

Agenda Item 7

**Revenue Budget 2021/22 –
Review as at 31 August 2021**

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CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: REVENUE BUDGET 2021/22 – REVIEW AS AT 31 AUGUST 2021
Meeting: CENTRAL SCOTLAND VALUATION JOINT BOARD
Date: 24 SEPTEMBER 2021
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 2022 as 31 at August 2021.

2. RECOMMENDATIONS

- 2.1 The Board are asked to consider and comment on the financial projection for the year to 31 March 2022.

3. BACKGROUND

- 3.1 The budget for the financial year 2021/22 is £2.966m. The projected outturn against the budget shows a variance underspend of £(0.148)m.
- 3.2 The table below sets out the main variances;

Table A

Variance	Over/ (underspend) £000s	Total	Narrative
Employee Costs			
	(95)		Delay in recruitment to several vacancies (now filled) and also having to recruit less qualified staff than desired
	(22)		Reduced overtime costs
Total Variance		(117)	Underspend

Variance	Over/ (underspend) £000s	Total	Narrative
Supplies and Services			

	(16)		Reduced Staff Travel due to pandemic lockdown.
	(16)		Reduced spend anticipated in Cleaning Services Internal recharge and Electricity due to working from home.
	7		Increase in publications costs
	6		Increase in Postages
	(7)		Reduced spend in Legal Expenses
	5		Telephone costs increase
	(3)		Reduced costs for Computer Software Maintenance relating to Vodafone data services from October onwards as contract cancelled.
	(8)		Other Agencies Payments has no anticipated spend for this financial year.
	1		Various other smaller variances
Total Variance		(31)	Underspend
Income	-	-	Forecast on budget
Overall Variance		(148)	Underspend

3.3 Although the budget is showing an underspend, this is mainly due to the delay in the recruitment of posts. There are also underspends in supplies and services due to the pandemic with reduced staff travel and office running costs.

3.4 These have been challenging times for everyone with a high degree of uncertainty and a requirement to adapt at short notice. We will continue to monitor and report the financial impact throughout the year.

4. RESERVES

4.1 Reserves are at a sufficient level of £0.518m. During the budget setting process earmark reserves included: funding to support the 2021/22 budget shortfall of £0.128m, 2019/20 Barclays Underspend of £0.007m, Property Maintenance Fund of £0.122m and funding of £0.030m to cover the pay award element up to 3%.

The 2020/21 underspend in relation to Barclay funding has been returned to the Scottish Government. It has been confirmed that the £(0.007)m Barclays underspend from 2019/20 is not required to be returned to the Scottish Government. However, it is thought prudent that this amount continue to be earmarked to offset future Barclay spend.

5. CONCLUSIONS

- 5.1 The revenue budget is forecasting an underspend of £(0.148)m to 31 March 2022. The Board is asked to note and comment on the contents of this report.

6.0 APPENDICES & BACKGROUND PAPERS

6.1 APPENDIX A – Service Summary as at August 2021

There are no background papers to this report.

Author(s)

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Service Summary - Valuation Joint Board			Appendix A	
August Forecast				
Annual Budget for		Annual Forecast for		
Description	22GLBR	Actual @ 31/08/21	2021/22	Forecast v Budget
Single Status Gross Salaries	1,639,230	611,956	1,568,388	(70,842)
Single Status Employers Superann	379,940	139,131	364,202	(15,738)
Single Status Employers NIC	169,140	63,394	160,939	(8,201)
Single Status Overtime	33,370	4,979	11,598	(21,772)
Manual Relief Gross Salaries	0	6,193	(0)	(0)
Manual Relief Employers Superann	0	1,486	(0)	(0)
Manual Relief Employers NIC	0	491	(0)	(0)
Manual Relief Employers Overtime	0	0	(0)	(0)
Salary Related Admin Costs	0	78	(0)	(0)
Conference Expenses And Substite	2,500	225	1,550	(950)
Superannuation Annual Charges	19,500	2,986	18,962	(538)
Recruitment Expenses	0	(50)	444	444
Staff Training	11,620	1,308	11,620	(0)
Vacancy Management	(10,000)	0	(10,000)	0
Annual Maintenance External Prov	6,200	2,440	7,773	1,573
Service Requested Building Repair	6,680	944	6,680	0
Service Charge	19,760	13,046	19,760	(0)
Cleaning & Hygiene Materials	1,260	281	1,260	0
Window Cleaning	360	0	360	0
Gas	4,020	660	3,665	(355)
Electricity	12,070	2,609	8,150	(3,920)
Rents	85,000	56,110	85,000	0
Rates	44,100	45,199	45,199	1,099
Water Charges	5,700	947	5,700	(0)
Property Insurance	1,570	(3,442)	1,570	0
Cleaning Services Internal recharge	25,000	4,576	12,587	(12,413)
Staff Travel Mileage Expenses	20,000	478	4,286	(15,714)
Purchase of Equipment	0	0	1,828	1,828
Purchase Of Furniture	500	0	0	(500)
General Consumables (small items	250	159	305	55
Equipment Maintenance	1,840	423	1,840	0
Medical Supplies	100	47	317	217
Hospitality	1,750	76	200	(1,550)
Uniforms & Clothing	400	0	100	(300)
Office Equipment - Rental	5,110	2,816	5,110	0
Printing & Photocopying	3,000	(1,400)	1,000	(2,000)
Stationery	1,000	41	343	(657)
Publications	7,880	9,600	14,552	6,672
Advertising - General	5,000	0	3,901	(1,099)
Insurance	9,800	10,494	10,153	353
Postages	132,000	36,188	137,908	5,908
Legal Expenses	27,000	6,250	19,583	(7,417)
Subscriptions	580	575	695	115
Telephones	10,070	5,862	15,325	5,255
Mobile Telephones	14,730	4,149	14,730	0
Computer Hardware Purchase	9,600	6,393	8,726	(874)
Disaster Recovery	18,230	9,269	18,910	680
Computer Hardware Maint.	3,500	0	3,500	0
Computer Software Maint.	130,220	69,883	127,621	(2,599)
Computer Peripherals	500	0	0	(500)
Other Local Authorities	12,130	0	11,877	(253)
Payments To Contractors	3,850	1,807	5,311	1,461
Other Agencies Payment	8,000	0	0	(8,000)
Audit Scotland	7,610	(2,537)	10,093	2,483
Accountancy	33,470	0	33,470	0
Human Resources	24,410	0	24,410	(0)
Legal	16,280	0	16,280	0
Corporate Services	12,210	(10,417)	12,210	0
Total Gross Expenditure	2,978,040	1,105,701	2,829,990	(148,050)

Description	Annual Budget for		Annual Forecast for	
	22GLBR	Actual @ 31/08/21	2021/22	Forecast v Budget
Income Government Revenue Grant	0	(102,688)	0	0
Valuation Roll - Sales	0	0	0	0
Electoral Roll - Sales	0	(1,415)	0	0
Charges for Services Standard VAT	(7,700)	0	(7,700)	0
Other Income	(4,000)		(4,000)	0
Agency Income	0		0	0
Total Income	(11,700)	(104,103)	(11,700)	0
Nett Expenditure	2,966,340	1,001,598	2,818,290	(148,050)