

<b>This report is public</b>	
<b>Appendix 6 to the report is exempt from publication by virtue of paragraphs 1, 2 and 3 of Schedule 12A of Local Government Act 1972</b>	
<b>Finance Monitoring Report May 2024</b>	
<b>Committee</b>	Executive
<b>Date of Committee</b>	8 July 2024
<b>Portfolio Holder presenting the report</b>	Portfolio Holder for Finance and Resources, Councillor Lesley McLean,
<b>Date Portfolio Holder agreed report</b>	26 June 2024
<b>Report of</b>	Assistant Director Finance and Section 151 Officer, Michael Furness

## Purpose of report

To update Executive on financial positions at the end of the May 2024.

### 1. Recommendations

The Executive resolves:

- 1.1 To consider and note the contents of the council's financial management report as at May 2024.
- 1.2 To approve the use of reserve requests set out in Appendix 5.
- 1.3 To approve the write offs totalling £398,796.89 set out in exempt Appendix 6.
- 1.4 To approve the reprofile of the following capital project beyond the 2024/25 financial year, this has already been assumed in Appendix 1:  
40296 – S106 Ambrosden Outdoor Sports - £0.130m
- 1.5 To approve the consolidation of the three projects relating to North Oxfordshire Academy (40309 – S106 NOA Improvements - £0.678m, 40010 – North Oxfordshire Academy Astro turf - £0.134m and 40323 – NOA 3G Pitch Development - £1.600m), note the total project cost is now expected to be £1.600m, and approve the reprofile of the project beyond the 2024/25 financial year. This has already been assumed in Appendix 1.

### 2. Executive Summary

- 2.2 The Finance section presents the forecast outturn position for the 2024/2025 financial year.

<b>Implications</b>	<b>Commentary</b>			
<b>Finance</b>	Financial and Resource implications are detailed within sections 4.1 and 4.2 of this report. The reserves policy requires Executive to agree transfers to and from earmarked reserves and general balances during the financial year. Joanne Kaye, Head of Finance, 21 June 2024			
<b>Legal</b>	There are no legal implications arising directly from this report. Shahin Ismail, Interim Head of Legal Services, 19 June 2024			
<b>Risk Management</b>	There are no risk implications as a direct consequence of this report. Celia Prado-Teeling, Performance Team Leader, 19 June 2024			
<b>Impact Assessments</b>	<b>Positive</b>	<b>Neutral</b>	<b>Negative</b>	<b>Commentary</b>
<b>Equality Impact</b>		X		There are no direct equalities and inclusion implications as a consequence of this report. The report includes a summary on our performance against the Equalities, Diversity and Inclusion Action plans 2023/24 Celia Prado-Teeling, Performance Team Leader, 08 May 2024
<b>A</b> Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		
<b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		
<b>Climate &amp; Environmental Impact</b>		x		N/A
<b>ICT &amp; Digital Impact</b>		x		N/A
<b>Data Impact</b>		x		N/A
<b>Procurement &amp; subsidy</b>		x		N/A

<b>Council Priorities</b>	This report links to all council's priorities, as it summarises our progress against them during 2024/25
<b>Human Resources</b>	N/A
<b>Property</b>	N/A
<b>Consultation &amp; Engagement</b>	N/A

## Supporting Information

### 3. Background

- 3.1 The council actively and regularly monitors its financial positions to ensure it can deliver its corporate priorities and respond effectively to emerging issues.
- 3.2 This monitoring takes place monthly for the finance, so the council can identify potential issues at the earliest opportunity and put measures in place to mitigate them.
- 3.3 These updates are consolidated on a quarterly basis where performance and Finance updates are given due to the implications and interdependencies between them, and this is the summary financial forecast for the end of the financial year 2024/25.

### 4. Details

#### 4.1 Finance Update

The council's forecast outturn position for 2024/2025 is an overspend of £0.073m. The forecast overspend is due to some minor variations across services of which details can be found in Appendix 2.

**Table 1:** Year End Position

<b>Forecast Outturn - May 2024</b>	<b>Original Budget</b>	<b>Current Budget</b>	<b>May Forecast Outturn</b>	<b>May Variance (Under) / Over</b>	<b>% Variance to current budget</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>%</b>
Chief Executive	5.337	5.337	5.362	0.025	0.5%
Resources	4.382	4.382	4.430	0.048	1.1%

Communities	8.996	8.996	8.996	0.000	0.0%
<b>Subtotal Directorates</b>	<b>18.715</b>	<b>18.715</b>	<b>18.788</b>	<b>0.073</b>	<b>1.6%</b>
Executive Matters	4.293	4.293	4.293	0.000	0.0%
Policy Contingency	3.979	3.979	3.979	0.000	0.0%
<b>Total</b>	<b>26.987</b>	<b>26.987</b>	<b>27.060</b>	<b>0.073</b>	<b>0.3%</b>

<b>FUNDING</b>	<b>(26.987)</b>	<b>(26.987)</b>	<b>(26.987)</b>	<b>0.000</b>	<b>0.0%</b>
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<b>(Surplus)/Deficit</b>	<b>0.000</b>	<b>0.000</b>	<b>0.073</b>	<b>0.073</b>	
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**Note:** A positive variance is an overspend or a reduction in forecast income and a (negative) is an underspend or extra income received. Green represents an underspend and red represents a overspend for the outturn position.

**Table 2:** Analysis of Variance – May 2024

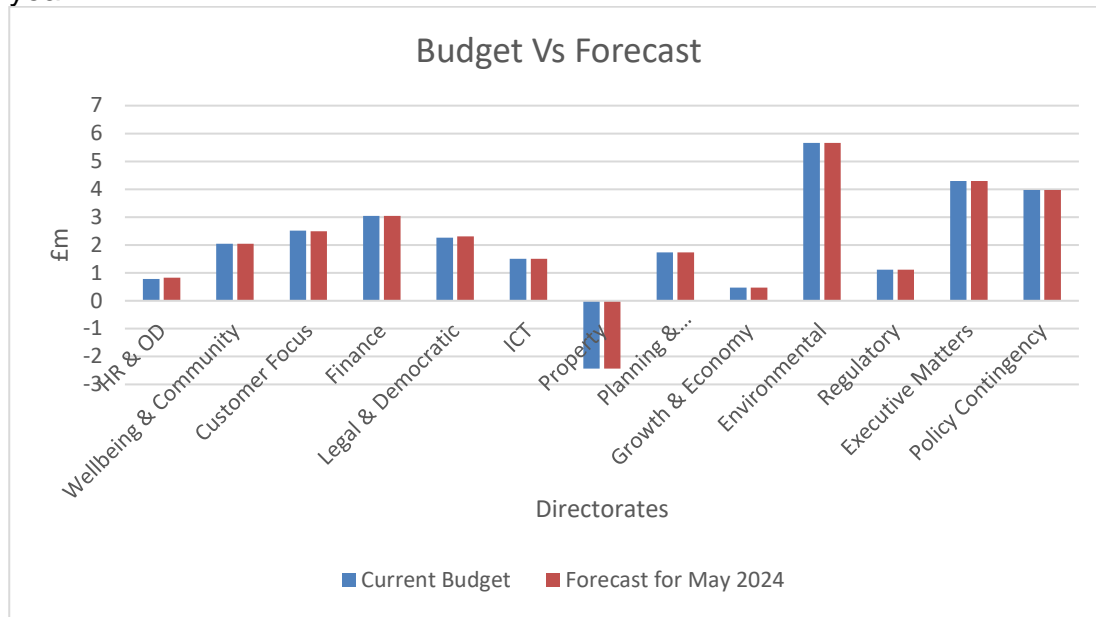
<b>Breakdown of current month forecast</b>	<b>May 2024 Forecast</b>	<b>Base Budget Over/ (Under)</b>	<b>Savings Non-Delivery</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>
Chief Executive	0.025	(0.075)	0.100
Resources	0.048	0.048	0.000
Communities	0.000	0.000	0.000
<b>Subtotal Directorates</b>	<b>0.073</b>	<b>(0.027)</b>	<b>0.100</b>
Executive Matters	0.000	0.000	0.000
Policy Contingency	0.000	0.000	0.000
<b>Total</b>	<b>0.073</b>	<b>(0.027)</b>	<b>0.100</b>

<b>FUNDING</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>
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<b>(Surplus)/Deficit</b>	<b>0.073</b>	<b>(0.027)</b>	<b>0.100</b>
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**Table 3: Budget compared with Forecast**

The graph below shows the Budget compared with the forecast to the end of the financial year.



**Top Major Variances:**

Minor variances within the services currently and details of these can be found in Appendix 2.

**Aged Debt Write Off:**

The financial regulations make provision for writing off debts that are bad, uneconomical to collect or irrecoverable. The Council maintains a number of bad debt provisions in the anticipation that debts will become bad and these once agreed are charged to the relevant provision or cost centre.

There is a provision within the council for sundry bad debt totally £1.547m that is sufficient and by writing off the amount of debt mentioned in this report will not cause the provision to be exceeded. This provision is reviewed on a regular basis to ensure that we have sufficient within it.

**Table 4: Summary of Write Offs**

The table below summarises the write offs proposed for this month.

	£m
Sundry Debt	0.300
Housing Benefit	0.010
Council Tax	0.032
Non-Domestic Rates	0.057
<b>Total</b>	<b>0.399</b>

Further details can be found in appendix 3 and 6.

## Reserves

Allocations to and from reserves are made according to the Reserves Policy. Table 5 below summarises the movements which have been requested at 31 March 2024, further detail is provided in Appendix 5.

**Table 5: Earmarked Reserves:**

<b>Reserves</b>	<b>Balance 1 April 2024</b>	<b>Original Budgeted use/ (contribution)</b>	<b>Changes agreed since budget setting</b>	<b>Changes proposed May 2025</b>	<b>Balance 31 March 2025</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
General Balance	(6.150)	0.000	0.000	0.000	(6.150)
Earmarked	(28.324)	0.000	0.000	0.186	(28.138)
Ringfenced Grant	(2.552)	0.000	0.000	0.000	(2.552)
<b>Subtotal Revenue</b>	<b>(37.026)</b>	<b>0.000</b>	<b>0.000</b>	<b>0.186</b>	<b>(36.840)</b>
Capital	(4.849)	0.000	0.000	0.000	(4.849)
<b>Total</b>	<b>(41.875)</b>	<b>0.000</b>	<b>0.000</b>	<b>0.186</b>	<b>(41.689)</b>

\*According to the Reserves Policy Executive are only required to approve uses of Capital Reserves, not contributions.

Please see appendix 5 for reserve requests.

## 4.2 Capital

There is an in-year underspend of (£3.244m), of which £1.749m is to be reprofiled into future years.

<b>Directorate</b>	<b>Budget £m</b>	<b>Forecast Spend 24/25 £m</b>	<b>Re-profiled beyond 2024/25 £m</b>	<b>Variance to Budget £m</b>
Chief Executives	9.499	6.519	1.730	(1.250)
Resources	9.854	9.609	0.000	(0.245)
Communities	7.882	7.863	0.019	0.000
<b>Total</b>	<b>27.235</b>	<b>23.991</b>	<b>1.749</b>	<b>(1.495)</b>

For further detail please view Appendix 1.

**Table 6:** How the Capital Programme is financed

Financing	24/25 Budget £m	Future Years £m	Total
Borrowing	16.231	7.812	24.043
Capital Grants	0.425	5.250	5.675
Capital Receipts	6.143	4.956	11.099
S106 Receipts	4.436	1.304	5.740
	<b>27.235</b>	<b>19.322</b>	<b>46.557</b>

**Table 7:** Total Capital Project Outturn

Directorate	Budget £m	Total Forecast 2024/25 £m	Variance to Budget £m
Chief Executives	16.348	15.098	(1.250)
Resources	14.331	14.086	(0.245)
Communities	15.878	15.878	0.000
<b>Total</b>	<b>46.557</b>	<b>45.062</b>	<b>(1.495)</b>

**Table 8:** Top in-year variances: -

Code	Top In-Year Variances	Budget Total £'000	Reprofile beyond 24/25 £'000	% of in year Budget Variance
40323	NOA 3G Pitch Development	1.600	1.600	100.00%
40296	S106 - Ambrosden Outdoor Sports	0.130	0.130	100.00%
40010	North Oxfordshire Academy Astroturf	0.134	0.084	62.69%
		<b>1.864</b>	<b>1.814</b>	

**40323 – NOA 3G Pitch Development -**

Due to proposed alternative location of 3G Pitch, the progression to delivery will be dependent on a number of factors. Whilst unlikely there will be any spend in 2024/25 there may be some set up costs should delivery stage be achieved before year end.

**40296 – S106 Ambrosden Outdoor Sports –**

Site to be confirmed before project can move forward therefore reprofiled beyond 2024/25.

**40010 – North Oxfordshire Academy Astroturf –**

Cherwell District Council

Due to costs constraints relating to the proposed location of the new 3G pitch, alternative options are being considered on the same site. Procurement of Project Consultant required for a turnkey solution.

## 5 Alternative Options and Reasons for Rejection

5.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: This report summarises the council's forecast financial position up to the end of March 2025, therefore there are no alternative options to consider.

## 6 Conclusion and Reasons for Recommendations

6.1 This report provides an update on the council's financial positions as at May 2024 and seeks Executive agreement where required in accordance with the Constitution.

### Decision Information

<b>Key Decision</b>	No
<b>Subject to Call in</b>	Yes
<b>If not, why not subject to call in</b>	N/A
<b>Ward(s) Affected</b>	All

### Document Information

<b>Appendices</b>	
<b>Appendix 1</b>	Capital May 2024
<b>Appendix 2</b>	Detailed Revenue Narrative on Forecast May 2024
<b>Appendix 3</b>	Virements and Aged Debt May 2024
<b>Appendix 4</b>	Funding May 2024
<b>Appendix 5</b>	Use of reserves and grant funding May 2024
<b>Appendix 6</b>	EXEMPT Debt Write offs – May 2024
<b>Background Papers</b>	N/A
<b>Reference Papers</b>	N/A
<b>Report Author</b>	Leanne Lock, Strategic Business Partner – Business Partnering & Controls



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