

AGENDA ITEM 4

CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: REVENUE BUDGET 2018/19 – REVIEW AS AT 30.09.18
Meeting: CENTRAL SCOTLAND VALUATION JOINT BOARD
Date: 16th November 2018
Author: TREASURER (INTERIM)

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 2019.

2. RECOMMENDATIONS

- 2.1 The board are asked to consider and comment on the financial projection for the year to 31 March 2019.

3. BACKGROUND

- 3.1 The budget for the financial year 2018/19 is £2.583 million. The projected outturn against the budget shows a variance underspend of £71k, which is a movement of £28k. Table A below provides a breakdown of the variances, (see Appendix A for full detail). Table B provides a breakdown of the movement from June's reported outturn.
- 3.2 Table A below provides a breakdown of the variances;

Table A

Variance	Over/ (underspend) £000s	Total	Narrative
Employee Costs			
	(43)		Vacancies within the admin team, 3 leavers only 2 being replaced
	(26)		5.6fte Canvassers employed for 12 weeks
	(12)		The planned Grade 8 Systems Administrator post at 0.6fte has been revised to a Grade 6 Technical Support Office 1.0fte
	(15)		Long term absence of staff member who has now left. This post is vacant and will not be filled
	15		Overtime for staff to streamline the Council Tax valuation process.
		(81)	Underspend

Variance	Over/ (underspend) £000s	Total	Narrative
Supplies and Services			
	(16)		Reduced printing costs, this is due to Canvassers using tablets which have replaced paper forms.
	(5)		IER funding was £5k more than budgeted value
	(10)		Postages in line with last year, although additional costs included for postage costs related to any properties where canvassers do not get a response from
	(2)		Efficiencies throughout supplies and services, plus utilities
	17		Legal fees related to valuation appeals, these costs are unpredictable and are likely to change.
	4		Additional £4k for legal fees, related to advice sought for software sharing.
	12		External building works, emergency lighting costs and costs associated with asbestos survey
	3		Cyber Essentials Plus audit as per Scottish Government's Cyber Resilience programme
	7		Set up costs for procuring a replacement time recording and door entry/security system.
		10	Underspend
Total Variance		(71)	Underspend

3.3 Table B below provides a breakdown of the movement in reported underspends;

Table B

Variance	Over/ (underspend) £000s	Total	Narrative
Employee Costs	(3)		Changes in staffing include: 5.6fte Canvassers extended from 8 weeks to 12 weeks. 2 Admin vacancies have been appointed, estimated start dates changed to mid Nov. Current GR6 Technical Support Officer vacancy moved to end Nov.
	15		Overtime for staff to streamline the Council Tax valuation process. This is required to prepare for the 3yr revaluation.
		12	Movement in Underspend
Supplies and Services	9		Additional £4k for legal fees, related to advice sought for software sharing. Additional maintenance costs in relation to asbestos survey.
	7		Set up costs for procuring a replacement time recording and door entry/security system. This is required to comply with GDPR.
		16	Movement in Underspend
Total Movement		28	Movement in Underspend

4. CONCLUSIONS

- 4.1 The revenue budget is forecasting an underspend of £71k to 31 March 2019. This is a movement of £28k in the previous reported underspend. The Board is asked to note and comment on the contents of this report.

5.0 Background Papers

- 5.1 There are no background papers to this report.

Yes ☐ (please list the documents below) No ☒

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Treasurer (Interim)

Service Summary - Valuation Joint Board

Appendix A

Description	Annual Budget for 2018/19	Actual to end of September	Annual forecast for 2018/19	Forecast v Budget	Forecast Movement
Employee Related Expenditure					
Single Status Gross Salaries	1,416,396	678,071	1,352,638	(63,758)	(6,168)
Single Status Employers Superann	298,836	141,782	288,533	(10,303)	(1,388)
Single Status Employers NIC	141,988	67,121	136,446	(5,542)	(657)
Single Status Overtime	0	487	15,487	15,487	15,000
Manual Relief Gross Salaries	47,025	0	24,574	(22,452)	7,819
Manual Relief Employers Superann	0	0	0	0	(3,770)
Manual Relief Employers NIC	5,327	0	1,647	(3,680)	575
Long Service Awards	800	0	800	0	0
Childcare Vouchers Admin Costs	350	175	354	4	0
Conference Expenses And Subsistence	2,500	1,371	2,871	371	836
Superannuation Annual Charges	24,450	2,614	25,189	739	346
Recruitment Expenses	2,000	1,596	2,516	516	0
Staff Training	15,000	5,941	16,000	1,000	0
Vacancy Management	(10,000)	0	0	10,000	0
Employee Related Expenditure Total	1,944,672	899,159	1,867,056	(77,617)	12,593
Premises Related Expenditure					
Annual Maintenance External Providers	10,000	7,011	27,991	17,991	8,645
Service Charge	19,830	12,703	19,244	(586)	0
Cleaning & Hygiene Materials	1,500	873	1,478	(22)	(157)
Window Cleaning	360	0	360	0	0
Gas	4,910	635	3,200	(1,710)	0
Electricity	11,610	4,257	10,200	(1,410)	0
Rents	85,000	56,110	85,000	0	0
Rates	44,640	45,397	45,397	757	0
Water Charges	7,090	3,532	6,474	(616)	(369)
Property Insurance	2,760	794	1,592	(1,168)	0
Cleaning Services Internal recharge	15,790	6,487	15,698	(92)	(92)
Premises Related Expenditure Total	203,490	137,799	216,635	13,145	8,028
Transport Related Expenditure					
Staff Travel Mileage Expenses	23,000	7,744	22,000	(1,000)	0
Transport Related Expenditure Total	23,000	7,744	22,000	(1,000)	0
Supplies and Services					
Purchase Of Furniture	750	10	290	(460)	0
General Consumables (small items)	0	310	0	0	(0)
Equipment Maintenance	2,480	1,973	2,721	241	140
Equipment Insurance	0	0	0	0	0
Hospitality	1,750	883	1,380	(370)	0
Uniforms & Clothing	400	0	350	(50)	0
Office Equipment - Rental	5,600	3,372	6,255	655	0
Office Equipment Maint.	0	72	0	0	0
Printing & Photocopying	24,500	789	8,427	(16,073)	0
Stationery	2,000	641	1,842	(158)	85
Publications	7,000	2,043	6,965	(35)	(32)
Advertising - General	5,000	4,202	7,075	2,075	3,199
Insurance	8,000	7,688	8,008	8	0
Postages	169,000	129,390	159,374	(9,626)	0
Legal Expenses	20,000	11,546	40,500	20,500	4,000
Subscriptions	580	0	726	146	151
Telephones	9,920	4,822	9,170	(750)	(360)
Mobile Telephones	9,050	514	7,564	(1,486)	5
Computer Hardware Purchase	9,000	128	13,128	4,128	128
Disaster Recovery	17,580	15,360	16,270	(1,310)	(309)
Computer Hardware Maint.	650	329	592	(58)	(8)
Computer Software Purchase	5,060	40	5,100	40	0
Computer Software Maint.	110,930	79,872	114,006	3,076	(28)
Computer Peripherals	250	0	250	0	0
Supplies and Services Total	409,500	263,985	409,994	494	6,970

Description	Annual Budget for 2018/19	Actual to end of September	Annual forecast for 2018/19	Forecast v Budget	Forecast Movement
Third Party Payments					
Other Local Authorities	6,180	0	8,446	2,266	(0)
Payments To Contractors	2,000	2,014	4,399	2,399	391
Audit Scotland	7,200	0	7,200	(0)	0
Third Party Payments Total	15,380	2,014	20,045	4,665	391
Support Services					
Accountancy	31,990	0	31,990	(0)	0
Human Resources	23,330	0	23,330	(0)	0
Legal	15,560	0	15,560	0	0
Corporate Services	6,420	0	6,420	0	0
Support Services Total	77,300	0	77,300	(0)	0
Total Gross Expenditure	2,673,342	1,310,702	2,613,029	(60,313)	27,982
Income					
Income Government Revenue Grant	(86,000)	(90,927)	(90,927)	(4,927)	0
Valuation Roll - Sales	0	(35)	0	0	0
Electoral Roll - Sales	0	(15)	(7,700)	(7,700)	0
Charges for Services Standard VAT	(1,000)	0	0	1,000	0
Other Income	(3,000)	(1,574)	(2,400)	600	0
Income Total	(90,000)	(92,551)	(101,027)	(11,027)	0
Net Expenditure	2,583,342	1,218,150	2,512,002	(71,340)	27,982