

HIGHLAND AND WESTERN ISLES VALUATION JOINT BOARD

1 May 2014

Agenda Item	6
Report No	VAL 8/14

Revenue Monitoring Report 1 April 2013 to 31 March 2014 (near final position before accruals)

Report by the Assessor and Electoral Registration Officer

Summary

This report sets out the revenue monitoring position of the Board for the period to 31 March 2014 and the projected year end position.

The figures shown for spend to date do not reflect all of the final transactions required to close down the accounts and this should not be regarded as the final position for 2013/14.

1. Current Position

The attached monitoring statement shows the position for the period to 31 March 2014. Net expenditure to date is £2.411m and represents 92% of the annual budget of £2.662m.

2. Year-end Projection

At this point in the year, the overall budget is expected to be underspent by £0.038m once all year end final entries and accruals have been processed.

The costs of the Valuation Appeals Committee (VAC) are expected to end up over budget by £0.045m due to the high number of cases which were heard by the Valuation Appeal Committee before the end of December. In addition a number of these cases were of a complex nature and involved matters of law and required legal advice and representation, resulting in an overspend of £0.005m in legal expenses. This is offset by a saving in postages, which means overall administration expenses are expected to come in on budget.

The VAC overspend will be funded by savings of £0.089m in staff costs as a result of vacancies, most notably the Depute Assessor and ERO post.

Rent, rates and water are expected to be over by £0.012m due to late invoices for water charges relating to prior years. Grant income of £0.010m was received to fund the set-up costs for Individual Electoral Registration. This funding has been fully utilised in the year, mainly on ICT costs and purchasing secure cabinets, which are shown under office equipment at a cost of £0.007m.

3. Recommendation

The Board is invited to note the content of this report.

Designation: Assessor and ERO

Date: 15 April 2014

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HIGHLAND & WESTERN ISLES VALUATION JOINT BOARD

**REVENUE BUDGET 2013/14
MONITORING STATEMENT FOR THE PERIOD TO 31 MAR 2014**

Heading	Period to date		Annual Estimated		Year End Estimated variance £000
	Budget £000	Actual £000	Budget £000	outturn £000	
Staff costs					
Salaries including NI, superann and overtime	1,763	1,616	1,731	1,641	(90)
Travel and subsistence	65	64	65	63	(2)
Other staff costs	-2	33	30	33	3
	1,826	1,713	1,826	1,737	(89)
Property costs					
Heating, lighting and cleaning	43	41	43	43	-
Rent, rates and water	196	205	196	208	12
Other property costs	3	5	3	3	-
	242	251	242	254	12
Administrative costs					
Printing, stationery and photocopying	14	20	14	19	5
Postages	140	125	140	130	(10)
Telephone and fax costs	7	0	7	7	-
Advertising	5	2	5	5	-
Legal expenses	15	18	15	20	5
Consultancy Fees	0	0	0	0	-
Other administration costs	10	2	10	10	-
	193	167	191	191	(0)
Apportioned Costs					
Central service support	60	57	60	57	(3)
Transport costs	3	4	3	4	1
Supplies and services					
Computer charges	265	100	265	265	-
Office equipment	2	8	2	9	7
Miscellaneous supplies and services	10	10	10	10	-
	277	118	277	284	7
Board expenses	3	1	3	3	-
Valuation Appeal Committee expenses	65	105	65	110	45
TOTAL EXPENDITURE	2,668	2,415	2,667	2,640	(27)
Income	(5)	(5)	(5)	(16)	(11)
NET EXPENDITURE	2,663	2,411	2,662	2,624	(38)