

**REPORT TO: TAYSIDE VALUATION JOINT BOARD – 21 JANUARY 2019**  
**REPORT ON: REVENUE MONITORING FOR 8 MONTHS TO 30 NOVEMBER 2018**  
**REPORT BY: TREASURER**  
**REPORT NO: TVJB 1-2019**

## **1 PURPOSE OF REPORT**

The purpose of this report is to appraise the Joint Board of the latest monitoring position on its 2018/19 Revenue Budget, based on the actual spend to 30 November 2018.

## **2 RECOMMENDATIONS**

It is recommended that the Joint Board:-

- i. note the Revenue Monitoring position as at 30 November 2018;
- ii. note that the Treasurer and the Assessor will continue to monitor the Joint Board's projected outturn for 2018/19 and endeavour to ensure that the final outturn is within the approved Revenue Budget.

## **3 FINANCIAL IMPLICATIONS**

Based on the financial ledger information up to 30 November 2018, the projected outturn for the financial year 2018/2019 shows an underspend of £26,000 (see Appendix A).

The UK Government has indicated that funding for additional electoral registration costs will continue until the end of the financial year 2019/2020.

The Revenue Budget 2018/2019 includes a contribution from General Reserve of £26,000. . In the event of an underspend greater than this contribution, this will be used to replenish the General Reserve up to the £26,000 which was used in setting the 2018/19 revenue budget, with any additional surplus being returned to the constituent councils. The projected balance on the General Reserve at 31 March 2019, taking cognisance of the projected underspend at 30 November 2018, is estimated to be unchanged at £102,000.

A series of budget virements have been included in the Revenue Budget 2018/2019 (see Appendix B) to reflect underlying amendments to the base budget. These include:

- Allocation of the staff slippage target to base budgets,
- Recognition of the additional grant and related expenditure for Individual Electoral registration purposes,
- Recognition of the estimated additional costs and budget savings, including the assumed budget saving, related to the office relocation to William Wallace House, Forfar.

This revenue budget and projected outturn for annual expenditure contains estimated expenditure and savings related to the office relocation to William Wallace House, Forfar. Capital expenditure related to the move will be funded from one-off additional capital requisitions from constituent councils.

## **4 MAIN TEXT**

Reasons for Revenue Expenditure Variances:

The main reasons for the projected budget variances can be summarised as follows:-

	£000
<b>STAFF COSTS</b>	
An underspend of £45,000 is projected after taking cognisance of the 2018/2019 pay award, budget virement to reflect the staff cost slippage target and additional staff cost savings to offset additional costs from the office relocation to William Wallace House, Forfar. The staff savings have arisen through an increase in the number, and delayed filling of, vacancies, over this financial year.	(44)
<b>PROPERTY COSTS</b>	
Lower than anticipated costs relating to office relocation.	(14)
<b>SUPPLIES &amp; SERVICES</b>	29
Higher than anticipated costs related to the office relocation and additional costs related to Individual Electoral Registration.	
<b>TRANSPORT COSTS</b>	
An anticipated increase in the payment of travel allowances £17,000, partly offset by an underspend in car lease charges £9,000, due to a reduction in the number of leases.	8
<b>INCOME</b>	
Additional recovery of costs.	(5)
<b>Overall Projected Outcome</b>	<u>(26)</u>

Note

Figures contained within brackets are underspends or increases in income, figures without brackets indicate overspends or decreases in income.

## 5 POLICY IMPLICATIONS

This Report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management.

There are no major issues.

## 6 CONSULTATIONS

The Assessor and Clerk to the Joint Board have been consulted on the content of this report.

## 7 BACKGROUND PAPERS

None

**TAYSIDE VALUATION JOINT BOARD**  
**REVENUE MONITORING REPORT**  
**8 MONTHS TO 30 NOVEMBER 2018**

<b>Staff Costs</b>	<b>Budget 2018/19 £000</b>	<b>Virement £000</b>	<b>Monitored Budget £000</b>	<b>Actual as at 30/11/2018 £000</b>	<b>Projected Outturn £000</b>	<b>Variance £000</b>
Gross Pay	2,019	(79)	1,940	1,216	1,923	(17)
Superannuation	343	(7)	336	205	314	(22)
National Insurance	204	(10)	194	120	189	(5)
Overtime	5	0	5	1	5	0
Supp Supn Charge	18	0	18	11	18	0
Additional Electoral Registration Duties	27	18	45	41	45	0
Staff Cost Saving (2.5%)	(64)	64	0	0	0	0
Other Staff Costs	11	0	11	7	11	0
	<b>2,563</b>	<b>(14)</b>	<b>2,549</b>	<b>1,601</b>	<b>2,505</b>	<b>(44)</b>
<b>Property Costs</b>	<b>324</b>	<b>6</b>	<b>330</b>	<b>171</b>	<b>316</b>	<b>(14)</b>
<b>Supplies and Services</b>	<b>329</b>	<b>69</b>	<b>398</b>	<b>292</b>	<b>427</b>	<b>29</b>
<b>Transport Costs</b>	<b>50</b>	<b>(3)</b>	<b>47</b>	<b>34</b>	<b>55</b>	<b>8</b>
<b>Third Party Payments</b>	<b>50</b>	<b>0</b>	<b>50</b>	<b>19</b>	<b>50</b>	<b>0</b>
<b>GROSS EXPENDITURE</b>	<b>3,316</b>	<b>58</b>	<b>3,374</b>	<b>2,117</b>	<b>3,353</b>	<b>(21)</b>
<b>Income</b>						
Requisitions	2,765	0	2,765	1,844	2,765	0
Additional Electoral Registration Duties	27	0	27	27	27	0
Electoral Registration	426	0	426	283	426	0
Recoveries from Councils	0	0	0	5	5	5
Interest on Revenue Balances	2	0	2	0	2	0
Individual Electoral Registration Grant	0	120	120	120	120	0
Other	8	0	8	0	8	0
<b>GROSS INCOME</b>	<b>3,228</b>	<b>120</b>	<b>3,348</b>	<b>2,279</b>	<b>3,353</b>	<b>5</b>
<b>Assumed Saving - Office Relocation</b>	<b>62</b>	<b>(62)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NET EXPENDITURE</b>	<b>26</b>	<b>0</b>	<b>26</b>	<b>(162)</b>	<b>0</b>	<b>(26)</b>

**General Reserve**

General Reserve at 1st April 2018	102
Contribution to Revenue Budget 2018/2019	0
Projected General Reserve at 31st March 2019	<u>102</u>

£000

**TAYSIDE VALUATION JOINT BOARD**  
**REVENUE MONITORING REPORT**  
**8 MONTHS TO 30 NOVEMBER 2018**  
**BUDGET VIREMENT 2018/2019**

	Additional ER Duties £000	Staff Slippage £000	IER Funding £000	Office Relocation		Total Virement £000
				Cost Savings £000	Additional Costs £000	
<b>Staff Costs</b>						
Gross Pay	0	(50)	36	(65)	0	(79)
Superannuation	0	(5)	3	(5)	0	(7)
National Insurance	0	(9)	2	(3)	0	(10)
Additional E R Duties	(2)	0	20	0	0	18
Staff Cost Saving (2.5%)	0	64	0	0	0	64
<b>Total Staff Costs</b>	<b>(2)</b>	<b>0</b>	<b>61</b>	<b>(73)</b>	<b>0</b>	<b>(14)</b>
<b>Property Costs</b>	0	0	0	(152)	158	6
<b>Supplies and Services</b>	2	0	52	(13)	28	69
<b>Transport Costs</b>	0	0	7	(10)	0	(3)
<b>Third Party Payments</b>	0	0	0	0	0	0
<b>GROSS EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>120</b>	<b>(248)</b>	<b>186</b>	<b>58</b>
<b>Income</b>						
Individual Electoral Registration Grant	0	0	120	0	0	120
<b>GROSS INCOME</b>	<b>0</b>	<b>0</b>	<b>120</b>	<b>0</b>	<b>0</b>	<b>120</b>
<b>Assumed Saving - Office Review</b>	0	0	0	0	62	62
<b>NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(248)</b>	<b>248</b>	<b>0</b>