

APPENDIX 1

REVENUE ESTIMATES 2002/03
FINANCE & MANAGEMENT

Actual Expend 2000/01		Cash Limit Estimate 2001/02	Probable Estimate 2001/02	Estimate Nov Base 2002/03	Cash Limit Estimate 2002/03
Chief Finance Officer					
593,365	CA3 Corporate Management	724,410	665,680	727,350	745,400
38,750	CA5 External Audit	27,600	38,370	38,990	39,930
114,138	CA9 Unapportionable O/Heads	4,920	500,190	505,420	519,470
39,726	CM1 Misc. Finance (Expenditure)	37,420	46,270	49,660	50,690
-66,897	CM2 Misc. Finance (Income)	-45,960	-122,370	-137,240	-137,260
191,896	KN1 Concurrent Functions	223,520	191,070	193,490	198,200
910,978	Net Expenditure - Chief Finance Officer	971,910	1,319,210	1,377,670	1,416,430
Economic Develop Manager					
94,559	HG1 Asset And Estate Management	87,580	79,070	63,090	64,630
-4,407	HG2 Miscellaneous Properties	-7,950	25,090	28,050	28,380
90,152	Net Expenditure - Economic Develop Manager	79,630	104,160	91,140	93,010
Finance Services Manager					
66,478	CA6 Treasury Management	47,900	59,900	59,430	60,530
5,542	CA7 Vat Administration	5,090	4,780	5,640	5,790
16,079	CZ1 Flood Damage Nov 2000	0	400	0	0
729	DG3 Housing Advances	1,210	6,160	860	880
67,765	DG5 Housing Associations	67,830	34,200	72,410	74,250
156,593	Net Expenditure - Finance Services Manager	122,030	105,440	138,340	141,450
It/customer Serv Manager					
35	KH5 Civil Marriages	350	410	550	560
35	Net Expenditure - It/customer Serv Manager	350	410	550	560
Legal/members Serv Manager					
466,604	CA1 Democratic Representation	478,290	490,180	514,860	526,230
54,039	CC2 Civic Ceremonials	49,290	46,500	53,550	54,750
15,022	CE1 Elections	57,760	51,390	48,790	50,030
56,999	CE2 Register Of Electors	52,020	64,990	68,270	69,550
592,664	Net Expenditure - Legal/members Serv Manager	637,360	653,060	685,470	700,560

**REVENUE ESTIMATES 2002/03
FINANCE & MANAGEMENT**

Actual Expend 2000/01		Cash Limit Estimate 2001/02	Probable Estimate 2001/02	Estimate Nov Base 2002/03	Cash Limit Estimate 2002/03
	Revenue Manager				
4,294	CK2 Community Charge	3,810	3,390	3,580	3,640
-56,065	CK3 Cost Of Collection:Nndr	-55,980	-53,970	-57,170	-58,690
583,713	CK4 Council Tax	607,450	551,880	526,520	538,730
148,129	KF2 Bus Passes	158,480	180,900	185,140	189,770
258,946	KJ1 Benefits-Admin	300,330	260,130	266,590	277,140
45,066	KJ2 Benefits-Fraud Investigation	82,240	27,820	77,280	79,310
1,196	KJ3 Benefits-Appeals	750	2,360	2,030	2,080
240,424	KJ8 Housing Benefit	340,460	273,710	324,940	334,960
98,441	KJ9 Council Tax Benefit	323,550	146,430	127,180	130,350
1,324,144	Net Expenditure - Revenue Manager	1,761,090	1,392,650	1,456,090	1,497,290
3,074,566	NET EXPENDITURE - FINANCE & MANAGEMENT	3,572,370	3,574,930	3,749,260	3,849,300

APPENDIX 1

REVENUE ESTIMATES 2002/03 - FINANCE & MANAGEMENT DEPARTMENTAL & CENTRAL EXPENDITURE - GROSS COSTS

	<u>Actual</u> <u>2000/01</u> £	<u>Cash</u> <u>Limit</u> <u>2001/02</u> £	<u>Probable</u> <u>Out-turn</u> <u>2001/02</u> £	<u>Cash</u> <u>Limit</u> <u>2002/03</u> £
DEPARTMENTAL ACCOUNTS				
Corporate Management Team	393,685	483,550	456,760	488,530
Legal and Members Services	486,438	486,180	450,720	486,870
Economic Development Unit	161,660	188,630	175,670	181,000
Personnel and Development	200,921	214,030	225,080	212,720
Environmental Health	734,789	763,610	664,320	707,220
Housing	1,081,067	1,035,060	1,042,580	1,038,400
Community & Leisure Development	203,045	156,940	168,610	167,670
Technical Services	697,550	706,890	626,120	630,540
Planning Services	967,915	1,043,910	962,520	987,930
Policy and Best Value Unit	156,395	156,060	122,190	134,230
Finance Services	587,552	575,890	544,880	552,290
Internal Audit	123,846	121,810	117,290	122,020
I.T. Services	371,631	376,750	340,660	350,700
Revenue Services	922,119	930,230	871,060	885,640
Customer and Central Services	409,945	410,680	364,780	378,530
Total - Departmental Accounts	7,498,558	7,650,220	7,133,240	7,324,290

CENTRAL EXPENDITURE

Civic Offices	403,892	406,210	488,330	500,380
Darklands Road Depot	94,753	103,340	101,580	109,100
Staffing and Employment Costs	770,627	855,790	458,970	527,230
Stationery	16,102	13,560	19,720	19,890
Postage	51,092	56,080	57,850	58,190
Business Reply Service	3,000	4,100	4,000	4,100
Plan Printer	3,382	5,410	6,440	4,300
Health and Safety	48,457	65,090	39,100	43,380
Computer Mainframe	257,905	261,750	247,730	262,980
PC Admin. & Maintenance	239,412	220,780	130,030	124,000
E-Communications	37,180	27,320	25,260	22,520
G.I.S.	17,682	17,780	23,990	19,340
Telecommunications	26,947	83,100	71,090	72,630
Third Party Insurance	51,067	74,500	45,260	46,280
Other Central Costs	130,019	184,780	133,640	141,710
Total - Central Expenditure	2,151,517	2,379,590	1,852,990	1,956,030

Note - Gross Expenditure on Departmental and Central Expenditure is fully recharged across all Committees on usage and time allocation bases.

SOUTH DERBYSHIRE DISTRICT COUNCIL
VARIANCES CASH LIMIT ESTIMATE TO PROBABLE OUTTURN
YEAR ENDED 31 MARCH 2002

Finance & Management

	<u>£</u>	<u>£</u>
Cash Limited Estimate 2001/02		3,572,370
Probable Outturn 2001/02		3,574,930
Total Net Over/Underspend		<u>2,560</u>

Central Department & Technical Support Variance -171,510

Pension contributions for added years & backdated contributions 596,070

Contribution now due from HRA & Other Budgets towards items which have been reclassified as corporate -88,130

Reallocation of internal charges to other Council Accounts 44,040

Capital Charges Variance 25,820

Soft Split -25,300

Other Expenses Variances

CA1 - Members' Services	-440	
CA3 - Corporate Costs	12,490 #	
CA5 - External Audit	510	
CA6 - Treasury Management	-950	
CA7 - VAT Administration	70	
CA9 - Unapportionable Overheads	0	
CC2 - Civic Ceremonials	0	
CE1 - Elections	60	
CE2 - Register of Electors	1,030	
CK2 - Community Charge	-70	
CK3 - Cost of Collection - NNDR	6,210	
CK4 - Council Tax	-4,860	
CM1 - Misc. Finance Expenditure	6,150 #	
CM2 - Misc. Finance (Income)	-76,410	
CZ1 - Flood Damage Nov 2000	400	
DG3 - Housing Advances	-250	
DG5 - Housing Associations	-33,040	
HG1 - Asset & Estate Management	0	
HG2 - Miscellaneous Properties	8,360 #	
KF2 - Bus Passes	21,790	
KH5 - Civil Marriages	-130	
KJ1 - Benefits - Admin	-21,090	
KJ2 - Benefits - Fraud Investigations	-52,890	
KJ3 - Benefits - Appeals	0	
KJ8 - Housing Benefit	-66,750	
KJ9 - Council Tax Benefit	-177,120	
KN1 - Concurrent Functions	-1,500	
		-378,430

TOTAL NET OVER/UNDERSPEND **2,560**

£16,080 b/fwd from 2000/01 as per P&R 25/6/01

SOUTH DERBYSHIRE DISTRICT COUNCIL
PROBABLE OUTTURN 2001/02 TO NOV BASE ESTIMATE 2002/03

Finance & Management

Probable Outturn 2001/02	3,574,930
November Base Estimate 2002/03	3,749,260
Total Net Over/Underspend	174,330

Central Department & Technical Support Variance 86,190

Direct costs previously included in "S" committee etc. 0

Contribution now due from HRA & Other Budgets towards items which have been reclassified as corporate 0

Capital Charges Variance -4,390

Soft Split 310

Other Expenses Variances

CA1 - Members' Services	4,420	
CA3 - Corporate Costs	-10,180	#
CA5 - External Audit	-360	
CA6 - Treasury Management	1,880	
CA7 - VAT Administration	-440	
CA9 - Unapportionable Overheads	5,220	
CC2 - Civic Ceremonials	70	
CE1 - Elections	-180	
CE2 - Register of Electors	-80	
CK2 - Community Charge	-150	
CK3 - Cost of Collection - NNDR	-1,730	
CK4 - Council Tax	0	
CM1 - Misc. Finance Expenditure	-7,540	#
CM2 - Misc. Finance (Income)	-14,870	
CZ1 - Flood Damage Nov 2000	-400	
DG3 - Housing Advances	200	
DG5 - Housing Associations	33,040	
HG1 - Asset & Estate Management	-750	
HG2 - Miscellaneous Properties	2,430	#
KF2 - Bus Passes	4,210	
KH5 - Civil Marriages	130	
KJ1 - Benefits - Admin	-5,650	
KJ2 - Benefits - Fraud Investigations	50,970	
KJ3 - Benefits - Appeals	0	
KJ8 - Housing Benefit	51,230	
KJ9 - Council Tax Benefit	-19,250	
KN1 - Concurrent Functions	0	
	92,220	

TOTAL NET OVER/UNDERSPEND **174,330**

£16,080 b/fwd from 2000/01 as per P&R 25/6/01 taken out

APPENDIX 4

FINANCE & MANAGEMENT PROPOSED REVENUE BUDGET REDUCTIONS 2002/03

Summary of Proposed Reduction

Amount **Score**
£ %

CATEGORY C

Net Savings on Civic Car	900	13
Reduction in sundry debtor court costs	1,500	13
Increase income from Bad Debt Relief	2,000	13
Reduction in deficit on Trident Hsg. Association	20,000	13
Reduction in various consumable budgets (Legal Services)	900	15
Asset Management - reduction in supplies	950	15
Reduction in advertising of other Council properties	200	15
Reduction in equipment budget (Policy & Best Value)	60	15
Reduction in external consultation work (Policy & Best Value)	1,000	15
Reduction in various consumable budgets (Finance Services)	800	15
Reduction in Sundry Debtors Stationery	1,140	15
Increase charges for court costs (re: Council Tax & NNDR)	28,000	18
Bring Electronic Data Storage of Creditor invoices in-house	1,950	18
Reduction in distribution lists for Committee papers	8,000	20

TOTAL

67,400

CATEGORY A

Deletion of Customer Services (Admin) Post	15,000	32
Bring PC Training in-house	7,000	51
Reduction in p/t support for Register of Electors	2,110	60

TOTAL

24,110

OTHER ITEMS

Council Tax Collection - Reduce 1 vacant post	19,000
Reduction in Staff Catering Facilities	7,500
Internal Appointment for vacancy in Policy and Best Value Unit	30,000

56,500

APPENDIX 5

FINANCE & MANAGEMENT - SERVICE DEVELOPMENT PROPOSALS 2002/03

Ref. Summary of Proposed Development

ONE-OFF ITEMS

Ref.	Summary of Proposed Development	Year 1		Potential		Net		Score
		Gross Amount	£	External Funding	£	Cost to SDDC	£	
66	Civic Offices - Lift Installation	1,482				1,482		30
59	Local Government Improvement Programme	15,000				15,000		24
1	Tracing absconded Council Tax & NNDR payers	3,000		NOT SCORED				

PROPOSALS FOR ADDITIONAL STAFFING

47	Appointment of Asset Management Officer	30,400				30,400		20
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REMAINING PROPOSALS - NOT CATEGORISED ABOVE

76	Pro-active Occupational Health provision	2,000				2,000		46
38	Electoral Reg & Postal Voting system	6,000				6,000		40
60	Charter Mark - Pilot Project	625				625		18

OTHER PROPOSALS - NOT SCORED

37	Civic Functions for the Golden Jubilee							?
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SMALL ITEMS THAT COULD BE ADDED TO CURRENT BASE BUDGET

42	Economic Development - Mobile Phones							300
39	Disposal of Confidential Waste							165

FINANCE and MANAGEMENT - PROPOSED FEES and CHARGES 2002/03

<u>Current</u>	<u>Proposed</u>	
<u>Charge</u>	<u>Charge</u>	
<u>2001/02</u>	<u>2002/03</u>	<u>Comment</u>
£:p	£:p	

IT and CUSTOMER SERVICES

Civil Weddings
- Room Hire Fee

66.70 0.00 License has not been renewed.

FINANCIAL SERVICESMortgage Redemptions

- Administration
- Legal Costs

76.00 78.00 Increased by 2.5%
38.00 39.00 Increased by 2.5%