



CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: REVENUE BUDGET 2015/16 – REVIEW AS AT 31.07.15
Meeting: CENTRAL SCOTLAND VALUATION JOINT BOARD
Date: 18th September 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 2016.

2. BACKGROUND

- 2.1 The budget for the financial year 2015/16 is £2.744 million. The projected outturn against the budget shows an underspend of £154K (see Appendix A).
- 2.2 The main reason for the underspend relates staffing vacancies £158k. The management team restructure approved in March 2015 has resulted in savings of £63k and further vacancies £63k. Temporary canvassers are projecting an underspend of £40k, though this may change depending on the return rate of forms.
- 2.3 During the budget setting process £196k was allocated from reserves to fund the additional costs associated with Individual Electoral Registration (IER) as the Cabinet Office hadn't confirmed funding for the year. Since the beginning of the financial year Cabinet Office have confirmed £94k of funding which will fall to reserves to offset the funding utilised in the year. (Reserves position shown at Appendix B.)
- 2.4 Future funding levels for the CSVJB remain uncertain, with local authorities not expecting to receive their funding settlement until January 2016 this will add pressure to the budget setting process.
- 2.5 The voluntary severance requests have been received and are currently under review with the organisation structure to ensure long term sustainability. Other saving proposals will be considered once the VS process is complete.

3. RECOMMENDATIONS

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

.....
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.

Appendix A

VJB Revenue Outturn to 31 March 16						
	Annual Budget 2015/16	Budget to 31/07/15	Actual 31/07/15	Projected Outturn to 31/03/2016	Variance Outturn v Budget	Comments on Variances
55033000						
Employee Related Expenditure						
APT & C General - Salaries	1,434,300	478,052	433,252	1,332,981	(101,319)	
APT & C General - Employers Supn	293,880	97,950	81,639	252,167	(41,713)	
APT & C General - Employers NIC	109,330	36,440	33,126	98,457	(10,873)	
APT & C General - Overtime	5,000	1,667	7,059	6,000	1,000	
Management of Vacancies	(27,560)	(9,186)	0	0	27,560	
Manual Relief - Gross Wages	140,000	46,662	10,903	100,000	(40,000)	
Manual Relief - Eers Sup.	0	0	445	1,927	1,927	
Manual Relief - Eers NIC	0	0	1,101	2,561	2,561	
Long Service Award	750	250	603	750	0	
Superannuation Annual Charges	25,630	8,542	4,790	24,677	(953)	
Advertising Expenses - Recruitment	500	167	272	500	0	
Staff Training	15,000	5,000	3,770	17,500	2,500	
Conference Expenses - Officials	2,000	667	1,388	2,500	500	
Other Staff Costs	1,500	500	61	1,500	0	
Employee Related Expenditure	2,000,330	666,710	578,409	1,841,520	(158,810)	Vacancies and change in Management Team structure has resulted in underspends.
Premises Related						
						Repairs costs expected to be higher in the year in line with previous years and required maintenance
Repairs and Maintenance	13,640	4,546	3,256	20,000	6,360	
Energy Costs- Gas	4,210	1,403	1,041	4,210	0	
Energy Costs - Electricity	11,900	3,966	1,586	11,900	0	
Rents	85,000	42,500	34,860	85,000	0	
						Costs in line with charges to date
Service Charge	13,000	6,500	7,609	18,471	5,471	
Rates	68,350	68,350	69,020	69,020	670	
Water Meter Charges	8,060	2,686	1,722	8,060	0	
Cleaning & Hygiene Materials	1,500	500	549	1,000	(500)	
Cleaning Services DSO	15,260	5,086	2,518	15,260	0	
Window Cleaning	360	120	90	360	0	
Property Insurance	2,560	2,560	1,569	2,560	0	
Premises Related	223,840	138,218	123,818	235,841	12,001	
Transport Related Expenditure						
Staff Travelling Expenses	32,000	10,666	8,069	32,000	0	
Transport Related Expenditure	32,000	10,666	8,069	32,000	0	
Supplies and Services						
Purchase of Equipment	0	0	77	80	80	
Furniture - Purchase	500	167	5	500	0	
Removal Charges	0	0	0	200	200	
Equipment Maintenance	8,000	2,666	5,701	8,000	0	
Equipment Insurance	500	167	0	500	0	
Bottled Water	1,400	467	556	573	(827)	
Hospitality	1,000	333	673	1,000	0	
Clothing and Uniforms	300	100	26	300	0	
Supplies & Services	11,700	3,900	7,039	11,153	(547)	

Appendix A

55033000	Annual Budget 2015/16	Budget to 31/07/15	Actual 31/07/15	Projected Outturn to 31/03/2016	Variance Outturn v Budget	Comments on Variances
Administration Costs						
Office Equipment - Rental	2,000	667	654	2,000	0	
Printing - Outside Contractors	5,000	1,667	145	10,000	5,000	Costs have increased due to increased usage despite a move to a cheaper supplier.
Photocopying	3,500	1,167	1,882	3,500	0	
Stationery	15,000	5,000	4,173	15,000	0	
Publications	5,000	1,667	530	5,750	750	
Advertising - Publicity	5,000	1,667	250	3,000	(2,000)	
Insurance	13,600	0	0	10,200	(3,400)	Costs expected to be inline with previous years
Postages	170,000	56,661	(6,982)	177,006	7,006	Forecast in line with expenditure to date and projected costs for IER in the year.
Telecommunications	9,000	3,000	1,887	9,000	0	
Legal Expenses	17,000	5,666	6,136	17,000	0	
Miscellaneous Expenses	1,000	333	223	1,000	0	
Administration Costs	246,100	77,492	8,897	253,456	7,356	
Centralised IT						
Computer Hardware Purchase	21,000	6,999	11,551	15,000	(6,000)	Realignment of Budget required
Disaster Recovery	17,000	5,666	3,281	17,000	0	
Computer Hardware Maint' & Support	2,000	667	884	2,000	0	
Computer Software Purchase	10,000	3,333	120	10,000	0	
Computer Software Maint' & Support	35,000	11,666	35,060	40,000	5,000	Realignment of Budget required
Computer Peripherals	1,000	333	0	1,000	0	
Computer Services	60,000	19,998	20,146	50,000	(10,000)	
Centralised IT	146,000	48,662	71,042	135,000	(11,000)	
Total Supplies & Services	403,800	130,054	86,978	399,609	(4,191)	
Third Party Payments						
Payments to Other Local Authorities	6,100	2,033	0	6,100	0	
Payments to Contractors	1,000	333	203	1,000	0	
Audit Scotland	8,250	2,750	(2,132)	7,092	(1,158)	Projected in line with previous year.
Third Party Payments	15,350	5,116	(1,929)	14,192	(1,158)	
Support Services						
Legal Services	14,700	0	0	14,700	0	
Human Resources	22,040	0	0	22,040	0	
Finance Service	30,220	0	0	30,220	0	
Corporate and Democratic Core	6,070	0	0	6,070	0	
Support Services	73,030	0	0	73,030	0	
					0	
TOTAL GROSS EXPENDITURE	2,748,350	950,764	795,346	2,596,192	(152,158)	
Income						
Sales - Electoral Roll	0	0	0	(6,000)	(6,000)	Realignment of Budget required
Sales	(1,000)	(333)	0	0	1,000	
Other Income	(3,000)	(1,000)	(105,813)	0	3,000	Realignment of Budget required
Income	(4,000)	(1,333)	(105,813)	(6,000)	(2,000)	
					(2,000)	
NET EXPENDITURE	2,744,350	949,430	689,533	2,590,192	(154,158)	

Appendix B

Reserves Balance to 31 March 2016			
		£'000	
Opening Balance 1 April 2015		1,023	
Earmarked Reserves Allocated for Use 2015/16			
	Refund to Constituent Authorities	(277)	
	IER Funding	(196)	
	Telephone System Investment	(20)	
	Lift Renewal	(30)	
	Employment Fund	(200)	
Contribution to Reserves in 2015/16			
	Cabinet Office Funding for IER	94	
	Underspend on Revenue Budget	154	
Projected Closing Balance Reserves		548	