

# **Agenda Item**

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## **AGENDA ITEM 5**

### **CENTRAL SCOTLAND VALUATION JOINT BOARD**

**Subject: REVENUE BUDGET 2017/18 – REVIEW AS AT 31.08.17**  
**Meeting: CENTRAL SCOTLAND VALUATION JOINT BOARD**  
**Date: 29<sup>th</sup> SEPTEMBER 2017**  
**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 2018.

#### **2. RECOMMENDATIONS**

- 2.1 The board are asked to note the financial projection for the year to 31 March 2018.

#### **3. BACKGROUND**

- 3.1 The budget for the financial year 2016/17 is £2.584 million. The projected outturn against the budget shows an underspend of £42K (see Appendix A).
- 3.2 The underspend lies mainly within employee costs of £44k. This relates to a vacancy, which is not expected to be filled. There is a saving of £3k in rates due to the saving in the year being higher than expected. The income from cabinet office to date is £85k, resulting in unachieved income of £5k. At this point we can't assume additional funding will be received, we need to monitor the spend and submit a claim if the costs exceed the funding received to date. There are a few budget alignments required to reflect the budget in the correct nominal costs related to new contracts for telephones and equipment rental, this will be completed for the next report.
- 3.3 During the budget setting process reserves were allocated for a spend to Save fund £60k and Property Maintenance fund £130k. The Spend to Save fund is being utilised to reduce the storage requirements by scanning documents to be held electronically. This work as started and will continue throughout the year.

#### **4. CONCLUSIONS**

- 4.1 This report provides information on the revenue budget spend to date and the forecast spend to 31 March 2018. The 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) 452058.

## Appendix A



### Valuation Joint Board Projected Forecast to 31 March 2018

Description	Annual Budget for 2017/18	Actual to end of August	Annual forecast for 2017/18	Forecast v Budget	Reason for Variance
<b>Employee Related Expenditure</b>					
Single Status Gross Salaries	1,375,485	547,426	1,350,898	(24,587)	One vacant post not expected to be filled.
Single Status Employers Superann	289,345	112,643	274,169	(15,176)	
Single Status Employers NIC	138,018	56,534	134,327	(3,691)	
Single Status Overtime	15,000	13,078	14,572	(428)	
Manual Relief Gross Salaries	52,392	3,072	52,392	0	
Manual Relief Employers Superann	0	676	(0)	(0)	
Manual Relief Employers NIC	3,870	244	3,870	0	
Manual Relief Employers Overtime	0	59	0	0	
Long Service Awards	500	250	500	0	
Childcare Vouchers Admin Costs	350	124	292	(58)	
Conference Expenses And Subsistence	2,500	0	2,500	0	
Superannuation Annual Charges	26,260	4,705	26,260	0	
Recruitment Expenses	2,000	1,167	2,000	0	
Staff Training	26,000	13,243	26,000	0	
<b>Employee Related Expenditure Total</b>	<b>1,931,720</b>	<b>753,221</b>	<b>1,887,781</b>	<b>(43,939)</b>	
<b>Premises Related Expenditure</b>					
Annual Maintenance External Provider	15,000	3,624	15,000	0	Rates reduction higher than budgeted.
Service Charge	19,250	12,703	19,250	0	
Cleaning & Hygiene Materials	1,500	910	1,500	0	
Window Cleaning	360	(90)	360	0	
Gas	4,420	1,358	4,420	0	
Electricity	12,500	3,294	12,500	0	
Rents	85,000	56,110	85,000	0	
Rates	44,280	41,574	41,574	(2,706)	
Water Charges	8,260	1,955	8,260	(0)	
Property Insurance	2,682	1,178	2,640	(42)	
Cleaning Services Internal recharge	16,048	3,832	15,329	(719)	
<b>Premises Related Expenditure Total</b>	<b>209,300</b>	<b>126,449</b>	<b>205,833</b>	<b>(3,467)</b>	
<b>Transport Related Expenditure</b>					
Staff Travel Mileage Expenses	27,000	5,791	27,000	0	
<b>Transport Related Expenditure Total</b>	<b>27,000</b>	<b>5,791</b>	<b>27,000</b>	<b>0</b>	
<b>Supplies and Services</b>					
Purchase Of Equipment	0	1,054	1,054	1,054	Equipment maintenance reduced offset by increase in rental costs.
Purchase Of Furniture	750	246	500	(250)	
General Consumables (small items)	0	190	190	190	
Equipment Maintenance	8,128	3,106	3,500	(4,628)	
Equipment Insurance	500	0	500	0	
Hospitality	2,000	571	2,000	0	Offset by saving in maintenance costs
Uniforms & Clothing	300	51	300	(0)	
Office Equipment - Rental	2,000	3,569	6,973	4,973	
Office Equipment Maint.	0	0	(0)	(0)	
Printing & Photocopying	18,500	4,013	18,500	0	
Stationery	15,000	536	14,000	(1,000)	Costs higher in year for vodaphone offest by savings in computer software costs
Publications	6,500	1,284	6,500	0	
Advertising - General	5,000	1,002	5,000	0	
Insurance	12,100	7,104	12,100	0	
Professional Fees	0	775	0	0	
Postages	180,000	11,509	180,000	0	Saving offset by costs in telephone cost reallocation may be required.
Legal Expenses	20,000	2,288	20,000	0	
Telephones	9,000	9,851	21,300	12,300	
Mobile Phone	1,000		1,000	0	
Computer Hardware Purchase	5,000	(26,315)	5,000	0	
Disaster Recovery	12,500	655	12,500	0	
Computer Hardware Maint.	2,600	0	2,400	(200)	
Computer Software Purchase	6,000	164	6,000	0	
Computer Software Maint.	112,500	58,265	100,500	(12,000)	
Computer Peripherals	1,000	0	500	(500)	
<b>Supplies and Services Total</b>	<b>420,378</b>	<b>79,919</b>	<b>420,317</b>	<b>(61)</b>	

Description	Annual Budget for 2017/18	Actual to end of August	Annual forecast for 2017/18	Forecast v Budget	Reason for Variance
<b>Third Party Payments</b>					
Other Local Authorities	6,176	324	6,100	(76)	
Payments To Contractors	2,000	1,545	2,000	0	
Audit Scotland	7,000	(2,333)	7,000	0	
<b>Third Party Payments Total</b>	<b>15,176</b>	<b>(464)</b>	<b>15,100</b>	<b>(76)</b>	
<b>Support Services</b>					
Accountancy	31,367	0	31,367	0	
Human Resources	22,872	0	22,872	0	
Legal	15,258	0	15,258	0	
Corporate Services	6,298	0	6,298	0	
<b>Support Services Total</b>	<b>75,795</b>	<b>0</b>	<b>75,795</b>	<b>0</b>	
<b>Total Gross Expenditure</b>	<b>2,679,369</b>	<b>964,916</b>	<b>2,631,826</b>	<b>(47,543)</b>	
<b>Income</b>					
Income Government Capital Grants	(91,000)	(85,848)	(85,848)	5,152	Funding received to date reflected unsure if further funding will be received will depend on claim once work completed.
Electoral Roll - Sales	0	(105)	0	0	
Charges for Services Standard VAT	(1,000)	0	(1,000)	0	
Other Income	(3,000)	0	(3,000)	0	
Interest(Revenue Balance)	0	0	0	0	
<b>Income Total</b>	<b>(95,000)</b>	<b>(85,953)</b>	<b>(89,848)</b>	<b>5,152</b>	
<b>Net Expenditure</b>	<b>2,584,369</b>	<b>878,963</b>	<b>2,541,978</b>	<b>(42,391)</b>	