

Corporate Governance and Standards Committee Report

Ward(s) affected: All

Report of Director of Resources

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Financial Monitoring 2017-18: Period 8 (April to November 2017)

Executive Summary

The report summarises the projected outturn position for the Council's general fund revenue account, based on actual and accrued data for the period April to November 2017.

Officers are projecting a reduction in net expenditure on the general fund revenue account of £1,263,353 (representing 2.86% of its original net budget). This is the result of a combination of factors, which include a reduction in employee expenditure across all services, higher than assumed levels of grant support and a reduction in the statutory Minimum Revenue Provision (MRP) charge to the general fund to make provision for the repayment of past capital debt. This lower than budgeted MRP charge reflects a re-profiling of capital schemes, which has also had a positive impact on the level of our cash balances and assumed external borrowing costs, which have combined to produce higher than budgeted net interest receipts.

A surplus on the Housing Revenue Account, due to lower staffing and repairs and maintenance costs will enable a projected transfer of £9.15 million to the new build reserve and £2.5 million to the reserve for future capital at year-end. The transfer is £918,479 higher than budgeted.

Officers are making progress against significant capital projects on the approved programme as outlined in section 7. The Council expects to spend £33.3 million on its capital schemes by the end of the financial year. The expenditure is higher than it has been for many years and demonstrates progress in delivering the Council's capital programme.

The Council's underlying need to borrow to finance the capital programme is expected to be £20.2 million by 31 March 2018, against an estimated position of £87.7 million. The lower underlying need to borrow is a result of slippage on both the approved and provisional capital programme as detailed in paragraph 7.3 to 7.6 of the report.

The Council held £145.7 million of investments and £242.2 million of external borrowing at 30 November 2017, which includes £193 million of HRA loans. Officers confirm that the Council has complied with its Prudential indicators in the period, which were set in February 2017 as part of the Council's Treasury Management Strategy.

Recommendation to Corporate Governance and Standards Committee

That the Committee notes the results of the Council's financial monitoring for the period April to November 2017 and makes any comments it feels appropriate

Reason for Recommendation:

To allow the Committee to undertake its role in relation to scrutinising the Council's finances.

1. Purpose of Report

- 1.1 Recommendation 8 of the 2015 Council Governance Review was: 'That the importance of the Corporate Governance and Standards Committee to the Council be recognised, particularly in the way in which it supports the overview and scrutiny function through ongoing scrutiny of financial matters, including its proposed expanded remit on the treasury management function and budget monitoring'.
- 1.2 This Committee started its enhanced review of our financial management at its meeting on 24 September 2015. This report covers the period April to November 2017.

2. Strategic Priorities

- 2.1 Councillors have reviewed and adopted an ambitious corporate plan for the period 2015-2020. The plan includes many significant projects and aspirations that will challenge us financially. Monitoring of our financial position during the course of the financial year is a critical part of our management of resources that will ultimately support delivery of the corporate plan.

3 Background

- 3.1 The Council regularly undertakes financial monitoring in a number of ways:
 - (a) two types of general fund revenue budget monitoring report; a full monitor for periods 3, 6, 8 and 10 and a shorter monitor for the other periods (except April) covering key service areas (Industrial Estates, Investment Property, Development Control, Major Projects, Planning Policy, Off Street Parking, Refuse and Recycling, Parks and Countryside). This report covers the period to November 2017 (period 8) and covers all Council services
 - (b) quarterly monitoring of the capital programme
 - (c) monthly and quarterly monitoring of its treasury management activity
 - (d) monitoring at periods 3,6,8 and 10 of the Housing Revenue Account
- 3.2 The Council's Corporate Management Team (CMT), Chief Finance Officer and deputy, and officer capital programme monitoring group review monitoring

reports. Financial monitoring for all services is reported to this Committee on a regular basis.

- 3.3 This report sets out the financial monitoring and covers:
- (a) general fund revenue monitoring (section 4)
 - (b) housing revenue account monitoring (section 5)
 - (c) treasury management (section 6)
 - (d) capital programmes (section 7)

4 General Fund Revenue Account monitoring

- 4.1 **Appendix 1** shows the summary monitoring report for the general fund revenue account. Officers have prepared the projected outturn on eight months' actual and accrued data.
- 4.2 **Appendix 2** shows detailed information for each service split between direct expenditure and income and indirect costs. We monitor the projected outturn against the revised (or latest) budget as this takes into account any virements or supplementary estimates approved since the original budget was set in February 2017.
- 4.3 At total service unit level, the projected outturn is £147,412 higher than the latest estimate. There are items within the contributions to reserves that reverse figures within the service units. When these adjustments are taken into account, the projected outturn is £399,210 higher than the latest estimate.
- 4.4 Following the receipt of dividends for the quarter, the return on external funds has been reforecast and net external interest receivable is projected to be £969,694 higher than our original estimate.
- 4.5 The Minimum Revenue Provision (MRP), based on the Capital Financing Requirement (CFR) at 31 March 2017 for the purposes of this report is shown as £573,852. This is £654,732 lower than estimated. The reduction is due to slippage in the capital programme experienced during 2016-17.
- 4.6 The overall projected position for net expenditure is £1,263,353 lower than estimate.
- 4.7 The table shows the supplementary estimates and virements approved to date.

Supplementary Estimates 2017-18

Service/Description	Approval Date	Committee	Value
Replacement Cremator	5 April 2017	Executive	£211,750
Joint Enforcement Team (receipt of grant)	21 April 2017	Executive	(£24,000)
Joint Enforcement Team (authority to spend grant)	21 April 2017	Executive	£24,000
TOTAL			£211,750

Virement Record 2017-18

Service/Description	Approved by	Date of Approval	Value
Legal Services	Claire Morris	4 April 2017	£57,280
Joint Enforcement Team	Executive	21 April 2017	£86,600
Science and Arts Festival	Claire Morris	3 May 2017	£20,000
Ward Street Toilets/Stoke Park Nursery (R&M)	Claire Morris	30 August 2017	£68,000
Internal Audit/Business Improvement	Claire Morris	14 Sept 2017	£25,100
Travel and accommodation costs – China visit	Claire Morris	16 October 2017	£5,000
The Village - Site Manager	Claire Morris	18 October 2017	£15,000
The Village - Transformation into events led venue	Council	5 Dec 2017	£631,042
TOTAL			£908,022

- 4.8 Unlike the old formula grant system, not all of the income and payments relating to the Business Rates Retention Scheme are fixed. The tariff and retained income figures do not change from the budgeted amount, but the levy and s31 grant income do. 2017-18 is the second year we have been in a Business Rates Pool.

We pay 50% of the levy that we would otherwise have had to pay to the government (50% of the estimated retained income above our baseline funding level) to the Pool. Within the budget, we have assumed that we transfer the remaining 50% of the estimated income from business rates above our government set baseline funding level to the Business Rates equalisation reserve.

In order to maintain the net effect of the BRRS on the General Fund we have adjusted this contribution as set out below:

	2017-18 Estimate (£)	2017-18 Projection (£)	Variance (£)
BRRS – tariff	30,213,400	30,213,400	0
BRRS – payment to pool re levy	652,892	690,214	37,322
Contn to BRRS equalisation reserve	1,958,675	1,996,752	38,077
	<hr/>	<hr/>	
	32,824,967	32,900,366	75,399
BRRS – s31 grant	(633,707)	(709,106)	(75,399)
BRRS – retained income	(35,250,674)	(35,250,674)	0
BRRS – net position	<hr/> (3,059,414)	<hr/> (3,059,414)	<hr/> 0

- 4.9 The table above shows an increase in our payment to the pool and an increased contribution to the equalisation reserve in order to maintain the overall impact on the general fund.

Major Service Variances

- 4.10 **Appendix 2** provides detailed information on variances at a service level. There are some services with projected larger variances in total net expenditure and these are summarised in the table below. The table below includes only items that have an impact on the bottom line and excludes additional spend financed from a reserve, an approved carry forward or items financed by savings elsewhere in the budget.

	Higher net cost (£000)	Lower net cost (£000)
Community Services		
Gypsy Traveller Sites - repair and maintenance and SCC funding	52	
Corporate Services		
Council & Committee Support - cluster funding/staff attendance		(53)
Committee Services/Democratic Representation – staff vacancies		(52)
Electoral Registration – reduction in costs of individual registration		(66)
Legal Services – external legal advice/consultant costs	156	
Public Relations and Marketing - temporary posts	57	
Development Directorate		
Industrial Estates - rent reviews		(59)
Investment/Other Property - asset development recharge, rent	101	
Major Projects - consultant costs net of salary costs		(419)
Planning Policy - savings arising from vacancies		(124)
Town Centre Management - profit share WiFi	47	
Asset Development - vacant posts net of recharges		(29)
Environment Directorate		
Electric Theatre - implications arising from change of operator	102	
Guildford House - repair and maintenance		(46)
Cemeteries and Closed Churchyards – R&M and casual staffing	39	
Guildhall - repair and maintenance		(50)
Off street Parking - rescheduling of decoration works/season tickets		(397)
Parks and Countryside - traveller costs/contract arrangements	131	
Park and Ride – removal of operating subsidy		(183)
Guildford Museum – R&M	34	
Management Directorate		
Internal Audit - savings arising from vacancies		(109)
Business Improvement - savings held elsewhere re: transformation programme	333	

	Higher net cost (£000)	Lower net cost (£000)
Resources Directorate		
ICT Business Services Team – savings arising from vacancies		(110)
Climate Change – savings arising from vacancies		(85)
ICT Customer Technical Support – consultancy/licence costs	43	
Miscellaneous Items – variation in external grant/corporate inflation		(207)
Office Services – rental income and fire risk assessments	149	
The Village – variation in rental income and expenditure	621	

5 Housing Revenue Account

5.1 **Appendix 3** shows the budget monitoring report for the Housing Revenue Account (HRA) for the period April 2017 to November 2017. At this stage of the year, the report shows the HRA gross service expenditure is projected to outturn at 99.4% of the budgeted level, whilst income is projected to be 101.4% of the budgeted level. The projected outturn would enable a transfer of around £11.65 million to the new build reserve and the reserve for future capital. The principal variations are:

- The rental income estimate for 2017-18 included a prudent allowance for Right to Buy (RTB) sales and the re-commissioning of units. Rental income is projected to be £519,310 higher than budgeted, which is broadly consistent with the previous year's income pattern after allowing for a 1% reduction in social rents.
- It is projected that salary related expenditure; net of temporary staffing, vacancy credit and redundancy costs may result in a saving against budget of up to £176,110.
- Emphasis continues to be on planned rather than responsive maintenance, supported by the benefits accruing from past levels of expenditure on planned capital and revenue maintenance works. At the midpoint of the year, the projected expenditure is anticipated to be in line with the budget.
- In accordance with the last published business plan, with the exception of receipts from RTB sales the estimates for the year do not provide for any repayment of HRA debt principal or for setting aside any amounts towards the repayment of debt. The priority in the early years of the business plan was the provision of additional housing. However, this will be subject of a review and an updated business plan will be submitted reflecting constraints placed on the HRA by changes in the Housing and Planning, and Welfare Reform and Work Acts. Once the Government have published the Regulations, the requirements around the disposal of High Value properties would come into force.
- Updated investment income projections indicate that interest on HRA balances will exceed the budget by £242,000, whilst interest payable could be £124,500 lower than estimated.

- 5.2 Tenancy arrears remain stable and are consistent with the assumptions contained in the business plan. Particular attention is paid to introductory tenancies (tenants of less than 12 months), as they often have no previous experience of managing a household budget or of renting a property. The Money Advisor continues to focus on applicants and new tenants to help them manage their money more effectively, in addition to providing support for tenants moving to Universal Credit.
- 5.3 Surrey County Council has recently announced changes to the level of Supporting People grant funding they will provide. The significant reduction in grant takes effect from 1 April 2018, and therefore does not affect the current year's income projections. Officers are currently exploring options to mitigate the impact of the reduction in funding.

6 Treasury Management

- 6.1 The Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management ("the Code") recommends that Councillors are informed of treasury management activities at least twice a year. This report therefore ensures the Council is embracing best practice in accordance with CIPFA's recommendations by reporting quarterly to Councillors.

Debt management

- 6.2 We have a substantial long-term PWLB debt portfolio for the HRA totalling £193 million, and a small amount (£5 million) for the General Fund. During the year so far, due to lower than anticipated expenditure on the capital programme (as outlined in section 7), the Council as a whole is currently only borrowing short-term for cash flow purposes. There is no cost of carry on our short-term borrowing.
- 6.3 The following table summarises the current borrowing position of the Council and the activity to period 8.

Loan type		Balance 01 April 17 £000	New loans £000	Loans repaid £000	Balance 30 Nov 17 £000	Weighted average rate of
PWLB						3.10%
Variable		45,000	0	0	45,000	
Fixed	Maturity	147,435	0	0	147,435	
	EIP	920	0	(115)	805	
Local authorities		10,000	0	(5,000)	5,000	1.20%
Total long-term Loans		203,355	0	(5,115)	198,240	
Temporary Loans		30,000	80,500	(66,500)	44,000	0.43%
Total Loans		233,355	80,500	(71,615)	242,240	

Investment activity

- 6.4 During the period, we have continued with the diversification of our in-house investment portfolio into more secure instruments such as bonds and secure

bank deposits (not subject to bail-in) in line with our Treasury Management Strategy.

- 6.5 The Council's budgeted investment income for 2017-18 is £1.47 million; the projected outturn is £1.8 million. The gross cash balances representing the Council's reserves and working balances at 30 November 2017 available for investment were £145.7 million and net of short-term borrowing £101.7 million.
- 6.6 The Council's budgeted external interest cost, which relates to short and long-term borrowing, for the year is £6.11 million and the outturn is projected to be £5.5 million.
- 6.7 The original net interest receivable budget was £490,000, this is projected to outturn at £1.46 million. This includes more interest receivable of £346,000 due to higher than anticipated cash balances and £597,000 less interest payable due to less anticipated external borrowing. The reduction in external borrowing interest cost includes £64,000 relating to the budgeted loan for Clay Lane link road, £300,000 for Major Projects strategic property capital expenditure and £200,000 loan interest on short term loans to cover capital expenditure that has now been re-profiled into future years.
- 6.8 The Council's annualised weighted return on investments for the period to November 2017 was 1.20% against an estimate of 1.713%.
- 6.9 The table below summarises the Council's investment activity for April to November 2017.

Investment	Principal invested £000	Balance 01 April 17 £000	Movement in investment £000	Change in capital value £000	Balance 30 Nov 17 £000	Weighted average rate of interest
<u>Investment Funds</u>						
Payden & Rygel	5,000	5,025	0	0	5,026	0.32%
CCLA	5,000	6,351	0	166	6,517	4.62%
Aberdeen (SWIP)	2,000	1,848	0	(19)	1,828	1.12%
M&G	2,008	2,670	0	19	2,689	3.00%
Schroders	1,000	914	0	(14)	900	5.45%
Funding Circle	900	870	0	(267)	603	4.60%
UBS	2,500	2,417	0	(12)	2,405	2.95%
City Financial	2,500	2,468	0	(115)	2,353	3.19%
<u>In- House Investments:</u>						
Call Accounts		475	(475)		0	0.17%
Money Market Funds		1,319	2,743		4,062	0.26%
Notice Accounts		13,000	0		13,000	0.54%
Temporary Fixed Deposits		34,000	8,000		42,000	0.72%
Certificates of Deposit		2,000	1,000		3,000	0.56%
Unsecured bonds		6,824	1,678		8,502	0.64%
Covered Bonds		27,736	6,093		33,829	0.96%
Long Term Fixed Deposits		16,500	0		16,500	1.55%
Revolving Credit Facility		2,500	0		2,500	2.25%
Total Investments		126,917	19,039		145,715	

- 6.10 Some of our externally managed funds have seen a fall in their capital values since inception. The falls are indicative of wider financial market movements over the same period. The Council's external investments are held for long-term purposes and are invested to generate an income for the Council over the longer term. Any loss in investment value will not be realised unless the investment is sold. The Council has an earmarked reserve available to utilise in the event of a loss, thus minimising the impact on the general fund. Officers would not normally sell external investments at a loss unless there were very exceptional circumstances. It is anticipated that the value of the external investments will increase in line with the market in the medium term and will generate a positive return for the Council when eventually sold.

Prudential Indicators

- 6.11 Officers confirm that the Council has complied with its Prudential indicators in the period, which were set in February 2017 as part of the Council's Treasury Management Strategy Statement..

Authorised limit and Operational Boundary for External Debt

- 6.12 The Local Government Act 2003 requires the Council to set an Affordable Borrowing Limit, irrespective of their indebted status. This is a statutory limit, which we should not breach.
- 6.13 The Council's authorised borrowing limit was set at £525 million for 2017-18.
- 6.14 The Operational Boundary is based on the same estimates as the Authorised Limit but reflects the most likely, prudent but not worst case scenario without the additional headroom included in the Authorised Limit.
- 6.15 The operational boundary was set at £475 million for 2017-18.
- 6.16 The Chief Financial Officer confirms that there have been no breaches to the authorised limit and operational boundary during the year. Borrowing, at its peak, was £250 million.
- #### *Upper limits for fixed interest rate exposure and variable interest rate exposure*
- 6.17 These indicators allow the Council to manage the extent to which it is exposed to changes in interest rates for both borrowing and investments. They are targets rather than absolute limits.
- 6.18 The upper limit for variable rate exposure allows for the use of variable rate debt to offset exposure to changes in short-term rates on our portfolio of investments.
- 6.19 The limit allows for 100% of total debt and total investments to be at a fixed rate, and a smaller percentage to be at a variable rate to minimise the potential volatility of interest rate risk.

	2017-18 approved (£000)	2017-18 actual to date (£000)	Within limit?
Net debt			
Upper limit on fixed interest rates	267,120	111,048	yes
Upper limit on variable interest rates	1,320	(23,253)	yes

Maturity structure of fixed rate borrowing

- 6.20 This indicator is designed to limit large concentrations of fixed rate debt maturing at times of uncertainty over interest rates.

Time period	Limit	Actual	Variance
Under 12 months	30%	25%	-5%
1 to 2 years	20%	0%	-20%
3 to 5 years	35%	0%	-35%
6-10 years	50%	20%	-30%
11 years and above	100%	54%	-46%

- 6.21 The table shows the split of the principal repayments of the fixed rate loans of the Council.

Total principal sums invested for periods longer than 364 days

- 6.22 This indicator allows the Council to manage risk inherent in investments longer than 364 days. The 2017-18 limit is set at £70 million and we had £55.17 million of longer-term investments as at 30 November, of which £33.8 million was in covered bonds.

7 Capital Programmes

- 7.1 **Appendices 4 to 9** of this report set out the following for each scheme on the Council's capital programme

- the gross estimate for the scheme approved by the Executive
- the cumulative expenditure to 31 March 2017 for each scheme
- the estimate for 2017-18 as approved by Council in February 2017
- the 2017-18 revised estimate which takes into account the approved estimate, any project under spends up to 31 March 2017, and any virements or supplementary estimates
- 2017-18 current expenditure
- 2017-18 projected expenditure estimated by the project officer

- 7.2 The table below summarises the current position on the various strands of the Council's capital programme. Detailed explanation is provided in paragraphs 7.3 to 7.11

CAPITAL EXPENDITURE SUMMARY	2017-18 Approved £000	2017-18 Revised £000	2017-18 Outturn £000	2017-18 Variance £000
General Fund Capital Expenditure				
- Main Programme	45,916	54,129	26,627	(27,502)
- Provisional schemes	51,850	52,677	2,773	(49,904)
- Schemes funded by reserves	1,573	225	3,316	3,091
- S106 Projects	440	359	602	243
- Affordable Housing (General Fund)	220	0	0	0
Total Expenditure	99,999	107,390	33,318	(74,072)
Housing Revenue Account Capital Expenditure				
Approved programme	12,900	17,279	9,172	(8,107)
Provisional programme	9,070	9,070	0	(9,070)
Total Expenditure	21,970	26,349	9,172	(17,177)

Approved programme (Appendix 4)

7.3 Expenditure is expected to be £26.6 million representing a £27.5 million variance to the revised estimate of £54 million. If a project is on the approved programme, it is an indicator that the project has started or is near to starting following the approval of a final business case by Executive. Whilst actual expenditure for the period of £7.2 million may seem low, a number of significant projects are in progress. These include:

- ED30 - Home Farm, provision of traveller pitches (£770,000) - work is progressing on this scheme which is due to complete in 2017-18
- OP6 – vehicle replacement programme of £827,000
- PL11 - Spectrum roof replacement and steel works (£3.2 million) work is progressing on this scheme and is due to complete in 2017-18
- FS1 – capital contingency fund – there is £4.527 million remaining in the fund
- ED25 – Guildford Park infrastructure works (£5.997 million) - this scheme received planning consent in November 2016 and initial works are progressing. A significant amount of the cost of this project is still on the provisional capital programme awaiting final business case approval.
- ED6 – Slyfield area Regeneration Project (SaRP) (£1.767 million) - work is progressing on the detailed design, pre-planning and site investigation work for this scheme to inform the final business case. The budget for the full scheme is still on the provisional capital programme.
- P5 – Walnut bridge (£1.834 million) – work is progressing on this scheme which is scheduled to complete in 2018-19
- PL9 – Crematorium rebuild (£500,000) – work is progressing on this scheme which is scheduled for completion in 2019-20
- PL29 - Woodbridge road sportsground (£1.384 million) – work is progressing on this scheme which is scheduled for completion in 2017-18

7.4 In addition to the schemes outlined above, the following significant amounts that were due to be spent on schemes or projects in 2017-18 will now be carried forward into 2018-19 or future years:

- PL9 – Crematorium rebuild (£3.292 million) – work is progressing with majority of spend expected in 2018-19.
- P9c – Bedford Wharf (£17.699 million) - this project is being reviewed and spend expected in 2019-20.
- North Downs Housing investment (£4 million) – spend expected in 2018-19.

Provisional programme (Appendix 5)

7.5 Expenditure on the provisional programme is expected to be £2.8 million, against the revised estimate of £52.7 million, representing a variance of £49.9 million. These projects are still at feasibility stage and will be subject to Executive approval of a business case before they are transferred to the approved capital programme. It is only once the business case is approved that the capital works can start. Monitoring progress of these projects is key to identifying project timescales. The significant project is:

- ED32(p) - Clay Lane Link Road, £1.1 million is expected to be spent on phase 1 in 2017-18, the remaining £9.3 million cost of the scheme will be carried forward into future years.

7.6 A number of projects, that were anticipated to start in 2017-18 have been re-profiled into future years including:

- ED18(p) - Guildford Museum (£2 million)
- ED16(p) - Slyfield Area Regeneration Project (£15.058 million)
- ED25(p) – Guildford Park new MSCP and infrastructure works (£11.645 million)
- ED48(p) - Westfield Road/Moorfield Road resurfacing (£3.152 million)
- PL16(p) – New burial ground acquisition and development (£2.458 million)
- PR7(p) – Town Centre transport infrastructure package (£4 million)
- ED38(p) – North Street Development (£29.5 million)

S106 (Appendix 6)

7.7 Capital schemes funded from s106 developer contributions is expected to total £602,000.

Reserves (Appendix 7)

7.8 Capital schemes funded from the Council's specific reserves. The outturn is anticipated to be £3.32 million. The main projects are:

- expenditure on car parks £1.13 million
- ICT renewals £854,000

Capital resources (Appendix 8)

7.9 When the Council approved the budget, the estimated underlying need to borrow for 2017-18 was £87.7 million. The current estimated underlying need to borrow

is £20.1 million. The reduction is due to slippage in the programme where schemes are re-profiled into 2018-19.

Housing Investment Programme capital (Appendix 9)

- 7.10 The HRA approved capital programme is expected to outturn at £9.2 million against a revised estimate of £17.2 million as a significant amount that was due to be spent on schemes or projects in 2017-18 will now be carried forward into 2018-19:
- Acquisition of land and building (£2.8 million)
 - Appletree pub site (£1.8 million)
 - Ladymead (£1 million)
 - Garage sites (£1.1 million)
- 7.11 The provisional programme's budget was £9.07 million with no expenditure anticipated this financial year. This programme includes provision for the opportunity purchase of land and housing for development, which is dependent on the availability of suitable sites. Changes to the profiling of expenditure on the Guildford Park redevelopment have also contributed to a position where we anticipate no expenditure in 2017-18.

8 Consultations

- 8.1 The accountants prepare the budget monitor in consultation with the relevant service managers.

9 Equality and Diversity Implications

- 9.1 There are no direct equality and diversity implications as a result of this report. Each service manager will consider these issues when providing their services and monitoring their budgets.

10 Financial Implications

- 10.1 The financial implications are contained throughout the report.

11 Legal Implications

- 11.1 The Local Government Act 1972, Section 151 states that each local authority has a statutory duty to make arrangements for the proper administration of their financial affairs. In addition, the Accounts and Audit Regulations 2015 impose an explicit duty on the Council to ensure that financial management is adequate and effective and that they have a sound system of internal control, including arrangements for the management of risk.
- 11.2 Proper administration is not statutorily defined; however, there is guidance, issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) on the responsibilities of the Chief Financial Officer (CFO). This states that local authorities have a corporate responsibility to operate within available resources and the CFO should support the effective governance of the authority through development of corporate governance arrangements, risk management and

reporting framework. Regular monitoring of the Council's actual expenditure to budget and forecasting of the expenditure for the full year is part of the proper administration and governance of the Council.

11.3 There are no further direct legal implications because of this report.

12 Human Resource Implications

12.1 There are no human resource implications arising from this report.

13 Summary of Options

13.1 This report outlines the anticipated outturn position for the 2017-18 financial year. There are no specific recommendations and therefore no options to consider.

14 Conclusion

14.1 The report summarises the financial monitoring position for the period April to November for the 2017-18 financial year.

14.2 Officers are currently projecting a reduction in net expenditure of £1,263,353 on the general fund revenue account. The main reasons for this are set out in the table in paragraph 4.10.

14.3 The Chief Finance Officer in consultation with the Lead Councillor for Finance and Asset Management will determine the treatment of any balance as part of closing the 2017-18 accounts.

14.4 A surplus on the Housing Revenue Account, due to lower staffing and repairs and maintenance costs will enable a transfer of £9.15 million to the new build reserve and £2.5 million to the reserve for future capital at year-end.

14.5 Actual expenditure incurred on our general fund capital programme for the period has been comparatively low against the programme envisaged at the 1 April 2017. Officers are making progress against significant capital projects on the approved programme as outlined in section 7. The Council expects to spend £33.3 million on its capital schemes by the end of the financial year.

14.6 It is anticipated that the Council's underlying need to borrow to finance the capital programme will be £20.2 million by 31 March 2018. The Council has complied with Prudential Indicators during the period with the exception of the upper limit on variable interest rates.

14.7 At the end of November 2017, the Council had £145.7 million of current investment balances.

14 Background Papers

None

15 Appendices

- Appendix 1: General fund revenue account summary
- Appendix 2: General fund services - revenue detail
- Appendix 3: Housing Revenue Account summary
- Appendix 4: Approved capital programme
- Appendix 5: Provisional capital programme
- Appendix 6: Schemes funded from S106
- Appendix 7: Capital reserves
- Appendix 8: Capital resources
- Appendix 9: Housing Revenue Account capital programme