>Journal</i>	The transfer of income or expenditure from one ledger code to another.
<i>Medium Term Financial [Plan] [Strategy]</i>	The Council's plan for the management of its resources during the next 3 years, which remains under a rolling review and links to the service planning process.
<i>Liability</i>	The Council's financial debt or obligations that arise during the course of its business operations. Liabilities are settled over time through the transfer of economic benefits including money, goods or services.
<i>Reserves</i>	Amounts set aside for general contingencies and to provide for working balances, or can be earmarked for specific future expenditure.
<i>Resources</i>	Includes cash, staff, equipment, property, stocks, etc.
<i>Revenue expenditure</i>	Expenditure on 'day-to-day' items required to support the running of the Council services
<i>Variance</i>	Difference between budget and actual income or expenditure. May be favourable (more income or lower spend than budgeted) or unfavourable/adverse (less income or more spend than budgeted)
<i>Virement</i>	Formal transfer of funds from one budget to another. Does not change the Council's overall budget.