

HIGHLAND AND WESTERN ISLES VALUATION JOINT BOARD

13 September 2018

Agenda Item	6
Report No	VAL/17/18

Revenue Monitoring Report Period to 31 August 2018

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 August 2018 and the projected year end position.

1. Current Position

The attached monitoring statement shows the position for the period to 31 August 2018. Net expenditure to date is £1.292m and represents 45% of the annual budget of £2.860m.

2. Year-end Projection

- 2.1 At this point in the year, the overall outturn is expected to be an overspend of £0.037m, however, as in previous years, this projection is sensitive to the eventual outturn of the annual electoral canvass.
- 2.2 There is additional uncertainty relating to the costs associated with Valuation Appeal hearings scheduled throughout the current financial year and the requirement for legal counsel. We are currently estimating an overspend of £0.073m in the year however this is area of spend where the Assessor can exercise very little control.
- 2.3 Staff costs indicate an underspend of £0.054m, largely through the management of staff vacancies. While this has been possible during the first half of the year, it is unlikely to be sustainable longer term. Although it is too early to predict the outturn for canvassing costs, we have once again seen an improvement in the uptake of digital responses and this has consequential savings in time and postages. This taken together with possible recruitment delay may improve the outturn.
- 2.4 An overspend is projected on heating, lighting and cleaning due to electricity charges in Stornoway being based on estimates since 2017 due to a faulty electric meter. It is also anticipated that gas costs will be incurred for 2017 and 2018 in Stornoway which the department has been seeking guidance on from the current landlord.

- 2.5** Expenditure on postages for the period to date would indicate a slight overspend, however the bulk of expenditure has fallen within the first half of the year due to the timing of the annual canvass. While it is anticipated that the full budget under this head will not be required, the position will become clearer by the next Board meeting.
- 2.6** Payments for computer charges are projected as being within budget however an increase in costs by Wipro for chargeable requests may result in an overspend once charges are made.
- 2.7** An estimated shortfall of income is anticipated of £0.012m as a result of a lower than anticipated initial allocation of grant from the Cabinet Office for the costs associated with IER. A subsequent justification led bid will be submitted for additional funding in early 2019.

3. Recommendation

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

Designation: Assessor and ERO

Date: 3 September 2018

Author: Bill Gillies

Assessor & ERO

HIGHLAND & WESTERN ISLES VALUATION JOINT BOARD

REVENUE BUDGET 2018/19
MONITORING STATEMENT FOR THE PERIOD ENDED 31 AUGUST 2018

Heading	Period to date		Annual Estimated		Year End Estimated variance £000
	Budget £000	Actual £000	Budget £000	Estimated outturn £000	
Staff costs					
Salaries including NI, superann and overtime	773	683	1,856	1,802	(54)
Travel and subsistence	33	19	79	79	-
Other staff costs	23	18	54	54	-
	829	720	1,989	1,935	(54)
Property costs					
Heating, lighting and cleaning	19	11	46	52	6
Rent, rates and water	148	142	207	207	-
Other property costs	3	4	8	8	-
	170	157	261	267	6
Administrative costs					
Printing, stationery and photocopying	15	6	37	37	-
Postages	75	90	180	170	(10)
Telephone and fax costs	5	2	12	12	-
Advertising	1	0	3	3	-
Legal expenses	8	4	20	30	10
Other administration costs	4	0	10	10	-
	109	103	261	261	-
Apportioned Costs					
Central service support	0	0	60	60	-
Transport costs	2	1	5	5	-
Supplies and services					
Computer charges	274	274	351	351	-
	274	274	351	351	-
Board expenses	4	0	10	10	-
Valuation Appeal Committee expenses	22	39	53	126	73
TOTAL EXPENDITURE	1,411	1,294	2,990	3,015	25
Income	(54)	(2)	(130)	(118)	12
NET EXPENDITURE	1,357	1,292	2,860	2,897	37