

AGENDA ITEM 4

CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: REVENUE BUDGET 2014/15 – REVIEW AS AT 31.01.15
Meeting: CENTRAL SCOTLAND VALUATION JOINT BOARD
Date: 20th March 2015
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 £227K (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. There is an overspend in Repairs and Maintenance £11k due to lift and barrier repairs.
- 2.3 The implementation of IER continues to be closely monitored, the funding received is expected to be underspent by £23k which will be carried forward to next year. The underspend relates to canvassers actual costs being lower than originally estimated due to timing of vacancies.
- 2.4 Additional income has also been received which wasn't previously projected this relates to Scottish Government funding for the referendum costs of £32k. Also additional IER funding for advertising costs of £36k.

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)
January 2015 outturns				
<u>Analysis of Outturn Variation to Budget</u>				£
<u>Employee</u>				
Ongoing restructuring together with vacancy management underspend £(179,000)				
Overtime has increased in the year due to the Referendum overspend of £24,000 offset by vacancies.				
Canvassers costs for IER have been revised based on staff in post until 31st March.				
The forecast is lower than originally estimated with a projected saving of £23k. As IER is fully funded this year the funding will be carried forward to 2015/16.	Underspend			(£177,722)
<u>Property costs</u>				
Overspend due to repairs and maintenance on lift and barrier in the year. Budget had been set aside in earmarked reserves to pay for barrier repairs but due to the underspend in the year this money has not been utilised.	Overspend			£9,042
<u>Transport Costs</u>				
Minimal variance	Overspend			£150
<u>Supplies and Services</u>				
Minor variances	Overspend			£378
<u>Administration</u>				
Underspend in Printing External Contractors £10,000 this is due to the costs being included in postage as now one contract.				
Insurance cost lower in the year saving £3,000				
Postage costs have increased based on projected costs to date now expected to be £200,000				
As this is funded from IER external funding the budget has been realigned to reflect the areas of spend.	Underspend			(£12,143)
<u>Computer Equipment</u>				
Minor variances	Underspend			(£186)
<u>Third Party Payments</u>				
Small overspend due to additional costs associated with board members to be repaid to authorities	Overspend			£1,110
<u>Support Services</u>				
	On Budget			£0
<u>Income</u>				
Additional funding has been provided by the Scottish Government for costs associated with the Referendum £32k. This wasn't previously projected.				
IER funding is not expected to be fully utilised in the year due timing of canvassers starting. This funding will be carried forward to support 2015/16 budget. £23k				
Additional income has also been received which wasn't previously expected of £36k from SSCL resulting in a greater underspend in the year.	Underspend			(£47,233)
Estimated outturn position at 31st March 2015	Underspend			<u>(£226,604)</u>
Estimated Useable Reserves at 31st March 2014				(£765,255)
Minimum level of General Reserves				(£76,179)

VJB - Administration					Appendix A
	Annual Budget 2014/15	Budget to 31/01/15	Actual 31/01/15	Projected Outturn to 31/03/2015	Variance Outturn v Budget
55033000					
Employee Related Expenditure					
APT & C General - Salaries	1,419,020	1,182,469	1,068,672	1,276,404	(142,616)
APT & C General - Employers Supn	266,980	222,474	203,361	243,011	(23,969)
APT & C General - Employers NIC	112,320	93,596	82,362	97,669	(14,651)
APT & C General - Overtime	10,000	8,333	34,191	34,191	24,191
Management of Vacancies	(4,410)	(3,675)	0	0	4,410
Canvassers	93,000	114,162	31,540	70,000	(23,000)
Long Service Award	750	625	719	719	(31)
Superannuation Annual Charges	26,200	19,642	17,439	26,200	0
Advertising Expenses - Recruitment	3,000	2,500	2,438	2,538	(462)
Staff Training	17,000	14,166	11,070	17,000	0
Conference Expenses - Officials	2,000	1,667	1,607	1,607	(393)
Other Staff Costs	2,000	1,667	599	800	(1,200)
Employee Related Expenditure	1,947,860	1,657,627	1,453,999	1,770,138	(177,722)
Premises Related					
Repairs and Maintenance	13,640	11,366	22,527	25,000	11,360
Property Maintenance	0	0	0	0	0
Energy Costs- Gas	4,160	3,467	2,619	4,160	0
Energy Costs - Electricity	11,750	9,791	7,729	11,750	0
Rents	85,000	85,000	80,750	85,000	0
Service Charge	12,970	12,970	12,123	12,970	0
Rates	68,350	68,350	67,480	67,480	(870)
Water Meter Charges	7,860	6,550	5,372	5,372	(2,488)
Cleaning & Hygiene Materials	1,500	1,250	814	2,000	500
Cleaning Services DSO	14,890	12,408	8,681	14,890	0
Window Cleaning	360	300	180	360	0
Property Insurance	2,760	2,760	2,503	3,300	540
Premises Related	223,240	214,212	210,778	232,282	9,042
Transport Related Expenditure					
Staff Travelling Expenses	31,850	26,541	16,142	32,000	150
Transport Related Expenditure	31,850	26,541	16,142	32,000	150
Supplies and Services					
Purchase of Equipment	20,000	16,666	20,063	20,070	70
Furniture - Purchase	500	417	5	2,000	1,500
Removal Charges	0	0	90	90	90
Equipment Maintenance	12,000	10,000	5,621	8,000	(4,000)
Equipment Insurance	500	417	403	500	0
Bottled Water	1,400	1,167	1,645	2,379	979
Hospitality	1,500	1,250	2,259	2,739	1,239
Clothing and Uniforms	300	250	655	800	500
Supplies & Services	36,200	30,165	30,740	36,578	378

	Annual Budget 2014/15	Budget to 31/01/15	Actual 31/01/15	Projected Outturn to 31/03/2015	Variance Outturn v Budget
Administration Costs					
Office Equipment - Rental	2,000	1,667	1,956	1,956	(44)
Office Equipment - Maintenance	0	0	0	0	0
Printing - Outside Contractors	11,000	9,166	446	750	(10,250)
Photocopying	3,500	2,917	(402)	3,500	0
Stationery	11,000	9,166	8,252	11,000	0
Publications	5,000	4,167	5,307	6,000	1,000
Advertising - Publicity	10,000	8,333	601	10,000	0
Insurance	13,600	13,600	0	10,114	(3,486)
Professional Fees	0	0	0	0	0
Postages	200,664	130,548	137,757	200,000	(664)
Telecommunications	9,000	7,500	6,564	9,000	0
Legal Expenses	12,000	10,000	12,779	12,800	800
Miscellaneous Expenses	650	542	951	1,151	501
Administration Costs	278,414	197,604	174,212	266,271	(12,143)
Centralised IT					
Computer Hardware Purchase	22,000	18,333	19,801	22,300	300
Disaster Recovery	23,140	19,283	14,136	23,140	0
Computer Hardware Maintenance & Support	4,420	3,683	2,088	4,420	0
Computer Software Purchase	21,500	17,916	7,825	21,500	0
Computer Software Maintenance & Support	42,020	35,015	31,305	42,020	0
Computer Peripherals	1,000	833	115	500	(500)
Computer Consumables	0	0	14	14	14
Computer Services	65,010	54,173	49,006	65,010	0
Centralised IT	179,090	149,236	124,290	178,904	(186)
Total Supplies & Services	493,704	377,005	329,242	481,753	(11,951)
Third Party Payments					
Payments to Other Local Authorities	2,000	1,667	(760)	3,885	1,885
Payments to Contractors	1,000	833	1,221	1,385	385
Audit Scotland	8,250	6,875	2,363	7,090	(1,160)
Third Party Payments	11,250	9,375	2,824	12,360	1,110
Transfer Payments					
Transfer Payments	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
Corporate and Democratic Core	5,920	0	0	5,920	0
Support Services	71,240	0	0	71,240	0

	Annual Budget 2014/15	Budget to 31/01/15	Actual 31/01/15	Projected Outturn to 31/03/2015	Variance Outturn v Budget
Capital Financing Costs					
Interest on Rev. Balance	0	0	0	0	0
Capital Financing Costs	0	0	0	0	0
					0
TOTAL GROSS EXPENDITURE	2,779,144	2,284,759	2,012,985	2,599,773	(179,371)
Income					
Sales - Electoral Roll	0	0	(789)	(4,000)	(4,000)
Sales	(1,000)	(833)	0	0	1,000
Other Income	(238,854)	(199,037)	(203,498)	(283,087)	(44,233)
Interest (Revenue Balances)	0	0	0	0	0
Asset Management Revenue	0	0	0	0	0
AMRA - Depn	0	0	0	0	0
Income	(239,854)	(199,870)	(204,287)	(287,087)	(47,233)
					(47,233)
NET EXPENDITURE	2,539,290	2,084,888	1,808,698	2,312,686	(226,604)