

**LICHFIELD CITY COUNCIL
FINANCIAL OUT-TURN REPORT 2018/19**

The following notes explain the variations between the original budget and the actual year-end out-turn.

Note	Details
1	Parks and Footpaths Includes costs relating to removal of damaged/diseased trees at St Michael's Churchyard and resurfacing work to 'Bishop's Walk' and the 'Windings'.
2	Guildhall Overspend caused by the cost of lift repairs plus additional costs associated with cleaning provision due to staff sick leave. Bookings income increased by approximately 4% year on year.
3	Markets Reduced rental charges and several cancelled markets due to inclement weather have impacted upon income during the year. A general decline in stall occupancy levels (as has been noted in markets nationally) continues to affect income.
4	Arts/Tourism/Twinning Includes Additional cost relating to the stress testing of Christmas lights supports.
5	Johnson Birthplace Museum Includes additional cost of cleaning provision due to staff sick leave.
6	Democratic Services Includes cost of By Elections - Stowe Ward and Curborough Wards.
7	Interest Increase in investment interest due to higher interest paying account being utilised following discussions with the City Council's bankers.
8	Capital contribution Capital contribution following the City Council's meeting of 23 April 2018.
9	Community Infrastructure Levy (CIL) CIL receipts less commitments; any balance being transferred to the earmarked CIL reserve.

Employee costs: The overall employee costs totalling £450,216 are recharged across all the budget heads in the table below. Employee cost increases include tiered national pay award which averages at around 4%, and further sickness cover costs.

Central administration: The overall administration costs totalling £144,592 are recharged across all the budget heads in the table below. Administration costs include a reduction in income from letting offices at Donegal House.

RECOMMENDATION TO COUNCIL:

- 1** *The Report and Out-Turn Statement 2018/19 be received.*
- 2** *The Council as Trustee of the Johnson Birthplace Charitable Trust make a payment of £9,969 from the Trust Funds to the City Council as the contribution to the expenditure incurred by the City Council in operating the Museum during the 2018/19 financial year.*
- 3** *In respect of the External Auditor Annual Return for the year ending 31 March 2019:*
 - a. The council approve the Annual Governance Statement (Section 1 of the Annual Return) and that this be signed by the Mayor and Town Clerk on behalf of the Council*
 - b. The Council approve the Accounting Statements (Section 2 of the Annual Return) and this be signed by the Mayor on behalf of the Council*
 - c. The Council note the Annual Internal Audit Report section of the Annual Return.*

ACCOUNTS SUMMARY TABLE

This table summarises the income and expenditure against budget for the service areas for the financial year 2018/19 and provides the year-end outturn.

The table shows:

Column 1 – 2018/19 Budget as agreed by Council in January 2018

Column 2 – Actual spend during the 2018/19 financial year

Column 3 – The variance between approved budget and actual spend for 2018/19

Column 4 – The budget for 2019/20

Column 5 – Numbered explanatory notes

Budget/actual figures in red represent income.

Percentage figures in red (Variance 2018/19 column) represent variance worse than budget.

<u>Net Expenditure</u>	BUDGET	ACTUAL	VARIANCE	BUDGET	Note
SERVICE AREAS	2018/19	2018/19	2018/19	2019/20	
	£	£	%	£	
Parks and Footpaths	208,866	224,842	8	231,998	1
Guildhall	72,515	81,908	13	73,505	2
Community Centres	14,451	10,033	30	15,130	
Markets	-31,325	-18,723	40	-30,175	3
Civic	80,802	82,782	2	86,022	
Grant Aid/Partnerships	50,133	44,461	11	51,366	
Arts/Tourism/Twinning	61,971	64,775	5	65,790	4
Johnson Birthplace Museum	80,437	87,090	8	98,349	5
Democratic Services	91,318	110,820	21	152,326	6
Investment Interest	-200	-2,300	1,150	-4,890	7
Loan Charges	0	0	0	0	
Agency	-18,515	-18,350	0	-18,174	
Repairs and Renewals	107,452	96,605	10	90,933	
TOTAL SERVICE COST	717,905	763,943	6	812,180	
Capital Contribution	0	-50,000	100	0	8
Community infrastructure Levy (CIL)	0	-15,554	100	0	9
SUB TOTALS	717,905	698,389	3	812,180	
PRECEPT	717,905	717,905	0	757,180	
TOTAL To/(From) balances	0	19,516	100	(55,000)	

Further detail relating to these headline figures is provided in the Out Turn Analysis overleaf

OUTTURN 2018/19 ANALYSIS

<u>Net Expenditure</u>	BUDGET 2018-19	ACTUAL 2018-19	BUDGET 2019/20
SERVICE AREAS	£	£	£
Parks and Footpaths			
Employee costs	27,962	29,339	30,047
Central administration	20,064	20,966	22,771
Contract repair/maintenance	122,800	123,985	127,820
Other repair/maintenance	32,420	48,274	43,650
Energy	7,820	9,137	9,910
Contributions	0	-4,820	0
Miscellaneous income	-550	-553	-550
Burial fees income	-750	-586	-750
Allotment rents	-900	-900	-900
Total	208,866	224,842	231,998
Guildhall			
Employee costs	68,833	72,266	74,009
Central administration	19,372	20,243	21,986
Repair/maintenance	14,210	17,415	13,140
Energy	8,440	10,996	9,570
Rates	7,310	6,869	7,470
Supplies and Services	14,160	16,261	14,260
Lettings	-59,810	-62,142	-66,930
Total	72,515	81,908	73,505
Community Centres			
Employee costs	5,275	5,540	5,674
Central administration	2,076	2,169	2,356
Boley Hall	2,210	796	2,210
Curborough	1,280	1,427	2,280
Cruck House	1,400	0	1,400
Darwin Hall	2,210	101	1,210
Total	14,451	10,033	15,130
Markets			
Employee costs	43,702	45,885	46,991
Central administration	12,453	13,013	14,134
Repair/Maintenance	2,800	3,001	2,310
Energy	1,720	1,543	1,400
Rates and Water	19,700	20,625	21,240
Supplies & Services	57,130	51,919	62,680
Misc. lettings	-18,450	-21,002	-30,090
Friday market income	-52,870	-43,383	-50,250

<i>Saturday market income</i>	-60,460	-55,085	-59,450
<i>Farmers market income</i>	-8,960	-5,617	-7,860
<i>Tuesday market income</i>	-28,090	-29,622	-31,280
Total	-31,325	-18,723	-30,175
Civic			
<i>Employee costs</i>	40,999	43,034	44,072
<i>Central administration</i>	15,913	16,628	18,060
<i>Mayor's allowance</i>	4,650	3,873	4,650
<i>Sheriff's allowance</i>	2,150	2,230	2,150
<i>Supplies and services</i>	4,500	5,628	4,500
<i>Events</i>	6,000	4,530	6,210
<i>Mayor's Banquet</i>	700	1,105	700
<i>Sheriff's Ride</i>	5,890	5,754	5,680
Total	80,802	82,782	86,022
Grant Aid/Partnerships			
<i>Employee costs</i>	4,074	4,271	4,374
<i>Central administration</i>	6,919	7,230	7,852
<i>Grants to outside bodies</i>	32,000	25,820	32,000
<i>Grants for open Churchyards</i>	7,140	7,140	7,140
Total	50,133	44,461	51,366
Arts/Tourism/Twinning			
<i>Employee costs</i>	29,377	30,818	31,562
<i>Central administration</i>	8,994	9,398	10,208
<i>Arts/Culture/Tourism</i>	2,430	2,133	2,430
<i>Christmas Lights</i>	21,420	22,796	21,840
<i>income</i>	-250	-369	-250
Total	61,971	64,776	65,790
Johnson Birthplace Museum			
<i>Employee costs</i>	64,887	68,112	69,755
<i>Central administration</i>	11,070	11,567	12,564
<i>Repair/Maintenance</i>	3,810	3,398	3,870
<i>Energy</i>	3,150	3,288	3,250
<i>Rates and Water</i>	1,050	511	840
<i>Supplies and Services</i>	12,300	12,444	23,900
<i>Promotion</i>	2,000	3,274	2,000
<i>Grant income</i>	0	0	0
<i>Stock for sale</i>	3,000	4,964	3,000
<i>Sales income</i>	-9,820	-10,499	-9,820
<i>Contribution from Birthplace Trust</i>	-11,010	-9,969	-11,010
Total	80,437	87,090	98,349
Democratic Services			

Employee costs	52,793	55,429	56,766
Central administration	31,825	33,256	36,120
Election costs	0	17,536	55,000
Neighbourhood Plan	0	0	0
Newsletter	6,400	4,140	4,140
Member allowances/travel etc.	300	458	300
Total	91,318	110,820	152,326
Investment Interest			
Total	-200	-2,300	-4,890
Agency			
Employee costs	2,101	2,204	2,256
Central administration	1,384	1,446	1,570
SCC Verge Income	-22,000	-22,000	-22,000
Total	-18,515	-18,350	-18,174
Repairs and Renewals			
Employee costs	11,150	11,727	12,010
Central administration	8,302	8,676	9,423
Guildhall/Donegal House	51,500	55,157	25,500
Samuel Johnson Birthplace	15,000	1,038	0
Parks and Footpaths	18,000	17,536	23,000
Community Centres	3,500	2,470	11,000
Markets	0	0	10,000
Other	0	0	0
Total	107,452	96,604	90,933
Total Service Costs	£717,905	£763,943	£812,180
Capital Projects/Contribution			
Receipts	0	-50,000	0
Total	0	-50,000	0
community Infrastructure Levy(CIL)			
Expenditure	0	14,112	0
Receipts	0	-29,666	0
Total	0	-15,554	0
Johnson Birthplace Charitable Trust			
Grant/ Donations	-7,730		-7,730
Admissions income	-3,280		-3,280
Funding to LCC	11,010		11,010
Total	0		0
TOTAL	£717,905	£698,389	£812,180
PRECEPT	-717,905	-717,905	-757,180
Local Council Tax Support Grant	0	0	0

Total Precept Requirement	-£717,905	-£717,905	-£757,180
TOTAL (To)/From balances	£0	-£19,516	£55,000
NOTE-Internal Recharges			
Employee Cost			
Employee costs	428,863	450,216	461,075
Recharge to Services	-428,863	-450,216	-461,075
Total	0		0
Central Administration			
Employee costs	77,710	81,591	83,559
Central administration	0	0	0
Professional Fees/Audit Fees	9,000	4,523	10,250
Office Rates/Water	9,690	9,555	9,960
Office Energy	3,620	5,242	4,770
Supplies & Services	26,000	26,956	26,580
Telephone/Postage	7,530	5,711	5,710
Subscriptions. Courses/Training	3,690	3,417	3,690
Insurance	19,900	22,445	23,495
Office Rent	-18,740	-14,840	-10,940
Miscellaneous Receipts	-30	-8	-30
Recharge to Services	-138,370	-144,592	-157,044
Total	0		0
Balances & Reserves			
Opening Balance	692,542	692,542	706,578
to/-from reserve	0	19,516	-55,000
Closing Balance	£692,542	£712,058	£651,578
Breakdown of Reserve			
Repairs/Renewals Reserve-Building	353,000	353,000	353,000
Repairs/Renewals Reserve-Street Lighting	0		0
Repairs/Renewals Reserve-Open Spaces	0		0
Rent Deposit Scheme	1,100	1,100	450
Election Reserve	40,000	40,000	0
CIL Reserve	0	15,554	14,037
General Revenue Reserves	298,442	302,404	284,091
Closing Balance	£692,542	£712,058	£651,578
Total Expenditure	1,015,805	1,087,612	1,124,310
Total income	-297,900	-389,223	-312,130
Net Expenditure	717,905	698,389	812,180
Precept	-717,905	-717,905	-757,180
TOTAL (To)/From balances	£0	(£19,516)	£55,000

