

# APPENDIX A (i)

**SUBJECT: CHIEF EXECUTIVE'S DEPARTMENT REVENUE OUTTURN 2019-20**  
**Report of: Chief Executive**  
**Report Author: Darren Lambert, Finance Business Partner**

**LEAD EXECUTIVE MEMBERS: COUNCILLOR SIMMONS**

## REPORT

### Revenue Budget Overview for the Year

1. Net expenditure for the Chief Executive's Department in 2019/20 was £4.250 million, an under-spend of £0.294 million for the year, representing a variation of 4.3% from the operating budget before recharging internal support to other departments.

### Forecast Movements Reported in the 2019/20 Monitoring

2. The cumulative position forecast for the department in this year's monitoring was a net underspend of around £0.139 million for the year. The main variations reported in the monitoring include:

#### Overspends & Income pressures

- Minor variations across the department £42,000

#### Underspends, Savings or Additional Income:

- Communications team £69,000. This related to various underspends in supplies and services budgets across the service
- Employees £112,000 across the department. The service carried a number of vacancies during the course of the year

### Final 2019/20 Position and Changes from the Forecast

3. The department's final spend compared to the approved budget and to the monitoring forecast is attached at Appendix A(i), summarised by service level for each Service Director. This shows an increase of around £0.155 million in the final underspend for the year compared to the forecast. This is primarily due to:
  - Communications & Engagement £94,000 above forecast. This was due mainly to the deletion of the internal design and print management service which resulted in an under recovery of income. This is however offset by underspends in print budgets across the Council.
  - Community Development £98,000 below forecast. This was due mainly to
    - Additional income of £44,000 from the Cultural Services Trust to cover the deficit from 2018/19
    - Additional net income from Community Centres of £54,000, mainly from Lewsey Community Centre (£34,000) and Hockwell Community Centre (£19,000)
  - Democracy £89,000 below forecast. This was due mainly to

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- the Registration of Electors being underspent by £71,000 (postage £42,000, printing £12,000 and employee £10,000)
- Local elections underspent by £24,000
- Corporate & Democratic Core costs £47,000 below forecast, relating to excess pension costs

£20,883 of the departments 2019/20 budget needs to be carried forward to 2020/21 subject to approval by Executive, to meet the costs of replacing count staging equipment and polling booths for future elections.

### Departmental Outlook from the 2019/20 Outturn

4. The internal design and print management service has now ceased and alternative, lower cost arrangements are now in place.