

# LICHFIELD CITY COUNCIL FINANCIAL OUT-TURN REPORT 2023/24

*The following notes explain the variations between the original budget and the actual year-end out-turn as detailed in the Accounts Summary table which follows*

<b>Note</b>	<b>Details</b>
<b>1</b>	<b>Parks and Footpaths</b> Includes inflation linked Grounds Maintenance contract with LDC increased 13.4% against an 8% budget. Additional and significant tree work at several sites (St Michaels churchyard and LCC owned allotment sites for example) as evidenced in the various officer reports to council across the year.
<b>2</b>	<b>Guildhall</b> Includes salary pressures resulting from fixed sum 2023/24 salary award that is particularly apparent when applied to those staff on lower salaries such as Premises Attendants. Significantly lower than expected energy costs due to pricing variations. Approx.15% increase in hire fee income when compared to 2023 figures.
<b>3</b>	<b>Community Centres</b> Includes payment to Darwin Hall Community Hall Management Committee for loss of income during hall closure (£4,000), the amount based on previous financial returns for the period.
<b>4</b>	<b>Markets</b> Includes a reduction in energy cost and NNDR. This budget head is the main beneficiary of the reprofiling of staffing and general cost allocations. It now more correctly reflects the staff resource given to the function following the various streamlining exercises and deletion of the Assistant Markets Officer post. Income improvement across all markets compared to 22/23 actual figures.
<b>5</b>	<b>Civic</b> Includes reduction in the cost of replica Civic regalia as agreed by Council. Variance primarily driven by increased staff costs.
<b>6</b>	<b>Grant Aid/Partnerships</b> Includes increase in grants awarded – funded from reserves.
<b>7</b>	<b>Arts/Tourism/Twinning</b> Reduced employee cost allocation following new arrangements for Twinning Officer employment.
<b>8</b>	<b>Johnson Birthplace Museum</b> Includes a reduction in energy costs against budget, an increase in agency cleaner costs, increase in income from sales/donations. £2,615 contribution towards acquiring Johnson letter – authentication, transport etc.
<b>9</b>	<b>Democratic Services</b> Variance driven primarily by lower than forecast election costs; it may be that a further invoice of approximately £6,000 will follow from LDC, the Town Clerk is currently seeking clarification on the invoice amount compared to the individual costings provided.
<b>10</b>	<b>Investment Interest</b> Increase in interest income over the financial year, due in part to several rate increases applied by the Council's bankers, but also the higher than anticipated fixed interest rate payable on the lump sum reinvestment made in January 2024 (matures January 2025).
<b>11</b>	<b>Agency</b> It is anticipated each year that SCC will reduce their payment to LCC for verge maintenance and this was accounted for in the budget. However, the actual payment received was higher than the reduction that had been assumed.
<b>12</b>	<b>Repairs and Renewals</b> Additional costs arising from repair and renewal projects as agreed by council for 2023/24; further roof work, drainage improvements and other sundry repairs/improvements at Darwin Hall, (the various reports to council during the year providing further detail) and the emergency roof repairs and associated improvements/maintenance to Curborough Community Centre (approved by Council December 2023). Figure also includes:

Note	Details
	<ul style="list-style-type: none"> <li>- New cabling and lamping for Pool Walk lighting following failure of the previous installation</li> <li>- Retention payment for the annex rebuild at Cruck House</li> <li>- Supply of various replacement litter bins for LCC open spaces</li> <li>- Reprofiled allocation for various matters at SJBM following council resolution in December 2023</li> </ul> <p>Repair and Renewal project invoices are subject to certification by LCC's specialist advisors prior to any payment being made.</p>
13	<p><b>Community Infrastructure Levy (CIL)</b> In-year movement based on CIL receipts and spend.</p>
14	<p><b>Total To/ (from) Balances</b></p> <ul style="list-style-type: none"> <li>- <b>Contribution from Repairs and Renewals Capital Earmarked Reserve</b> <span style="float: right;"><b>£ (533,353)</b></span></li> <li>- <b>Contribution from CIL Earmarked Reserve</b> <span style="float: right;"><b>£ (86,635)</b></span></li> <li>- <b>Contribution from Grant Aid Earmarked Reserve</b> <span style="float: right;"><b>£ (742)</b></span></li> <li>- <b>Contribution from Election Reserve</b> <span style="float: right;"><b>£(45,288)</b></span></li> <li>- <b>Contribution to General Reserve</b> <span style="float: right;"><b>£ 21,896</b></span></li> <li><b>Total Transfer from Balances</b> <span style="float: right;"><b>£ (644,122)</b></span></li> </ul>

**Employee costs:** The overall employee costs totalling £568,811 are recharged across all the budget heads in the table below reflecting an overall increase in direct employee costs of £30,251.

*This includes the agreed Local Government Pay Offer of £1,925 FTE salary increase on all pay scales. This averages 7% for LCC staff (against a budget of 5%).*

**Central administration:** The overall administration costs totalling £180,638 are recharged across all budget heads in the table below, reflecting an increase in service costs of £4,769.

## ACCOUNTS SUMMARY TABLE

This table summarises service area income and expenditure against budget for the financial year 2023/24 and provides the year-end out-turn.

The table shows:

Column 1 – 2023/24 Budget as agreed by Council in January 2023

Column 2 – Actual spend during the 2023/24 financial year.

Column 3 – The variance between approved budget and actual spend for 2023/24.

Column 4 – The budget for 2024/25

Column 5 – Numbered explanatory notes.

*Budget/Actual figures in red represent income.*

*Percentage figures in red (Variance 2023/24 column) represent variance worse than budget.*

<b><u>Net Expenditure</u></b> <b>SERVICE AREAS</b>	<b>BUDGET</b> <b>2023/24</b>	<b>ACTUAL</b> <b>2023/24</b>	<b>VARIANCE</b> <b>2023/24</b>	<b>BUDGET</b> <b>2024/25</b>	<b>Note</b>
	£	£	%	£	
<b>Parks and Footpaths</b>	272,029	299,336	10%	279,533	1
<b>Guildhall</b>	142,609	135,091	-5%	143,425	2
<b>Community Centres</b>	14,105	16,160	15%	14,335	3
<b>Markets</b>	10,167	1,443	-86%	2,948	4
<b>Civic</b>	94,353	97,770	4%	101,307	5
<b>Grant Aid/Partnerships</b>	53,042	54,310	2%	54,755	6
<b>Arts/Tourism/Twinning</b>	82,937	73,051	-12%	85,971	7
<b>Johnson Birthplace Museum</b>	136,847	136,733	0%	159,044	8
<b>Democratic Services</b>	166,066	162,428	-2%	153,566	9
<b>Investment Interest</b>	-38,440	-68,881	79%	-55,110	10
<b>Loan Charges</b>	0	0	0%	0	
<b>Agency</b>	-18,045	-22,638	25%	-18,424	11
<b>TOTAL SERVICE COST</b>	£915,670	£884,803	-3%	931,850	
<b>Repairs and Renewals</b>	362,580	533,354	47%	103,749	12
<b>Community infrastructure Levy (CIL)</b>	17,305	86,635	401%	-5,364	13
<b>SUB TOTALS</b>	£1,295,555	£1,504,792	16%	£1,030,235	
<b>PRECEPT</b>	£860,670	£860,670	0	£939,900	
<b>TOTAL To/(From) balances</b>	(£434,885)	(£644,122)	48%	(£90,335)	14

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

**OUTTURN 2023/24 ANALYSIS**

<i>Net Expenditure</i>		<b>BUDGET 2023/24 £</b>	<b>ACTUAL 2023/24 £</b>	<b>BUDGET 2024/25 £</b>
<b>SERVICE AREAS</b>				
<b>Parks and Footpaths</b>				
Employee costs		35,088	37,773	39,669
Central administration		25,501	26,192	28,850
Contract repair/maintenance		155,085	160,838	159,260
Other repair/maintenance		46,220	68,171	42,544
Energy		12,565	9,485	12,470
Miscellaneous income		-830	-1,676	-1,660
Burial fees income		-500	-347	-500
Allotment rents		-1,100	-1,100	-1,100
<b>Total</b>		<b>272,029</b>	<b>299,336</b>	<b>279,533</b>
<b>Guildhall</b>				
Employee costs		86,447	95,619	100,420
Central administration		24,622	25,289	27,855
Repair/maintenance		16,720	12,091	16,720
Energy		45,190	27,874	41,600
Rates		7,720	8,099	8,740
Supplies and Services		22,030	25,469	25,580
Lettings		-60,120	-59,349	-67,490
<b>Total</b>		<b>142,609</b>	<b>135,091</b>	<b>153,425</b>
<b>Community Centres</b>				
Employee costs		6,628	7,000	7,351
Central administration		2,637	2,710	2,984
Boley Hall		1,210	744	1,000
Curborough		1,210	240	1,000
Cruck House		1,210	875	1,000
Darwin Hall		1,210	4,591	1,000
<b>Total</b>		<b>14,105</b>	<b>16,160</b>	<b>14,335</b>
<b>Markets</b>				
Employee costs		54,888	49,400	51,880
Central administration		15,829	16,257	17,908
Repair/maintenance		2,310	1,381	2,310
Energy		5,130	4,528	4,820
Rates and Water		21,860	20,075	21,000
Supplies & Services		12,230	12,675	12,230
Misc. lettings		-13,610	-15,542	-14,300
Friday market income		-29,140	-31,725	-30,600
Saturday market income		-32,580	-31,034	-34,210
Farmers/Producers market income		-3,110	-3,476	-3,270
Tuesday market income		-23,640	-21,097	-24,820
<b>Total</b>		<b>10,167</b>	<b>1,443</b>	<b>2,948</b>

<u>Net Expenditure</u>		BUDGET 2023/24	ACTUAL 2023/24	BUDGET 2024/25
SERVICE AREAS		£	£	£
<b>Civic</b>				
Employee costs		51,478	57,946	60,856
Central administration		20,225	20,773	22,881
Mayor's allowance		3,650	1,857	3,650
Sheriff's allowance		3,150	3,042	3,150
Supplies and services		4,280	5,855	2,600
Events		8,210	6,626	6,210
Mayor's Banquet		640	645	640
Sheriff's Ride		2,720	1,028	1,320
<b>Total</b>		<b>94,353</b>	<b>97,770</b>	<b>101,307</b>
<b>Grant Aid/Partnerships</b>				
Employee costs		5,109	5,396	5,667
Central administration		8,793	9,032	9,948
Grants to outside bodies		32,000	32,742	32,000
Grants for open Churchyards		7,140	7,140	7,140
<b>Total</b>		<b>53,042</b>	<b>54,310</b>	<b>54,755</b>
<b>Arts/Tourism/Twinning</b>				
Employee costs		36,866	29,365	30,839
Central administration		11,431	11,741	12,932
Arts/Culture/Tourism		3,030	3,576	4,760
Christmas Lights		31,980	28,456	37,540
income		-370	-87	-100
<b>Total</b>		<b>82,937</b>	<b>73,051</b>	<b>85,971</b>
<b>Johnson Birthplace Museum</b>				
Employee costs		104,857	110,747	116,307
Central administration		14,070	14,451	15,917
Repair/Maintenance		4,200	3,354	4,200
Energy		7,900	5,994	7,520
Rates and Water		400	358	400
Supplies and Services		17,810	18,786	32,070
Promotion		2,000	1,118	2,000
Restoration		0	2,615	750
Stock for sale		3,000	3,125	3,000
Sales income		-8,350	-12,496	-10,980
Contribution from Birthplace Trust		-9,040	-11,320	-11,640
<b>Total</b>		<b>136,847</b>	<b>136,733</b>	<b>159,544</b>

<i>Net Expenditure</i>		<b>BUDGET 2023/24</b>	<b>ACTUAL 2023/24</b>	<b>BUDGET 2024/25</b>
<b>SERVICE AREAS</b>		<b>£</b>	<b>£</b>	<b>£</b>
<b>Democratic Services</b>				
<i>Employee costs</i>		66,306	70,030	81,326
<i>Central administration</i>		40,450	41,547	51,730
<i>Supplies and Services</i>		1,910	1,993	1,910
<i>Election costs</i>		55,000	45,288	15,000
<i>Newsletter</i>		2,100	3,300	3,300
<i>Member allowances/travel etc.</i>		300	270	300
<b>Total</b>		<b>166,066</b>	<b>162,428</b>	<b>153,566</b>
<b>Investment Interest</b>				
<i>Interest</i>		-38,440	-68,881	-55,110
<b>Total</b>		<b>-38,440</b>	<b>-68,881</b>	<b>-55,110</b>
<b>Agency</b>				
<i>Employee costs</i>		2,636	2,784	2,924
<i>Central administration</i>		1,759	1,806	1,992
<i>SCC Verge Income</i>		-22,440	-27,228	-23,340
<b>Total</b>		<b>-18,045</b>	<b>-22,638</b>	<b>-18,424</b>
<b>Total Service Costs</b>		<b>£915,670</b>	<b>£884,803</b>	<b>£931,850</b>
<b>Repairs and Renewals</b>				
<i>Employee costs</i>		14,028	14,816	7,780
<i>Central administration</i>		10,552	10,838	5,969
<i>Guildhall/Donegal House</i>		0	0	0
<i>Samuel Johnson Birthplace</i>		58,000	43,235	45,000
<i>Parks and Footpaths</i>		0	7,060	0
<i>Community Centres</i>		280,000	457,115	45,000
<i>Friary Clock Tower</i>		0	290	0
<b>Total</b>		<b>362,580</b>	<b>533,354</b>	<b>103,749</b>
<b>community Infrastructure Levy(CIL)</b>				
<i>Expenditure</i>		31,335	108,688	0
<i>Receipts</i>		-14,030	-22,054	-5,364
<b>Total</b>		<b>17,305</b>	<b>86,635</b>	<b>-5,364</b>
<b>Johnson Birthplace Charitable Trust</b>				
<i>Grant/Donations</i>		-5,760	-8,654	-8,360
<i>Admissions income</i>		-3,280	-2,666	-3,280
<i>Funding to LCC</i>		9,040	11,320	11,640
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>		<b>£1,295,555</b>	<b>£1,504,792</b>	<b>£1,030,235</b>
<b>PRECEPT</b>		<b>£860,670</b>	<b>£860,670</b>	<b>£939,900</b>
<b>TOTAL To/(From) balances</b>		<b>(£434,885)</b>	<b>(£644,122)</b>	<b>(£90,335)</b>

<i>Net Expenditure</i>		<b>BUDGET 2023/24</b>	<b>ACTUAL 2023/24</b>	<b>BUDGET 2024/25</b>
<b>SERVICE AREAS</b>		<b>£</b>	<b>£</b>	<b>£</b>
<i>NOTE-Internal Recharges</i>				
<b>Employee Cost</b>				
<i>Employee costs</i>		538,560	568,811	597,370
<i>Recharge to Services</i>		-538,560	-568,811	-597,370
<b>Total</b>		0	0	0
<b>Central Administration</b>				
<i>Employee costs</i>		74,229	87,937	92,352
<i>Central administration</i>		0	0	0
<i>Mileage Allowance</i>		500	866	500
<i>Professional Fees/Audit Fees</i>		8,900	3,100	8,900
<i>Office Rates/Water</i>		10,020	10,121	10,410
<i>Office Energy</i>		21,330	15,201	21,550
<i>Supplies &amp; Services</i>		29,010	31,349	29,010
<i>Telephone/Postage</i>		4,530	3,343	4,530
<i>Subscriptions. Courses/Training</i>		4,720	3,518	4,720
<i>Insurance</i>		28,440	30,937	32,800
<i>Office Rent</i>		-5,800	-5,706	-5,800
<i>Miscellaneous Receipts</i>		-10	-29	-10
<i>Recharge to Services</i>		-175,869	-180,638	-198,962
<b>Total</b>		0	0	0
<b>Balances &amp; Reserves</b>				
<i>Opening Balance</i>		2,331,683	2,357,664	1,696,359
<i>to/-from reserve</i>		-434,885	-644,122	-90,335
<b>Closing Balance</b>		£1,896,798	£1,713,542	£1,606,024
<b>Breakdown of Reserve</b>				
<i>Repairs/Renewals Reserve-Building</i>		1,014,362	849,624	771,286
<i>Grant Aid Reserve</i>		6,570	8,789	8,789
<i>Election Reserve</i>		0	9,713	15,000
<i>Twining Reserve</i>		0	0	17,000
<i>CIL Reserve</i>		171,154	115,650	121,597
<i>General Revenue Reserves</i>		704,712	729,766	672,352
<b>Closing Balance</b>		£1,896,798	£1,713,542	£1,606,024
<b>Total Expenditure</b>		1,562,305	1,822,188	1,320,135
<b>Total income</b>		-266,750	-317,396	-289,900
<b>Net Expenditure</b>		1,295,555	1,504,792	1,030,235
<b>Precept</b>		-860,670	-860,670	-939,900
<b>TOTAL (To)/From balances</b>		£434,885	£644,122	£90,335