

Charter Trustees for the City of Durham

18 October 2023

Revenue Outturn for the period ending 30 September 2023 and Projected Outturn to 31 March 2024



City of Durham

Report of Jeff Garfoot, Treasurer

Purpose of the Report

- 1 The purpose of this report is to provide information on the:
 - a) actual expenditure compared to the profiled budget for the period ending 30 September 2023;
 - b) forecast of expenditure to 31 March 2024 in comparison to the 2023/24 original budget.

Background

- 2 The Charter Trustees for the City of Durham approved the Revenue budget for 2023/24 at its meeting on 25 January 2023.

Comparison of Revenue Outturn with Budget

- 3 At 30 September 2023 actual net expenditure was £10,730; an underspend of £27,249 (or 71.7%) against a profiled budget of £37,979.
- 4 It is anticipated that actual net expenditure at 31 March 2024 will be lower than the original budget of £75,958 by £6,691 (or 8.8%). The sum required to be drawn from reserves to balance the budget is expected to reduce from £15,477 to £8,786.
- 5 The above forecast of outturn position is mainly due to the projected underspend on the Mayor's Hospitality. If the actual expenditure increases during the remainder of the financial year, it will simply increase the transfer from the General Reserve to be more in line with the agreed budget.

- 6 An analysis of the expenditure over subjective budget headings is set out in Appendix 2.
- 7 Explanations regarding the main variances between actual expenditure and the budget are provided below:

Employees

- 8 The forecast expenditure matches the budget set for the Mayor and Deputy Mayor's Allowance.

Transport

- 9 It is anticipated that actual expenditure on transport will be £13,070 at the financial year end which is £643 (or 5.2%) more than the original budget. This is mainly due to a projected overspend in respect of the use of the bus hire.

Supplies and Services

- 10 Based on an estimate of future spending, the supplies and services outturn figure at 31 March 2024 is expected to be £14,556; an underspend of £6,558 (or 31.1%) in comparison to the annual budget. The projected underspend is mainly in respect of the Mayor's Hospitality budget and reflects the fact that only £6,439 has been spent to date.

Forecast of Outturn

- 11 The latest forecast of net expenditure to 31 March 2024 is £69,267, an underspend of £6,691 (or 8.8%) against the net expenditure budget of £75,958.

General Reserve

- 12 The general reserve balance at 1 April 2023 was £77,818. With a projected underspend of £6,691, the amount required to be drawn from reserves would be £8,786, rather than the original budget figure of £15,477. Consequently, the reserve balance would decrease to £69,032 as at 31 March 2024.

VAT

- 13 As at 30 September 2023 the total VAT paid and reclaimed was £373.12.

Budget Setting 2024/25

- 14 A report will be presented to the meeting on the 6 December 2023 to provide information to enable the Charter Trustees to determine the budget requirement for 2024/25 and the basic level of council tax for the financial years 2024/25 to 2027/28.
- 15 This meeting will also agree the precept for 2024/25 in order to meet the Council's deadline.

Recommendation

- 16 It is recommended that the City of Durham Charter Trustees:
- a) note the outturn position for the period ended 30 September 2023;
 - b) note the forecast of outturn to 31 March 2024;
 - c) note the 2024/25 Budget report will be presented to the meeting on 6 December 2023.

Contact: Ed Thompson, Tel. 03000 263481

Appendix 1: Implications

Legal Implications

None.

Finance

The report provides information on the:

- actual expenditure compared to the profiled budget to 30 September 2023
- forecast of expenditure to 31 March 2024 in comparison to the 2023/24 original budget

Consultation

None.

Equality and Diversity / Public Sector Equality Duty

None.

Climate Change

None.

Human Rights

None.

Crime and Disorder

None.

Staffing

None.

Accommodation

None.

Risk

None.

Procurement

None.

Appendix 2: Actual Outturn Compared to the Profiled Budget to 30 September 2023 and Projected Outturn to 31 March 2024

Annual Budget 2023/24	Budget Head	Profiled budget to date	Year to date Actual	Projected Outturn	Variance (Projected Outturn v Annual Budget)
£		£	£	£	£
	<u>Employees</u>				
3,500	Mayor's Allowance	1,750	0	3,500	0
1,500	Deputy Mayor's Allowance	750	0	1,500	0
	<u>Premises</u>				
4,018	Town Hall	2,009	0	4,018	0
	<u>Transport</u>				
8,190	Civic Car	4,095	0	8,190	0
1,337	Bus Hire	669	1,090	2,180	843
2,900	Sergeants at Mace/ Bodyguard	1,450	2,700	2,700	-200
	<u>Supplies and Services</u>				
19,017	Mayor's Hospitality	9,509	6,439	13,088	-5,929
892	General Office Expenses	446	125	305	-587
890	Insurance	445	848	848	-42
315	External Audit	158	0	315	0
	<u>Support Services</u>				
19,345	Administration	9,673	0	19,483	138
14,084	Finance/Legal/ICT/HR	7,042	0	14,085	1
	<u>Income</u>				
0	Mayor's Civic Dinner	0	0	0	0
-30	Bank Interest	-15	-472	-945	-915
75,958	Net Expenditure	37,979	10,730	69,267	-6,691
-6,544	Council Tax Support Grant	-3,272	-6,544	-6,544	0
-15,477	Transfer to / -from Reserves	-7,739	0	-8,786	6,691
53,937	Net budget	26,969	4,186	53,937	0