

Useable Reserves at 1st April 2012

Earmarked

Useable Reserves

February 2013 outturns

Analysis of Outturn Variation to Budget

Employee

Ongoing restructuring - pro- active vacancy management saving of(£165K)

Additional costs of Canvassers £8,000

Offset by additional training for new employees £14,000

Underspend

Property costs

Minor variances

Underspend

Transport Costs

On budget

Overspend

Supplies and Services

Minor variances

Overspend

Administration

Reduction in mail being posted (£14K)

Reduction in allocation of insurance charges (£3K)

Offset by additional legal fees (£9K)

Underspend

Computer Equipment

Review of IT provision in line with reconfigured service.

Overspend

Third Party Payments

Reduced charge from constituent authorities for Convenor and Vice - Convenor

Nil

Support Services

Additional costs associated with implementation of Single Status and Appeals Process

Overspend

Income

On budget

Nil

Estimated outturn position at 31st March 2013

Underspend

Estimated Useable Reserves at 31st March 2013

Minimum level of General Reserves

CENTRAL SCOTLAND VALUATION JOINT BOARD

Outturns 2012/13
February

	Budget 2012/2013 £	Budget to date February £	Actual to date February £	Outturn 31/03/2013 £
<u>Employee Costs</u>				
Gross Salaries	1,388,980	1,273,139	1,165,854	1,277,010
Employer's Superannuation	255,490	234,182	204,734	224,050
Employer's National Insurance	117,430	107,636	89,119	97,570
Overtime	5,000	5,000	8,509	9,010
Canvassers	10,000	8,400	14,190	17,940
Long Service Awards	0	0	479	1,150
Superannuation Annual Charges	32,140	26,783	20,745	24,960
Staff Advertising	500	500	620	830
Employee Training	8,000	7,333	20,122	22,000
Conf. Exp.& Subsistence	2,000	1,800	2,971	3,600
Other Employee Costs	2,000	1,800	320	320
	1,821,540	1,666,573	1,527,664	1,678,440
				(143,100)
<u>Property Costs</u>				
Repairs & Maintenance	14,000	5,500	15,862	16,000
Heat & Light - Gas	3,870	3,547	2,608	3,400
Heat & Light - Electricity	15,250	12,708	9,646	11,050
Property Rental	136,080	136,080	136,104	136,110
Service Charge	12,030	12,030	9,787	9,790
Rates	63,190	63,190	64,120	64,120
Water Charges	6,830	5,100	4,921	7,050
Cleaning Materials	1,500	1,375	1,956	2,000
Cleaning Services	14,300	13,107	11,691	14,300
Window Cleaning	0	0	270	270
Insurance	2,600	2,600	2,524	2,530
	269,650	255,237	259,490	266,620
				(3,030)
<u>Transport Costs</u>				
Staff Travelling Expenses	23,850	21,861	21,822	26,000
Car Allowances	5,550	5,087	5,086	5,550
	29,400	26,948	26,908	31,550
				2,150
<u>Supplies and Services</u>				
Equipment	0	0	75	80
Furniture	500	400	369	370
Removal Charges	0	0	135	140
Equipment Maintenance	0	0	633	650
Equipment Insurance	0	0	667	670
Clothing	300	150	562	570
Bottled Water	1,200	1,100	1360	1,400
Hospitality	2,000	1,800	1,384	1,500
	4,000	3,450	5,185	5,380
				1,380

	Budget 2012/2013 £	Budget to date February £	Actual to date February £	Outturn 31/03/2013 £
<u>Administration</u>				
Office Equipment Rental	0	0	978	1,000
Office Equipment Maintenance	3,000	2,750	6,551	7,000
Printing	11,000	9,150	7,053	14,000
Photocopying	6,000	3,000	2,280	6,000
Stationery	11,000	10,083	5,563	7,000
Publications	5,000	4,583	3,808	3,810
Advertising	5,000	2,500	671	3,000
Insurance	13,600	13,600	10,028	10,030
Postages	99,110	90,844	83,150	85,000
Telecommunications	12,000	10,999	7,567	12,000
Legal Fees	12,000	7,000	13,460	21,400
Miscellaneous Supplies	500	458	727	730
	178,210	154,967	141,835	170,970
				(7,240)
<u>Computer</u>				
Computer Hardware Purchase	12,000	8,500	7,110	11,135
Disaster recovery	25,440	25,440	23,943	23,945
Computer Hardware Maintenance	9,040	9,040	8,737	8,780
Computer Software Purchase	1,000	917	1,865	1,890
Computer Software Maintenance	64,290	58,000	58,681	62,760
Computer Peripherals/Consumables	2,000	0	762	1,330
Computer Services	49,080	44,913	54,602	62,480
	162,850	146,810	155,701	172,320
				9,470
<u>Third Party Payments</u>				
Payments to Other Agencies	0	0	0	0
Accounts Commission - Audit Fees	7,570	0	1,854	5,900
Payments to Contractors	1,000	917	1,329	1,500
Other local authorities	8,000	0	156	2,020
	16,570	917	3,339	9,420
				(7,150)
<u>Support Services</u>				
Financial Services	27,330	0	0	27,330
HR Services	19,230	0	4,775	24,010
Legal Services	13,540	0	0	13,540
Clerking of the Board	9,620	0	0	6,000
	69,720	0	4,775	70,880
				1,160
TOTAL EXPENDITURE	2,551,940	2,254,902	2,124,898	2,405,580
<u>Income</u>				
Electoral Roll Sales	(1,000)	(800)	(4,011)	(4,010)
Other Income	(3,000)	0	(5,525)	(5,520)
	(4,000)	(800)	(9,536)	(9,530)
				(5,530)
NET EXPENDITURE	2,547,940	2,254,102	2,115,362	2,396,050
				(151,890)