

Service Area Summaries P4 2023/24

Resources

Finance, Assets & Legal

	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Immediate Commitments £	Remaining Budget £	Explanation for Major Variances.
Industrial Estates							
Premises	45,755	15,267	4,642	(10,625)	4,582	36,531	See Note A .
Supplies & Services	0	0	399	399	0	(399)	No Major Variances.
Support Services	99,700	33,243	33,244	1	0	66,456	No Major Variances.
Capital Financing Costs	19,246	6,416	6,416	0	0	12,830	No Major Variances.
Income	(239,020)	(73,109)	(68,359)	4,750	0	(170,661)	See Note B .
	(74,319)	(18,183)	(23,658)	(5,475)	4,582	(55,243)	

Note A: (£5,245) Accrual from 22/23, awaiting invoice from supplier for payment. (£2,331) Insurance costs, waiting on final invoice. Other minor variances totalling (£3,049).

Note B: Vacant units for first quarter at North Walsham and Fakenham however there are companies/people interested in letting.

Surveyors Allotments

Premises	10,000	0	0	0	0	10,000	No Major Variances.
Support Services	20,750	6,920	6,920	0	0	13,830	No Major Variances.
Income	(100)	(36)	(50)	(14)	0	(50)	No Major Variances.
	30,650	6,884	6,870	(14)	0	23,780	

Parklands

Premises	0	0	626	626	0	(626)	No Major Variances.
	0	0	626	626	0	(626)	

Revenue Services

Employee Costs	928,588	309,426	278,337	(31,090)	125	650,127	Employee costs due to vacancies.
Transport Related Expenditure	900	300	137	(163)	0	763	No Major Variances.
Supplies & Services	112,778	21,745	16,425	(5,320)	3,738	92,615	No Major Variances.
Support Services	669,580	223,159	223,212	53	0	446,368	No Major Variances.
Capital Financing Costs	0	0	19	19	0	(19)	No Major Variances.
Income	(454,130)	0	(1,490,546)	(1,490,546)	0	1,036,416	See Note A .
	1,257,716	554,630	(972,416)	(1,527,046)	3,863	2,226,269	

Note A: (£1,400,175) 22/23 accrual in relation to Omicron Grant, reconciliation works complete and will be paid back to Business Energy & Industrial Strategy in August. (£90,021) New Burdens Grant Income.

Benefits Subsidy

Supplies & Services	0	0	64,006	64,006	0	(64,006)	See Note A .
Transfer Payments	16,930,262	0	0	0	0	16,930,262	No Major Variances.
Income	(16,930,262)	0	(106,190)	(106,190)	0	(16,824,072)	See Note B .
	0	0	(42,184)	(42,184)	0	42,184	

Note A: £54,045 Contribution to Post Office. £9,961 Discretionary Hardship Support Grant Payments.

Note B: (£98,000) Household Support Fund Allocation payment 4. (£8,190) Rent Allowance Support Payments.

Non Distributed Costs

Employee Costs	0	63,919	67,059	3,140	0	(67,059)	Superannuation Added Years.
	0	63,919	67,059	3,140	0	(67,059)	

Estates

Employee Costs	291,073	94,995	89,350	(5,645)	0	201,723	Fixed term post currently vacant, looking into options for restructure/recruitment.
Premises	5,990	1,996	2,020	24	553	3,417	No Major Variances.
Transport Related Expenditure	5,000	1,668	1,046	(622)	0	3,954	No Major Variances.
Supplies & Services	38,390	2,803	(8,405)	(11,208)	1,000	45,795	See Note A .
Support Services	(340,453)	(113,453)	(113,488)	(35)	0	(226,965)	No Major Variances.
Income	0	0	(2,420)	(2,420)	0	2,420	(£2,250) income moved to capital in August.
	0	(11,991)	(31,898)	(19,907)	1,553	30,345	

Note A: (£14,000) in relation to outstanding accrual for 22/23 currently chasing supplier for invoice. Offset by other minor variances totalling £2,792.

Admin Buildings

Premises	450,437	234,866	238,226	3,360	113,094	99,116	See Note A .
Supplies & Services	29,781	6,877	10,862	3,985	304	18,614	See Note B .
Transfer Payments	133,630	0	0	0	0	133,630	No Major Variances.
Support Services	(219,585)	(73,157)	(73,156)	1	0	(146,429)	No Major Variances.
Capital Financing Costs	43,174	14,392	14,392	0	0	28,782	No Major Variances.
Income	(372,101)	(33,791)	32,291	66,082	0	(404,392)	See Note C .
	65,336	149,187	222,616	73,429	113,399	(270,679)	

Note A: (£13,833) Accrual in relation to 21/22 and 22/23 rent for North Walsham Kings Arms street - Norfolk County Council have now sent invoices through for payment. £7,492 overspend in relation to Rafter's Cleaning. £3,412 Electricity costs higher than budgeted. £3,120 Gas costs higher than budgeted. (£3,136) variable billing invoices outstanding from contractor for refuse collection. Offset by other minor variances totalling £6,305.

Note B: £6,334 overspend in relation to Legionella surveys, offset by other minor variances totalling (£2,349).

Note C: £5,000 reduction in rental income due to North Walsham New Road being vacant. (£10,823) income in relation to North Walsham Kings Arms street that needs to be refunded as this has been paid to us in error. £69,193 Service Charge accrual in relation to Fakenham Connect and Cromer Office for 22/23 not yet received. Other minor variances totalling £2,712.

	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Immediate Commitments £	Remaining Budget £	Explanation for Major Variances.
Corporate Finance							
Employee Costs	584,228	194,684	134,891	(59,793)	0	449,337	Employee costs due to vacancies.
Transport Related Expenditure	1,044	352	0	(352)	0	1,044	No Major Variances.
Supplies & Services	100,895	47,426	45,424	(2,002)	32,667	22,804	See Note A .
Support Services	(699,798)	(233,224)	(233,292)	(68)	0	(466,506)	No Major Variances.
Capital Financing Costs	13,631	4,544	4,544	0	0	9,087	No Major Variances.
Income	0	0	(8,103)	(8,103)	0	8,103	(£8,103) New Burdens Grant Income - Transparency.
	0	13,782	(56,537)	(70,319)	32,667	23,870	
Note A: £4,307 Bip Solutions Procurement Software. (£3,755) Agency staffing. Other minor variances totalling (£2,554).							
Insurance & Risk Management							
Employee Costs	39,906	13,305	9,779	(3,526)	0	30,127	Waiting for final insurance invoices from Zurich.
Premises	274	92	67	(25)	0	207	No Major Variances.
Transport Related Expenditure	10,555	3,519	2,587	(932)	0	7,968	No Major Variances.
Supplies & Services	101,811	33,934	24,954	(8,980)	0	76,857	Waiting for final insurance invoices from Zurich.
Support Services	(152,546)	(50,853)	(50,860)	(7)	0	(101,686)	No Major Variances.
Income	0	0	(9)	(9)	0	9	No Major Variances.
	0	(3)	(13,482)	(13,479)	0	13,482	
Internal Audit							
Supplies & Services	84,000	0	(3,757)	(3,757)	76,936	10,821	Balance of 22/23 accrual as invoice was less than expected.
Support Services	(84,000)	(27,991)	(27,996)	(5)	0	(56,004)	No Major Variances.
Income	0	0	0	0	0	0	No Major Variances.
	0	(27,991)	(31,753)	(3,762)	76,936	(45,183)	
Chalets/Beach Huts							
Premises	24,994	8,182	7,844	(338)	243	16,907	No Major Variances.
Supplies & Services	21,200	10,019	9,290	(729)	0	11,910	No Major Variances.
Support Services	113,390	37,807	37,800	(7)	0	75,590	No Major Variances.
Income	(263,770)	(87,889)	(84,356)	3,533	0	(179,414)	See Note A .
	(104,186)	(31,881)	(29,423)	2,458	243	(75,006)	
Note A: £5,322 Beach Hut income timing variance offset by (£3,630) Unbudgeted storage cost income and other minor variances totalling £1,841.							
Investment Properties							
Premises	167,122	61,869	87,060	25,191	92,424	(12,362)	See Note A .
Supplies & Services	4,719	1,579	136	(1,443)	0	4,583	No Major Variances.
Support Services	148,750	49,578	49,588	10	0	99,162	No Major Variances.
Capital Financing Costs	76,841	25,607	25,608	1	0	51,233	No Major Variances.
Income	(251,633)	(112,278)	(72,627)	39,651	0	(179,006)	See Note B .
	145,799	26,355	89,765	63,410	92,424	(36,390)	
Note A: £11,424 Repairs and maintenance overspend for installation of new doors, lift repairs, boiler works and Electrical Installation Condition Report at Rocket House. £6,699 Overspend on vinyl, water supply installation, making electrics safe and repairing brickwork and rails on Other Lettings. £3,633 Electricity overspend. £6,098 Other Lettings grounds maintenance costs. (£2,994) in relation to Insurance Premiums not yet paid.							
Note B: £6,794 Other Lettings, insurance premium recovery which will be recharged when we have paid Zurich in full. Rocket House, £12,024 Service Charge Income for 22/23 still outstanding and £16,999 Accrual 22/23 Other Recoverable costs still outstanding. Other minor variances totalling £3,834.							
Central Costs							
Employee Costs	38,913	12,970	13,169	199	0	25,744	No Major Variances.
Premises	0	0	42	42	0	(42)	No Major Variances.
Transport Related Expenditure	0	0	121	121	0	(121)	No Major Variances.
Supplies & Services	15,500	0	0	0	0	15,500	No Major Variances.
Support Services	(54,413)	(18,159)	(18,152)	7	0	(36,261)	No Major Variances.
Income	0	0	0	0	0	0	No Major Variances.
	0	(5,189)	(4,820)	369	0	4,820	
Corporate & Democratic Core							
Transport Related Expenditure	100	36	0	(36)	0	100	No Major Variances.
Supplies & Services	415,478	118,833	(32,371)	(151,204)	7,523	440,327	(£153,333) 22/23 Audit Fee accrual outstanding. £2,535 Mandatory Participation Cabinet Office.
Support Services	1,615,410	538,276	538,472	196	0	1,076,938	No Major Variances.
Capital Financing Costs	900,000	0	0	0	0	900,000	No Major Variances.
Income	0	0	(18,264)	(18,264)	0	18,264	Unbudgeted income from Department for Levelling Up, Housing and Communities.
	2,930,988	657,145	487,837	(169,308)	7,523	2,435,629	

	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Immediate Commitments £	Remaining Budget £	Explanation for Major Variances.
Members Services							
Employee Costs	188,583	62,849	62,629	(220)	0	125,954	No Major Variances.
Transport Related Expenditure	17,610	5,874	2,170	(3,704)	0	15,440	New members have not been set up on MyView so have been unable to submit claims.
Supplies & Services	373,000	121,808	114,344	(7,464)	60	258,596	Reduced payments when elections were taking place.
Support Services	87,025	29,030	29,020	(10)	0	58,005	No Major Variances.
	666,218	219,561	208,162	(11,399)	60	457,996	
Legal Services							
Employee Costs	544,864	181,561	132,175	(49,386)	0	412,689	Employee costs due to vacancies.
Transport Related Expenditure	3,586	1,198	549	(649)	0	3,037	No Major Variances.
Supplies & Services	73,710	46,878	63,895	17,017	10	9,805	See Note A .
Support Services	(577,160)	(192,312)	(192,456)	(144)	0	(384,704)	No Major Variances.
Income	(45,000)	(25,200)	(25,978)	(778)	0	(19,022)	No Major Variances.
	0	12,125	(21,815)	(33,940)	10	21,806	
Note A: Overspends in relation to: £2,675 Books, £15,841 Other Professional Fees for Locum Lawyer, this is to be offset by employee cost underspend. Other minor variances totalling (£1,499).							
Ad Finance, Assets & Legal							
Employee Costs	91,814	30,600	31,307	707	375	60,132	No Major Variances.
Transport Related Expenditure	1,213	407	321	(86)	0	892	No Major Variances.
Supplies & Services	300	100	13	(87)	0	287	No Major Variances.
Support Services	(93,327)	(31,097)	(31,108)	(11)	0	(62,219)	No Major Variances.
Income	0	0	0	0	0	0	No Major Variances.
	0	10	533	523	375	(908)	
Total Finance Assets & Legal	4,918,202	1,608,360	(144,517)	(1,752,877)	333,635	4,729,085	

Service Area Summaries P4 2023/24

Resources

Organisational Resources

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Immediate Commitments	Remaining Budget	Explanation for Major Variances.
	£	£	£		£	£	
Car Parking							
Premises	640,665	441,540	380,847	(60,693)	72,193	187,625	See Note A.
Supplies & Services	371,000	102,238	(180,854)	(283,092)	443,714	108,141	See Note B.
Support Services	187,090	69,017	69,036	19	0	118,054	No Major Variances.
Capital Financing Costs	75,820	25,264	25,264	0	0	50,556	No Major Variances.
Income	(3,032,799)	(1,062,046)	(1,081,703)	(19,657)	0	(1,951,096)	See Note C.
	(1,758,224)	(423,987)	(787,411)	(363,424)	515,907	(1,486,720)	
Note A: (£17,652) variable billing invoices outstanding from contractor in relation to Grounds Maintenance. (£42,875) Business rates underspend. £5,309 Electricity costs higher than budgeted. Other minor variances totalling (£5,475).							
Note B: (£223,962) 22/23 Management fee accrual not yet paid. (£60,438) Quarter 1 23/24 management fee not yet invoiced. £7,118 Contractor payments for cleansing contract. Other minor variances totalling (£5,810).							
Note C: (£17,565) Unbudgeted Electric Vehicle Charging Point income. (£7,213) Cash income. £5,000 22/23 accrual in relation to Management Fee for Millers Walk.							
It - Support Services							
Employee Costs	927,631	306,444	251,778	(54,666)	850	675,003	Employee costs due to vacancies.
Transport Related Expenditure	1,000	336	48	(288)	0	952	No Major Variances.
Supplies & Services	893,520	161,976	158,902	(3,074)	82,124	652,494	See Note A.
Support Services	(1,950,129)	(649,866)	(650,068)	(202)	0	(1,300,061)	No Major Variances.
Capital Financing Costs	127,978	42,644	42,644	0	0	85,334	No Major Variances.
Income	0	0	(2,592)	(2,592)	0	2,592	Sale of equipment.
	0	(138,466)	(199,288)	(60,822)	82,974	116,314	
Note A: (£3,789) accrual in relation to Adept Technology awaiting invoice. Although computer purchases do not have a YTD Variance we are expecting a full year effect of around £40,000 this is due to a number of software components being purchased by service areas without ICT being aware of the ongoing cost and commitment. Inflation costs have also been greater than predicted for some software.							
Poppyfields							
Premises	3,114	159	140	(19)	515	2,459	No Major Variances.
Supplies & Services	19,700	3,768	3,962	194	0	15,738	No Major Variances.
Support Services	22,770	7,593	7,592	(1)	0	15,178	No Major Variances.
	45,584	11,520	11,694	174	515	33,376	
Property Services							
Employee Costs	610,524	194,615	194,481	(134)	5,520	410,523	No Major Variances.
Premises	0	0	4,222	4,222	3,494	(7,716)	See Note A.
Transport Related Expenditure	29,431	6,469	6,804	335	0	22,627	No Major Variances.
Supplies & Services	25,085	3,216	6,928	3,712	45,125	(26,988)	Upgrading works to Concerto System.
Support Services	(712,795)	(237,478)	(237,588)	(110)	0	(475,207)	No Major Variances.
Capital Financing Costs	47,755	15,916	15,916	0	0	31,839	No Major Variances.
Income	0	0	1,308	1,308	0	(1,308)	22/23 Accrual outstanding from Cromer Town Council in relation to water leak at North Lodge Park.
	0	(17,262)	(7,930)	9,332	54,139	(46,209)	
Note A: Repairs and Maintenance spend that has no budget, mainly in relation to Skip Hire, Waste collection/Hire, NNDC Labour in relation to Elections and Support for 60's Weekend.							
Playgrounds							
Premises	29,135	9,711	18,923	9,212	24,149	(13,936)	See Note A.
Supplies & Services	63,500	24,125	24,038	(87)	33,649	5,813	No Major Variances.
Support Services	54,070	18,024	18,028	4	0	36,042	No Major Variances.
Income	0	0	(7,815)	(7,815)	0	7,815	Contribution towards installation of accessible roundabout Cromer Road, Sheringham.
	146,705	51,860	53,174	1,314	57,798	35,733	
Note A: Overspends in relation to: £6,606 Zip Line at Sadlers Wood Playground and £2,113 Higher contractor payments in relation to Grounds Maintenance.							
Amenity Lighting							
Premises	37,875	5,624	7,334	1,710	3,832	26,709	Electricity higher than budgeted.
Support Services	29,980	9,997	10,000	3	0	19,980	No Major Variances.
	67,855	15,621	17,334	1,713	3,832	46,689	
Community Centres							
Premises	10,520	1,642	1,230	(412)	241	9,050	No Major Variances.
Support Services	18,140	6,050	6,048	(2)	0	12,092	No Major Variances.
	28,660	7,692	7,278	(414)	241	21,142	
Tic'S							
Employee Costs	75,138	25,044	26,750	1,706	0	48,388	No Major Variances.
Premises	16,604	8,037	10,791	2,754	5,856	(43)	Heating repairs instructed by Property Services.
Transport Related Expenditure	85	29	0	(29)	0	85	No Major Variances.
Supplies & Services	18,370	6,135	3,003	(3,132)	6,297	9,071	No Major Variances.
Support Services	54,820	18,290	18,280	(10)	0	36,540	No Major Variances.
Capital Financing Costs	6,040	2,014	2,016	2	0	4,024	No Major Variances.
Income	(30,170)	(10,056)	(10,115)	(59)	0	(20,055)	No Major Variances.
	140,887	49,493	50,724	1,231	12,153	78,010	
Cromer Pier							
Premises	209,667	53,707	38,814	(14,893)	7,890	162,963	Waiting for final insurance invoices from Zurich.
Supplies & Services	4,000	1,335	0	(1,335)	0	4,000	No Major Variances.
Support Services	106,990	35,661	35,660	(1)	0	71,330	No Major Variances.
Capital Financing Costs	20,737	6,912	6,912	0	0	13,825	No Major Variances.
	341,394	97,615	81,386	(16,229)	7,890	252,118	

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Immediate Commitments	Remaining Budget	Explanation for Major Variances.
	£	£	£		£	£	
Public Conveniences							
Premises	700,772	248,714	283,916	35,202	321,012	95,844	See Note A .
Supplies & Services	38,250	10,588	11,823	1,235	5,233	21,195	No Major Variances.
Transfer Payments	14,175	0	0	0	0	14,175	No Major Variances.
Support Services	214,450	71,467	71,484	17	0	142,966	No Major Variances.
Capital Financing Costs	82,028	27,332	27,332	0	0	54,696	No Major Variances.
Income	0	0	(7,707)	(7,707)	0	7,707	Insurance claim income.
	1,049,675	358,101	386,847	28,746	326,245	336,583	
Note A: £32,370 Higher contractor payments in relation to Contract Cleaning. £8,991 Electricity higher than budgeted. Other minor variances totalling (£6,159).							
IT Business Support							
Employee Costs	138,675	44,079	45,122	1,043	0	93,553	No Major Variances.
Support Services	398,690	132,868	132,908	40	0	265,782	No Major Variances.
	537,365	176,947	178,030	1,083	0	359,335	
Reprographics							
Employee Costs	46,853	15,618	15,441	(177)	0	31,412	No Major Variances.
Transport Related Expenditure	250	84	0	(84)	0	250	No Major Variances.
Supplies & Services	35,290	5,481	5,844	363	0	29,446	No Major Variances.
Support Services	(78,393)	(26,114)	(26,128)	(14)	0	(52,265)	No Major Variances.
Income	(4,000)	(1,335)	(1,366)	(31)	0	(2,634)	No Major Variances.
	0	(6,266)	(6,209)	57	0	6,209	
Customer Services - Corporate							
Employee Costs	951,854	317,175	277,119	(40,056)	0	674,735	Employee costs due to vacancies.
Transport Related Expenditure	2,300	768	920	152	0	1,380	No Major Variances.
Supplies & Services	74,867	10,570	(3,573)	(14,143)	22,508	55,932	(£10,710) 22/23 Accrual in relation to C3 Development. Other minor variances totalling (£3,433).
Support Services	(1,065,827)	(355,158)	(355,206)	(48)	0	(710,621)	No Major Variances.
Capital Financing Costs	54,056	18,012	18,012	0	0	36,044	No Major Variances.
Income	(17,250)	(9,226)	(13,399)	(4,173)	0	(3,851)	Service charge income higher than budgeted.
	0	(17,859)	(76,127)	(58,268)	22,508	53,619	
Ad Organisational Resources							
Employee Costs	87,950	29,308	29,522	214	0	58,428	No Major Variances.
Transport Related Expenditure	1,194	400	321	(79)	0	873	No Major Variances.
Supplies & Services	100	36	0	(36)	0	100	No Major Variances.
Support Services	(89,244)	(29,731)	(29,740)	(9)	0	(59,504)	No Major Variances.
Income	0	0	0	0	0	0	No Major Variances.
	0	13	103	90	0	(103)	
Total Organisational Resources	599,901	165,022	(290,394)	(455,416)	1,084,201	(193,906)	
Total Resources	5,518,103	1,773,382	(434,911)	(2,208,293)	1,417,836	4,535,179	