

HIGHLAND AND WESTERN ISLES VALUATION JOINT BOARD

15 September 2016

Agenda Item	9
Report No	VAL/20/16

**Revenue Monitoring Report
1 April 2016 to 31 July 2016**

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 July 2016 and the projected year end position.

1. Current Position

The attached monitoring statement shows the position for the period to 31 July 2016. Net expenditure to date is £0.823m and represents 29% of the annual budget of £2.861m.

2. Year-end Projection

At this point in the year, the overall outturn is expected to be in line with budget.

Whilst spend to date on postages is only £0.003m, the full budget of £0.225m is expected to be utilised by the year end, as significant volumes of postages will be incurred over the coming months in relation to the annual canvass of electors.

3. Recommendation

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

Designation: Assessor and ERO

Date: 6 September 2016

Author: Victoria MacDonald

Accountant

HIGHLAND & WESTERN ISLES VALUATION JOINT BOARD

**REVENUE BUDGET 2016/17
MONITORING STATEMENT FOR THE PERIOD ENDED 31 Jul 2016**

Heading	Period to date		Annual		Year End Estimated variance £000
	Budget £000	Actual £000	Budget £000	Estimated outturn £000	
Staff costs					
Salaries including NI, superann and overtime	630	587	1,889	1,889	-
Travel and subsistence	34	22	97	97	-
Other staff costs	16	7	49	49	-
	680	616	2,035	2,035	-
Property costs					
Heating, lighting and cleaning	16	5	47	47	-
Rent, rates and water	111	125	219	219	-
Other property costs	2	1	7	7	-
	129	131	273	273	-
Administrative costs					
Printing, stationery and photocopying	14	4	42	42	-
Postages	75	3	225	225	-
Telephone and fax costs	3	1	8	8	-
Advertising	2	0	5	5	-
Legal expenses	5	0	15	15	-
Other administration costs	3	0	10	10	-
	102	8	305	305	-
Apportioned Costs					
Central service support	-	-	60	60	-
Transport costs	2	1	5	5	-
Supplies and services					
Computer charges	90	48	271	271	-
	90	48	271	271	-
Board expenses	3	0	10	10	-
Valuation Appeal Committee expenses	14	20	47	47	-
TOTAL EXPENDITURE	1,020	824	3,006	3,006	0
Income	(48)	(1)	(145)	(145)	-
NET EXPENDITURE	972	823	2,861	2,861	0