

Agenda Item 4

CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: REVENUE BUDGET 2018/19 – REVIEW AS AT 31.07.19
Meeting: CENTRAL SCOTLAND VALUATION JOINT BOARD
Date: 27th September 2019
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 2020.

2. RECOMMENDATIONS

- 2.1 The Board are asked to consider and comment on the financial projection for the year to 31 March 2020.

3. BACKGROUND

- 3.1 The budget for the financial year 2019/20 is £2.748 million. The projected outturn against the budget shows a variance underspend of £(0.081)m. Table A below provides a breakdown of the variances, (see Appendix A for full detail).
- 3.2 Table A below provides a breakdown of the variances;

Table A

Variance	Over/ (underspend) £000s	Total	Narrative
Employee Costs			
	(51)		Delay in recruiting to the additional posts required for the Barclays Review. All posts expected to be filled by September 2019
	(9)		Budgeted for 5.6fte Canvassers employed for 3 months, plan is to recruit 4.0fte for 13 weeks
	(27)		Vacancies of (£43k) partially offset by overtime £16k
	(2)		Staff uptake of Holiday Buy Back Scheme
	4		Cost of scanning project for 1 month (April)
		(85)	Underspend

Variance	Over/ (underspend) £000s	Total	Narrative
Supplies and Services			
	(4)		Efficiencies throughout supplies and services, plus utilities
	4		Professional fees for the completion of the rent review
	4		Increase in costs for Software Maintenance due to contract renewals and inflation
		4	Overspend
Total Variance		(81)	Underspend

4. RESERVES

- 4.1 During the budget setting process reserves were allocated for a Spend to Save fund of £0.010m to continue the Records Management project for a further 2 months to May 2019, this was completed by 30th April 2019 with actual costs of £0.004m. This has been met from in year underspends and therefore the earmarked reserve is no longer required and will be released to General Reserves at budget build up for 2020/21.

5. CONCLUSIONS

- 5.1 The revenue budget is forecasting an underspend of £(0.081)m to 31 March 2020. 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 ☒

Author(s)

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Approved by

NAME	DESIGNATION	SIGNATURE
Lindsay Sim	Treasurer	
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Service Summary - Valuation Joint Board

Appendix A

Description	Annual Budget for 2019/20	Actual to end of July	Annual forecast for 2019/20	Forecast v Budget
Employee Related Expenditure				
Single Status Gross Salaries	1,556,252	459,159	1,470,338	(85,914)
Single Status Employers Superann	337,814	98,893	321,203	(16,611)
Single Status Employers NIC	159,199	47,529	150,715	(8,484)
Single Status Overtime	0	5,155	15,000	15,000
Manual Relief Gross Salaries	26,012	0	18,572	(7,440)
Manual Relief Employers NIC	3,292	0	1,345	(1,947)
Long Service Awards	0	0	0	0
Childcare Vouchers Admin Costs	0	107	321	321
Conference Expenses And Subsiste	2,500	1,206	2,500	0
Superannuation Annual Charges	25,740	4,227	23,827	(1,913)
Recruitment Expenses	1,000	150	1,000	0
Staff Training	10,000	1,125	12,500	2,500
Vacancy Management	(20,000)	0	0	20,000
Employee Related Expenditure Tot	2,101,809	617,551	2,017,321	(84,488)
Premises Related Expenditure				
Annual Maintenance External Prov	7,580	2,356	8,052	472
Service Requested Building Repair	6,680	3,382	6,000	(680)
Service Charge	19,250	12,833	19,244	(6)
Cleaning & Hygiene Materials	1,200	663	1,200	0
Window Cleaning	360	0	360	0
Gas	3,600	710	3,195	(405)
Electricity	11,600	1,653	11,905	305
Rents	85,000	56,110	85,000	0
Rates	46,760	46,297	46,297	(463)
Water Charges	7,120	99	5,424	(1,696)
Property Insurance	1,640	(1,335)	850	(790)
Cleaning Services Internal recharge	15,790	3,947	15,790	0
Premises Related Expenditure Tot	206,580	126,715	203,318	(3,262)
Transport Related Expenditure				
Staff Travel Mileage Expenses	23,000	4,533	23,000	0
Transport Related Expenditure Tot	23,000	4,533	23,000	0
Supplies and Services				
Purchase Of Equipment	0	0	0	0
Purchase Of Furniture	500	6	750	250
General Consumables (small items)	250	155	350	100
Equipment Maintenance	2,050	1,651	1,863	(187)
Hospitality	1,750	637	1,750	0
Uniforms & Clothing	400	0	400	0
Office Equipment - Rental	5,110	2,388	5,106	(4)
Printing & Photocopying	10,000	1,843	10,000	0
Stationery	2,000	372	2,000	(0)
Publications	7,210	1,468	7,311	101
Advertising - General	5,000	443	3,473	(1,527)
Insurance	8,000	8,182	8,232	232
Professional Fees	0	0	3,850	3,850
Postages	165,000	73,619	165,000	(0)
Legal Expenses	27,000	3,900	27,340	340
Subscriptions	580	575	575	(5)
Telephones	8,250	2,659	8,682	432
Mobile Telephones	6,350	1,098	5,686	(664)
Computer Hardware Purchase	20,000	0	20,448	448
Disaster Recovery	17,850	7,390	17,711	(139)
Computer Hardware Maint.	210	329	329	119
Computer Software Purchase	990	0	652	(338)
Computer Software Maint.	122,120	71,339	125,823	3,703
Computer Peripherals	0	0	0	0
Supplies and Services Total	410,620	178,053	417,331	6,711

<i>Description</i>	<i>Annual Budget for 2019/20</i>	<i>Actual to end of July</i>	<i>Annual forecast for 2019/20</i>	<i>Forecast v Budget</i>
Third Party Payments				
Other Local Authorities	11,150	603	11,982	832
Payments To Contractors	3,850	890	3,902	52
Audit Scotland	7,200	(2,426)	7,200	0
Third Party Payments Total	22,200	(933)	23,084	884
Support Services				
Accountancy	32,500	0	32,500	0
Human Resources	23,700	0	23,700	0
Legal	15,810	0	15,810	0
Corporate Services	9,000	0	9,000	0
Support Services Total	81,010	0	81,010	0
Total Gross Expenditure	2,845,219	925,919	2,765,064	(80,155)
Income				
Income Government Revenue Grant	(86,000)	0	(86,381)	(381)
Electoral Roll - Sales	(7,700)	(1,315)	(7,700)	0
Charges for Services Standard VAT	(1,000)	0	(1,000)	0
Other Income	(3,000)	(1,422)	(3,000)	(0)
Income Total	(97,700)	(2,737)	(98,081)	(381)
Net Expenditure	2,747,519	923,182	2,666,983	(80,536)