

LICHFIELD CITY COUNCIL FINANCIAL OUT-TURN REPORT 2019/20

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

Note	Details
1	Guildhall Overspend due to extensive lift repairs and purchase of replacement dishwasher, combined with reduced income due to early impacts of COVID-19 and closure for commencement of phase 1 renovation works.
2	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. Miscellaneous lettings reduced considerably, plus impact of COVID-19 at the end of the financial year.
3	Grant Aid/Partnerships Surplus to be carried forward to 2021/22 grant allocations following council resolution.
4	Democratic Services Original budget included a sum of £50,000 to cover the costs of the May 2019 local elections. No invoice was received from LDC during 2019/20; this cost will therefore carry forward to 2020/21. <i>Also see Note 5 below.</i>
5	Repairs and Renewals Overspend due to completion of phase 1 Guildhall renovation works in time for 2019/20 invoicing. This cost was originally scheduled to fall into 2020/21, but early completion of the works and the knowledge that the invoice for the local elections would not be received in 2019/20 (see note 4 above) led to the decision to allocate this payment to 2019/20 budgets to offset impacts on 2020/21 budgets.
6	Capital contribution Capital contribution following the City Council's meeting of 23 April 2018.
7	Community Infrastructure Levy (CIL) CIL receipts less commitments; any balance being transferred to the earmarked CIL reserve.

Employee costs: The overall employee costs totalling £447,562 are recharged across all the budget heads in the table below. Employee cost increases include tiered national pay award which averages at around 4%.

Central administration: The overall administration costs totalling £161,205 are recharged across all the budget heads in the table below. Administration costs include a reduction in income from letting offices at Donegal House.

ACCOUNTS SUMMARY TABLE

This table summarises the income and expenditure against budget for the service areas for the financial year 2019/20 and provides the year-end out-turn.

The table shows:

Column 1 – 2019/20 Budget as agreed by Council in January 2019

Column 2 – Actual spend during the 2019/20 financial year

Column 3 – The variance between approved budget and actual spend for 2019/20

Column 4 – The budget for 2020/21

Column 5 – Numbered explanatory notes

Budget/actual figures in red represent income.

Percentage figures in red (Variance 2019/20 column) represent variance worse than budget.

<u>Net Expenditure</u>	BUDGET	ACTUAL	VARIANCE	BUDGET	Note
SERVICE AREAS	2019/20	2019/20	2019/20	2020/21	
	£	£	%	£	
Parks and Footpaths	231,998	230,109	1	247,126	
Guildhall	73,505	101,972	39	99,939	1
Community Centres	15,130	13,214	13	16,573	
Markets	-30,175	784	103	-9,023	2
Civic	86,022	87,081	1	98,494	
Grant Aid/Partnerships	51,366	48,842	5	52,376	3
Arts/Tourism/Twinning	65,790	63,570	3	68,936	
Johnson Birthplace Museum	98,349	94,530	4	108,324	
Democratic Services	152,326	98,217	36	125,235	4
Investment Interest	-4,890	-10,811	121	-22,940	
Loan Charges	0	0	0	0	
Agency	-18,174	-18,197	0	-13,409	
Repairs and Renewals	90,933	154,423	70	192,940	5
TOTAL SERVICE COST	812,180	863,732	6	964,571	
Capital Contribution	0	-2,012,975	100	0	6
Community infrastructure Levy (CIL)	0	-9,006	100	-16,854	7
SUB TOTALS	812,180	-1,158,249	243	947,717	
PRECEPT	757,180	757,180	0	817,890	
TOTAL To/(From) balances	(55,000)	1,915,429	3583	(129,827)	

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

OUTTURN 2019/20 ANALYSIS

<u>Net Expenditure</u>	BUDGET 2019-20	ACTUAL 2019-20	BUDGET 2020/21
SERVICE AREAS	£	£	£
Parks and Footpaths			
Employee costs	30,047	29,166	31,364
Central administration	22,771	23,375	25,142
Contract repair/maintenance	127,820	126,826	130,880
Other repair/maintenance	43,650	44,039	51,790
Energy	9,910	9,035	9,350
Contributions	0	-1,000	0
Miscellaneous income	-550	-8	-0
Burial fees income	-750	-424	-500
Allotment rents	-900	-900	-900
Total	231,998	230,109	247,126
Guildhall			
Employee costs	74,009	71,840	77,254
Central administration	21,986	22,569	24,275
Repair/maintenance	13,140	23,206	17,680
Energy	9,570	10,254	9,860
Rates	7,470	6,926	7,540
Supplies and Services	14,260	22,317	21,330
Lettings	-66,930	-55,140	-58,000
Total	73,505	101,972	99,939
Community Centres			
Employee costs	5,674	5,507	5,922
Central administration	2,356	2,418	2,601
Boley Hall	2,210	1,096	2,210
Curborough	2,280	807	2,210
Cruck House	1,400	850	1,420
Darwin Hall	1,210	2,536	2,210
Total	15,130	13,214	16,573
Markets			
Employee costs	46,991	45,614	49,052
Central administration	14,134	14,508	15,605
Repair/maintenance	2,310	1,000	2,310
Energy	1,400	1,707	1,400
Rates and Water	21,240	20,682	21,490
Supplies & Services	62,680	57,511	54,100
Misc. lettings	-30,090	-14,277	-15,000

<i>Friday market income</i>	-50,250	-43,406	-48,250
<i>Saturday market income</i>	-59,450	-51,447	-57,450
<i>Farmers/Producers market income</i>	-7,860	-2,760	-2,000
<i>Tuesday market income</i>	-31,280	-28,349	-30,280
Total	-30,175	784	-9,023
Civic			
<i>Employee costs</i>	44,072	42,780	46,004
<i>Central administration</i>	18,060	18,539	19,940
<i>Mayor's allowance</i>	4,650	2,949	3,650
<i>Sheriff's allowance</i>	2,150	1,608	3,150
<i>Supplies and services</i>	4,500	4,277	4,280
<i>Events</i>	6,210	2,199	7,210
<i>Mayor's Banquet</i>	700	1,641	1,580
<i>Sheriff's Ride</i>	5,680	13,087	12,680
Total	86,022	87,081	98,494
Grant Aid/Partnerships			
<i>Employee costs</i>	4,374	4,246	4,566
<i>Central administration</i>	7,852	8,060	8,670
<i>Grants to outside bodies</i>	32,000	29,396	32,000
<i>Grants for open Churchyards</i>	7,140	7,140	7,140
Total	51,366	48,842	52,376
Arts/Tourism/Twinning			
<i>Employee costs</i>	31,562	30,637	32,945
<i>Central administration</i>	10,208	10,478	11,271
<i>Arts/Culture/Tourism</i>	2,430	2,377	3,030
<i>Christmas Lights</i>	21,840	20,322	22,060
<i>income</i>	-250	-243	-370
Total	65,790	63,570	68,936
Johnson Birthplace Museum			
<i>Employee costs</i>	69,755	67,710	72,913
<i>Central administration</i>	12,564	12,896	13,871
<i>Repair/Maintenance</i>	3,870	4,030	7,870
<i>Energy</i>	3,250	4,554	3,350
<i>Rates and Water</i>	840	620	670
<i>Supplies and Services</i>	12,400	13,298	17,790
<i>HLF Match Funding</i>	7,500	4,622	7,500
<i>Promotion</i>	2,000	2,533	2,000
<i>Restoration</i>	4,000	5,843	0
<i>Stock for sale</i>	3,000	3,857	3,000
<i>Sales income</i>	-9,820	-11,462	-9,710
<i>Contribution from Birthplace Trust</i>	-11,010	-13,791	-11,010

Total	98,349	94,530	108,324
Democratic Services			
Employee costs	56,766	55,102	56,766
Central administration	36,120	37,077	36,120
Supplies and Services	0	1,823	1,540
Election costs	55,000	0	20,000
Newsletter	4,140	4,140	4,260
Member allowances/travel etc.	300	75	300
Total	152,326	98,217	125,235
Investment Interest			
Total	-4,890	-10,811	-22,940
Agency			
Employee costs	2,256	2,191	2,357
Central administration	1,570	1,612	1,734
SCC Verge Income	-22,000	-22,000	-17,500
Total	-18,174	-18,197	-13,409
Repairs and Renewals			
Employee costs	12,010	11,659	12,536
Central administration	9,423	9,673	10,404
Guildhall/Donegal House	25,500	99,414	130,000
Samuel Johnson Birthplace	0	0	0
Parks and Footpaths	23,000	19,288	10,000
Community Centres	11,000	11,741	30,000
Markets	10,000	2,648	0
Other	0	0	0
Total	90,933	154,423	192,940
Total Service Costs	£812,180	£863,732	£964,571
Capital Projects/Contribution			
Receipts	0	-2,012,975	0
Total	0	-2,012,975	0
community Infrastructure Levy(CIL)			
Expenditure	0	13,652	0
Receipts	0	-22,658	-16,854
Total	0	-9,006	-16,854
Johnson Birthplace Charitable Trust			
Grant/Donations	-7,730	-10,456	-7,730
Admissions income	-3,280	-3,245	-3,280
Funding to LCC	11,010	13,791	11,010
Total	0	0	0
TOTAL	£812,180	-£1,158,249	£947,717

PRECEPT	-757,180	-757,180	-817,890
TOTAL To/(From) balances	(£55,000)	-£1,915,429	(£129,827)
NOTE-Internal Recharges			
Employee Cost			
Employee costs	461,075	447,562	481,291
Recharge to Services	-461,075	-447,562	-481,291
Total	0	0	0
Central Administration			
Employee costs	83,559	81,110	87,223
Central administration	0	0	0
Professional Fees/Audit Fees	10,250	11,806	14,250
Office Rates/Water	9,960	9,777	10,070
Office Energy	4,770	4,691	4,920
Supplies & Services	26,580	31,216	27,930
Telephone/Postage	5,710	4,848	5,760
Subscriptions. Courses/Training	3,690	4,092	4,590
Insurance	23,495	23,723	24,650
Office Rent	-10,940	-10,040	-5,990
Miscellaneous Receipts	-30	-18	-10
Recharge to Services	-157,044	-161,205	-173,393
Total	0	0	0
Balances & Reserves			
Opening Balance	706,578	712,058	2,635,273
to/-from reserve	-55,000	1,915,429	-129,827
Closing Balance	£651,578	£2,627,487	£2,505,446
Breakdown of Reserve			
Repairs/Renewals Reserve-Building	353,000	1,858,553	1,724,640
Repairs/Renewals Reserve-Street Lighting	0		0
Repairs/Renewals Reserve-Open Spaces	0		0
Rent Deposit Scheme	450	0	0
Election Reserve	0	55,000	20,000
CIL Reserve	14,037	24,560	37,008
General Revenue Reserves	284,091	689,374	723,798
Closing Balance	£651,578	£2,627,487	£2,505,446
Total Expenditure	1,124,310	1,148,161	1,253,241
Total income	-312,130	-2,306,410	-302,524
Net Expenditure	812,180	-1,158,250	947,717
Precept	-757,180	-757,180	-817,890
TOTAL (To)/From balances	£55,000	(-£1,915,430)	£129,827