

# **CABINET**

5<sup>th</sup> December 2012

## **APRIL - SEPTEMBER (QUARTER 2) FINANCE MONITORING REPORT 2012/13**

Relevant Portfolio Holder	Roger Hollingworth, Portfolio Holder for Finance, Partnerships and Economic Development
Portfolio Holder Consulted	Yes
Relevant Head of Service	Teresa Kristunas, Head of Resources
Wards Affected	All Wards
Ward Councillor Consulted	None specific

### **1. SUMMARY OF PROPOSALS**

To report to Cabinet on the Council's financial position for the period April - September 2012 (Quarter 2 - 2012/13).

### **2. RECOMMENDATIONS**

**2.1 That Cabinet note the current financial position on Revenue and Capital as detailed in the report.**

**2.2 That Cabinet approve the release from reserves relating to :**

- £52k re Town Centre development
- £65k relating to Clinical Commission Group funded projects

**That Cabinet recommend to Full Council approval of:**

**2.3 the 2012/13 Capital Programme be increased by £108k to reflect additional funding received from the Football Foundation and Parish Council in relation to the sports and play schemes at :**

- Braces Lane ( Football Foundation) - £50k
- Barnsley Hall ( Football Foundation) . - £48k
- Stoke Heath (Parish Council ) - £10k

**2.2 the carry forward to 2013/14 for expenditure on capital schemes that will not be undertaken in 2012/13. These include:**

- Parkside development and Public Realm £1.4m
- Regulatory Services £58k

### **KEY ISSUES**

#### **Financial Implications**

**3.1 A separate finance report for each department plus a Council summary is shown on the following pages.**

**BROMSGROVE DISTRICT COUNCIL**

**CABINET**

5<sup>th</sup> December 2012

**Revenue Budget summary Quarter 2 (April - Sept) 2012/13 - Overall Council**

Service Head	Revised Budget 2012/13 £'000	Budget April - Sep £'000	Actual spend April - Sep £'000	Variance to date April - Sep £'000	Projected outturn 2012/13 £'000	Projected variance 2012/13 £'000
<b>Environmental Services</b>	4,051	954	1,059	104	4,257	207
<b>Community Services</b>	2,500	742	698	-45	2,421	-79
<b>Pre-Regulatory Services</b>	817	105	83	-22	779	-38
<b>Leisure &amp; Cultural Services</b>	1,994	1,076	1,058	-18	1,975	-19
<b>Planning &amp; Regeneration</b>	1,051	178	266	88	1,120	69
<b>Customer Services</b>	-47	199	199	-	-77	-30
<b>Finance &amp; Resources</b>	2,000	936	978	42	2,111	111
<b>Legal, Equalities &amp; Democratic Services</b>	1,235	410	385	25	1,184	-51
<b>Business Transformation</b>	10	804	821	17	5	-5
<b>Corporate Services</b>	921	460	395	-65	809	-112
<b>SERVICE TOTAL</b>	<b>14,532</b>	<b>5,864</b>	<b>5,942</b>	<b>126</b>	<b>14,584</b>	<b>53</b>
<b>Interest on Investments</b>	-75	-40	-32	8	-60	15
<b>Interest payable</b>	9	4	0	-4	0	-9
<b>COUNCIL SUMMARY</b>	<b>14,466</b>	<b>5,828</b>	<b>5,910</b>	<b>130</b>	<b>14,524</b>	<b>59</b>

**BROMSGROVE DISTRICT COUNCIL**

**CABINET**

**5<sup>th</sup> December 2012**

**Capital Budget summary Quarter 2 (April - September) 2012/13 - Overall Council**

Department	Revised Budget 2012/13 £'000	Budget April - Sep £'000	Actual Spend April - Sep £'000	Variance to date April - Sep £'000	Projected Outturn £'000	Projected Variance £'000
<b>Business Transformation</b>	60	55	41	-14	60	0
<b>Environmental Services</b>	761	58	58	0	736	-25
<b>Planning &amp; Regeneration</b>	1,538	758	0	-758	138	-1,400
<b>Regulatory Services</b>	116	0	0	0	58	0
<b>Community Services</b>	1,102	551	550	-1	1,102	0
<b>Leisure &amp; Cultural Services</b>	743	149	148	-1	665	-78
<b>Budget for Support Services Recharges</b>	100	50	50	0	100	0
<b>Total</b>	<b>4,420</b>	<b>1,621</b>	<b>847</b>	<b>-774</b>	<b>2,859</b>	<b>-1,503</b>

**Financial Commentary:**

The main projected variance is on Planning and Regeneration which relates to the funding for the Public Realm works in the Town Centre together with the Parkside development. It is proposed that this funding be carried forward to be spent in 2013/14.

**BROMSGROVE DISTRICT COUNCIL**

**CABINET**

5<sup>th</sup> December 2012

**3.1.1 Environmental Services - Quarter 2 (April - September) 2012/13**

**Revenue Budget summary Quarter 2 (April - September) 2012/13 -  
Environmental Services**

Service Head	Revised Budget 2012/13 £'000	Profiled Budget April - Sep £'000	Actual Spend April - Sep £'000	Variance to date April - Sep £'000	Projected outturn 2012/13 £'000	Projected variance 2012/13 £'000
<b>Waste Management Policy</b>	-4	-2	1	3	-6	-2
<b>Depot</b>	-14	381	397	16	14	29
<b>Car Parks / Civil Enforcement Parking</b>	-576	-367	-269	98	-372	205
<b>Cemeteries / Crematorium</b>	96	22	23	0	96	-1
<b>Highways</b>	249	73	34	-39	184	-65
<b>Streets Cleansing</b>	1,299	399	384	-14	1,276	-23
<b>Grounds Maintenance</b>	612	191	178	-12	569	-42
<b>Waste</b>	2,294	256	308	52	2,407	113
<b>Garage</b>	25	-33	-33	0	17	-8
<b>Land Drainage</b>	44	22	25	3	50	7
<b>Climate Change</b>	28	14	11	-3	22	-6
<b>TOTAL</b>	<b>4,051</b>	<b>954</b>	<b>1,059</b>	<b>104</b>	<b>4,257</b>	<b>207</b>

**Financial Commentary**

- Car parking income as reported in the first quarter is projecting a significant shortfall for the year; the reduction in income is due to the inclement weather conditions, the opening of the medical centre which has it's own car park, a reduction in excess charge notices issued. Savings have been made within the service to reduce impact where possible and officers are meeting with Wychavon District Council, who now manage the car parks, to discuss how the situation might be improved.
- Vacant posts in Grounds and Street Cleansing are providing short term savings, however these posts will be filled this year.
- The overspend on waste includes a shortfall on cesspool and trade waste income which is under review by officers to promote the service. In addition

**BROMSGROVE DISTRICT COUNCIL**

**CABINET**

**5<sup>th</sup> December 2012**

there have been additional costs in relation to pumping stations and fuel.

**Capital Budget summary Quarter 2 (April - September) 2012/13  
Environmental Services**

Service	Revised Budget 2012/13 £'000	Budget April - Sep 2012/13 £'000	Actual spend April - Sep £'000	Variance To date April - Sep £'000	Projected outturn 2012/13 £'000	Projected variance 2012/13 £'000
<b>Depot Services</b>	65	0	0	0	65	0
<b>Vehicle &amp; Equipment replacement programme</b>	592	58	58	0	592	0
<b>North Cemetery - Phase 2</b>	79	0	0	0	79	0
<b>Cemetery Toilets</b>	25	0	0	0	0	-25
<b>TOTAL</b>	<b>761</b>	<b>58</b>	<b>58</b>	<b>0</b>	<b>736</b>	<b>-25</b>

**Financial Commentary:**

- Small plant has been ordered or delivered; the tendering for the remaining vehicles is underway.

**BROMSGROVE DISTRICT COUNCIL**

**CABINET**

5<sup>th</sup> December 2012

**3.1.2 Community Services Quarter 2 (April - September ) 2012/13**

**Revenue Budget summary Quarter 2 (April - September) 2012/13 -  
Community Services**

Service Head	Revised Budget 2012/13 £'000	Profiled Budget April - Sep £'000	Actual spend April - Sep £'000	Variance to date April - Sep £'000	Projected outturn 2012/13 £'000	Projected variance 2012/13 £'000
<b>Housing Strategy &amp; Mgt</b>	1,767	503	495	-8	1,756	-10
<b>Community Safety &amp; Transport</b>	676	213	176	-37	607	-68
<b>Community Cohesion</b>	57	26	26	0	57	0
<b>TOTAL</b>	<b>2,500</b>	<b>742</b>	<b>698</b>	<b>-45</b>	<b>2,421</b>	<b>-79</b>

**Financial Commentary**

- Housing Strategy is showing an underspend which is due to a manager vacancy within the department this has now been filled which will result in a reduction of underspend by year end.
- There is an under-spend on Community Safety and Transport due to efficiency savings achieved by the shared provision of the CCTV and lifeline service.

**BROMSGROVE DISTRICT COUNCIL**

**CABINET**

**5<sup>th</sup> December 2012**

**Capital Budget summary Quarter 2 (April - September) 2012/13  
Community Services**

Service	Revised Budget 2012/13 £'000	Budget April - Sep £'000	Actual spend April - Sep £'000	Variance To date April - Sep £'000	Projected outturn 2012/13 £'000	Projected variance 2012/13 £'000
<b>Strategic Housing</b>	1,102	551	550	-1	1,102	0
<b>TOTAL</b>	<b>1,102</b>	<b>551</b>	<b>550</b>	<b>-1</b>	<b>1,102</b>	<b>0</b>

**Financial Commentary:**

- Applications for Disabled facilities grants continue to be approved although as in previous years take up is slower at the beginning of the financial year.
- Expenditure has been incurred on the Perryfields Housing scheme in 12/13 which is progressing as planned to the 4 year development programme with BDHT.

**BROMSGROVE DISTRICT COUNCIL**

**CABINET**

5<sup>th</sup> December 2012

**3.1.3 Leisure and Cultural Services Quarter 2 (April-September) 2012/13**

**Revenue Budget summary Quarter 2 (April - September) 2012/13 -  
Leisure and Cultural Services**

Service Head	Revised Budget 2012/13 £'000	Profiled Budget April - Sep £'000	Actual spend April - Sep £'000	Variance to date April - Sep £'000	Projected outturn 2012/13 £'000	Projected variance 2012/13 £'000
<b>Parks &amp; Open Spaces</b>	440	84	85	1	448	8
<b>Allotments</b>	50	10	10	0	50	0
<b>Promotions</b>	203	79	93	14	229	26
<b>Sports &amp; Recreation Development</b>	282	94	90	-4	277	-5
<b>Property, Assets &amp; Facilities Management</b>	143	468	450	-18	114	-29
<b>Leisure Services / Sports Centres &amp; Mgt</b>	876	341	330	-11	857	-19
<b>TOTAL</b>	<b>1,994</b>	<b>1,076</b>	<b>1,058</b>	<b>-18</b>	<b>1,975</b>	<b>-19</b>

**Financial Commentary**

- The levels of sponsorship (promotions) income is less than anticipated and officers are working to generate further opportunities with external organisations.
- Within Property, Assets & Facilities Management utility bills at the Council House are lower than anticipated and income from investment properties is greater than expected.
- The underspend on Leisure Services / Sports Centres / Mgt is due to the a number of reasons including: a reduction in the estimated payment to the Artrix, together with savings on the Leisure Services options appraisal and Dolphin Centre maintenance.



**BROMSGROVE DISTRICT COUNCIL**

**CABINET**

**5<sup>th</sup> December 2012**

**Capital Budget summary Quarter 2 (April - September) 2012/13 Leisure and Cultural Services**

Service	Revised Budget 2012/13 £'000	Budget April - Sep £'000	Actual spend April - Sep £'000	Variance To date April - Sep £'000	Projected outturn 2012/13 £'000	Projected variance 2012/13 £'000
<b>Sports Facilities</b>	473	50	50	0	442	-31
<b>Sanders Park</b>	95	60	60	0	95	0
<b>Play Areas</b>	121	0	0	0	74	-47
<b>Other Schemes</b>	54	39	38	-1	54	0
<b>TOTAL</b>	<b>743</b>	<b>149</b>	<b>148</b>	<b>-1</b>	<b>665</b>	<b>-78</b>

**Financial Commentary:**

- Additional funding has been secured from the Football Foundation for the schemes at Barnsley Hall & Braces Lane. Officers recommend that the total scheme values are increased to take into account the additional funding.
- Additional funding of £10,000 has been secured from the Parish Council for the scheme at Stoke Heath. Officers recommend that the capital budget is increased to reflect this.

**BROMSGROVE DISTRICT COUNCIL**

**CABINET**

5<sup>th</sup> December 2012

**3.1.4 Planning and Regeneration Quarter 2 (April - September) 2012/13**

**Revenue Budget summary Quarter 2 (April - September) 2012/13 -  
Planning and Regeneration**

Service Head	Revised Budget 2012/13 £'000	Profiled Budget April - Sep £'000	Actual spend April - Sep £'000	Variance to date April - Sep £'000	Projected outturn 2012/13 £'000	Projected variance 2012/13 £'000
<b>Building Control</b>	-40	-73	-76	-3	2	42
<b>Development Control</b>	376	10	57	47	385	9
<b>Economic &amp; Tourism Development</b>	244	89	71	-18	245	1
<b>Emergency Planning</b>	11	5	5	0	11	0
<b>Land Charges</b>	-75	-55	-12	43	-57	18
<b>Strategic Planning</b>	439	156	162	6	439	0
<b>Town Centre Development</b>	96	46	59	13	95	-1
<b>TOTAL</b>	<b>1,051</b>	<b>178</b>	<b>266</b>	<b>88</b>	<b>1,120</b>	<b>69</b>

**Financial Commentary:**

- Building Control is estimating a reduction in income due to the economic climate. Officers are continuing to work to reduce the impact of this on the end of year financial position.

**BROMSGROVE DISTRICT COUNCIL**

**CABINET**

**5<sup>th</sup> December 2012**

**Capital Budget summary Quarter 2(April - September) 2012/13 Planning and Regeneration**

Service	Revised Budget 2012/13 £'000	Budget April - Sep £'000	Actual spend April - Sep £'000	Variance To date April - Sep £'000	Projected outturn 2012/13 £'000	Projected variance 2012/13 £'000
<b>Town Centre Development - Project Management</b>	38	38	0	-38	38	0
<b>Town Centre Development - Public Realm</b>	1,000	500	0	-500	100	-900
<b>Parkside School</b>	500	250	0	-250	0	-500
<b>TOTAL</b>	<b>1,538</b>	<b>758</b>	<b>0</b>	<b>-758</b>	<b>138</b>	<b>-1,400</b>

**Financial Commentary:**

- It is anticipated that the majority of the public realm ( High Street improvement) project will be undertaken during 2013/14 and therefore it is proposed that this be carried forward to the following year.
- Due to the consultation required for relocation of the Library there will be limited spend on the Parkside School joint development and therefore it is proposed that the budget will need to be carried forward into next financial year.

## BROMSGROVE DISTRICT COUNCIL

# CABINET

5<sup>th</sup> December 2012

### 3.1.5 Regulatory - Client Quarter 2 (April - Sept) 2012/13

#### Revenue Budget summary Quarter 2 (April - Sept) 2012/13 - Regulatory Client

Service Head	Revised Budget 2012/13 £'000	Profiled Budget April - Sep £'000	Actual spend April - Sep £'000	Variance to date April - Sep £'000	Projected outturn 2012/13 £'000	Projected variance 2012/13 £'000
<b>Environmental Health</b>	994	206	187	-19	959	-35
<b>Licensing</b>	-177	-101	-104	-3	-180	-3
<b>TOTAL</b>	<b>817</b>	<b>105</b>	<b>83</b>	<b>-22</b>	<b>779</b>	<b>-38</b>

#### Financial Commentary:

- Environmental Health transferred to Regulatory Services 1st June 2010 however there remain additional savings to the Council from this service.

### 3.1.6 Worcestershire Regulatory Services Quarter 2 (April – Sept) 2012/13

#### Capital Budget summary Quarter 2 (April - September) 2012/13 Regulatory Services

Service	Revised Budget 2012/13 £'000	Budget April - Sep £'000	Actual Spend April - Sep £'000	Variance To date April - Sep £'000	Projected outturn 2012/13 £'000	Projected variance 2012/13 £'000
<b>Worcestershire Enhanced Two Tier Programme (WETT)</b>	116	0	0	0	58	0
<b>TOTAL</b>	<b>116</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>58</b>	<b>0</b>

#### Financial Commentary:

- The expenditure is jointly funded by all partners to the Joint Committee in accordance with the business case. The budget for 12/13 is £1,049k, BDC share at 11.05% £116k.
- Following the appointment of IDOX for the new system, it is that 50% of the funding required will be spent in 12/13 and 50% in 2013/14.

## BROMSGROVE DISTRICT COUNCIL

# CABINET

5<sup>th</sup> December 2012

### 3.1.7 Customer Services Quarter 2 (April - September) 2012/13

#### Revenue Budget summary Quarter 2 (April - September) 2012/13 - Customer Services

Service Head	Revised Budget 2012/13 £'000	Profiled Budget April - Sep £'000	Actual spend April - Sep £'000	Variance to date April - Sep £'000	Projected outturn 2012/13 £'000	Projected variance 2012/13 £'000
<b>Customer Services</b>	-47	199	199	-	-77	-30
<b>TOTAL</b>	<b>-47</b>	<b>199</b>	<b>199</b>	<b>-</b>	<b>-77</b>	<b>-30</b>

#### Financial Commentary:

- The underspend within the Customer Services department is due to a number of vacancies that exist within the department and spending has been reduced to a minimum.

### 3.1.8 Finance and Resources Quarter 2 (April - September) 2012/13

#### Revenue Budget summary Quarter 2 (April - September) 2012/13 - Finance and Resources

Service Head	Revised Budget 2012/13 £'000	Profiled Budget April - Sep £'000	Actual spend April - Sep £'000	Variance to date April - Sep £'000	Projected outturn 2012/13 £'000	Projected variance 2012/13 £'000
<b>Central Overheads</b>	865	445	462	17	882	17
<b>Accounts &amp; Financial Mgmt</b>	30	280	279	-1	21	-9
<b>Human Resources &amp; Welfare</b>	-50	146	114	-32	-45	5
<b>Grants &amp; Donations</b>	96	83	78	-5	84	-12
<b>Revenues &amp; Benefits</b>	1,059	-18	45	63	1,169	110
<b>TOTAL</b>	<b>2,000</b>	<b>936</b>	<b>978</b>	<b>42</b>	<b>2,111</b>	<b>111</b>

## BROMSGROVE DISTRICT COUNCIL

# CABINET

5<sup>th</sup> December 2012

### Financial Commentary

- The overspend within central overheads is due to increased insurance costs incurred.
- There are savings within accounts and financial management area due to the new contract for the cash collection service
- Overspends within revenues and benefits is due to payments for discretionary rate relief and housing benefit payments due to the economic climate.

### 3.1.9 Legal, Equalities and Democratic Services Quarter 2 (April – Sept) 2012/13

#### Revenue Budget summary Quarter 2 (April - September) 2012/13 - Legal, Equalities and Democratic Services

Service Head	Revised Budget 2012/13 £'000	Profiled Budget April - Sep £'000	Actual spend April - Sep £'000	Variance to date April - Sep £'000	Projected outturn 2012/13 £'000	Projected variance 2012/13 £'000
<b>Democratic Services &amp; Member Support</b>	1,104	236	224	-12	1,077	-27
<b>Elections &amp; Electoral Services</b>	160	53	50	-3	153	-7
<b>Legal Advice &amp; Services &amp; Mgt</b>	-29	121	111	-10	-46	-17
<b>TOTAL</b>	<b>1,235</b>	<b>410</b>	<b>385</b>	<b>-25</b>	<b>1,184</b>	<b>-51</b>

#### Financial Commentary:

- The legal underspend is largely due to maternity leave and the fact that posts were not filled until part way through the financial year as a result of the shared service restructure. In addition half a post remains vacant in the legal team to support the transformational work that has been done in housing, revenues and benefits which has revealed compelling evidence to support the need for additional debt management and income maximisation support to be made available to our customers. The Head of Service has undertaken some work to identify costs historically allocated to debt recovery and realigned the same in a trial exercise to support the provision of income maximisation and debt advice to customers. Whilst there is an under spend currently identified in the area it is likely that this will reduce before the end of the financial year as the support for this trial continues.

There are some small under-spends also within other areas of the department.

**BROMSGROVE DISTRICT COUNCIL**

**CABINET**

5<sup>th</sup> December 2012

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**3.1.10 Business Transformation Quarter 2 (April - September) 2012/13**

**Revenue Budget summary Quarter 2 (April - September) 2012/13 -  
Business Transformation**

Service Head	Revised Budget 2012/13 £'000	Profiled Budget April - Sep £'000	Actual Spend April - Sep £'000	Variance to date April - Sep £'000	Projected outturn 2012/13 £'000	Projected variance 2012/13 £'000
<b>Policy and Equalities</b>	0	55	43	-12	-7	-7
<b>IT Services</b>	-17	705	736	31	-19	-2
<b>Business Transformation</b>	27	44	42	-2	31	4
<b>TOTAL</b>	<b>10</b>	<b>804</b>	<b>821</b>	<b>17</b>	<b>5</b>	<b>-5</b>

**Financial Commentary**

- The underspend within Policy and Equalities is due to vacancies within the department.

**Capital Budget summary Quarter 2 (April - September) 2012/13 Business Transformation**

Service	Revised Budget 2012/13 £'000	Budget April - Sep £'000	Actual spend April - Sep £'000	Variance To date April - Sep £'000	Projected outturn 2012/13 £'000	Projected variance 2012/13 £'000
<b>Member ICT Facilities</b>	10	5	0	-5	10	0
<b>XP Sunray Servers</b>	38	38	29	-9	38	0
<b>Additional Electronic Storage</b>	12	12	12	0	12	0
<b>TOTAL</b>	<b>60</b>	<b>55</b>	<b>0</b>	<b>-14</b>	<b>60</b>	<b>0</b>

**Financial Commentary:**

## BROMSGROVE DISTRICT COUNCIL

# CABINET

5<sup>th</sup> December 2012

- There are no major variances to report

### 3.1.11 Corporate Resources Quarter 2 (April - September) 2012/13

#### Revenue Budget summary Quarter 2 (April - September) 2012/13 - Corporate Resources

Service Head	Revised Budget 2012/13 £'000	Profiled Budget April - Sep £'000	Actual Spend April - Sep £'000	Variance to date April - Sep £'000	Projected outturn 2012/13 £'000	Projected variance 2012/13 £'000
<b>Corporate Resources</b>	921	329	277	-52	832	-89
<b>Corporate Admin / Central Post / Printing</b>	0	131	118	-13	-23	-23
<b>TOTAL</b>	<b>921</b>	<b>460</b>	<b>395</b>	<b>-65</b>	<b>809</b>	<b>-112</b>

#### Financial Commentary

- There is small underspend on printing unit due to external contracts running more efficiently.
- The underspends relate to the reduction in costs associated with Audit together with additional savings relating to vacancies and transformation.

### 3.2 Reserves

There are a number of reserves held by the Authority that are drawn from to support specific projects. For this quarter approval is sought for the release of £52k in relation to the Town Centre development costs funded by a specific reserve and £65k relating to specific projects to be funded by the reserve set aside from funds received by the Clinical Commissioning Group.

## 4. TREASURY MANAGEMENT

- 4.1 The Council's Treasury Management Strategy has been developed in accordance with the Prudential Code for Capital Finance and is used to manage risks arising from financial instruments. Additionally treasury management practices are followed on a day to day basis.



## **BROMSGROVE DISTRICT COUNCIL**

# **CABINET**

**5<sup>th</sup> December 2012**

- 4.2 The Council receives credit rating details from its Treasury Management advisers on a daily basis and any counterparty falling below the criteria is removed from the list of approved institutions.
- 4.3 Due to market conditions the Council has reduced its credit risk for all new investments by only investing in the highest rated instruments and has shortened the allowable length of investments in order to reduce risk.
- 4.4 At 30th September short term investments comprised:

	31st March 2012 £000	30th Sept 2012 £000
Deposits with DMADF*	2,750	0
Deposits with Banks/Building Societies	6,000	17,000
<b>Total</b>	<b>8,750</b>	<b>17,000</b>

- \*Investments with the DMADF are guaranteed by HM Treasury. Following advice from the Council's treasury advisors, from a credit perspective no upper limit was imposed on investments with the DMADF.

### **Income from investments and other interest**

- 4.5 An investment income target of £75k has been set for 2012/13 using a projected return rate of 0.75% - 1.50 %. During the past financial year bank base rates have remained 0.5% and current indications are projecting minimal upward movement for the short term.
- 4.6 In the 6 months to 30th September the Council received income from investments of £32k.

## **5. REVENUE BALANCES**

### **Revenue Balances**

- 5.1 The revenue balances brought forward at 1 April 2012 were £2.580m. Excluding the impact of any projected over or under spends it is anticipated that £113k will be transferred from balances during 2012/13 to fund revenue expenditure; giving a current projected balance at 31 March 2013 of £2.467m.

## **6. CAPITAL RECEIPTS**

## **CABINET**

**5<sup>th</sup> December 2012**

- 6.1 The Capital Programme was approved by Members in January 2011, the effect of the level of Capital Spend to 2013/14 on capital receipts is estimated below:-

<b>Capital Programme</b>	<b>2012/13 £'000</b>	<b>2012/13 £'000</b>	<b>2013/14 £'000</b>
Balance b/fwd	3,358	1,139	-3,961
Actual funding to date (April – Sept)	219	0	0
Estimated use for the remainder of the year	2,100	5200	5,253
Received in year - General Sales - Sale of freehold at Sherwood Road	100	100	100
Balance c/fwd	1,139	-3,961	-9,114

- 6.2 The figures in the above table include general capital receipts for the funding of projects throughout the District. In addition, an estimate of capital receipts has been made of £100k per annum in relation to any sales of assets.
- 6.3 Finance Officers are working with the Town Centre project team to ensure all potential capital receipts are included in future reports.

### **Legal Implications**

None.

### **Service/Operational Implications**

All included in financial implications.

### **Customer / Equalities and Diversity Implications**

None as a direct result of this report

## **7. RISK MANAGEMENT**

- 7.1 Failure to manage the budgets effectively can lead to an overspend that has to be funded or services not being provided to the customer. Departmental registers include controls in place to support effective financial management.

## **8. APPENDICES**

**CABINET**

**5<sup>th</sup> December 2012**

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N/A

**9. BACKGROUND PAPERS**

None

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