

**Head of Finance
Estimates 2024/25**

**Head of Finance
Estimates 2024/25
Summary**

	2022-23	2023-24		2024-25		
	Actuals	Original Estimate	Probable Outturn	Gross Expenditure	Gross Income	Net Expenditure
	£000's	£000's	£000's	£000's	£000's	£000's
Housing Benefits	1,024	1,246	782	14,818	(13,844)	974
Local Taxation	1,939	2,536	842	1,071	(486)	585
Other Activities	4,218	4,824	4,679	200	-	200
Service Area Total	7,182	8,607	6,303	16,089	(14,330)	1,760
Finance Support Services	3,184	3,305	3,136	3,891	(43)	3,847
Internally Recharged	(3,184)	(3,305)	(2,120)	(2,625)		(2,625)
Total Expenditure to General Fund	7,182	8,607	7,319	17,355	(14,373)	2,982
Continuing Services Budget	2,744	3,450	2,601			2,560
Funded from Earmarked Reserves	4,438	5,157	4,718			421
Total	7,182	8,607	7,319			2,982
Total Expenditure to General Fund	7,182	8,607	7,319			2,982

**Head of Finance
Estimates 2024/25
Housing Benefits**

	2022-23	2023-24		2024-25			
	Actuals	Original Estimate	Probable Outturn	Gross Expenditure	Gross Income	Net Expenditure	
	£000's	£000's	£000's	£000's	£000's	£000's	
Housing Benefit & Council Tax Support	500	773	361	14,435	(13,844)	591	This service administers Housing Benefit for residents in Council homes, privately rented homes and homelessness cases and are also responsible for the administration of the Local Council Tax Support Scheme (LCTS) for residents that qualify. This budget includes all the staffing costs, supplies and recharges that are involved in Housing Benefit and LCTS and includes the Subsidy income from DWP. A total of £250,000 of Transformation Project savings have been implemented for Revenues and Benefits for 2024/25 and beyond. Changes to Universal Credit and the associated reduction in Housing Benefit claims expected in 2024/25 mean that Local Council Tax Support claims will form a greater proportion of the case load, therefore increasing the Council Tax support budget while Rent Rebate and Rent Allowance Housing Benefit claims require a smaller budget.
Non Hra Rent Rebates	170	126	381	361	-	361	This budget relates to homeless people placed in Bed and Breakfast accommodation. Expenditure levels can be quite volatile and vary from one year to another. Generally, only around 50% of expenditure is reimbursed in subsidy.
Rent Allowances	187	250	41	21	-	21	Rent Allowances are benefits paid to private tenants and while the majority is covered by the Departments of Work and Pension Subsidy grant, it does not fully match expenditure. The reduced expenditure in 2024/25 compared to 2023/24 is due to reduced case load as Working Age Household Claims transfer to Universal Credit and are processed by DWP. Probable outturn is below budget due to the changes in the treatment of Recharges.
Rent Rebates	167	98	(1)	0	-	0	Rent Rebates are given to Council Tenants based upon their circumstances and the Department for Work and Pensions reimburse the Council for benefits paid. Working Age Household claims will transfer to DWP during 24/25 as described above with only Pension Age claims being processed by SCDC.
Grand Total	1,024	1,246	782	14,818	(13,844)	974	

**Head of Finance
Estimates 2024/25
Local Taxation**

	2022-23	2023-24		2024-25			
	Actuals	Original Estimate	Probable Outturn	Gross Expenditure	Gross Income	Net Expenditure	
	£000's	£000's	£000's	£000's	£000's	£000's	
Council Tax Collection	1,442	1,730	651	781	(231)	550	<p>The Council Tax Team are responsible for the setting of the Tax Base each year and annual billing to over 60,000 charge payers. There is ongoing administration such change of address, plus reviewing and applying appropriate discounts and disregards to charge payers accounts. The team is also responsible for recovery of arrears and maintaining a high collection rate. In 2022/23 the Council was the joint top performing District Council.</p> <p>Transformation Project savings totalling £250,000 for 2024/25 onwards has been included in the budgets for Revenues and Benefits. This decrease, together with changes to Recharges, mean the budgets show considerable savings. There are however some increases such as inflation on ICT costs. For example there is a 10% rise in the contract costs for the Civica system.</p>
Nndr Collection	498	807	191	290	(255)	35	<p>National Non Domestic Rate income (Business Rates) is accounted for in the Collection Fund, but collection costs are accounted for in the General Fund with an allowance from Central Government to assist. This allowance is non incremental where as costs of collection increase over time due to inflation. Reduction in budget reflects changes to Recharges and part of the £250,000 saving on salaries in Revenues and Benefits achieved from the Transformation Project.</p>
Grand Total	1,939	2,536	842	1,071	(486)	585	

**Head of Finance
Estimates 2024/25
Other Activities**

	2022-23	2023-24		2024-25			
	Actuals	Original Estimate	Probable Outturn	Gross Expenditure	Gross Income	Net Expenditure	
	£000's	£000's	£000's	£000's	£000's	£000's	
A14 Highways England	3,757	242	-	-	-	-	A decision was made during the latter part of 2022/23 to pay the contribution towards the A14 upgrade completed in 2020 upfront instead of over a 25 year period. The funds were held in a reserve and this was treated as Revenue expenditure funded from capital as it does not result in the creation of a Council asset but the expenditure is of a capital nature.
Cambridge Leisure & Ice Centre	5	11	24	9	-	9	This service includes officer time and consultants fee for the annual determination of fair value for use within the Council's annual Statement of Accounts. The 2023/24 Probable Outturn includes legal costs to draw up the revised loan agreement.
Energy Rebate Scheme	69	-	14	-	-	-	Energy Rebate scheme that was part of the Cost of Living Initiative ended during 2023/24
Finance Miscellaneous	13	10	-	-	-	-	This budget relates to any miscellaneous costs which cannot be accounted for elsewhere.
Greater Cambridge Partnership	245	4,331	4,478	-	-	-	This budget relates to Greater Cambridge Partnership (GCP, formerly City Deal). Contributions to the GCP were agreed by the leaders of the Councils within the group some years ago as a percentage of New Home Bonus received by the relevant councils. This was placed in a reserve, which has been added to over the years, as invoicing was limited to the funds spent directly on GCP work. During 2023/24 all remaining funds are expected to be paid to the GCP which is expected to be invoiced towards the year end. The reserve is expected to be fully utilised by the end of the 2023/24 for this purpose.
Prov Bad and Doubt Debts	61	150	150	150	-	150	This budget accounts for officer estimations of the amount to be set aside for non payment of sums due to the Council in relation to sundry debts.
Treasury Management	69	80	14	42	-	42	The Treasury Team manages the Council's investment and borrowing portfolios and cash management duties in line with it's annual strategy statement and CIPFA guidance in the Prudential Code. The costs here relate to the annual cost of the Councils treasury advisers and brokerage fees for short term borrowings. Each tranche of £5million, one year borrowing costs £5,000 in Brokerage and increased activity from new loans and renewals will lead to an increase in Treasury Management costs
Grand Total	4,218	4,824	4,679	200	-	200	

**Head of Finance
Estimates 2024/25
Finance Support Services**

	2022-23	2023-24		2024-25			
	Actuals	Original Estimate	Probable Outturn	Gross Expenditure	Gross Income	Net Expenditure	
	£000's	£000's	£000's	£000's	£000's	£000's	
Accountancy	1,994	1,983	1,798	2,186	(3)	2,182	This budget covers the costs of the Corporate Accounting team, staffing and service. Vacant posts have led to the 2023/24 outturn being lower than budget (£68,000). It is expected that the posts will be filled in 2024/25 which has led to the increase in budget.
Accounts Payable	215	227	177	232	-	232	This budget is comprised of the staffing costs of the Accounts Payable team, who process invoices for payment by the Council.
Accounts Receivable	140	158	108	97	-	97	This budget is comprised of the staffing costs of the Accounts Receivable team. The team issues invoices to our commercial and residential customers, maintains customer accounts and performs recovery on overdue accounts other than those related to Council Tax, Business Rates and Housing Rents.
Cashiers	48	49	42	42	-	42	This budget is comprised of the staffing costs of one employee and recharges. The Cashier processes unidentified and bulk payments received by our Axis Income Management system (AIM), processes and deposits cheques received and submits DD files for the collection of NNDR, Council Tax, Rents and Accounts Receivable.
Corporate Fraud	311	310	312	386	(40)	346	This budget comprises of staff and service costs of the corporate counter fraud team. The team focuses on preventing, detecting, investigating and reporting on fraud and attempted fraud against the Council. The increase in the 2024/25 budget is due to an increase in staff costs dues to inflation and increased hours. expenditure and funding for the council tax counter fraud project are included here
Insurance & Risk Management	189	212	372	551	-	551	This is the cost of corporate insurances, such as building insurance, professional indemnity, computer equipment and employer's liability, which are all fully recharged across the Council. The increase in costs for relate to increases in premiums.
Internal Audit	134	175	149	180	-	180	A shared service between the Council and Cambridge City Council for Internal Audit. The probable outturn 2024/25 is less than budget due to two vacant posts. It is anticipated these will be filled in 2024/25 which is the reason for the increase in the 2024/25 budget.
Procurement	153	191	178	217	-	217	This budget is made up of the staff costs of the Corporate Procurement team. Procurement team deals with various procurement issues within the Council and supports services during periods of tender exercises. The expected underspend for 2023/24 is due to a vacant post not being filled. The 2024/25 budget reflects the new team structure following the service review.
Grand Total	3,184	3,305	3,136	3,891	(43)	3,847	

**Head of Finance
Subjective Analysis 2024/25**

	Employee Expenses	Transport Related Expenses	Supplies and Services	Transfer Payments	Third Party Payments	Support Services	Internal Recharges	Total Expenditure	Government Contributions	Misc Income	Other Contributions	Total Income	Net Expenditure
Housing Benefits													
Housing Benefit & Council Tax Support	921,410	3,000	102,330	13,791,330	-	-	(382,650)	14,435,420	(13,766,470)	(77,800)		(13,844,270)	591,150
Non Hra Rent Rebates							361,410	361,410					361,410
Rent Allowances							21,100	21,100					21,100
Rent Rebates							140	140					140
Local Taxation													
Council Tax Collection	579,960	100	201,400				-	781,460	-	(231,000)		(231,000)	550,460
Nndr Collection	225,040	4,500	60,100				-	289,640	-	-	(254,610)	(254,610)	35,030
Other Activities													
A14 Highways England								-					-
Cambridge Leisure & Ice Centre			8,500					8,500					8,500
Energy Rebate Scheme	-		-					-					-
Finance Miscellaneous			-					-					-
Greater Cambridge Partnership			-					-					-
Prov Bad and Doubt Debts			150,000					150,000					150,000
Treasury Management			83,500				(41,750)	41,750					41,750
Finance Support Services													
Accountancy	1,872,140	200	118,670			194,640	(1,444,880)	740,770		(3,310)		(3,310)	737,460
Accounts Payable	90,590		-			141,810	(197,760)	34,640					34,640
Accounts Receivable	59,370		8,420			28,930	(64,630)	32,090					32,090
Cashiers	24,980		8,530			8,340	(12,650)	29,200					29,200
Corporate Fraud	298,410	200	20,350			66,650	(155,200)	230,410			(40,000)	(40,000)	190,410
Insurance & Risk Management	86,420	-	448,870			15,540	(410,680)	140,150					140,150
Internal Audit			-		154,060	26,060	(149,920)	30,200					30,200
Procurement	157,290	50	9,390			50,640	(189,430)	27,940					27,940
Grand Total	4,315,610	8,050	1,220,060	13,791,330	154,060	532,610	(2,666,900)	17,354,820	(13,766,470)	(312,110)	(294,610)	(14,373,190)	2,981,630