

Variance Analysis between Actual Outturn and P10 Monitoring

Appendix 3A

GENERAL FUND SUMMARY	Original Estimate	Latest Estimate	ACTUAL OUTTURN	Period 10 reported to CGSC March 2021	Actual outturn to P10 Monitoring Variance	comments on variance
	2020-21 £	2020-21 £	2020-21 £	2020-21 £		
Strategy Directorate	0	2,117,202	14,563,951	7,197,123	7,366,828	
Services Directorate	0	17,127,612	24,570,453	25,080,721	-510,268	
Resources Directorate	0	7,890,365	9,270,235	12,004,636	-2,734,401	
<b>Total Directorate Level</b>	<b>26,988,390</b>	<b>27,135,179</b>	<b>48,404,639</b>	<b>44,282,480</b>	<b>4,122,159</b>	
Growth to be allocated to services	964,000	0	0	0	0	
Savings to be allocated to services	-2,471,425	0	0	0	0	
Depreciation (contra to Service Unit Budgets)	-8,813,830	-8,813,830	-28,193,497	-8,813,830	-19,379,667	Year adjustments for REFCUS, Reval gains / losses & amortisation of intangible assets.
<b>Directorate Level excluding depreciation</b>	<b>16,667,135</b>	<b>18,321,349</b>	<b>20,211,142</b>	<b>35,468,650</b>	<b>-15,257,508</b>	
External interest receivable (net)	-1,172,935	-1,172,935	-2,069,200	-641,385	-1,427,815	Additional interest due to higher than anticipated cash balances in year
Housing Revenue Account	531,550	531,550	11,539	531,550	-520,011	interest charged at 0.01% (risk free DMO rate) rather than 0.5% as per budget
Minimum Revenue Provision	1,639,171	1,639,171	1,288,064	1,288,064	0	
Fund mvt in fair value	0	0	313,003	0	313,003	year end IFRS adjustments
Statutory override	0	0	-323,003	0	-323,003	year end IFRS adjustments
Revenue income from sale of assets	0	0	0	0	0	
<b>Revenue Contributions to Capital Outlay (RCCO)</b>						
Met from: Capital Schemes reserve	0	0	599,781	0	599,781	year end recognition of receipts and financing of capital spend
Other reserves	537,000	537,000	2,421,949	1,951,000	470,949	final spend on capital schemes from car parks maintenance and ICT renewals lower than anticipated at year end. Offset by increased spend from schemed funded from Salix and NHB reserves.
General Fund	0	0	0	0	0	
<b>Total before transfers to and from reserves</b>	<b>18,201,921</b>	<b>19,856,135</b>	<b>22,453,275</b>	<b>38,597,879</b>	<b>-16,144,604</b>	

(from)	Transfers to and from reserves					
to	Capital Schemes reserve					
						year end recognition of receipts and financing of capital spend
	<i>Funding of Revenue Contribution to Capital Outlay Contribution in year</i>	0	0	-599,781	0	-599,781
	Budget Pressures reserve	0	0	-328,000	-448,000	120,000
						£120k spend anticipated from reserve on stoney castle in 2020-21 now occurring in 2021-22
	Business Rates Equalisation reserve	-946,454	-946,453	18,336,270	-3,491,013	21,827,283
						transfer to Brates equalisation fund revised at year end to ensure that the S31 grant (see below) is carried forward to 2021-22 to offset the 2020-21 GBC share of the collection fund deficit which will be charged to the GF in 2021-22. Reserve transfer also adjusted for change to tariff payment, collection fund deficit contribution and safety net grant.
	Car Park Maintenance reserve	272,950	272,950	191,572	-275,884	467,456
	Election Costs reserve	62,500	62,500	62,500	62,500	0
	Insurance reserve	0	0	0	0	0
						lower transfer from reserve due to lower than anticipated spend on car parks capital schemes and R&M
	IT Renewals reserve	542,710	542,710	-122,679	-383,290	260,611
						lower transfer from reserve due to lower than anticipated spend on ICT renewals capital programme (mainly lower Future Guildford ICT costs)
	Invest to Save reserve	-10,000	-10,000	-1,846,187	-2,229,900	383,713
						lower than anticipated transfer from reserve due to lower than anticipated spend on future guildford
	New Homes Bonus reserve	351,019	351,019	-355,581	281,019	-636,600
	Energy Management reserve	0	0	41,442	42,199	-757
	On Street Parking reserve	-260,070	-260,070	0	0	0
						additional transfer from reserve to part-finance the walnut bridge capital project (this approved in 2017-18 but unused until 2020-21)
	Pensions reserve (Statutory)	0	0	2,929,168	0	2,929,168
	Recycling reserve	0	0	0	0	0
	Spectrum reserve	188,843	188,843	188,843	188,843	0
						Adjustment to pensions costs made under accounting standard IAS19
	Carry Forward Items	0	-1,654,214	-826,192	0	-826,192
						At P10 we did not anticipate transferring funds from reserve for project spend (as budgeted) as initial indications during the year were that projects were not moving forward and so the reserve was earmarked to be used to fund COVID instead. However, a number of projects funded from this reserve have finally moved forward in 2020-21 and so spend has been financed from the reserve as budgeted.

Covid Reserve	0	0	2,384,747	0	2,384,747	transfer of the unused Additional Restrictions Grant (ARG) and local council tax support covid hardship grants to reserve to be used in 2021-22. This reserve is not available for GBC spend.
Other reserves	-477,090	-477,090	1,005,458	917,121	88,337	
<b>Total after transfers to and from reserves</b>	<b>17,926,329</b>	<b>17,926,331</b>	<b>43,514,855</b>	<b>33,261,474</b>	<b>10,253,381</b>	

**Business Rates Retention Scheme payments**

Business Rates tariff payment	33,119,290	33,119,290	31,843,510	33,119,290	-1,275,780	Outturn position reflects the final LGFS issued in Feb 2020, difference wasn't reflected in monitoring reports as we thought there was a 'multiplier adjustment' that needed to be made but this turned out not to be the case
Business Rates levy payment to / (safety net from) MHCLG	810,933	810,933	-272,656	810,933	-1,083,589	Final position from NNDR 3. budget and P10 reflected the NNDR1 position of needing to pay a Brates levy to government. Final NNDR3 position is safety net payment is due to GBC from government due to lower collection rates in year.
Business Rates tariff payment from MHCLG	0	0	0	0	0	
Business Rates pilot gain from Surrey Pilot Pool	0	0	0	0	0	

**Non specific government grants**

s31 grant re BRR scheme	-1,959,000	-1,959,000	-18,870,985	-1,959,000	-16,911,985	S31 Brates Covid grant for Retail, Leisure, Hospitality and nursery reliefs not included at P10
s31 grant re council tax	0	0	0	0	0	
New Burdens grant	0	0	-1,640	0	-1,640	
Other government grant	0	0	0	0	0	
New Homes Bonus grant	-851,019	-851,019	-851,019	-851,019	0	
<b>GUILDFORD BOROUGH COUNCIL NET BUDGET</b>	<b>49,046,533</b>	<b>49,046,535</b>	<b>55,362,065</b>	<b>64,381,678</b>	<b>-9,019,613</b>	

Parish Council Precepts	1,876,544	1,876,544	1,876,544	1,741,000	135,544	Error on parish precepts in original budget was amended on the order paper for Feb 2020 Council but not reflected in monitoring reports
<b>TOTAL NET BUDGET</b>	<b>50,923,077</b>	<b>50,923,079</b>	<b>57,238,609</b>	<b>66,122,678</b>	<b>-8,884,069</b>	
Business Rates - retained income	-34,713,245	-34,713,245	-34,713,245	-34,713,245	0	

Collection Fund Deficit - Business Rates	-4,140,430	-4,140,430	-4,140,430	-3,812,870	-327,560	Final BRATES collection fund deficit following NNDR1 completion for 2020-21 was amended on the order paper for Feb 2020 budget council but not reflected on the monitoring reports
Collection Fund Surplus - Council Tax	0	0	0	0	0	
<b>COUNCIL TAX REQUIREMENT</b>	<b>12,069,402</b>	<b>12,069,404</b>	<b>18,384,934</b>	<b>27,596,563</b>	<b>-9,211,629</b>	

<b>Projected (under)/over spend</b>			<b>6,315,530</b>	<b>14,008,489</b>	<b>-7,692,959</b>	please note that this was against a revised budget of £13,588,074 which has since been updated. Variance to final revised budget of £12,069,404 would be £15,527,1259
<b>Movement in MRP and External Interest</b>			<b>-1,247,372</b>	180,443	<b>-1,427,815</b>	
<b>Underlying (under) / overspend on services</b>			<b>7,562,902</b>	13,828,046	<b>-6,265,144</b>	

<b>Service Summary Variance between P10 monitoring and Actual Outturn</b>					Appendix 3B
<b>Service</b>	<b>Revised budget</b>	<b>Actual outturn</b>	<b>P10 Monitoring Net Projected Outturn</b>	<b>Variance Actual to P10</b>	<b>Comments</b>
<b>Resources Directorate</b>					
Resources Caseworker	-£ 174,738	£ 290,760	-£ 246,178	£ 536,938	Over expectation of non controllable costs £155,000. Salary costs were pro-rated from August 2020 giving a pressure of £85,000. Employment of casuals and agency £67,000. IAS19 adjustment carried out at year end £97,000. £72,000 contribution to reserves. £40,000 over on the equipment budget.
Corporate financial	£ 277,380	£ 286,131	£ 331,297	-£ 45,166	
Corporate Services	£ 985,905	£ 1,430,897	£ 1,327,027	£ 103,870	There was a salary reallocation to take account of miscodings in the past period, due to Phase A the salary budgets are not in the correct areas.
Feasibility Studies	£ 40,470	£ 26,847	£ 4,487	£ 22,360	
Lead Specialist - Finance	-£ 47,290	£ 207,130	£ 240,896	-£ 33,766	
Lead Specialist - HR	-£ 176,750	-£ 21,551	£ 1,938	-£ 23,489	
Lead Specialist - ICT	£ 42,200	£ 962,242	£ 452,271	£ 509,971	IAS19 adjustment £144,000. £302,000 contribution to provisions. Use of agency staff longer than expected totalling £214,000 moved to strategy directorate
Lead Specialist - info governance	£ -	£ -	£ 22,092	-£ 22,092	
Insurance revenue account	£ -	£ -	£ 691,157	-£ 691,157	recharged out across other services
ICT investment and Renewal fund	£ 21,190	-£ 77,976	£ 21,190	-£ 99,166	
Lead Specialist - legal	-£ 208,487	£ 73,894	-£ 131,112	£ 205,006	
Miscellaneous expenses	£ 920,617	£ 644,820	£ 2,112,707	-£ 1,467,887	Lower than anticipated expenditure as we received additional income from SCC for the Contain Outbreak management fund and other grants at the year end which we were able to utilise to offset the spend.
Other Employee costs	£ 99,690	£ 50,903	-£ 163,832	£ 214,735	
Audit management	£ 2,240	-£ 69,009	£ -	-£ 69,009	Service was under strategy at P10
Parish Liaison	£ 195,540	£ 266,627	£ -	£ 266,627	Service was under strategy at P10
Business Improvement	-£ 81,430	£ 4,425,574	£ -	£ 4,425,574	Service was under strategy & in audit management at P10
Unallocatable central overheads	£ 5,737,660	£ 772,975	£ 7,340,697	-£ 6,567,722	Pension cost has been incurred for 3 years, there is a below the line transfer from reserves to cover this cost.
	<b>£ 7,634,197</b>	<b>£ 9,270,264</b>	<b>£ 12,004,637</b>	<b>-£ 2,734,373</b>	
<b>Service Delivery Directorate</b>					
Arts Development	£ 125,420	£ 92,617	£ -	£ 92,617	under strategy at P10
Building Control	£ 365,830	£ 462,889	£ 624,045	-£ 161,156	Government grant of £168,750
Building Maintenance	£ 47,870	£ 333,740	£ 21,607	£ 312,133	IAS adj £180,535. Service underestimated by £176,061
Business Rates	-£ 22,920	-£ 77,629	£ 181,239	-£ 258,868	Unbudgeted Grant income of £227,979, Business Rates unbudgeted £120,467. IAS adj £32,086
Traveller Caravan Sites	-£ 78,040	-£ 72,023	£ 28,804	-£ 100,827	Asset maint £37,639, Utilities £63,233 P12 catchup postings

Town Centre CCTV	£	100,700	£	91,553	£	86,052	£	5,501	
Cemetries	£	244,024	£	165,529	£	187,757	-£	22,228	
Civil Emergencies	£	61,440	£	66,141	£	59,122	£	7,019	
Crematorium	-£	816,860	£	1,063,481	-£	411,781	£	1,475,262	Government grant of £572,200 and unbudgeted capital charges of £2,255,500. IAS adj £51,800. Net expenditure was over estimated by £333,160
Council Tax	£	532,410	£	606,235	£	701,895	-£	95,660	
Customer Services	-£	67,950	£	144,392	-£	29,016	£	173,408	
Day Services	£	558,360	£	833,792	£	690,743	£	143,049	IAS adj £79,254. Salix contribution £22,158. Other recahrges posted in P12
Development Control	£	830,460	£	1,570,645	£	1,366,264	£	204,381	IAS adj £314,800 and direct expenditure was overestimated in period 10.
Digital Services	£	238,770	£	314,672	£	289,493	£	25,179	
Emergency communications	-£	123,790	-£	20,827	-£	115,608	£	94,781	
EMI services	£	111,370	£	223,760	£	207,817	£	15,943	
Engineering & Transportation Services	-£	41,570	£	80,562	£	22,145	£	58,417	
Environmental health	£	453,680	£	530,034	£	994,926	-£	464,892	Salary allocations and expenditure being investigated as showing an overspend.
Family Support Programme	£	106,270	£	169,771	£	192,340	-£	22,569	
Fleet Management	£	15,120	£	18,771	£	15,043	£	3,728	
Food safety	£	375,070	£	307,832	£	326,939	-£	19,107	
Glive	£	1,722,570	£	1,798,724			£	1,798,724	under strategy at P10
Guildford House	£	399,961	£	295,663	£	336,233	-£	40,570	
Guildhall	£	146,632	£	110,318	£	116,896	-£	6,578	
Housing Benefits	£	436,250	£	456,141	£	590,250	-£	134,109	Unbudgeted income £3,579,798
Corporate Health and Safety	£	9,200	£	27,955	£	9,034	£	18,921	
Homelessness Support	£	857,890	£	425,623	£	282,405	£	143,218	Unbudgted grant income £725,369. Underestimated budgets salaries £25,739, Emergency Accommodation £135,704, Grans & subscriptions £126,983
Housing Advice	£	350,160	£	316,790	£	350,177	-£	33,387	
Affordable Housing	£	114,190	£	107,122	£	137,476	-£	30,354	
Housing Surveying	-£	240	£	218,431	£	92,311	£	126,120	Recharges underacheived by £131,918. IAS adj £107,368
Land Charges	-£	13,670	-£	32,661	-£	41,780	£	9,119	
Land Drainage	£	294,970	£	90,763	£	167,530	-£	76,767	
Leisure and Community	£	115,805	£	116,468	£	94,740	£	21,728	
Leisure Management Contract	£	1,344,180	£	1,557,249			£	1,557,249	under strategy at P10
Leisure Play	£	215,790	£	142,954	£	154,971	-£	12,017	
Leisure rangers	£	231,260	£	226,205	£	208,987	£	17,218	
Leisure Sports	£	101,610	£	62,593	£	60,910	£	1,683	
Licensing	£	162,140	£	189,740	£	246,632	-£	56,892	
Millmead house	-£	231,096	-£	267,599	£	-	-£	267,599	under resources at P10
Major Projects	£	-	£	-	£	1,604,045	-£	1,604,045	moved to strategy at year end
MOT Bay	£	2,210	£	35,621	£	43,425	-£	7,804	
Community Meals and transport	£	196,700	£	139,064	£	117,636	£	21,428	
Guildford Museum	£	630,225	£	774,677	£	735,351	£	39,326	
North Downs housing	£	-	-£	99,066			-£	99,066	
Off-Street Parking	-£	4,678,475	-£	2,959,134	£	1,652,704	-£	4,611,838	Government grant of £4.996m. Income at period 10 was overestimated by £220,000. Expenditure was under estimated by £164,000. Government grant of £209,190. Income was over projected at period 10

On-Street Parking	-£ 336,250	£ 203,998	£ 363,187	-£ 159,189	by £52,000
Ordnance Survey Mapping	£ 8,070	£ 4,915	£ 6,248	-£ 1,333	
Countryside and Parks Services	£ 2,153,720	£ 3,169,589	£ 4,075,417	-£ 905,828	At the time of period 10 monitoring this service was amalgamated with Parks Countryside Management. The total variance is therefore £394,600. The IAS adjustment is £362,900.
Parks and Countryside management	£ 1,798,380	£ 1,300,449	£ -	£ 1,300,449	At the time of period 10 monitoring this service was amalgamated with Countryside and Parks Services. The total variance is therefore £394,600. The IAS adjustment is £362,900.
Park and Ride	£ 844,655	£ 612,375	£ 574,654	£ 37,721	
Pest Control	£ 990	-£ 14,798	£ 989,000	-£ 1,003,798	Income and expenditure fluctuates depending on the number of treatments requested.
Private Sector housing maintenance	£ 97,850	£ 93,261	£ 200,305	-£ 107,044	Salary underspend due to vacant post - private sector housing manager.
Private Sector housing	£ 305,010	£ 893,140	£ -	£ 893,140	Capital charges £636k and IAS19 £41k superannuation adjustment and removal of licences paid for future years
Public Conveniences	£ 351,454	£ 279,350	£ 292,499	-£ 13,149	
Public Health	£ 384,210	£ 622,132	£ 71,758	£ 550,374	
Refuse and recycling	£ 3,976,430	£ 4,700,757	£ 4,177,403	£ 523,354	Agency costs were underestimated in period 10. The IAS adj is £384,300
River Control	£ 27,240	£ 25,598	£ 136,071	-£ 110,473	Expenditure on weir repair move to balance sheet code at year end.
Roads and footpaths	£ 109,690	£ 73,593	£ 83,048	-£ 9,455	
Snow and Ice	-£ 21,120	£ 18	£ 36,527	-£ 36,509	
SPA Sites	£ 24,550	-£ 300,783	-£ 274,340	-£ 26,443	
Street Cleansing	£ 2,316,560	£ 2,208,836	£ 2,048,585	£ 160,251	IAS adj £212,870
Street Furniture	£ 111,390	£ 85,152	£ 85,732	-£ 580	
Taxi licensing	£ 92,660	£ 85,577	£ 79,441	£ 6,136	
Tourist Information Centre	£ 255,280	£ 262,760	£ 315,013	-£ 52,253	
Vehicle maintenance	£ 5,360	£ 78,043	£ 19,276	£ 58,767	
Waste and Fleet Business Development	-£ 628,690	-£ 529,618	-£ 613,374	£ 83,756	
Woking Road Depot	£ 103,250	£ 210,750	£ 4,288	£ 206,462	Additional depreciation charges of £41,460. IAS adjustment of £16,660.
Woking Road Depot Stores	-£ 110	-£ 13,753	£ 10,228	-£ 23,981	R&M underestimated at period 10
	<b>£ 17,404,505</b>	<b>£ 24,690,919</b>	<b>£ 25,080,725</b>	<b>-£ 389,806</b>	
<b>Strategy Directorate</b>					
Arts Development	£ -	£ -	£ 88,728	-£ 88,728	moved to service
Audit management	£ -	£ -	£ 3,950,556	-£ 3,950,556	moved to resources, mainly FG spend
Business Forum	£ 26,820	£ 27,829	£ 31,998	-£ 4,169	
Business Improvement				£ -	
Citizens Advice Bureau	£ 284,710	£ 284,793	£ 401,492	-£ 116,699	Expenditure overestimated in P10
Civic Expenses	£ 256,110	£ 176,878	£ 175,620	£ 1,258	
Climate change	£ 100,030	-£ 213,914	£ 3,289	-£ 217,203	Unbudgeted income of £119,779. Consultancy underestimated £172,357
Community development	£ 175,770	£ 175,055	£ 170,704	£ 4,351	
About Guildford	£ 51,900	£ 8,981	£ 16,539	-£ 7,558	
Community Lottery	-£ 100	-£ 1,923	-£ 2,518	£ 595	
Public relations	£ 321,630	£ 355,045	£ 307,023	£ 48,022	
Community Safety	£ 163,520	£ 50,330	£ 72,846	-£ 22,516	
Council and Committee Support	£ 425,190	£ 398,033	£ 398,974	-£ 941	

Section and Committee Support	£	£	£	£	
Corporate Programmes	£ 1,461,432	£ 478,646	£ 1,649,938	-£ 1,171,292	Asset maint underestimated £1,228,182
Democratic Representation	£ 818,820	£ 776,691	£ 906,447	-£ 129,756	Expenses & catering underestimated in P10
Elections	£ 94,800	£ 92,552	£ 89,173	£ 3,379	
Electoral registration	£ 275,670	£ 182,229	£ 189,050	-£ 6,821	
Events	£ 6,450	£ 4,752		£ 4,752	
Glive	£ -	£ -	£ 1,562,415	-£ 1,562,415	moved to service directorate
Grants to voluntary organisations	£ 483,540	£ 394,591	£ 547,901	-£ 153,310	Grants & Subscriptions underachieved £69,883
Leisure grants to voluntary organisations	£ 393,060	£ 378,088	£ 431,100	-£ 53,012	
Industrial Estates	-£ 2,552,228	-£ 6,197,701	-£ 2,488,842	-£ 3,708,859	Revaluation Gains & Loses £3,878,742
Lead Specialist - info governance	£ 4,330	£ 21,528		£ 21,528	
Investment properties	-£ 4,326,024	£ 665,193	-£ 4,173,861	£ 4,839,054	Revaluation gains & Loses £4,859,386
Leisure Management Contract			£ 2,231,671	-£ 2,231,671	moved to service directorate
Major Projects	£ 2,106,646	£ 13,861,332		£ 13,861,332	Moved from Service Directorate. Projected spend at P10 was £1.6million. Year end additional spend due to REFCUS
Markets	-£ 3,600	-£ 5,702	£ 680	-£ 6,382	
Housing outside the HRA	£ 59,630	£ 85,422	£ 59,325	£ 26,097	
Other Property	-£ 473,413	£ 776,110	-£ 460,947	£ 1,237,057	Revaluation Gains & Loses £1,195,000
Policy, Community and Events	£ 1,430,199	£ 1,051,271	£ 989,000	£ 62,271	
Project Aspire	£ -	£ 22,038		£ 22,038	
Parish Liaison			£ 196,640	-£ 196,640	moved to resources
Pest Control			£ 9,088	-£ 9,088	moved to service
Community Wellbeing	£ 324,800	£ 367,341	£ 368,019	-£ 678	
Tourism and Development	£ 403,615	£ 340,140	£ 523,692	-£ 183,552	P10 Overestimated. Income underestimated £42,223. IAS Adj £46,172
Town Centre management	-£ 216,840	£ 8,124	-£ 59,617	£ 67,741	
Youth Council	£ 10	£ 199	£ -	£ 199	
	<b>£ 2,096,477</b>	<b>£ 14,563,951</b>	<b>£ 8,186,123</b>	<b>£ 6,377,828</b>	