

**REPORT TO: TAYSIDE VALUATION JOINT BOARD – 22 JANUARY 2023**  
**REPORT ON: REVENUE MONITORING FOR 8 MONTHS TO 30 NOVEMBER 2023**  
**REPORT BY: TREASURER**  
**REPORT NO: TVJB1-2024**

**1 PURPOSE OF REPORT**

The purpose of this report is to appraise the Joint Board of the latest monitoring position on its 2023/24 Revenue Budget, based on the actual spend to 30 November 2023.

**2 RECOMMENDATIONS**

It is recommended that the Joint Board:-

- i. note the Revenue Monitoring position as at 30 November 2023;
- ii. note that the Treasurer and the Assessor will continue to monitor the Joint Board's projected outturn for 2023/24 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 2023, the projected outturn for the financial year 2023/24 shows a budget overspend of £15,000 (see Appendix A).

The projected balance on the General Reserve at 31 March 2024 is therefore expected to reduce to £13,000. None of which is ringfenced as the Barclays Reserve will have been used in full.

**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>	
Staff Costs are currently projected to be under budget. This is due to current level of vacancies together with some staff working reduced hours. This includes the 2023/24 pay award however does not include any further uplift January 2024 – March 2024.	(84)
<b>PROPERTY</b>	
Utility bills at Robertson House are projected to be greater than budget, due to prior year bills being underestimated additional charges have been incurred in 2023/24. As well as this, charges are greater than budgeted as usage for current year was also underestimated.	36
<b>SUPPLIES AND SERVICES</b>	
Computer Services are over budget due to additional charges to set up new network verification (one off charge), as well as carry out IT Health-check. Electoral IT Licences are overspent due to purchase of Atlas Software licences (one off charge to assist with implementation of UK Parliament boundary reviews) and as telephone, text and online annual canvass response charges are greater than budgeted due to increased usage. The	75

cost of postage has also continued to rise in 2023/24 which has caused this to exceed budget. As well as this rising cost there has not been a significant drop in postage users despite the availability of online return options.

#### **TRANSPORT COSTS**

There is now only one car lease required. Projected cost of staff travel slightly greater than budget. 4

#### **INCOME**

Other Income is greater than budgeted due to additional funding for additional Electoral Registration duties. (16)

**Overall Projected Overspend / (Underspend) 15**

#### Note

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

A series of budget virements have been included in the Revenue Budget 2022/23 to reflect underlying amendments to the base budget. These include:

- Allocation of the staff slippage target to base budgets,
- Allocation of council Barclay Review funding grant to base budgets to reflect spend plans and the allocation which has been confirmed by the Scottish Government since the budget was set.

#### 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

**ROBERT EMMOTT  
TREASURER  
TAYSIDE VALUATION JOINT BOARD**

**22 January 2024**

**TAYSIDE VALUATION JOINT BOARD  
REVENUE MONITORING REPORT  
8 MONTHS TO 30/11/2023**

	<b>Budget 2023/24 £000</b>	<b>Virement £000</b>	<b>Monitored Budget £000</b>	<b>Actual as at 30/11/2023 £000</b>	<b>Project Outturn £000</b>	<b>Variance £000</b>
Gross Pay, Supn, NI	2,937	135	3,072	2,000	2,985	(87)
Other Staff Costs	203	(135)	68	59	71	3
<b>Staff Costs</b>	<b>3,140</b>	<b>0</b>	<b>3,140</b>	<b>2,059</b>	<b>3,056</b>	<b>(84)</b>
Rates	43	0	43	43	43	0
Utilities	35	0	35	64	70	35
Maintenance	4	0	4	0	11	7
Rent & Service Charges	108	0	108	82	102	(6)
<b>Property Costs</b>	<b>190</b>	<b>0</b>	<b>190</b>	<b>189</b>	<b>226</b>	<b>36</b>
Postages	90	0	90	90	130	40
Computer Services	58	7	65	67	78	13
Electoral IT Licences	45	0	45	38	55	10
Other Supplies & Services	154	1	155	88	167	12
<b>Supplies and Services</b>	<b>347</b>	<b>8</b>	<b>355</b>	<b>283</b>	<b>430</b>	<b>75</b>
<b>Transport Costs</b>	<b>12</b>	<b>0</b>	<b>12</b>	<b>10</b>	<b>16</b>	<b>4</b>
<b>Third Party Payments</b>	<b>15</b>	<b>0</b>	<b>15</b>	<b>(16)</b>	<b>15</b>	<b>0</b>
<b>GROSS EXPENDITURE</b>	<b>3,704</b>	<b>8</b>	<b>3,712</b>	<b>2,525</b>	<b>3,743</b>	<b>31</b>
<b>GROSS INCOME</b>	<b>(3,680)</b>	<b>0</b>	<b>(3,680)</b>	<b>(2,539)</b>	<b>(3,696)</b>	<b>(16)</b>
<b>NET EXPENDITURE/ (INCOME)</b>	<b>24</b>	<b>8</b>	<b>32</b>	<b>(14)</b>	<b>47</b>	<b>15</b>
				<b>General Fund £000</b>	<b>Barclay Funding £000</b>	<b>General Fund £000</b>
General Reserve at 1st April 2023				(29)	(31)	(60)
Projected contribution from/(to) reserves 2023/24				16	31	47
<b>Projected General Reserve at 31st March 2024</b>				<b>(13)</b>	<b>0</b>	<b>(13)</b>