

AGENDA ITEM 6

CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: REVENUE BUDGET 2014/15 – REVIEW AS AT 30.09.14
Meeting: CENTRAL SCOTLAND VALUATION JOINT BOARD
Date: 21st November, 2014
Author: TREASURER

1. INTRODUCTION

- 1.1 The purpose of this report is to advise the Joint Board of the forecast outturn for the financial year ending 31 March 2015.

2. BACKGROUND

- 2.1 The budget for the financial year 2014/15 is £2.539 million. The projected outturn against the budget shows an underspend of £68K (see Appendix A).
- 2.2 The main reason for the reported figure relates to a reduction in salary costs due the Depute Assessor vacancy and ongoing restructure.
- 2.3 The implementation of IER continues to be closely monitored, the funding received is expected to be fully utilised and there is additional funds in earmarked reserves if required.

3. RECOMMENDATIONS

- 3.1 The Joint Board is asked to note the contents of this report.

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Treasurer

LIST OF BACKGROUND PAPERS

1. Various working papers associated with the production of the outturns.

Any person wishing to inspect the above background papers should contact Clackmannanshire Council, Finance Services, on Alloa (01259) 452072.

		£
Useable Reserves at 1st April 2014		(£763,651)
Earmarked		£225,000
Useable Reserves		(£538,651)
September 2014 outturns		
<u>Analysis of Outturn Variation to Budget</u>		£
<u>Employee</u>		
Ongoing restructuring together with vacancy management underspend £(96,000)		
Overtime has increased in the year due to the Referendum overspend of £24,000 offset by vacancies.		
Canvassors are currently being recruited for IER, currently projecting 22 canvassors starting between Dec and January until the end of March on a full time basis. Forecast £137k funded from IER	Underspend	(£73,039)
<u>Property costs</u>		
Overspend due to repairs and maintenance on lift and barrier in the year	Overspend	£10,463
<u>Transport Costs</u>		
On Budget	On Budget	£0
<u>Supplies and Services</u>		
Minor variances	Underspend	(£2,661)
<u>Administration</u>		
Minor variances	Underspend	(£1,154)
<u>Computer Equipment</u>		
Minor variances	Underspend	(£500)
<u>Third Party Payments</u>		
Small overspend due to additional costs associated with board members to be repaid to authorities	Overspend	£1,245
<u>Support Services</u>		
	On Budget	£0
<u>Income</u>		
Income projected in line with last year and IER funding.	Underspend	(£3,000)
Estimated outturn position at 31st March 2015	Underspend	<u>(£68,646)</u>
Estimated Useable Reserves at 31st March 2014		(£607,297)
Minimum level of General Reserves		(£76,179)

VJB - Summary

September 2014 Outturn

	Annual Budget 2014/15	Budget to 30/09/14	Actual 30/09/14	Projected Outturn to 31/03/2015	Variance Outturn v Budget
Employee Related Expenditure					
APT & C General - Salaries	1,419,020	709,510	643,111	1,327,802	(91,218)
APT & C General - Employers Supn	266,980	133,490	123,311	253,900	(13,080)
APT & C General - Employers NIC	112,320	56,160	50,948	120,187	7,867
APT & C General - Overtime	10,000	5,000	33,561	34,000	24,000
Management of Vacancies	(4,410)	(2,205)	0	(4,410)	0
Canvessors	137,000	5,000	3,272	136,642	(358)
Long Service Award	750	375	303	500	(250)
Superannuation Annual Charges	26,200	10,912	9,460	26,200	0
Advertising Expenses - Recruitment	3,000	250	198	3,000	0
Staff Training	17,000	8,500	4,548	17,000	0
Conference Expenses - Officials	2,000	1,000	449	2,000	0
Other Staff Costs	2,000	1,000	522	2,000	0
Employee Related Expenditure	1,991,860	928,992	869,683	1,918,821	(73,039)
					(73,039)
Premises Related					
Repairs and Maintenance	13,640	6,820	15,041	25,000	11,360
Energy Costs- Gas	4,160	2,080	1,426	4,160	0
Energy Costs - Electricity	11,750	5,875	4,607	11,750	0
Rents	85,000	42,500	59,500	85,000	0
Service Charge	12,970	6,485	12,369	12,970	0
Rates	68,350	68,350	67,480	67,480	(870)
Water Meter Charges	7,860	3,930	1,733	1,733	(6,127)
Cleaning & Hygiene Materials	1,500	750	350	7,860	6,360
Cleaning Services DSO	14,890	7,445	7,441	14,890	0
Window Cleaning	360	180	90	360	0
Property Insurance	2,760	2,760	2,503	2,500	(260)
Premises Related	223,240	147,175	172,539	233,703	10,463
					10,463
Transport Related Expenditure					
Staff Travelling Expenses	31,850	11,925	9,436	31,850	0
Transport Related Expenditure	31,850	11,925	9,436	31,850	0
					0
Supplies and Services					
Purchase of Equipment	20,000	0	20,026	20,070	70
Furniture - Purchase	500	250	0	500	0
Removal Charges	0	0	90	90	90
Equipment Maintenance	12,000	6,000	2,333	8,000	(4,000)
Equipment Insurance	500	250	403	500	0
Bottled Water	1,400	700	933	2,379	979
Hospitality	1,500	750	1,116	1,500	0
Clothing and Uniforms	300	150	110	500	200

VJB - Summary

September 2014 Outturn

	Annual Budget 2014/15	Budget to 30/09/14	Actual 30/09/14	Projected Outturn to 31/03/2015	Variance Outturn v Budget
Supplies & Services	36,200	8,100	25,012	33,539	(2,661)
					(2,661)
Administration Costs					
Office Equipment - Rental	2,000	1,000	978	1,956	(44)
Office Equipment - Maintenance	0	0	1,170	0	0
Printing - Outside Contractors	11,000	5,500	0	0	(11,000)
Photocopying	3,500	1,750	(402)	3,500	0
Stationery	11,000	5,500	5,029	11,000	0
Publications	5,000	2,500	1,519	5,000	0
Advertising - Publicity	10,000	2,500	(2,000)	10,000	0
Insurance	13,600	13,600	0	13,600	0
Professional Fees	0	0	0	0	0
Postages	120,110	49,555	23,893	130,000	9,890
Telecommunications	9,000	4,500	4,037	9,000	0
Legal Expenses	12,000	6,000	343	12,000	0
Miscellaneous Expenses	37,204	325	360	37,204	0
Administration Costs	234,414	92,730	34,927	233,260	(1,154)
					(1,154)
Centralised IT					
Computer Hardware Purchase	22,000	11,000	2,278	22,000	0
Disaster Recovery	23,140	11,570	16,161	23,140	0
Computer Hardware Maintenance & Support	4,420	2,210	828	4,420	0
Computer Software Purchase	21,500	10,750	7,825	21,500	0
Computer Software Maintenance & Support	42,020	21,010	31,305	42,020	0
Computer Peripherals	1,000	500	0	500	(500)
Computer Services	65,010	24,605	43,292	65,010	0
Centralised IT	179,090	81,645	101,688	178,590	(500)
					(500)
Total Supplies & Services	449,704	182,475	161,627	445,389	(4,315)
					(4,315)
Third Party Payments					
Payments to Other Local Authorities	2,000	1,000	(760)	2,860	860
Payments to Contractors	1,000	500	833	1,385	385
Audit Scotland	8,250	4,125	0	8,250	0
Third Party Payments	11,250	5,625	73	12,495	1,245
					1,245
Transfer Payments					
Transfer Payments	0	0	0	0	0
					0
Support Services					
Legal Services	14,340	0	0	14,340	0
Human Resources	21,500	0	0	21,500	0
Finance Service	29,480	0	0	29,480	0

VJB - Summary

September 2014 Outturn

	Annual Budget 2014/15	Budget to 30/09/14	Actual 30/09/14	Projected Outturn to 31/03/2015	Variance Outturn v Budget
Corporate and Democratic Core	5,920	0	0	5,920	0
Support Services	71,240	0	0	71,240	0
					0
Capital Financing Costs					
Capital Financing Costs	0	0	0	0	0
					0
TOTAL GROSS EXPENDITURE	2,779,144	1,276,192	1,213,359	2,713,498	(65,646)
					(65,646)
Income					
Sales - Electoral Roll	0	0	(210)	(4,000)	(4,000)
Sales	(1,000)	(500)	0	0	1,000
Other Income	(238,854)	(1,500)	(200,680)	(238,854)	0
Income	(239,854)	(2,000)	(200,890)	(242,854)	(3,000)
					(3,000)
NET EXPENDITURE	2,539,290	1,274,192	1,012,470	2,470,644	(68,646)
					(68,646)
Net of CSA					