

AGENDA ITEM 4

CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: REVENUE BUDGET 2018/19 – REVIEW AS AT 30.09.19
Meeting: CENTRAL SCOTLAND VALUATION JOINT BOARD
Date: 22nd November 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 £(0.127)m, which is a movement of £(0.046)m since last reported.
- 3.2 The table below sets out the main variances;

Table A

Variance	Over/ (underspend) £000s	Total	Narrative
Employee Costs			
	(71)		Delay in recruiting to the additional posts required for the Barclays Review. Reduced costs due to lower grades than anticipated which allows for progression to qualified posts. 1 post remains vacant, expected to be filled in January.
	(9)		Budgeted for 5.6fte Canvassers employed for 3 months, plan is to recruit 4.0fte for 13 weeks
	(63)		Vacancies of (£90k) partially offset by overtime £27k
	(2)		Staff uptake of Holiday Buy Back Scheme
	4		Cost of scanning project for 1 month (April)
		(141)	Underspend

Variance	Over/ (underspend) £000s	Total	Narrative
Supplies and Services			
	(5)		Efficiencies throughout supplies and services, plus utilities
	4		Professional fees for the completion of the rent review
	15		Overspend in postages includes the cost of PTO write out to Non Domestic Properties
		14	Overspend
Total Variance		(127)	Underspend

3.3 The table below provides a breakdown of the movement since last reported;

Table B

Variance	Over/ (underspend) £000s	Total	Narrative
Employee Costs			
	(20)		Changes to Barclays Review posts – slight changes in start dates and anticipated pay grade of posts. 1 post remains vacant and expected recruitment has moved from November to January.
	(36)		2 vacant posts have been filled by internal candidates at lower pay grades than anticipated. This created further vacancies to back fill their existing positions. Overtime increased by £11k to help cover vacant posts.
		(56)	Movement in Underspend
Supplies and Services			
	15		Increased cost for postages includes the cost of PTO write out to Non Domestic Properties
	(5)		Changes to software maintenance due to confirmed costs for Barclays Review Portal Charge
		10	Movement in Underspend
Total Movement		(46)	Movement in Underspend

4. RESERVES

- 4.1 During the budget setting process earmark reserves were made up of: funding to support the 2019/20 budget shortfall of £0.201m, Property Maintenance Fund of £0.122m and a Spend to Save fund of £0.010m to continue the Records Management project. As previously reported the Records Management project has been met from in year underspends and therefore the earmarked reserve 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 £(0.127)m to 31 March 2020. This is a movement of £(0.046)m 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 ☒

Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
Lynne Pervin	Senior Accountancy Assistant	01259 452476
Elizabeth Hutcheon	Assistant Treasurer	01259 226214

Approved by

NAME	DESIGNATION	SIGNATURE
Lindsay Sim	Treasurer	
Pete Wildman	Assessor	

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

<i>Description</i>	<i>Annual Budget for 2018/19</i>	<i>Actual to end of September</i>	<i>Annual forecast for 2018/19</i>	<i>Forecast v Budget</i>	<i>Forecast Movement</i>
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