

HIGHLAND AND WESTERN ISLES VALUATION JOINT BOARD

3 February 2016

Agenda Item	4
Report No	VAL/1/16

Revenue Monitoring Report 1 April 2015 to 31 December 2015

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 December 2015 and the projected year end position.

1. Current Position

The attached monitoring statement shows the position for the period to 31 December 2015. Net expenditure to date is £1.935m and represents 73% of the annual budget of £2.661m.

2. Year-end Projection

At this point in the year, the overall outturn has been indicated as a potential overspend of £0.151m, however this projection is very sensitive to the continuing second phase of the electoral canvass and the eventual outturn of UK government grant applications in respect of Individual Electoral Registration (IER). There is currently a shortfall in the anticipated government grant allocation of over £100 000 and this represents the major part of the projected overspend. The remainder of the overspend is due to increased postage, printing and staffing costs as a consequence of IER. While there has been a saving in salary costs due to vacant posts, additional overtime costs served to negate that position resulting in a net increase in the expected outturn. A justification led bid for additional funding is being submitted at the invitation of the Cabinet Office and if this is successful it will serve to close the gap.

Although the reported expenditure for travel and subsistence for the period to date would indicate a significant underspend in respect of travel & subsistence, this may not materialise in full due to follow up IER doorstep canvassing at the year end.

Indications at this stage would suggest that there shall be an underspend in legal expenses, although this could change in the event of any major cases being heard in the forthcoming months. The projected overspend relating to the Valuation appeal Committee is outwith the control of the Board.

3. Recommendation

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

Designation: Assessor and ERO

Date: 25 January 2016

Author: Victoria MacDonald

Accountant

HIGHLAND & WESTERN ISLES VALUATION JOINT BOARD

**REVENUE BUDGET 2015/16
MONITORING STATEMENT FOR THE PERIOD ENDED 31 DECEMBER 2015**

Heading	Period to date		Annual		Year End
	Budget £000	Actual £000	Budget £000	Estimated outturn £000	Estimated variance £000
Staff costs					
Salaries including NI, superann and overtime	1,334	1,332	1,779	1,828	49
Travel and subsistence	59	41	79	62	(17)
Other staff costs	37	37	50	44	(6)
					-
	1,430	1,410	1,908	1,933	25
Property costs					
Heating, lighting and cleaning	35	14	47	47	-
Rent, rates and water	164	165	219	219	-
Other property costs	4	3	6	5	(0)
	203	182	272	272	(0)
Administrative costs					
Printing, stationery and photocopying	27	32	36	50	14
Postages	150	160	200	225	25
Telephone and fax costs	6	7	8	9	0
Advertising	4	7	5	7	2
Legal expenses	15	7	20	15	(5)
Other administration costs	8	1	10	11	1
	210	213	279	316	37
Apportioned Costs					
Central service support	-	-	60	60	-
Transport costs	3	5	4	7	2
Supplies and services					
Computer charges	204	169	272	250	(22)
	204	169	272	250	-22
Board expenses	15	1	20	20	-
Valuation Appeal Committee expenses	26	36	35	40	5
TOTAL EXPENDITURE	2,091	2,017	2,850	2,897	47
Income	(142)	(82)	(189)	(85)	(85)
NET EXPENDITURE	1,949	1,935	2,661	2,812	151