



Oadby & Wigston

BOROUGH COUNCIL

Law & Democracy
Democratic Services

TO COUNCILLOR:

N Alam
L A Bentley
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Mrs L M Broadley

M L Darr
R F Eaton
Mrs L Eaton JP
D A Gamble (Chair)
Miss P V Joshi

J Kaufman
Mrs L Kaufman
K J Loydall JP
D W Loydall
Dr I K Ridley (Vice-Chair)

Dear Sir or Madam

I hereby **SUMMON** you to attend a meeting of the **POLICY, FINANCE AND DEVELOPMENT COMMITTEE** to be held at the **COUNCIL OFFICES, STATION ROAD, WIGSTON** on **TUESDAY, 26 NOVEMBER 2019** at **7.00 PM** for the transaction of the business set out in the Agenda below.

Yours faithfully

Council Offices
Wigston
22 November 2019

Mrs Anne E Court
Chief Executive

<u>ITEM NO.</u>	<u>AGENDA (UPDATE)</u>	<u>PAGE NO'S</u>
14.	Financial Outturn Report (Q2 2019/20)	1 - 9

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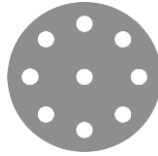


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Policy, Finance and Development Committee	Tuesday, 26 November 2019	Matter for Information and Decision
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Report Title: **Financial Outturn Report (Q2 2019/20)**

Report Author(s): **Chris Raymakers (Financial Services Manager)**

Purpose of Report:	This report gives a summary of the overall Council position for the financial year 2019/20 at the end of the second quarter for both Revenue and Capital Expenditure.
Report Summary:	<p>The Council has completed quarter two of the financial year 2019/20. In respect of:</p> <ul style="list-style-type: none"> • General Fund Revenue, there is a forecast overspend of £91k (1.4% over budget) • Capital, there is now a forecast underspend of £601K (10.4% over/under budget). • Housing Revenue Account, there is a forecast deficit of £61k (32% under budget).
Recommendation(s):	That the Contents of the report be noted.
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	<p>Clive Mason (Chief Financial Officer) (0116) 257 2736 clive.mason@oadby-wigston.gov.uk</p> <p>Chris Raymakers (Financial Services Manager) (0116) 257 2891 chris.raymakers@oadby-wigston.gov.uk</p>
Corporate Objectives:	Providing Excellent Services (CO3)
Vision and Values:	"A Stronger Borough Together" (Vision) Accountability (V1)
Report Implications:-	
Legal:	There are no implications arising from this report.
Financial:	The implications are as set out at paragraphs 2 to 4 of this report.
Corporate Risk Management:	Decreasing Financial Resources / Increasing Financial Pressures (CR1) Reputation Damage (CR4) Economy / Regeneration (CR9)
Equalities and Equalities Assessment (EA):	There are no implications directly arising from this report. EA not applicable.
Human Rights:	There are no implications directly arising from this report.
Health and Safety:	There are no implications directly arising from this report.
Statutory Officers' Comments:-	

Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
Consultees:	None.
Background Papers:	<ul style="list-style-type: none"> Report entitled 'Medium Term Financial Strategy and Budget (2019/20)' to Full Council 21 February 2019
Appendices:	<ol style="list-style-type: none"> Detailed Analysis of Variances 2019/20 Capital Programme 2019/20

1. Introduction

In February 2019, the Council approved a General Fund Budget for 2019/20 of £6.3m. This would leave the general fund balance remaining at £615k which is slightly under the minimum level recommended in the Council's Medium Term Financial Strategy (MTFS) of 10% of the budget.

2. General Fund Position

- 2.1 In February 2019 the Medium Term Financial Strategy recognised that the scale of funding cuts and the increased pressures on local authorities meant that significant financial savings are required. Although a considerable amount of work has already been carried out to mitigate these pressures further significant work needs to be undertaken to ensure the Authority has a balanced budget the Council also introduced two significant savings programmes that enabled the Council to set a balanced budget; namely:
- **Facing the Future**, a £438k savings programme that included changes in establishment, service efficiency & effectiveness measures and new income streams.
 - **Salary Vacancy Provision**, a £287k savings programme that will be met from delays in recruitment and vacant posts.
- 2.2 On a departmental basis, the Council is currently forecasting an overspend of £195k (3.5%). However this overspend is negated by the two items noted below which gives a revised forecast overspend of £91k; this will be financed by a contribution from reserves.
- Additional NDR receipts from the LLEP Pilot of £90k. The Council's approved budget originally included LLEP Pilot NDR receipts of £153k; this is now expected to be £243k.
 - Brexit grant funding of £35k. The Council's senior management has undertaken considerable Brexit activity over the past year; this includes regular attendance and liaising with organisational groups and working parties at local, regional and national levels. It is therefore fair to apply this funding to this year's business activity.
- 2.3 A summary of the overall General Fund Budget and Forecast Outturn is outlined in the **Table 1** below with the detailed analysis of variances shown in **Appendix 1**.

Table 1	Budget 2019/20	Actual Spend to 30 September	Forecast Outturn 2019/20	Variance
	£	£	£	£
Planning Development and Regeneration	1,191,348	188,584	1,083,300	(108,048)
Customer Service and Business Transformation	1,086,742	741,330	1,016,100	(70,642)
Finance Revenues and Benefits	1,608,257	1,012,268	1,664,150	55,893
Leisure and Wellbeing	(46,337)	(10,000)	(6,100)	40,237
Law and Governance	719,465	387,842	717,000	(2,465)
Operational Services and Street Scene	1,454,016	598,669	1,522,500	68,484
People and Performance	346,537	219,319	349,900	3,363
Senior Management	410,867	251,398	573,600	162,733
Recharge to the HRA	(1,195,600)		(1,150,000)	45,600
Net Service Expenditure	5,575,295	3,389,410	5,770,450	195,155
Capital Financing	880,000		916,300	162,733
Total Expenditure	6,455,295	3,389,410	6,686,750	357,888
Use of EarMarked Reserves	(143,600)		(153,752)	(10,152)
Net Budget	6,311,695		6,532,998	221,303
Funding	(6,311,695)		(6,442,182)	(130,487)
Use of Reserves	0		90,816	90,816

3. Capital Programme

3.1 The 2019/20 Capital programme was set at Full Council on 21 February 2019, after year end schemes from 2018/19 which had not completed were added to the programme. A full capital programme is available at **Appendix 2** which includes both new schemes for 2019/20 and schemes from the 2018/19 programme which are still to complete.

3.2 Progress Summary

Table 2							
Fund	Original Budget £'000	c/f 2018/19 £'000	Additional Allocation £'000	Total Capital Budget £'000	Spend to date £'000	Forecast Outturn £'000	Variance £'000
General Fund	1,750	1,440	(686)	2,504	1,237	2,241	(226)
Housing Revenue Account	1,500	1,022	750	3,272	1,325	2,934	(338)
	3,250	2,462	64	5,776	2,562	2,562	(564)

3.3 The General Fund Programme has reduced by £686K since the last report as the Council's contribution to the 3G Sports Pitch will take the form of a £150K grant with the rest of the funding going direct to Beauchamp College

4. Housing Revenue Account

The Housing Revenue Account ended 2018/19 with a balance on its main reserve of £1.1m. In 2019/20 the account had been budgeted to have a small deficit of around £91k. The Council has been able to do this despite government legislation to reduce rents over the last four years. Some of this balance has been earmarked to continue funding the capital schemes bought forward from previous years but this has still left the account in a

reasonably stable position given the prospect of increasing rents gradually over the next five years.

The position on the account at the end of Quarter 2 is shown in **Table 3** below:

	Original Budget 2019/20 £'000	Forecast Outturn 2019/20 £'000
Table 3		
HRA Balance b/f	(1,084)	(1,084)
Net Cost of Services on HRA	(459)	(489)
Capital Charges	550	550
Deficit in Year	91	61
Balance before Appropriations	(993)	(1,023)
Appropriation to Capital	0	500
Balance on Reserve	(993)	(523)

There has been a small variation to the revenue expenditure in Quarter 2 which relates to a reduction in the provision for bad debts required this year. Although rent arrears have increased in the first half of the year this should stabilise during Q3 and reduce in Q4. It is therefore not anticipated that all of the allowance for bad debts put into the budget will be required and so £30K has been returned to the Reserve. The Capital programme has been progressing well in the year so it is still anticipated that the Revenue Contribution to Capital outlined in the Q1 report will be required as shown in **Table 3** above. This still leaves a closing balance on the HRA Reserve of around £0.5m which is above the lower limit of £0.3m set in the original business plan.

<u>Cost Centre</u>	<u>Cost Centre Name</u>	<u>Approved (Reallocated) Budget</u>	<u>COMMITTED EXPEND 1920</u>	<u>FORECAST</u>	<u>VARIANCE</u>	<u>Main Reasons for Variance</u>
		£	£	£	£	
14001	Environmental Health Administration / Enforcement	146,592	84,361	164,000	17,408	Hired Staff +£20K Extra Income -£2000
14006	Pest Control	(16,802)	6,380	14,600	31,402	Income lower than anticipated. Down over 50% on 2018/19 income.
14104	Recreation & Leisure	79,442	52,855	118,100	38,658	Salaries +£38 no longer covered by grant funding, now met from earmarked reserve
14201	Homelessness	85,793	47,176	74,600	(11,193)	Reduction in Rented Accommodation costs
20201	Brocks Hill	57,198	21,681	44,600	(12,598)	Reduction in Expenditure at Fludes Lane -£3K Land Maintenance -£5K Play area maintenance -£2K
20601	Borough Engineering	30,100	3,040	9,500	(20,600)	Floral Displays Moved to Grounds Maintenance -£20K
20701	Street Cleansing	257,367	146,895	276,500	19,133	Salaries +£21K (Savings provision not made)
20801	Domestic Refuse Collection	296,251	224,205	416,000	119,749	Salaries +£29K Hired Staff +£88K (Sickness/Holiday Cover) On-board Software +£15K Tipping Charges -£9K Increased Income -£6K
20802	Recycling Collection	444,600	159,013	346,900	(97,700)	Salaries -£56 (vacant posts) Hired Staff -£11K Printing -£12K Refuse Sacks -£18K
21002	Building Regulations Chargeable Account	(86,400)	(36,159)	(73,000)	13,400	Income will not meet expectations +13K
29901	Mechanics Workshop	121,557	53,239	108,300	(13,257)	Salaries £10K (vacant post)
29903	Grounds Maintenance	190,856	136,680	241,900	51,044	Floral Displays Moved from borough Engineers £20K Salaries +£20K Income -£10K
30001	Information & Public Relations	80,600	24,519	48,000	(32,600)	Salaries -£33K (vacant post)
30002	HRA Recharge	(1,195,600)		(1,150,000)	45,600	Restructure has reduced charge which will be fully reviewed before year end
30011	Structural Maintenance	49,500	12,975	39,500	(10,000)	Reduction in work required £10K
30201	Democratic Representation & Management	269,294	153,441	300,700	31,406	Salaries +£31K restructure now moved post to Licencing overspend covered by licencing underspend
30301	Council Tax	163,208	157,871	230,300	67,092	Salaries +£63K (Maternity Cover and Resolving backlog)
30302	Non-Domestic Rates	(3,867)	14,486	(34,100)	(30,233)	Salaries -£30K Savings made in restructure
30303	Housing Benefit	196,877	(97,173)	133,600	(63,277)	Net Cost of benefit -£67K Recalculated on mid year figures
30401	Register of Electors	44,400	22,925	21,200	(23,200)	Hired Staff -£6K Postage -£11K Govt Grant -£6K
30402	Election Expenses	152,570	109,254	169,100	16,530	Staffing for Election +£13K General Election Expenses +£4K
39901	Senior Management Team	277,467	247,447	428,400	150,933	Recruitment Expenses +£17K +£130 Salaries funded from restructure savings across from other areas
39902	Human Resources	173,069	140,971	234,200	61,131	Legal Fees +£22K Recruitment Expenses +£17K Salaries +£16K restructure funded from other areas

<u>Cost Centre</u>	<u>Cost Centre Name</u>	<u>Approved (Reallocated) Budget</u>	<u>COMMITTED EXPEND 1920</u>	<u>FORECAST</u>	<u>VARIANCE</u>	<u>Main Reasons for Variance</u>
		£	£	£	£	
39906	Finance	203,944	231,484	314,450	110,506	Salaries +£17K Hired Staff +£13K Closedown assistance +£8K Investment Income down. Provision for future liabilities +£81K
39908	Customer Services	539,689	281,546	471,000	(68,689)	Salaries -£34K IT support not required -£30K
39913	Head of Corporate Resources	67,442	39,643	39,700	(27,742)	Salaries -£27K Savings from Restructure
39914	Head of Customer Services & Transformation	65,942	36,362	42,200	(23,742)	Salaries -£23K Vacant post)
39915	Systems Administration	77,211	50,604	94,400	17,189	Hired Staff +17K element of project accountant not capitalised.
40001	Planning Control	1,325	(18,692)	28,900	27,575	Salaries -£13K +£35 Hired Staff +£17K movement of GIS Officer from ICT
40101	Planning Policy	253,138	105,257	205,000	(48,138)	Salaries -£9K Reduction in project work -£36K
40901	Planning Section	115,425	60,203	127,400	11,975	Salaries +£8K
41001	Economic Development	128,039	61,621	65,000	(63,039)	Capitalisation of Salaries -£26K Reduction in Projects -£32K
42001	Taxi Licences	(108,100)	(95,226)	(140,400)	(32,300)	Increase in Licence Applications -£32K
42003	Alcohol and Entertainment Licences	(23,700)	(39,847)	(63,900)	(40,200)	Increase in Income -£40K
49901	Licensing Service	75,681	24,200	61,000	(14,681)	Salaries -14K (vacant post) Democratic Officer now moved to licencing
62038	Mobile Phone Holding Account	0	19,294	10,000	10,000	Unbudgeted
62040	Cleaning	194,400	115,135	219,400	25,000	Savings on contract will not accrue until 2020/21
	Other Minor Variances				(37,387)	
					195,155	

OADBY AND WIGSTON BOROUGH COUNCIL CAPITAL PROGRAMME

Project Code Reference	Scheme	2019-20 Total Budget	Actuals to 30th September 2019	Forecast Outturn 2019/20	Variance	Comment
		£	£	£	£	
Housing Revenue Account						
50003	Central Heating	250,000	(150)	250,000	0	A programme of works to replace boilers and heating systems to circa 200 properties to maintain the decent homes standard has commenced and will be completed by March 2020.
50006	Front & Rear Doors	100,000	0	100,000	0	A programme of works to replace front and rear doors to circa 100 properties has been identified. Surveys have been completed and the new doors are currently being manufactured. It is anticipated that the programme of installations will commence in November 2019 and will be completed by March 2020.
50007	Car Hardstanding	20,000	4,605	20,000	0	There are no applications that currently meet the requirements registered for the installation of a car hardstanding. Should this remain the case at the beginning of the third quarter of the financial year a planned programme will be developed and implemented.
50009	Fire Safety Marriot House	0	1,818	1,818	1,818	Residual costs. Project complete
50016	Decent Homes Work	150,000	95,781	150,000	0	Two properties have been fully refurbished, successfully handed over and re-let as part of this programme to date and works to a further six properties has been commissioned and commenced.
50017	Major Adaptations	100,000	59,932	100,000	0	Major adaptations have thus far been completed to five properties during the current financial year as part of this programme
~ 50019	Fire Safety	150,000	0	150,000	0	A contract to update and maintain all fire risk assessments to all blocks and undertake a programme of works identified from these is currently being procured through the appropriate EEM frameworks. It is anticipated that the appointment of a suitably qualified and competent contractor will be completed by 30 November 2019 and the programme will subsequently commence in December 2019 and will be completed by March 2020.
~ 50021	Timber Window Replacement incl external entrance / fire doors Kings Drive Area	152,200	170,366	180,000	27,800	The programme to install new UPVC windows, doors and roofline fittings to 76 properties in Wigston commenced on 25 April 2019 and is now scheduled to be completed by 30 November 2019. Estimated costs, including variation works agreed since the programme commenced, are £180k.
50024	Heating, Ventilation and Insulation	41,600	23,996	23,996	(17,604)	The programme to install EWI and associated energy efficiency works to four properties in Wigston commenced on 25 April 2019 and was satisfactorily completed and handed over on 12 June 2019.
50029	New Housing Initiatives	750,000	346,759	526,759	(223,241)	Purchase of 3 new HRA properties funded by Right-to-Buy receipts
50030	Communal Heating System William Peardon Court	256,900	103,383	110,000	(146,900)	The programme to install new heating systems to each flat commenced on 9 July 2019 and was completed on 31 October 2019. Actual costs, including variation works agreed since the programme commenced, are £110k. It is proposed that the savings of circa £146k on this project are transferred to the annual programme for home improvements/major voids.
50033	Garage Block Churchill Close	0	1,065	1,065	1,065	Residual costs. Project complete
50046	Kitchen Replacements Decent Homes, incl Bathrooms 2018/19	881,000	517,775	900,000	19,000	As at 31 October 2019 full stock condition surveys had been carried out to 217 properties as part of this home improvement programme and works commissioned to maintain the decent homes standard in the Council's housing stock includes the installation of: <ul style="list-style-type: none"> • 89 new kitchens; • 48 new bathrooms; • 98 new boilers (to be funded from the central heating replacement programme); • 56 new electrical consumer units; • 180 periodic electrical tests and associated electrical upgrades; • 146 loft insulation.
50047	Housing Block Improvements	320,500	0	320,500	0	A programme of works to undertake improvements to communal areas and the surrounding environment to blocks of flats across the Borough is currently being finalised prior to an appropriate contractor(s) being procured. It is anticipated that the programme will subsequently commence in December 2019 and will be completed by March 2020.

Project Code Reference	Scheme	2019-20 Total Budget	Actuals to 30th September 2019	Forecast Outturn 2019/20	Variance	Comment
		£	£	£	£	
50048	Asset Management System Upgrades	100,000	0	100,000	0	Initial discussions have taken place with Orchard Information Systems Ltd. to upgrade the housing IT system to include the asset management module. It is anticipated that work will commence during the current financial year and be completed in 2020-21.
	Total - HRA	3,272,200	1,325,329	2,934,137	(338,063)	
	General Fund					
52010	Disabled Access/Facility Improvements	0	507	0	507	Residual costs relating to Willow Park slope
54010	Play Area Refurbishments	21,600	6,050	6,050	(15,550)	Revenue grant for maintenance received. Remaining budget no longer required.
54012	Cemeteries - Memorial Safety	11,700	0	3,000	(8,700)	Remaining budget no longer required. Growth bid submitted for revenue funding.
54017	Xmas Decorations	6,500	6,155	6,342	(158)	Now complete
54025	Grand Union Canal Footbridge	129,500	0	0	(129,500)	Scheme no longer going ahead at present.
54055	Brocks Hill Car Park Drainage	12,800	0	12,800	0	Expected to proceed in Q3.
54063	Incorporating ex Scout Hut Land into Oadby Cemetery	20,000	6,130	20,000	0	Progressing - expect to complete by year end
54065	Brocks Hill Country Park Lighting Refurbishment	0	0	0	0	Project completed as part of wider Brocks Hill works
54080	Horsewell Lane Pavilion	907,400	963,538	1,040,464	133,064	Project complete. Now includes salary capitalisation
54114	Car Park Resurfacing	36,700	0	26,700	(10,000)	Expect £10K carry-forward
54132	Purchase of New Vehicles	30,000	30,589	128,220	98,220	Urgent Additional Refuse Vehicle Required to be funded from underspends in other projects
54139	Brocks Hill Refurbishment Project	126,000	132	0	(126,000)	Remaining elements of scheme cancelled
54147	Recycling Wheelie Bins	0	53,048	68,416	68,416	Additional recycling bins and distribution costs
54150	CCTV Cameras	3,700	3,705	3,705	5	Project now complete
54151	Air Monitoring Equipment	20,000	19,876	20,111	111	Funded by £20K unilateral undertaking from Premier Drum site - expect to spend in full this year.
54152	Purchase and installation of allotment administration software	4,000	2,987	2,987	(1,013)	Project now complete
54530	Horsewell Lane Play Area	60,000	17,562	60,000	0	In progress. Expected to be complete within the year.
54565	3G Pitch Oadby (Grant to External Body)	150,000	0	150,000	0	Grant conditions currently being drafted for legal approval. Anticipated that the funding will be spent in quarter three of this financial year. £686K of external funding not coming through Council
54566	Brocks Hill Additional Play Equipment	82,000	0	82,000	0	Quotes in for groundwork, expect to complete this year
54568	Coombe Park Pavilion Extension	170,000	0	0	(170,000)	Project on hold until external funding situation resolved. S106 from development not yet received
54570	Footpaths in Blaby Road Park	9,000	0	9,000	0	Starting in October. Expected to complete before year end.
54571	Improvements to the entrance to Oadby Cemetery - Goddard's Slang	35,000	0	35,000	0	Following 54063
54572	New Kitchen Sheila Mitchell Pavilion	4,000	0	4,000	0	Expected to spend in full
54573	Outdoor Fitness Equipment for Wigston and South Wigston Parks	36,500	0	36,500	0	Expected to spend in full
54574	Pitch Improvement Programme	80,000	0	0	(80,000)	Delayed pending resolution of match-funding bid to FA. Carry-forward
54575	Private Sports Grants	150,000	0	25,000	(125,000)	Spend contingent on bids from external organisations. Unlikely to spend in full this financial year.
54576	Repairs to play area surface various play areas	22,000	0	22,000	0	Uplands & Horsewell Lane play areas done, other sites being reviewed.
54578	Town Centre Wi-Fi	30,000	0	30,000	0	Bid submitted to LCC Business Rates scheme. If successful, expanded scheme will be implemented. Expectation that will spend in full by year end either way.
54579	Willow Park Skate Park	15,000	0	15,000	0	Expected to spend in full
	Freer Centre Heating	6,000		6,000	0	Emergency project to replace Freer Centre boiler. Funded with £6K from Blaby Road Park footpaths
56001	Council Office Refurbishment	50,800	6,165	22,900	(27,900)	Remainder likely to be needed next year for chimney works.
56010	IT Replacement Programme	44,300	3,521	30,000	(14,300)	Scheduled for Q4. Likely underspend
56014	Upgrade of Contact Centre Telephones	16,000	9,864	16,000	0	Should be complete by mid-September
56016	Mobile Working Devices	10,000	4,789	10,000	0	On track. Possible small underspend.
56044	New Income Management System	34,000	30,534	34,000	0	Expected to spend in full.
56047	Security infrastructure	7,000	2,074	7,000	0	Slight delay but not significant to the delivery – expected Mar 2020
56055	Document Management System Software	57,700	3,325	3,325	(54,375)	Rolling implementation. Not expected to incur more spend until April due to other systems changes. Carry forward.
56063	Planning IDOX	0	3,250	3,250	3,250	Conclusion of previous years scheme. Invoicing late.
56067	Reception Reconfiguration	0	1,840	1,840	1,840	Residual costs. Now complete
56068	Orchard Server Replacement	13,300	10,797	10,797	(2,503)	Server replacements now complete. Small underspend

Project Code Reference	Scheme	2019-20 Total Budget	Actuals to 30th September 2019	Forecast Outturn 2019/20	Variance	Comment
		£	£	£	£	
56069	Licensing Service Software Review	35,300	31,481	35,300	0	Expected to spend in full.
56070	Corporate Folding and Enveloping Machine	5,500	6,264	6,264	764	Project complete
56071	Network refresh	10,000	2,533	10,000	0	First phase complete. Second phase due in Jan-Feb
56072	South Wigston Shop Fronts	10,000	3,534	10,000	0	3 applications so far, of which 2 completed. Cannot predict additional applications.
56073	Citrix upgrade	21,000	3,155	21,000	0	Expected to spend in full.
56076	Windows server migrations	10,000	3,253	10,000	0	On track – progress made expected to complete by end of financial year
56077	Restructure Capitalisation	0	0	196,146	196,146	Capitalisation of restructure costs
	Total - General Fund	2,504,300	1,236,656	2,241,117	(262,676)	
	PLANNED EXPENDITURE GRAND TOTAL	5,776,500	2,561,985	5,175,254	(600,739)	