

# Report

Report to:	<b>Finance and Corporate Resources Committee</b>
Date of Meeting:	<b>1 September 2021</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Revenue Budget Monitoring 2020/2021 - Finance and Corporate Resources</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:

- ◆ provide information on the actual expenditure measured against the revenue budget for the period 1 April 2020 to 31 March 2021 for Finance and Corporate Resources

## 2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s):

- (1) that the Finance and Corporate Resources financial outturn position as at 31 March 2021 is an overspend of £2.216 million including costs of COVID-19 but before transfer to reserves and an overspend of £5.652 million after transfers to reserves, as detailed in Appendix A of the report, be noted; and
- (2) that the Finance and Corporate Resources financial outturn position as at 31 March 2021 is an overspend of £0.046 million excluding the costs of COVID-19 and after transfers to reserves.

## 3. Background

- 3.1. This is the final revenue budget monitoring report presented to the Finance and Corporate Resources Committee for the financial year 2020/2021.
- 3.2. The report details the financial position for Finance and Corporate Resources on Appendix A, along with variance explanations in Appendices B-I as appropriate.
- 3.3. The Resource has incurred expenditure of £5.606 million in relation to COVID-19, and in order to separate these costs from the Resource's normal activities, a COVID-19 Service has been included at Appendix I.

## 4. Employee Implications

4.1. None.

## 5. Financial Implications

- 5.1. **Year End Position as at 31 March 2021:** The year end position is an overspend of £2.216 million before approved Transfers to Reserves and an overspend of £5.652 million after Transfers to Reserves. This includes the costs of COVID-19 for the Resource. Removing the costs of COVID-19 leaves an underspend of £0.046 million, which is in line with the probable outturn position (an overspend of £0.030 million).

- 5.2. The total cost of COVID-19 for the Resource is £5.606 million. This includes additional costs of £4.818 million as outlined in Appendix I and includes the provision of Free School Meals and Winter Fuel Payments, overtime incurred to facilitate processing of business support grants and other claims during COVID-19, as well as additional expenditure on Bed and Breakfast accommodation during the pandemic and spend to alleviate financial insecurities. The costs also take into account savings delayed as a result of the pandemic (£0.354 million) and loss of income of £0.455 million relating to Licensing and Registration Services, Printing Services and Legal Services. These are offset by a minor amount of Spend Not Made (£0.021 million).
- 5.3. **Transfers to Reserves:** The Executive Committee (10 February 2021) approved a transfer of £0.089 million to reserves to meet future commitments.
- 5.4. However, as a further consequence of the COVID-19 pandemic and the timing of income received from external parties, further transfers were approved at the year-end (Executive Committee, 23 June 2021). These total £3.347 million and take the total transfers to £3.436 million. These are detailed in Appendices B to I as appropriate.
- 5.5. Virements to realign budgets across budget categories and with other Resources are detailed in the appendices B to I as appropriate.
6. **Climate Change, Sustainability and Environmental Implications**
- 6.1 There are no implications for climate change, sustainability or the environment in terms of the information contained in this report.
7. **Other Implications**
- 7.1 The main risk associated with the Council's Revenue Budget is that there is an overspend. The risk has been assessed as low given the detailed budget management applied across the Resources. The risk is managed through four weekly Budget Monitoring Meetings at which any variance is analysed. In addition, the probable outturn exercise ensures early warning for corrective action to be taken where appropriate.
8. **Equality Impact Assessment and Consultation Arrangements**
- 8.1 This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.
- 8.2 There is also no requirement to undertake any consultation in terms of the information contained in the report.

**Paul Manning**  
**Executive Director (Finance and Corporate Resources)**

26 July 2021

**Link(s) to Council Values/Ambitions/Objectives**

- ◆ Value: Accountable, Effective, Efficient and Transparent

**Previous References**

- ◆ Finance and Corporate Resources Committee - 02 June 2021

**List of Background Papers**

- ◆ Financial ledger and budget monitoring results to 31 March 2021

**Contact for Further Information**

If you would like to inspect the background papers or want further information, please contact:-

Lorraine O'Hagan, Finance Manager (Strategy)

Ext: 2601 (Tel: 01698 452601)

E-mail: [lorraine.o'hagan@southlanarkshire.gov.uk](mailto:lorraine.o'hagan@southlanarkshire.gov.uk)

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 31 March 2021 (No.14)

## Finance and Corporate Resources Summary

<b>Budget Category</b>	<b>Annual Budget</b>	<b>Forecast for Year BEFORE Transfers</b>	<b>Annual Forecast Variance BEFORE Transfers</b>	<b>Annual Forecast Variance AFTERS Transfers</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance 31/03/21</b>		<b>% Variance 31/03/21</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>		
Employee Costs	34,559	35,664	(1,105)	(1,105)	34,359	35,554	(995)	over	(2.9%)
Property Costs	4,308	4,097	211	139	4,308	4,015	293	under	6.8%
Supplies & Services	12,103	13,341	(1,238)	(1,238)	12,103	15,209	(3,106)	over	(25.7%)
Transport & Plant	104	47	57	32	104	98	6	under	5.8%
Administration Costs	8,755	7,908	847	467	8,755	7,476	1,280	under	14.6%
Payments to Other Bodies	51,666	51,261	405	399	51,666	49,645	2,021	under	3.9%
Payments to Contractors	265	278	(13)	(13)	265	269	(4)	over	(1.5%)
Transfer Payments	70,856	69,923	933	933	70,856	70,450	406	under	(0.6%)
Financing Charges	1,039	1,163	(124)	(144)	1,039	1,219	(180)	over	(17.3%)
<b>Total Controllable Exp.</b>	183,655	183,682	(27)	(530)	183,655	183,935	(279)	over	(0.2%)
<b>Total Controllable Inc.</b>	(147,598)	(144,092)	(3,506)	(3,106)	(147,598)	(145,662)	1,937	Under recovered	(1.3%)
<b>Net Controllable Exp.</b>	36,057	39,590	(3,533)	(3,636)	36,057	38,273	(2,216)	over	(6.1%)
<b>Transfer to Reserves (as at 31/03/21)</b>	0	0	0	0	0	3,436	(3,436)	-	n/a
<b>Position After Transfers to Reserves (as at 31/03/21)</b>	36,057	39,590	(3,533)	(3,636)	36,057	41,709	(5,652)	over	(6.1%)

**Variance Explanations**

These are shown in Appendices B to I as appropriate.

**Year-end Transfers to Reserves**

These are shown in Appendices B to I as appropriate.

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 31 March 2021 (No.14)

## Finance - Strategy Services

<b>Budget Category</b>	<b>Annual Budget</b>	<b>Forecast for Year BEFORE Transfers</b>	<b>Annual Forecast Variance BEFORE Transfers</b>	<b>Annual Forecast Variance AFTERS Transfers</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance 31/03/21</b>		<b>% Variance 31/03/21</b>	<b>Note</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>			
Employee Costs	2,989	2,996	(7)	(7)	2,989	3,009	(20)	over	(0.7%)	1 a
Property Costs	0	0	0	0	0	0	0	-	n/a	
Supplies & Services	19	25	(6)	(6)	19	26	(7)	over	(36.8%)	
Transport & Plant	0	0	0	0	0	1	(1)	over	n/a	
Administration Costs	112	122	(10)	(10)	112	117	(5)	over	(4.5%)	
Payments to Other Bodies	495	504	(9)	(9)	495	508	(13)	over	(2.6%)	
Payments to Contractors	22	19	3	3	22	23	(1)	over	(4.5%)	
Transfer Payments	0	0	0	0	0	0	0	-	n/a	
Financing Charges	15	14	1	1	15	16	(1)	over	(6.7%)	
<b>Total Controllable Exp.</b>	3,652	3,680	(28)	(28)	3,652	3,700	(48)	over	(1.3%)	
<b>Total Controllable Inc.</b>	(1,360)	(1,387)	27	27	(1,360)	(1,386)	26	over recovered	(1.9%)	b, c
<b>Net Controllable Exp.</b>	2,292	2,293	(1)	(1)	2,292	2,314	(22)	over	(1.0%)	
<b>Transfer to Reserves (as at 31/03/21)</b>	0	0	0	0	0	0	0	-	n/a	
<b>Position After Transfers to Reserves (as at 31/03/21)</b>	2,292	2,293	(1)	(1)	2,292	2,314	(22)	over	(1.0%)	

Variance Explanations**1. Employee Costs**

The overspend is mainly due to lower than anticipated staff turnover across the Service.

Budget Virements

- Realignment to reflect apprenticeship levy. Net Effect £0.012m: Employee Costs £0.012m.
- Internal realignment of income between Strategy and Transactions to reflect service delivery. Net Effect £0.129m: Income £0.129m.
- Internal realignment of Central Support Budgets to reflect service delivery. Net Effect £0.186m: Income £0.186m.

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 31 March 2021 (No.14)

## Finance - Transactions Services

<b>Budget Category</b>	<b>Annual Budget</b>	<b>Forecast for Year BEFORE Transfers</b>	<b>Annual Forecast Variance BEFORE Transfers</b>	<b>Annual Forecast Variance AFTER Transfers</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance 31/03/21</b>		<b>Variance 31/03/21</b>	<b>Note</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>			
Employee Costs	11,344	11,362	(18)	(18)	11,344	11,308	36	under	0.3%	1 a
Property Costs	3,160	3,138	22	22	3,160	3,009	151	under	4.8%	2
Supplies & Services	813	783	30	30	813	771	42	under	5.2%	
Transport & Plant	7	1	6	6	7	2	5	under	71.4%	
Administration Costs	1,259	1,121	138	138	1,259	1,114	145	under	11.5%	3
Payments to Other Bodies	0	0	0	0	0	0	0	-	n/a	
Payments to Contractors	243	256	(13)	(13)	243	241	2	under	0.8%	
Transfer Payments	70,856	69,743	1,113	1,113	70,856	70,023	833	under	1.2%	4
Financing Charges	104	98	6	6	104	108	(4)	over	(3.8%)	
<b>Total Controllable Exp.</b>	<b>87,786</b>	<b>86,502</b>	<b>1,284</b>	<b>1,284</b>	<b>87,786</b>	<b>86,576</b>	<b>1,210</b>	<b>under</b>	<b>1.4%</b>	
<b>Total Controllable Inc.</b>	<b>(74,271)</b>	<b>(72,989)</b>	<b>(1,282)</b>	<b>(1,282)</b>	<b>(74,271)</b>	<b>(73,378)</b>	<b>(893)</b>	<b>under recovered</b>	<b>1.2%</b>	5 b, c, d,
<b>Net Controllable Exp.</b>	<b>13,515</b>	<b>13,513</b>	<b>2</b>	<b>2</b>	<b>13,515</b>	<b>13,198</b>	<b>317</b>	<b>under</b>	<b>2.3%</b>	
<b>Transfer to Reserves (as at 31/03/21)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>129</b>	<b>(129)</b>	<b>-</b>	<b>n/a</b>	
<b>Position After Transfers to Reserves (as at 31/03/21)</b>	<b>13,515</b>	<b>13,513</b>	<b>2</b>	<b>2</b>	<b>13,515</b>	<b>13,327</b>	<b>188</b>	<b>under</b>	<b>2.3%</b>	

**Variance Explanations**

- Employee Costs**  
This small underspend relates to levels of turnover throughout the year.
- Property Costs**  
This reflects the level of spend on Scottish Welfare Fund grants. The underspend was transferred to Reserves at the end of the year (see Year-End Transfers below).
- Administration Costs**  
The underspend relates to reduced legal expenses and other small administration variances.
- Transfer Payments**  
The underspend is due to the reduced cost of overpayments as part of the administration of housing benefit, offset by an under recovery of Income (see 4 below).
- Income**  
The income under recovery relates mainly to Housing Benefit Subsidy income (offset by underspend in Transfer Payments above), and also an under recovery in Housing Benefit Overpayments, Statutory Additions and DWP Admin Subsidy.

**Budget Virements**

- Realignment to reflect apprenticeship levy. Net Effect £0.047m: Employee Costs £0.047m
- Internal realignment of income between Strategy and Transactions to reflect service delivery. Net Effect (£0.130m): Income (£0.130m)
- Internal realignment of Central Support Budgets to reflect service delivery. Net Effect £0.102m: Income £0.102m
- DHP spend funded by COVID income: Net Effect (£0.189m). Income (£0.189m).

**Year End Transfers to Reserves**

Additional COVID allocation for Scottish Welfare Fund not utilised in 2020/21 (see 2 above) and which will be required in 2021/2022.

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 31 March 2021 (No.14)

## Audit Services

<b>Budget Category</b>	<b>Annual Budget</b>	<b>Forecast for Year BEFORE Transfers</b>	<b>Annual Forecast Variance BEFORE Transfers</b>	<b>Annual Forecast Variance AFTER Transfers</b>	<b>Budget Proportion 31/03/21</b>	<b>Actual BEFORE Transfers 31/03/21</b>	<b>Variance 31/03/21</b>		<b>% Variance 31/03/21</b>	<b>Note</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>			
Employee Costs	628	643	(15)	(15)	628	652	(24)	over	(3.8%)	1 a
Property Costs	0	0	0	0	0	0	0	-	n/a	
Supplies & Services	7	7	0	0	7	5	2	under	28.6%	
Transport & Plant	0	0	0	0	0	0	0	-	n/a	
Administration Costs	7	4	3	3	7	5	2	under	28.6%	
Payments to Other Bodies	0	0	0	0	0	1	(1)	over	n/a	
Payments to Contractors	0	0	0	0	0	0	0	-	n/a	
Transfer Payments	0	0	0	0	0	0	0	-	n/a	
Financing Charges	4	4	0	0	4	4	0	-	0.0%	
<b>Total Controllable Exp.</b>	646	658	(12)	(12)	646	667	(21)	over	(3.3%)	
<b>Total Controllable Inc.</b>	(312)	(324)	12	12	(312)	(309)	(3)	under recovered	1.0%	
<b>Net Controllable Exp.</b>	334	334	0	0	334	358	(24)	over	(7.2%)	
<b>Transfer to Reserves (as at 31/03/21)</b>	0	0	0	0	0	0	0	-	n/a	
<b>Position After Transfers to Reserves (as at 31/03/21)</b>	334	334	0	0	334	358	(24)	over	(7.2%)	

Variance Explanations1. **Employee Costs**

The overspend relates to lower than anticipated levels of employee turnover.

Budget Virements

- a. Realignment to reflect apprenticeship levy. Net Effect £0.002m: Employee Costs £0.002m.

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 31 March 2021 (No.14)

## Information Technology Services

<b>Budget Category</b>	<b>Annual Budget</b>	<b>Forecast for Year BEFORE Transfers</b>	<b>Annual Forecast Variance BEFORE Transfers</b>	<b>Annual Forecast Variance AFTER Transfers</b>	<b>Budget Proportion 31/03/21</b>	<b>Actual BEFORE Transfers 31/03/21</b>	<b>Variance 31/03/21</b>		<b>% Variance 31/03/21</b>	<b>Note</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>			
Employee Costs	5,414	5,697	(283)	(283)	5,414	5,743	(329)	over	(6.1%)	1 a
Property Costs	586	468	118	118	586	469	117	under	20.0%	2
Supplies & Services	5,043	4,786	257	257	5,043	4,967	76	under	1.5%	3
Transport & Plant	4	0	4	4	4	3	1	under	25.0%	
Administration Costs	2,059	2,023	36	36	2,059	1,699	360	under	17.5%	4
Payments to Other Bodies	0	0	0	0	0	0	0	-	n/a	
Payments to Contractors	0	0	0	0	0	0	0	-	n/a	
Transfer Payments	0	0	0	0	0	0	0	-	n/a	
Financing Charges	499	572	(73)	(73)	499	619	(120)	over	(24.0%)	5
<b>Total Controllable Exp.</b>	13,605	13,546	59	59	13,605	13,500	105	under	0.8%	
<b>Total Controllable Inc.</b>	(8,684)	(8,312)	(372)	(372)	(8,684)	(8,023)	(661)	under recovered	(7.6%)	6 b
<b>Net Controllable Exp.</b>	4,921	5,234	(313)	(313)	4,921	5,477	(556)	over	(11.3%)	
<b>Transfer to Reserves (as at 31/03/21)</b>	0	0	0	0	0	0	0	-	n/a	
<b>Position After Transfers to Reserves (as at 31/03/21)</b>	4,921	5,234	(313)	(313)	4,921	5,477	(556)	over	(11.3%)	

**Variance Explanations**

- Employee Costs**  
The overspend relates to lower than anticipated levels of employee turnover.
- Property Costs**  
The underspend relates to reduced electricity charges for the Caird Centre as we implement the changes to service provision.
- Supplies & Services**  
The underspend relates to the implementation of changes in service provision at the Caird Centre.
- Administration Costs**  
The underspend is mainly due to lower than anticipated telephone charges for the year, which is offset by an under recovery of income (see 6 below)
- Financing Charges**  
The overspend reflects lease costs for 2020/21 - an overspend was forecast at Probable Outturn and was offset by an over-recovery in the related income line.
- Income**  
The income under recovery reflects the change in service provision at the Caird Centre as well as an under recovery relating to telephone recharges (see 4 above).

**Budget Virements**

- Realignment to reflect apprenticeship levy. Net Effect £0.021m: Employee Costs £0.021m
- Internal realignment of Central Support Budgets to reflect service delivery. Net Effect (£0.260m): Income (£0.260m)



## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 31 March 2021 (No.14)

## Personnel Services

<b>Budget Category</b>	<b>Annual Budget</b>	<b>Forecast for Year BEFORE Transfers</b>	<b>Annual Forecast Variance BEFORE Transfers</b>	<b>Annual Forecast Variance AFTER Transfers</b>	<b>Budget Proportion 31/03/21</b>	<b>Actual BEFORE Transfers 31/03/21</b>	<b>Variance 31/03/21</b>	<b>% Variance 31/03/21</b>	<b>Note</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>		
Employee Costs	7,868	7,764	104	104	7,868	7,593	275	under	3.5% 1 a
Property Costs	222	129	93	21	222	181	41	under	18.5% 2
Supplies & Services	328	265	63	63	328	272	56	under	17.1% 3
Transport & Plant	50	7	43	18	50	10	40	under	80.0%
Administration Costs	1,392	1,304	88	88	1,392	1,061	332	under	23.8% 4
Payments to Other Bodies	4,049	3,806	243	237	4,049	2,155	1,894	under	46.8% 5 b
Payments to Contractors	0	0	0	0	0	0	0	-	n/a
Transfer Payments	0	0	0	0	0	0	0	-	n/a
Financing Charges	39	69	(30)	(30)	39	57	(18)	over	(46.2%)
<b>Total Controllable Exp.</b>	<b>13,948</b>	<b>13,344</b>	<b>604</b>	<b>501</b>	<b>13,948</b>	<b>11,329</b>	<b>2,620</b>	<b>under</b>	<b>18.8%</b>
<b>Total Controllable Inc.</b>	<b>(4,265)</b>	<b>(3,762)</b>	<b>(503)</b>	<b>(503)</b>	<b>(4,265)</b>	<b>(4,958)</b>	<b>692</b>	<b>over recovered</b>	<b>16.2% 6 c</b>
<b>Net Controllable Exp.</b>	<b>9,683</b>	<b>9,582</b>	<b>101</b>	<b>(2)</b>	<b>9,683</b>	<b>6,371</b>	<b>3,312</b>	<b>under</b>	<b>34.2%</b>
<b>Transfer to Reserves (as at 31/03/21)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,247</b>	<b>(3,247)</b>	<b>over</b>	<b>n/a</b>
<b>Position After Transfers to Reserves (as at 31/03/21)</b>	<b>9,683</b>	<b>9,582</b>	<b>101</b>	<b>(2)</b>	<b>9,683</b>	<b>9,618</b>	<b>65</b>	<b>under</b>	<b>34.2%</b>

**Variance Explanations**

- Employee Costs**  
The underspend is due to a reduced requirement within Employee Costs for Modern Apprentices this year. This is partially offset by an overspend which reflects lower than anticipated turnover.
- Property Costs**  
The underspend reflects reduced spend on health & hygiene materials within the Free Sanitary Products programme, due to public buildings being closed as a result of the pandemic. This was transferred to Reserves (see Year End Transfers below).
- Supplies & Services**  
The underspend mainly relates to lower costs related to the purchase of food for the Cafes, which are closed due to the pandemic.
- Administration Costs**  
The underspend reflects reduced training expenditure as a result of the pandemic, as training has been delayed until next financial year. This was transferred to Reserves (see Year End Transfers below).
- Payment to Other Bodies**  
The underspend reflects a reduction in medical and physio costs due to COVID-19, and lower than anticipated expenditure within the Employability Programme due to the timing of commencement of projects.
- Income**  
The over recovery in income reflects the timing of receipt of Scottish Government income in respect of Employability projects. The income has been transferred to reserves and will be used to fund these projects going forwards.

**Budget Virements**

- Realignment to reflect apprenticeship levy. Net Effect £0.029m: Employee Costs £0.029m
- Additional PESF Boost from General Revenue Grant. Net Effect £0.261: Payment to Other Bodies £0.261m
- Internal realignment of Central Support Budgets to reflect service delivery. Net Effect £0.055m: Income £0.055m

**Year End Transfers to Reserves**

Employability Projects underspend (£2.989m), delayed training programme (£0.169m), British Sign Language (£0.006m), Free Sanitary Products (£0.058m) and Mobile Men's Sheds (£0.025m).

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 31 March 2021 (No.14)

## Administration, Legal and Licensing Services

<b>Budget Category</b>	<b>Annual Budget</b>	<b>Forecast for Year BEFORE Transfers</b>	<b>Annual Forecast Variance BEFORE Transfers</b>	<b>Annual Forecast Variance AFTER Transfers</b>	<b>Budget Proportion 31/03/21</b>	<b>Actual BEFORE Transfers 31/03/21</b>	<b>Variance 31/03/21</b>	<b>% Variance 31/03/21</b>	<b>Note</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>		
Employee Costs	4,123	4,287	(164)	(164)	4,123	4,199	(76)	over	(1.8%) 1
Property Costs	18	5	13	13	18	4	14	under	77.8%
Supplies & Services	125	149	(24)	(24)	125	137	(12)	over	(9.6%)
Transport & Plant	14	12	2	2	14	15	(1)	over	(7.1%)
Administration Costs	2,157	2,057	100	100	2,157	2,043	114	under	5.3%
Payments to Other Bodies	679	514	165	165	679	514	165	under	24.3% 2
Payments to Contractors	0	0	0	0	0	0	0	-	n/a
Transfer Payments	0	0	0	0	0	0	0	-	n/a
Financing Charges	32	59	(27)	(27)	32	60	(28)	over	(87.5%)
<b>Total Controllable Exp.</b>	<b>7,148</b>	<b>7,083</b>	<b>65</b>	<b>65</b>	<b>7,148</b>	<b>6,972</b>	<b>176</b>	<b>under</b>	<b>2.5%</b>
<b>Total Controllable Inc.</b>	<b>(2,920)</b>	<b>(2,304)</b>	<b>(616)</b>	<b>(616)</b>	<b>(2,920)</b>	<b>(2,221)</b>	<b>(699)</b>	<b>under recovered</b>	<b>(23.9%) 3 b</b>
<b>Net Controllable Exp.</b>	<b>4,228</b>	<b>4,779</b>	<b>(551)</b>	<b>(551)</b>	<b>4,228</b>	<b>4,751</b>	<b>(523)</b>	<b>over</b>	<b>(12.4%)</b>
<b>Transfer to Reserves (as at 31/03/21)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>60</b>	<b>(60)</b>	<b>-</b>	<b>n/a</b>
<b>Position After Transfers to Reserves (as at 31/03/21)</b>	<b>4,228</b>	<b>4,779</b>	<b>(551)</b>	<b>(551)</b>	<b>4,228</b>	<b>4,811</b>	<b>(583)</b>	<b>over</b>	<b>(12.4%)</b>

**Variance Explanations**

- Employee Costs**  
This overspend is mainly due to lower than anticipated staff turnover during the year.
- Payment to Other Bodies**  
This underspend is due to a reduction in the spend on grants as a result of the pandemic. This includes £0.060 million for Area Committee Grants which has been transferred to reserves for use in 2021/2022.
- Income**  
The under recovery of income is mainly due to reduced licensing and registration income as a result of the pandemic. There is also a reduction in income resulting from the cessation of national checking service.

**Budget Virements**

- Realignment to reflect apprenticeship levy. Net Effect £0.015m: Employee Costs £0.015m.
- Internal realignment of Central Support Budgets to reflect service delivery. Net Effect £0.026m: Income £0.026m.

**Year End Transfers to Reserves**

Area Committee Grants: £0.060m.

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 31 March 2021 (No.14)

## Communications and Strategy Services

<b>Budget Category</b>	<b>Annual Budget</b>	<b>Forecast for Year BEFORE Transfers</b>	<b>Annual Forecast Variance BEFORE Transfers</b>	<b>Annual Forecast Variance AFTER Transfers</b>	<b>Budget Proportion 31/03/21</b>	<b>Actual BEFORE Transfers 31/03/21</b>	<b>Variance 31/03/21</b>		<b>% Variance 31/03/21</b>	<b>Note</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>			
Employee Costs	1,773	1,719	54	54	1,773	1,727	46	under	2.6%	1
Property Costs	0	0	0	0	0	0	0	-	n/a	
Supplies & Services	613	423	190	190	613	507	106	under	17.3%	2
Transport & Plant	29	27	2	2	29	28	1	under	3.4%	
Administration Costs	1,270	761	509	509	1,270	815	455	under	35.8%	3
Payments to Other Bodies	6	0	6	6	6	2	4	under	66.7%	
Payments to Contractors	0	3	(3)	(3)	0	2	(2)	over	n/a	
Transfer Payments	0	0	0	0	0	0	0	-	n/a	
Financing Charges	346	347	(1)	(1)	346	355	(9)	over	(2.6%)	
<b>Total Controllable Exp.</b>	<b>4,037</b>	<b>3,280</b>	<b>757</b>	<b>757</b>	<b>4,037</b>	<b>3,436</b>	<b>601</b>	<b>under</b>	<b>14.9%</b>	
<b>Total Controllable Inc.</b>	<b>(2,953)</b>	<b>(2,181)</b>	<b>(772)</b>	<b>(772)</b>	<b>(2,953)</b>	<b>(2,450)</b>	<b>(503)</b>	<b>under recovered</b>	<b>17.0%</b>	<b>4 b</b>
<b>Net Controllable Exp.</b>	<b>1,084</b>	<b>1,099</b>	<b>(15)</b>	<b>(15)</b>	<b>1,084</b>	<b>986</b>	<b>98</b>	<b>under</b>	<b>9.0%</b>	
<b>Transfer to Reserves (as at 31/03/21)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>n/a</b>	
<b>Position After Transfers to Reserves (as at 31/03/21)</b>	<b>1,084</b>	<b>1,099</b>	<b>(15)</b>	<b>(15)</b>	<b>1,084</b>	<b>986</b>	<b>98</b>	<b>under</b>	<b>9.0%</b>	

**Variance Explanations**

- Employee Costs**  
This underspend reflects the level of employee turnover experienced.
- Supplies and Services**  
This underspend reflects the level of spend on external work which has reduced due to the pandemic. This is offset by a corresponding under recovery of income (see 4 below).
- Administration Costs**  
This underspend is due to the reduced costs of printing from multi-function devices, advertising costs and postages, all due to the pandemic. These are offset by a net under-recovery of income (see 4 below).
- Income**  
The under recovery is due to less than anticipated income from external work (see 2 above) as well as an under recovery of income in relation to multi-function devices, advertising, and postages (see 3 above).

**Budget Virements**

- Realignment to reflect apprenticeship levy. Net Effect £0.007m: Employee Costs £0.007m
- Internal realignment of Central Support Budgets to reflect service delivery. Net Effect £0.055m: Income £0.055m

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 31 March 2021 (No.14)

## COVID-19

<b>Budget Category</b>	<b>Annual Budget</b>	<b>Forecast for Year BEFORE Transfers</b>	<b>Annual Forecast Variance BEFORE Transfers</b>	<b>Annual Forecast Variance AFTER Transfers</b>	<b>Budget Proportion 31/03/21</b>	<b>Actual BEFORE Transfers 31/03/21</b>	<b>Variance 31/03/21</b>	<b>% Variance 31/03/21</b>	<b>Note</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>		
Employee Costs	420	1,196	(776)	(776)	420	1,323	(903)	over	(215.0%) 1 a
Property Costs	322	357	(35)	(35)	322	352	(30)	over	(9.3%) a
Supplies & Services	5,155	6,903	(1,748)	(1,748)	5,155	8,524	(3,369)	over	(65.4%) 2 a
Transport & Plant	0	0	0	0	0	39	(39)	over	n/a
Administration Costs	499	516	(17)	(17)	499	622	(123)	over	(24.6%) 3 a
Payments to Other Bodies	46,437	46,437	0	0	46,437	46,465	(28)	over	(0.1%) a
Payments to Contractors	0	0	0	0	0	3	(3)	over	n/a
Transfer Payments	0	180	(180)	(180)	0	427	(427)	over	n/a 4
Financing Charges	0	0	0	0	0	0	0	-	n/a
<b>Total Controllable Exp.</b>	<b>52,833</b>	<b>55,589</b>	<b>(2,756)</b>	<b>(2,756)</b>	<b>52,833</b>	<b>57,755</b>	<b>(4,922)</b>	<b>over</b>	<b>(9.3%)</b>
<b>Total Controllable Inc.</b>	<b>(52,833)</b>	<b>(52,833)</b>	<b>0</b>	<b>0</b>	<b>(52,833)</b>	<b>(52,937)</b>	<b>104</b>	<b>over recovered</b>	<b>0.2% a</b>
<b>Net Controllable Exp.</b>	<b>0</b>	<b>2,756</b>	<b>(2,756)</b>	<b>(2,756)</b>	<b>0</b>	<b>4,818</b>	<b>(4,818)</b>	<b>over</b>	<b>n/a</b>
<b>Transfer to Reserves (as at 31/03/21)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>n/a</b>
<b>Position After Transfers to Reserves (as at 31/03/21)</b>	<b>0</b>	<b>2,756</b>	<b>(2,756)</b>	<b>(2,756)</b>	<b>0</b>	<b>4,818</b>	<b>(4,818)</b>	<b>over</b>	<b>n/a</b>

**Variance Explanations****1. Employee Costs**

The overspend relates to overtime and includes the cost of the Wellbeing helpline and also additional time required to process the Business Support Grants and other benefits, including Social Welfare Payments and Council Tax Reduction Scheme applications in relation to COVID-19.

**2. Supplies and Services**

The overspend relates to IT costs required to support staff in working from home due to COVID-19 as well as expenditure in relation to Free School Meals.

**3. Administration Costs**

The overspend relates to telephones, printing and postage costs in relation to COVID-19.

**4. Transfer Payments**

The overspend relates to expenditure for bed and breakfast accommodation due to COVID-19 and is partially offset by an over recovery of income.

**Budget Virements**

- a Transfer of budget for COVID funding received. Net Effect £0.00m. Employee Costs £0.420m, Property Costs £0.322m Supplies & Services £5.155m, Administration Costs £0.499m, Payments to Other Bodies (£1.282m) and Income (£5.114m).