DRAFT AGENDA ITEM 3

MINUTE of MEETING of CENTRAL SCOTLAND VALUATION JOINT BOARD held within HILLSIDE HOUSE, STIRLING on FRIDAY 8 NOVEMBER 2013 at 10.00 a.m.

<u>COUNCILLORS:</u>	Margaret Brisley Charles MacDonald (Convener) Corrie McChord Adrian Mahoney Cecil Meiklejohn Alan Nimmo
	Sandy Turner

OFFICERS: Shona Barton, Assistant to Clerk Brian Byrne, Assessor and Electoral Registration Officer Liz Shaw, Assistant to Treasurer Jane Wandless, Assistant Assessor Peter Wildman, Depute Assessor

VJB26. APOLOGIES

Apologies for absence were intimated on behalf of Depute Provosts Irene Hamilton and Donald Balsillie; Councillors Rosie Murray and Steven Paterson.

VJB27. DECLARATIONS OF INTEREST

There were no declarations made.

VJB28. MINUTES

There was submitted (circulated) and **APPROVED** Minute of Meeting of Central Scotland Valuation Joint Board held on 20 September June 2013.

In relation to item VJB22 – Post of Assessor, the Convener advised that there were still outstanding nominations on the Appointments Committee there being only 2 nominations received for the 6 places available.

The Board agreed:-

- (1) to nominate Councillor Meiklejohn to the remaining place available for a Falkirk Council Member;
- (2) to nominate Councillors Brisley and McChord to the two places available for Stirling Council Members, and

(3) that the Clerk should seek a nomination from Clackmannanshire Council for the remaining place.

VJB29. ASSESSOR POST – INTERIM ARRANGEMENTS

With reference to the Minutes of the Meeting held on 20 September 2013 (Paragraph VJB22 refers), the Board considered a report by the Assessor and Electoral Registration Officer which outlined proposals for the interim arrangements in respect of the appointment of a new Assessor.

The report advised that there were still discussions ongoing with the partner authority Chief Executives in relation to the position of Electoral Registration Officer, and that the current Assessor was preparing an options report on the matter.

The Board, agreed to appoint Peter Wildman as Acting Assessor and, subject to Council approval as Acting Electoral Registration Officer both from 1 January 2014.

VJB30. REVENUE BUDGET 2013/14 – REVIEW AS AT 30.09.13

The Board considered a report by the Treasurer which advised of the forecast outturn for the financial year ending 31 March 2014.

The report outlined the current budget for the financial year and showed that there was a projected outturn against the budget of £126K.

The Board noted the contents of the report.

VJB31. PROPERTY REPORT

The Board considered a report by the Depute Assessor which advised that the new lease for Hillside house had been agreed.

The report also outlined the terms of the lease and the reduction in rent which has been secured by the conclusion of the new lease.

The Board noted the conclusion of the new lease.

VJB32. INTERIM VALUATION PERFORMANCE REPORT

The Board considered a report by the Depute Assessor which provided information on the Key Performance Indicators for the period from April to September 2013. The report outlined the performance for both Valuation Roll work and Valuation List work and also provided comments on the performance for the year to date.

The Board noted the performance achieved for the period from April to September 2013.

VJB33. RECRUITMENT PROCEDURES AND DISCLOSURE POLICY

The Board considered a report by the Depute Assessor which outlined the proposed changes to the recruitment procedures and the disclosure policy in terms of meeting the requirements of the Cabinet Office's Terms of Use for connecting the Board's Electoral Management System to the Government Digital Service (GDS)

The report outlined the proposed changes to both policies and advised that consultation had already taken place with the trade union and with staff and that no issues had been raised.

Discussion took place on how the cost of additional disclosure checks would be met.

The Board approved the Recruitment Procedures and the changes to the Disclosure Policy.

VJB34. DATES FOR FUTURE MEETINGS 2014

The Board considered a report by the Clerk which advised of proposed dates for meetings in 2014.

The report outlined the dates for ordinary meetings of the Board, the proposed date for the budget meeting and also advised that Special Meetings of the Board can be convened outwith the proposed timetable.

The Board agreed:-

- to approve the dates of Friday 21 March, Friday 20 June, Friday 26 September and Friday 21 November 2014 for ordinary meetings of the Board;
- (2) that a Special Meeting of the Board be held on Friday 24 January 2014 for the purpose of considering the budget, and
- (3) to note that Special Meeting of the Board may be convened as necessary outwith the planned timetable.

VJB35. VALEDICTORY

The Convener advised that this was the last meeting with Brian Byrne, Assessor and Electoral Registration would attend as he was retiring at the end of December 2013. The Convener provided a synopsis of Brian's career and thanked Brian on behalf of the partner authorities for the contribution he has made to the Board over the last eight years. The Convener then presented Brian with a card and gift on behalf of the Board.

Mr Byrne thanked the Convener for his kind words and expressed his thanks to the Board Members for their support during his time as Assessor and Electoral Registration Officer.



AGENDA ITEM 4

VALUATION JOINT BOARD FOR CENTRAL SCOTLAND

Subject:Draft Revenue Budget 2014/2015Meeting:Central Scotland Valuation Joint BoardDate:24th January, 2014Author:Joint Report by Treasurer and Assessor

1. Introduction

- 1.1 This report presents the Draft Revenue Budget for Central Scotland Valuation Joint Board for the financial year 2014/2015.
- 1.2 The report details the budget estimates for consideration and makes recommendations on the allocation of the net costs to Falkirk, Stirling and Clackmannanshire Councils.
- 1.3 The Assessor is responsible for three functions and services to the constituent authorities. These are the compilation and maintenance of the Electoral Register, the maintenance of the Council Tax Valuation List, and the maintenance and annual publication of the Valuation Roll. These are key services for the authorities, being important for local democracy and elections, and providing income from domestic and non-domestic taxation.

2. Draft Revenue Budget 2014/2015

- 2.1 The summary of the Draft Revenue Budget for the Valuation Joint Board is attached as Appendix A.
- 2.2 The Draft Budget has been prepared on the basis of a carry forward of the current year's budget with adjustments for known variations.
- 2.3 Adjustments have been made to the base figures for 13/14 to produce the final estimates for 14/15. A summary of the major adjustments with brief explanation is included at Table 1.

Table 1:

20					
ltem		•	Explanation		
Salaries	↑	9,300			
Overtime	↑	9,000	Increased overtime due to referendum & european elections.		
Superannuation Annual Charges	↓	-6,630	Adjusted to reflect 13/14 actual.		
Car Allowances	Ť	-3,700	Completion of phased removal of car allowances following single status.		
Property Rental	Ť	-40,000	Renegotiated Lease at Hillside House following property review.		
Computer Software Purchase	↑	20,000	Upgrade to MS Office 2013, MS Exchange 2013 and Virtual Desktop Software		
Computer Software Maintenance	↓	-20,000	Corona no longer in use.		
Other Local Authorities	Ť	-6,000	Adjusted to reflect 13/14 actual. To be reinstated following next Local Govt Elections.		
Miscellaneous TOTAL	↓ ↓	-1,800 -39,830	Small adjustments		

2.4 Inflation has been applied where there is deemed to be a specific requirement. A summary of the inflation applied is at Table 2 below.

Table 2:

2014/15 Budget Inflation Summary				
ltem	%	Adjustment Value £		
Pay Award	+1.0%	17,740		
Superannuation	+2.6%	6,660		
Superannuation Annual Charges	+2.7%	690		
Gas	+7.5%	290		
Electric	+10.6%	1,130		
Rates	+3.0%	1,990		
Cleaning	+3.1%	450		
Insurance	+3.0%	80		
Service Charge	+3.5%	440		
Water Charges	+5.6%	420		
TOTAL		29,890		

3. Indicative Funding to 2016/2017

3.1 There is anticipated to be a funding gap of over £100,000 by the year 2016/17. This assumes local authorities will look to mirror their own funding from Scottish Government to CVJB funding. See Table 3 below for a summary of future year funding assumptions.

Table 3:		r	· · · · · · · · · · · · · · · · · · ·
Central Valuation Joint Board - Funding Assumptions	2014/15 Draft £	2015/16 Indicative £	2016/17 Indicative £
Funding Assumption - per settlement	(2,547,940)	(2,547,940)	(2,514,820)
Funding Requirements - per known inflationary pressures	2,539,290	2,574,420	2,616,390
Annual Funding Shortfall / (Surplus)	(8,650)	26,480	101,570
Cumulative Shortfall / (Surplus)	(8,650)	17,830	119,400

-

4. Individual Electoral Registration

4.1 The UK government has announced that Individual Electoral Registration will be introduced in Scotland on 19 September 2014; it will have started in England and Wales on 10 June 2014 and a different version already exists in Northern Ireland. It is the most significant change in electoral registration in recent times. The Cabinet Office has promised funding to the VJB of £138,000 to cover the transition. However the change is fundamental and onerous, our current estimates suggest at this stage that the figure should be sufficient but with so many factors still undecided and untested it is not possible to be certain. It is unknown how the public will engage with the new system and the volume of phone calls, forms and visits to electors are very hard to predict. There is currently no mechanism in place to bid for extra funds during 2014/15 itself once the system goes live. It is therefore prudent to maintain the £200,000 earmarked reserve set aside for IER.

5. Reserves

5.1 As at 31 March 2013 CVJB had reserves of approximately £619,000. £359,000 of these reserves were earmarked, giving a usable reserve of £260,000. The usable reserve is expected to increase by £112,000 due to the anticipated 2013/2014 underspend. A report will be brought to the board with recommendations in relation to the reserves when the 2013/2014 Annual Accounts have been completed.

6. Requisitions

- 6.1 The net cost for financial year 2014/15 that requires to be allocated amongst the constituent authorities is £2,539,290.
- 6.2 On the basis of the draft budget the requisition is as follows:-

Falkirk	£ 1	,251,370
Stirling	£	895,360
Clackmannanshire	£	392,560

7. Recommendations

The recommendations arising from this report are that the Valuatrion Joint Board :-

- (i) Formally approves the Valuation Joint Board's Revenue Budget for 2014/2015 of £2,539,290, as detailed in Appendix A.
- (ii) Agrees to requisition the constituent authorities for their share of the net expenditure as outlined in 3.1. above.

.....

Assessor/Electoral Registration Officer Date : 16th January, 2014

Treasurer

LIST OF BACKGROUND PAPERS

 Budget working papers (these are available from the Treasurer Tel 01259 452072)

Budget 2013/2014

Z012/2014 Base Budget Z014/2015 Valiation Provision 2014/15 Cruss Salaries 1388,170 0 1.388,170 6.600 1.4000 1.410,000 Employre's National Insurance 109,660 0 5567.90 9.824,000 0 10000 Management Oranomics 104,600 1,000 0 0 10000 0 10000 Superanuation Annual Charges 32,440 0 32,440 0.6500 0 0 10000 Superanuation Annual Charges 32,440 0 32,440 0.6500 0 0 20000 Cort Exp. & Substatione 2,000 0 1,825,850 1,425,850 1,4200 1,342,380 Property Costs 1,825,850 0 1,825,850 1,420,000 1,300,0 1,364,0 Proset Costs 1,250,0 0 1,250,0 0 1,250,0 1,250,0 1,250,0 1,250,0 1,250,0 1,250,0 1,250,0 1,250,0 1,250,0 1,250,0 1,250,0 <t< th=""><th></th><th>0</th><th>Amendments to</th><th>Base Budget</th><th>Variation</th><th></th><th>ase Budget</th></t<>		0	Amendments to	Base Budget	Variation		ase Budget
Cross Statistics 1.388,170 0 1.388,170 6.800 14.650 1.418.020 Employer's National Insurance 109,680 0 109,680 1.500 1.100 112,320 Management Ovacancies 1.000 0 1.0000 1.300 0 0 1.300 0 0 1.300 0 0 1.300 0 0 0 0 0 0		2013/2014 £	Base Budget £	2014/2015 £			2014/15 £
Employer's Superannuation 256,780 0 256,780 960 9.440 266,880 Management of vacancies (4,410) 0 (4,410) 0 1,550 1,150 1,100 100,000 11,000 <td< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td></td<>							
Employer's Naincell Insurance 109,660 1,600 1,500 1,110 112,320 Managenett Oracancies 1,000 0 1,000 9,000 0 10,000 Carnasers 10,000 0 10,000 <							
Management of vacancies (4.410) 0 (4.410) 0 0 (4.410) Carvassers 10.000 0 10.000 0				, , ,			
Carnasseris 10,000 0 10,000 0 0 10,000 Long Service Annualton Annual Charges 32,140 0 32,140 (6,830) 650 25,200 Superannuation Annual Charges 32,140 0 32,140 (6,830) 650 0							
Long Service Awards 0 0 750 0 0 750 0 0 0				,			
Superamusition Annual Charges 32,140 0 32,140 0 0 5,00 0					-		
Staff Advertising 500 0 500 0 0 500 Carf, Exp, & Subsistance 2,000 0 2,000 0 2,000 0 2,000 Other Employee Casts 2,000 0 2,000 0 2,000 0 2,000 Other Employee Casts 2,000 0 1,825,850 11,420 22,000 0 2,200 Property Rental 14,000 0 1,825,850 11,420 22,000 1,825,850 Property Rental 125,000 125,500 0 1,350 1,780 Service Charge 12,530 0 12,530 0 44,90 1,440 Cleaning Materials 1,500 1,200 0 1,500 1,500 1,500 1,500 Insurance 2,88,440 0 24,840 0 23,850 0 2,3850 1,440 1,440 1,440 1,440 1,440 1,440 1,440 1,440 1,200 1,200 1,200 1,200		-	-	-		-	
Conf. Exp. & Subsistance 2.000 0 2.000 1.862 3.861 0 1.361 1.175 1.150 1.150 1.150 1.150 1.150 1.500 0 1.500 0 1.500 0 1.500 0 1.500 0 1.500 1.500 1.500 0 2.760 0 2.760 0 2.760 0 2.3850 0 0 2.3850 0 0 2.3850 </td <td>Staff Advertising</td> <td></td> <td>0</td> <td>500</td> <td>0</td> <td>0</td> <td></td>	Staff Advertising		0	500	0	0	
Other Employee Costs 2.000 1,825 0 1 0 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 1 0 1 0 1 0 1 0 1 0 1 0 1 1 1 0 0 1 <th1< th=""> 1 1<</th1<>		,		- /			
Instant Instant Instant Instant Property Costs Frequents & Maintenance 1,420 25,090 1,882,380 Property Costs 3,870 0 3,870 0 2,800 1,130 1,170 Property Rental 125,000 125,000 125,000 44,000 0 1,825,380 0 1,820,300 0 1,820,300 0 1,820,300 0 1,820,300 0 1,820,300 0 1,820,300 0 1,820,300 0 1,820,300 0				,			
Repairs & Mainfenance 14,000 0 14,000 0 13,640 Heat & Light - Electricity 10,620 0 1,330 0 200 1,600 Heat & Light - Electricity 10,620 0 1,2530 0 140 12,530 0 140 12,530 0 140 12,530 0 140 12,530 0 140 12,530 0 140 12,530 0 140 12,530 0 140 12,530 0 140 12,530 0 140 12,530 0 14,400 0 14,400 0 15,500 0 20 7,660 14,600 14,440 0 14,440 0 14,600 12,500 12,500 12,500 12,500 12,500 12,500 14,600 12,500 12,500 12,500 12,500 12,500 12,500 12,500 12,500 12,500 12,500 12,500 12,500 12,500 12,500 12,500 12,500 12,500 12,000	Other Employee Costs					-	
Repairs & Mainfenance 14,000 0 14,000 0 13,640 Heat & Light - Electricity 10,620 0 1,330 0 200 1,600 Heat & Light - Electricity 10,620 0 1,2530 0 140 12,530 0 140 12,530 0 140 12,530 0 140 12,530 0 140 12,530 0 140 12,530 0 140 12,530 0 140 12,530 0 140 12,530 0 140 12,530 0 14,400 0 14,400 0 15,500 0 20 7,660 14,600 14,440 0 14,440 0 14,600 12,500 12,500 12,500 12,500 12,500 12,500 14,600 12,500 12,500 12,500 12,500 12,500 12,500 12,500 12,500 12,500 12,500 12,500 12,500 12,500 12,500 12,500 12,500 12,500 12,000							
Heat & Light - Gas 3.870 0 3.870 0 3.870 0 2.80 4.160 Property Rental 125,000 0 125,000 0 1.130 11.750 Property Rental 125,000 0 125,000 0 4.40 12,370 Rates 66,360 0 66,360 0 4.00 7.800 Cleaning Materials 1,500 0 1,500 0 1,500 1,500 1,500 1,500 1,500 1,500 1,500 1,500 1,500 1,500 1,500 1,500 1,500 1,500 1,500 1,500 1,500 2,780 1,2700 1,200 1,200 1,200 1,200 1,200 1,200 1,000 1,200 1,000 1,200 1,000 1,200 1,000 1,200 1,000 1,200 2,000 1,400 1,400 1,400 1,400 1,400 1,400 1,400 1,400 1,400 1,400 1,400 1,400 1,400 1,4		14 000	0	14 000	(360)	0	13 640
Heat & Light - Electricity 10.620 0 10.620 0 11.750 Propery Rental 12,530 0 14.63 0 0.65.000 Service Charge 12,530 0 14.64 12,570 0 44.0 12,530 0 14.0 12,530 0 14.0 12,530 0 14.0 12,530 0 14.0 12,530 0 14.0 0 27,500 0 15.00 0	•	,		,			,
Service? 12,530 0 12,530 0 440 12,970 Water Charges 7,440 0 7,440 0 4,40 2,760 Cleaning Metrialis 1,500 0 1,500 0 1,500 Cleaning Services 14,440 0 14,440 0 4,450 14,800 Window Cleaning 0 0 2,680 0 8,02 2,760 Vindow Cleaning 0 0 2,850 0 2,860 0 2,380 Supplies and Services 2,350 0 2,380 0 2,380 0 2,3850 Supplies and Services 3,700 0 3,700 0 3,700 0 3,700 0 3,700 0		,		,			
Rates 66,360 0 66,360 0 1,980 68,350 Cleaning Materials 1,500 0 1,500 0 1,800 Cleaning Materials 1,500 0 1,440 0 44,40 0 14,440 0 14,800 Universe 2,680 0 2,680 0 800 2,2,760 Transport Costs 3,700 0 3,700 0 2,750 2,760 Staff Travelling Expenses 23,850 0 23,850 0 2,3,850 Car Allowances 3,700 0 3,700 0 5,00 Equipment Maintanance 1,000 0 1,000 1,000 1,200 Equipment Maintanance 1,000 1,200 0 3,000 0 3,000 Bottlet Water 1,200 0 2,000 0 0 0 0 1,600 Chrinitstration 0 5,000 5,000 0 1,600 1,600 1,000		- /		,		-	,
Water Charges 7,440 0 7,440 0 7,440 0 7,440 0 7,440 0 7,440 0 7,440 0	0	,					
Cleaning Materials 1.500 0 1.500 0 1.440 Oleaning Services 14.440 0 14.440 0 14.800 Insurance 2.680 0 800 223,240 Transport Costs 258,440 0 225,440 (40,000) 4,800 223,240 Supplies and Services 3.700 0 3.700 (6,700) 0 23,850 Supplies and Services 3.700 0 3.700 0 5.00 23,850 Supplies and Services 500 0 0 5.00 0 5.00 Equipment Insurance 500 0 0 5.00 0 5.00 Equipment Maintenance 1.200 1.200 2.000 1.200 1.200 Dichting 300 0 5.000 0 1.600 1.600 Office Equipment Maintenance 7.000 0 7.000 0 1.600 Office Equipment Rental 5.000 0 5.000 0		,					
Cleaning Services 14.440 0 14.440 0 44.60 360 360 Insurance 2.680 0 2.680 0 2.680 2.23,240 Transport Costs Staff Travelling Expenses 23,850 0 23,850 0 0 23,850 Car Allowances 27,550 0 27,550 0 27,550 0 23,850 Supplies and Services 1000 0 1000 11,000 0 500 Equipment Nainteance 1,000 0 1000 11,000 0 300 Coloning 300 0 300 0 300 0 300 Diffied Equipment Mainteance 7,000 0 16,200 11,000 0 16,200 Administration 5,000 0 5,000 0 0 3,500 Office Equipment Mainteance 7,000 7,000 0 11,000 0 11,000 Office Equipment Mainteance 7,000 5,000	•	,		,			,
Insurance 2.680 0 2.880 0 2.840 (40,000) 4,800 2.23,240 Transport Costs Staff Travelling Expenses 23,850 0 23,850 0 0 23,850 0 23,850 0 0 23,850 Gar Allowances 3,700 0 3,700 0 3,700 0 23,850 Supplies and Services Furnitive 500 0 500 0 0 23,850 Supplies and Services 500 0 500 0 0 23,850 Supplies and Services 500 0 500 0 500 0 500 Equipment Maintanance 1,000 0 1,000 0 1,200 0 1,400 Hospitality 2,000 0 5,000 0 5,000 0 1,400 Hospitality 2,000 0 5,000 0 1,000 0 1,600 Office Equipment Maintenance 7,000 7,000 </td <td>Cleaning Services</td> <td>,</td> <td>0</td> <td>,</td> <td>0</td> <td>450</td> <td>,</td>	Cleaning Services	,	0	,	0	450	,
Z88,440 0 258,440 (40,000) 4,800 223,240 Transport Costs Staff Travelling Expenses 23,850 0 23,850 0 23,850 Car Allowances 3,700 0 3,700 0 23,850 Supplies and Services Furniture 500 0 27,550 (3,700) 0 23,850 Supplies and Services 1,000 0 500 0 23,850 0 23,850 Supplies and Services 500 0 500 0 23,850 Equipment Insurance 1,000 1,000 11,000 12,000 2,000 Ciothing 300 0 300 0 0 3,000 Dotted Water 1,200 5,500 16,700 0 16,200 Administration 0 5,000 5,500 10,700 0 0 1,000 Office Equipment Maintenance 7,000 0 3,600 3,600 0 3,600 3,600 0 5,000 </td <td>5</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	5						
Transport Costs Staff Travelling Expenses 23,850 0 23,850 0 23,850 0 0 23,850 0 0 23,850 0 0 23,850 0 0 23,850 0 0 23,850 0 0 23,850 0 0 23,850 0 0 23,850 0 0 23,850 0 0 23,850 0 0 23,850 0 0 23,850 0 0 23,850 0 0 23,850 0 0 23,850 0 0 23,850 0 0 23,050 0 0 23,050 0 0 23,050 0 0 12,000 0 12,000 0 12,000 0 12,000 0 14,000 14,000 14,000 0 14,000 0 14,000 0 14,000 0 14,000 0 14,000 0 14,000 0 14,000 0 14,000 0 14,000	Insurance						
Staff Travelling Expenses 23,850 0 23,850 0 0 23,850 Car Allowances 3,700 0 3,700 0 3,700 0 0 0 Supplies and Services Furniture 500 0 0 0 0 23,850 Supplies and Services Furniture 500 0 500 0 500 Equipment Maintanance 1,000 1,000 0 1,200 1,200 1,200 Equipment Insurance 500 0 5,500 1,200 0 1,400 Hospitality 2,000 0 5,500 10,700 0 16,200 Administration 0ffice Equipment Rental 5,000 0 5,000 0 3,500 Office Equipment Rental 5,000 0 5,000 0 0 1,000 Photocopying 3,500 0 3,500 0 0 5,000 Insurance 13,600 0 5,000 0 <		256,440	0	256,440	(40,000)	4,000	223,240
Car Allowances 3,700 0 3,700 0 2,750 0 2,750 0 2,750 0 2,750 0 2,750 0 2,750 0 2,750 0 2,750 0 2,750 0 2,750 0 2,750 0 2,750 0 2,750 0 2,750 0 2,750 0 2,750 0 0 2,350 Equipment Maintanance 1,000 0 1,000 0 1,000 0 500 0 500 10,700 0 1,600 Hospitality 2,000 0 2,000 0 2,000 0 1,000 0 1,000 0 1,000 0 1,000 0 1,000 0 1,000 0 1,000 0 1,000 0 1,000 0 1,000 0 1,000 0 1,000 0 1,000 0 1,000 1,000 0 1,000 1,000 1,000 0 1,000 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>							
Zipplies and Services 27,550 0 27,550 0 27,550 0 27,550 0 23,850 Supplies and Services Equipment Maintanance 500 0 500 0 500 0 500 0 500 0 500 0 500 0 500 0 0 500 0 500 0 0 300 0 300 0 300 0 300 0 300 0 300 0 300 0 1,200 0 1,400 1,500 1,500 0 1,500 0 1,500 0 1,500 0 1,500 0 1,500 0 1,500 0 1,500 0 1,500 0 1,500 0 1,500 0 1,500 0 1,500 0 1,000 0 1,000 0 1,000 0 1,000 0 1,000 0 1,000 0 1,000 0 1,000 0 1,0				,			,
Supplies and Services Furniture 500 0 500 0 500 Equipment Maintanance 1,000 0 1,000 0 12,000 Clothing 300 0 300 0 300 0 300 Bottled Water 1,200 0 1,200 2,000 0 1,400 Hospitality 2,000 2,000 0 5,500 10,700 1,600 Office Equipment Rental 5,000 0 5,000 0 1,000 0 1,000 Printing 1,000 0 11,000 0 <td>Car Allowances</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-</td>	Car Allowances						-
Furniture 500 0 500 0 500 Equipment Maintanance 1,000 0 1,000 11,000 0 12,000 Clothing 300 0 300 0 300 0 300 Hospitality 2,000 2,000 0 1,200 0 1,400 Hospitality 2,000 0 5,600 0 5,500 10,700 0 1,600 Office Equipment Rental 5,000 0 5,000 0 2,000 2,000 0 2,000 0 2,000 0 1,000 0 1,000 0 1,000 0 1,000 0 1,000 0 1,000 0 1,000 0 1,000 0 1,000 0 1,000 0 1,000 0 1,000 0 1,000 0 1,000 0 1,000 0 1,000 0 1,000 0 1,000 0 1,000 1,000 1,000 1,					(-)/		
Equipment Maintanance 1,000 0 11,000 0 12,000 Equipment Insurance 500 0 300 0 300 0 300 Bottled Water 1,200 0 1,200 2,000 0 1,600 Hospitality 2,000 0 2,000 0 16,000 Administration 0 5,500 0 5,500 10,700 0 16,200 Office Equipment Rental 5,000 0 5,000 0 2,000 0 1,000 Office Equipment Maintenance 7,000 0 7,000 0 0 11,000 Photocopying 3,500 0 5,000 0 5,000 0 5,000 Insurance 13,600 0 13,600 0 13,600 0 13,600 Potacopying 5,000 0 5,000 0 0 0 9,000 Insurance 13,600 0 13,600 0 17,860		500	0	500	0	0	500
Equipment Insurance 500 0 500 0 0 500 Clothing 300 0 300 0 300 0 300 Bottled Water 1,200 0 1,200 200 0 1,600 Hospitality 2,000 0 5,500 0 5,500 0 16,000 Administration 5,500 0 5,500 0 7,000 0 16,000 Office Equipment Rental 5,000 0 7,000 0 0 11,000 0 11,000 0 11,000 0 11,000 0 11,000 0 11,000 0 11,000 0 13,600 0 5,000 0 5,000 0 5,000 0 5,000 0 13,600 0 13,600 0 13,600 0 13,600 0 12,000 0 12,000 0 12,000 0 12,000 0 22,000 0 22,100 22,100							
Chring Bottled Water 300 0 300 0 0 300 Hospitality 2.000 0 1.200 2.000 (600) 0 1.400 Administration 5,500 0 5,500 10,700 0 16,200 Administration 0ffice Equipment Rental 5,000 0 7,000 0 2,000 Office Equipment Maintenance 7,000 0 7,000 0 0 11,000 Photocopying 3,550 0 3,500 0 3,500 0 3,500 Stationery 11,000 0 11,000 0 11,000 0 11,000 Publications 5,000 0 5,000 0 5,000 0 13,600 Postages 99,110 0 99,110 0 99,100 0 90,000 Legal Fees 12,000 0 12,000 0 12,000 0 12,000 Disaster recovery 23,140 0 <t< td=""><td></td><td>,</td><td></td><td>,</td><td>,</td><td></td><td>,</td></t<>		,		,	,		,
Hospitality 2,000 0 2,000 (500) 0 1,500 Administration 0 5,500 0 5,000 10,700 0 15,00 Office Equipment Rental 5,000 0 7,000 0 7,000 0 2,000 Office Equipment Maintenance 7,000 0 7,000 0 0 1,000 Photocopying 3,500 0 3,500 0 0 3,500 0 3,500 Stationery 11,000 0 11,000 0 11,000 0 11,000 Insurance 5,000 0 5,000 0 5,000 0 5,000 Insurance 99,110 0 99,110 0 99,100 0 12,000 Uegal Fees 12,000 0 15,00 0 17,860 Computer C Computer Hardware Purchase 22,000 0 22,000 0 22,000 22,000 22,000 0 17,860			0	300	0	0	300
Administration 5,500 0 5,500 10,700 0 16,200 Administration Office Equipment Mental 5,000 0 5,000 2,000 Office Equipment Maintenance 7,000 0 7,000 0 0 Printing 11,000 0 11,000 0 11,000 0 11,000 Protectory 11,000 0 11,000 0 0 3,500 0 3,500 Advertising 5,000 0 5,000 0 5,000 0 5,000 Insurance 13,600 0 13,600 0 0 13,600 Postages 99,110 0 99,000 0 9,000 0 9,000 Itelecommunications 9,000 0 12,000 0 12,000 0 22,000 Disaster recovery 12,010 0 23,140 0 23,140 0 23,140 Computer Hardware Purchase 1,500 0 1,600 <td></td> <td></td> <td></td> <td>,</td> <td></td> <td></td> <td>,</td>				,			,
Administration Office Equipment Rental 5,000 0 5,000 (3,000) 0 2,000 Office Equipment Maintenance 7,000 0 7,000 0	Hospitality						
Office Equipment Rental 5,000 0 5,000 (3,000) 0 2,000 Office Equipment Maintenance 7,000 0 7,000 0 0 0 0 Printing 11,000 0 11,000 0 0 11,000 0 11,000 Photocopying 3,500 0 3,500 0 3,500 0 3,500 Stationery 11,000 0 11,000 0 11,000 0 11,000 Publications 5,000 0 5,000 0 5,000 0 5,000 Insurance 13,600 0 13,600 0 13,600 0 12,000 Miscellaneous Supplies 9,000 0 9,000 0 0 12,000 Disaster recovery 23,140 0 23,140 0 23,140 0 23,140 Computer Hardware Purchase 1,500 0 1,500 20,000 0 1,500 Computer Hardware Maintena		5,500	0	0,000	10,700	•	10,200
Office Equipment Maintenance 7,000 0 7,000 0 0 Printing 11,000 0 11,000 0 0 11,000 Photocopying 3,500 0 3,500 0 0 3,500 Stationery 11,000 0 11,000 0 0 11,000 Publications 5,000 0 5,000 0 5,000 0 5,000 Advertising 5,000 0 5,000 0 13,600 0 13,600 Postages 99,110 0 99,110 0 99,110 0 99,110 Telecommunications 9,000 0 12,000 0 12,000 0 12,000 Miscellaneous Supplies 500 0 150 0 650 Computer Hardware Maintenance 6,820 0 4,820 0 4,220 Computer Software Purchase 1,500 0 0 0 0 0 0 <							
Printing 11,000 0 11,000 0 0 11,000 Photocopying 3,500 0 3,500 0 3,500 0 3,500 Stationery 11,000 0 11,000 0 0 3,500 Advertising 5,000 0 5,000 0 5,000 Insurance 13,600 0 13,600 0 13,600 Postages 99,110 0 99,110 0 99,110 Telecommunications 9,000 0 12,000 0 12,000 Miscellaneous Supplies 12,000 0 12,000 0 12,000 Disaster recovery 23,140 0 23,140 0 23,140 Computer Hardware Maintenance 6,820 0 6,820 (2,400) 0 4,420 Computer Software Purchase 1,500 0 1,500 0 1,000 Computer Software Maintenance 62,020 62,020 (2,400) 0 1,000<							,
Photocopying 3,500 0 3,500 0 3,500 Stationery 11,000 0 11,000 0 0 11,000 Publications 5,000 0 5,000 0 0 0 5,000 Advertising 5,000 0 5,000 0 0 10,000 Postages 99,110 0 99,110 0 99,110 0 99,000 0 9,000 Legal Fees 12,000 0 12,000 0 12,000 0 12,000 Miscellaneous Supplies 500 0 500 150 650 Computer Computer Hardware Purchase 22,000 0 22,000 0 22,000 Computer Hardware Maintenance 6,820 0 6,820 (2,400) 0 21,500 Computer Software Purchase 1,500 0 1,500 20,000 21,500 0 1,000 Computer Software Maintenance 6,2020 0 6,2020							
Stationary 11,000 0 11,000 0 0 11,000 Publications 5,000 0 5,000 0 0 5,000 Advertising 5,000 0 5,000 0 0 5,000 Insurance 13,600 0 13,600 0 13,600 0 9,010 Postages 99,110 0 99,010 0 9,000 12,000 0 12,000 Legal Fees 12,000 0 12,000 0 171,860 Computer 600 500 150 0 650 Istrito 0 181,710 0 181,710 0 22,000 Disaster recovery 23,140 0 23,140 0 23,140 Computer Hardware Maintenance 6,820 0 6,820 (2,400) 0 4,220 Computer Software Maintenance 62,020 0 62,020 (2,000) 0 1,000 Computer Software Maintenance	5						
Advertising 5,000 0 5,000 0 5,000 Insurance 13,600 0 13,600 0 13,600 Postages 99,110 0 99,110 0 99,110 Telecommunications 9,000 0 0 9,000 0 9,000 Miscellaneous Supplies 12,000 0 12,000 0 12,000 0 12,000 Miscellaneous Supplies 500 0 150 0 650 Computer 181,710 0 181,710 0 181,710 0 22,000 0 22,000 Disaster recovery 23,140 0 23,140 0 23,140 0 24,000 0 4,420 Computer Hardware Maintenance 68,20 0 6,820 (2,400) 0 42,020 Computer Software Purchase 1,500 0 1,500 20,000 21,500 Computer Software Maintenance 62,020 0 62,020 (2,0000)		,		,			
Insurance 13,600 0 13,600 0 0 13,600 Postages 99,110 0 99,110 0 99,110 0 99,110 Telecommunications 9,000 0 9,000 0 0 9,000 Legal Fees 12,000 0 12,000 0 12,000 0 12,000 Miscellaneous Supplies 500 0 500 150 0 650 181,710 0 181,710 (9,850) 0 171,860 Computer 181,710 0 23,140 0 23,140 0 22,000 0 4,420 Computer Hardware Maintenance 6,820 0 6,820 (2,400) 0 4,220 Computer Software Maintenance 62,020 0 6,820 (20,000) 0 1,000 Computer Software Maintenance 62,020 0 0 0 0 0 0 0 0 0 0 0 0		,					
Postages 99,110 0 99,110 0 99,110 Telecommunications 9,000 0 9,000 0 9,000 Legal Fees 12,000 0 12,000 0 12,000 Miscellaneous Supplies 500 0 500 150 0 12,000 Computer Computer Hardware Purchase 22,000 0 22,000 0 22,000 0 22,000 0 22,000 0 22,000 0 22,000 0 22,000 0 22,000 0 22,000 0 22,000 0 22,000 0 22,000 0 22,000 0 22,000 0 22,000 0 22,000 0 23,140 0 0 22,000 0 22,000 0 22,000 0 22,000 0 22,000 0 22,000 0 22,000 0 22,000 0 22,000 0 22,000 0 22,000 0 22,000 22,00	0			,			,
Telecommunications 9,000 0 9,000 0 9,000 Legal Fees 12,000 0 12,000 0 0 12,000 Miscellaneous Supplies 500 0 500 150 0 650 Computer 0 181,710 0 181,710 (9,850) 0 171,860 Computer Computer Hardware Purchase 22,000 0 <td></td> <td>- /</td> <td></td> <td>,</td> <td></td> <td></td> <td>,</td>		- /		,			,
Legal Fees 12,000 0 12,000 0 12,000 Miscellaneous Supplies 500 0 500 150 0 650 181,710 0 181,710 0 181,710 (9,850) 0 171,860 Computer Computer Hardware Purchase 22,000 0 22,000 22,000	•			,			
Image: Computer Computer Hardware Purchase 22,000 0 171,860 Disaster recovery 23,140 0 23,140 0 23,140 Computer Hardware Maintenance 6,820 0 6,820 (2,400) 0 4,420 Computer Software Purchase 1,500 0 1,500 20,000 0 21,500 Computer Software Maintenance 62,020 0 62,020 (2,400) 0 42,020 Computer Software Maintenance 62,020 0 62,020 (20,000) 0 42,020 Computer Peripherals/Consumables 1,000 0 1,000 </td <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>							
Computer Computer Hardware Purchase 22,000 0 22,000 0 0 22,000 Disaster recovery 23,140 0 23,140 0 0 23,140 Computer Hardware Maintenance 6,820 0 6,820 (2,400) 0 4,420 Computer Software Purchase 1,500 0 1,500 20,000 0 21,500 Computer Software Maintenance 62,020 0 62,020 (2,000) 0 42,020 Computer Consumables 1,000 0 1,000 0 0 0 0 0 Computer Services 49,210 0 49,210 0 49,210 0 49,210 Computer Services 49,210 0 49,210 0 163,290 163,290 Third Party Payments Accounts Commission - Audit Fees 8,250 0 8,250 0 1,000 Other local authorities 8,000 0 1,000 0 1,000 1,000 Other loca	Miscellaneous Supplies						
Computer Hardware Purchase 22,000 0 22,000 0 22,000 Disaster recovery 23,140 0 23,140 0 23,140 0 23,140 Computer Hardware Maintenance 6,820 0 6,820 (2,400) 0 4,420 Computer Software Purchase 1,500 0 1,500 20,000 0 21,500 Computer Software Maintenance 62,020 0 62,020 (20,000) 0 42,020 Computer Software Maintenance 62,020 0 62,020 (20,000) 0 42,020 Computer Consumables 1,000 0 1,000 0<		181,710	0	181,710	(9,850)	0	171,860
Computer Hardware Purchase 22,000 0 22,000 0 22,000 Disaster recovery 23,140 0 23,140 0 23,140 0 23,140 Computer Hardware Maintenance 6,820 0 6,820 (2,400) 0 4,420 Computer Software Purchase 1,500 0 1,500 20,000 0 21,500 Computer Software Maintenance 62,020 0 62,020 (20,000) 0 42,020 Computer Software Maintenance 62,020 0 62,020 (20,000) 0 42,020 Computer Consumables 1,000 0 1,000 0<	<u>Computer</u>						
Computer Hardware Maintenance 6,820 0 6,820 (2,400) 0 4,420 Computer Software Purchase 1,500 0 1,500 20,000 0 21,500 Computer Software Maintenance 62,020 0 62,020 (20,000) 0 42,020 Computer Peripherals/Consumables 1,000 0 1,000 0<	•			,			
Computer Software Purchase 1,500 0 1,500 20,000 0 21,500 Computer Software Maintenance 62,020 0 62,020 (20,000) 0 42,020 Computer Peripherals/Consumables 1,000 0 1,000 0							
Computer Software Maintenance 62,020 0 62,020 (20,000) 0 42,020 Computer Peripherals/Consumables 1,000 0 1,000 0	•						
Computer Peripherals/Consumables 1,000 0 1,000 0	•						
Computer Services 49,210 0 49,210 0 49,210 0 49,210 0 49,210 0 49,210 0 49,210 0 163,290 0 165,690 0 165,690 0 163,290 163,290 163,290 163,290 163,290 163,290 163,290 163,290 17,000 163,000 17,250 16,000					1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
Image: 165,690 0 165,690 (2,400) 0 163,290 Third Party Payments Accounts Commission - Audit Fees 8,250 0 8,250 0 0 163,290 Payments to Contractors 1,000 0 1,000 0 0 1,000 Other local authorities 8,000 0 8,000 0 8,000 0 2,000 Support Services 1 7,250 0 17,250 (6,000) 0 29,480 HR Services 29,480 0 29,480 0 29,480 0 29,480 Legal Services 14,340 0 14,340 0 14,340 0 14,340 Clerking of the Board 5,920 0 5,920 0 5,920 0 5,920	•						-
Support Services 29,480 0 29,480 11,250 20,480	Computer Services						
Accounts Commission - Audit Fees 8,250 0 8,250 0 8,250 0 8,250 0 8,250 0 0 8,250 0 0 8,250 0 0 8,250 0 0 8,250 0 0 1,000 0 2,000 1,000 0 2,000 1,000 0 1,000 0 1,000 0 1,000 0 1,1,250 0 0 1,1,250 0 1,000 0 2,9,480 0 0 2,9,480 <th< td=""><td></td><td>100,000</td><td>0</td><td>100,000</td><td>(=,+00)</td><td></td><td>.00,200</td></th<>		100,000	0	100,000	(=,+00)		.00,200
Payments to Contractors 1,000 0 1,000 0 1,000 Other local authorities 8,000 0 8,000 0 2,000 17,250 0 17,250 (6,000) 0 11,250 Support Services 29,480 0 29,480 0 29,480 0 29,480 HR Services 21,500 0 21,500 0 21,500 0 21,500 Legal Services 14,340 0 14,340 0 14,340 0 5,920 0 5		A 44-	-	0.076	-	•	0.070
Other local authorities 8,000 0 8,000 0 2,000 17,250 0 17,250 (6,000) 0 11,250 Support Services 29,480 0 29,480 0 29,480 HR Services 21,500 0 21,500 0 21,500 Legal Services 14,340 0 14,340 0 14,340 Clerking of the Board 5,920 0 5,920 0 5,920							
17,250 0 17,250 6,000 0 11,250 Support Services 5 29,480 0 29,480 0 29,480 Financial Services 29,480 0 29,480 0 29,480 HR Services 21,500 0 21,500 0 21,500 Legal Services 14,340 0 14,340 0 14,340 Clerking of the Board 5,920 0 5,920 0 5,920							
Financial Services29,480029,480029,480HR Services21,500021,5000021,500Legal Services14,340014,3400014,340Clerking of the Board5,92005,92005,920							
Financial Services29,480029,480029,480HR Services21,500021,5000021,500Legal Services14,340014,3400014,340Clerking of the Board5,92005,92005,920	Support Services						
HR Services 21,500 0 21,500 0 21,500 Legal Services 14,340 0 14,340 0 0 14,340 Clerking of the Board 5,920 0 5,920 0 0 5,920		29.480	٥	29.480	0	0	29.480
Legal Services 14,340 0 14,340 0 0 14,340 Clerking of the Board 5,920 0 5,920 0 0 5,920		,		,			,
	Legal Services	14,340	0	14,340	0	0	14,340
<u> </u>	Clerking of the Board						
		71,240	0	71,240	0	U	/1,240

TOTAL EXPENDITURE	2,553,230	0	2,553,230	(39,830)	29,890	2,543,290
Income						
Other Income	(3,000)	0	(3,000)	0	0	(3,000)
Sales	(1,000)	0	(1,000)	0	0	(1,000)
	(4,000)	0	(4,000)	0	0	(4,000)
NET EXPENDITURE	2,549,230	0	2,549,230	(39,830)	29,890	2,539,290
						(9,940)
						-0.39