

HIGHLAND AND WESTERN ISLES VALUATION JOINT BOARD

12 September 2019

Agenda Item	6
Report No	VAL/12/19

Revenue Monitoring Report Period to 31 July 2019

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 2019 and the projected year end position.

1. Current Position

The attached monitoring statement shows the position for the period to 31 July 2019. Net expenditure to date is £0.912m and represents 29% of the annual budget of £3.175m.

2. Year-end Projection

- 2.1** At this point in the year, the overall outturn is expected to be an underspend of £0.059m, however, as in previous years, this projection is sensitive to the eventual outturn of the annual electoral canvass.
- 2.2** Staff costs indicate an underspend of £0.025m, largely through the management of staff vacancies however advertising of some vacant posts will be taken forward in the coming months. As in previous years there continues to be an improved uptake to the annual canvass which may result in less canvassers' costs by the end of the financial year. This taken together with possible recruitment delay may adjust the outturn.
- 2.3** There is uncertainty relating to the costs associated with Valuation Appeal hearings scheduled throughout the current financial year and the requirement for legal counsel. The actual period to date should be £0.028m for Valuation Appeal Committee expenses, however invoices for June and July were paid by Highland Council in error. This should be rectified in the next monitoring statement to the Board. As previously reported, this is an area of spend where the Assessor can exercise very little control.
- 2.4** Actuals to date under the heading heating, lighting and cleaning are currently reporting an underspend. As reported in 2018/19 electricity and gas costs for Stornoway were not being billed correctly. Whilst electricity billing is now based on actual readings, gas billing for the office has still to be resolved.

- 2.5** Expenditure on postages for the period to date would indicate an overspend, however the bulk of expenditure has fallen within the first half of the year due to the timing of the annual canvass. Whilst it is anticipated that the full budget under this head will not be required, the position will become clearer by the next Board meeting. A review of printing and postage provision is currently underway and it is anticipated that future savings may be achievable.
- 2.6** Payments for computer charges are projected as being within budget however to date, annual costs have not been billed by Wipro. Additional funding has been made available for Barclay implementation. Projects identified are estimated to be within budget.
- 2.7** IER funding from the Cabinet Office is higher than projected for 2019/20. It was initially estimated that an allocation of £0.080m would be received however, after a successful justification led bid in 2018/19, the allocation has increased to £0.110m.
- 2.8** A projected overspend is anticipated for rent charges. The Assessor has received notification from Highland Council of an increase of over 100% in rent charges for accommodation in Wick. The Assessor is currently in discussions with Highland Council's Development and Infrastructure Services.

3. Recommendation

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

Designation: Assessor and ERO

Date: 3 September 2019

Author: Bill Gillies

Assessor & ERO

HIGHLAND & WESTERN ISLES VALUATION JOINT BOARD

**REVENUE BUDGET 2019/20
MONITORING STATEMENT FOR THE PERIOD ENDED 31 July 2019**

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	685	587	2,055	2,030	(25)
Travel and subsistence	24	12	71	71	-
Other staff costs	9	12	28	28	-
	718	611	2,154	2,129	(25)
Property costs					
Heating, lighting and cleaning	16	4	48	48	-
Rent, rates and water	106	98	207	214	7
Other property costs	2	2	7	7	-
	124	104	262	269	7
Administrative costs					
Printing, stationery and photocopying	9	5	26	26	-
Postages	53	75	158	158	-
Telephone and fax costs	4	1	12	12	-
Advertising	1	1	2	2	-
Legal expenses	10	3	30	30	-
Other administration costs	3	(4)	9	9	-
	80	81	237	237	-
Apportioned Costs					
Central service support	0	0	60	60	-
Transport costs	2	1	5	5	-
Supplies and services					
Computer charges	130	96	391	391	-
	130	96	391	391	-
Board expenses	4	0	11	11	-
Valuation Appeal Committee expenses	47	20	140	130	(10)
TOTAL EXPENDITURE	1,105	913	3,260	3,231	(28)
Income	(28)	(1)	(85)	(116)	(31)
NET EXPENDITURE	1,077	912	3,175	3,115	(59)
	1077	912	3,175		