

# HIGHLAND AND WESTERN ISLES VALUATION JOINT BOARD

23 January 2014

Agenda Item	4
Report No	VAL 1/14

## Revenue Monitoring Report 1 April 2013 to 31 December 2013

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 December 2013 and the projected year end position.

#### 1. Current Position

The attached monitoring statement shows the position for the period to 31 December 2013. Net expenditure to date is £1.775m and represents 67% of the annual budget of £2.662m.

#### 2. Year-end Projection

At this point in the year the overall budget position looks reasonable. The costs of the Valuation Appeals Committee (VAC) are predicted to be over budget by £0.052m due to the high number of cases which were heard by the Valuation Appeal Committee before the end of December. In addition a number of these cases were of a complex nature and involved matters of law and required legal advice and representation, resulting in a projected overspend of £0.005m in legal expenses.

Rent, rates and water are expected to be over by £0.014m due to late invoices for water charges relating to prior years, and repairs expenditure will be £0.011m over, due to proposed redecoration of the Inverness office. These overspends will be funded by savings of £0.134m in staff costs as a result of vacancies, most notably the Depute Assessor and ERO post.

Grant income of £0.010m was received to fund the set-up costs for Individual Electoral Registration. This funding has been fully utilised mainly on ICT costs and purchasing secure cabinets, which are shown under office equipment at a cost of £0.006m.

At the end of the financial year the outturn position is expected to be under budget by £0.058m.

**3. Recommendation**

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

Designation: Assessor and ERO

Date: 7 January 2014

Author: Fiona Callum

**HIGHLAND & WESTERN ISLES VALUATION JOINT BOARD**

**REVENUE BUDGET 2013/14  
MONITORING STATEMENT FOR THE PERIOD ENDED 31 DECEMBER 2013**

Heading	Period to date		Annual		Year End Estimated variance £000
	Budget £000	Actual £000	Budget £000	Estimated outturn £000	
<b>Staff costs</b>					
Salaries including NI, superann and overtime	1,322	1,169	1,731	1,597	(134)
Travel and subsistence	49	38	65	64	(1)
Other staff costs	23	25	30	30	-
	<b>1,394</b>	<b>1,233</b>	<b>1,826</b>	<b>1,691</b>	<b>(135)</b>
<b>Property costs</b>					
Heating, lighting and cleaning	32	25	43	43	-
Rent, rates and water	161	193	196	210	14
Other property costs	2	3	3	14	11
	<b>195</b>	<b>221</b>	<b>242</b>	<b>267</b>	<b>25</b>
<b>Administrative costs</b>					
Printing, stationery and photocopying	11	12	14	14	-
Postages	127	100	140	140	-
Telephone and fax costs	4	0	7	7	-
Advertising	4	2	5	5	-
Legal expenses	11	16	15	20	5
Consultancy Fees	0	0	0	0	-
Other administration costs	6	0	10	10	
	<b>163</b>	<b>130</b>	<b>191</b>	<b>196</b>	<b>5</b>
<b>Apportioned Costs</b>					
Central service support	-	-	60	60	-
<b>Transport costs</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>1</b>
<b>Supplies and services</b>					
Computer charges	199	89	265	265	-
Office equipment	1	7	2	8	6
Miscellaneous supplies and services	2	8	10	10	-
	<b>202</b>	<b>104</b>	<b>277</b>	<b>283</b>	<b>6</b>
<b>Board expenses</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>-</b>
<b>Valuation Appeal Committee expenses</b>	<b>49</b>	<b>84</b>	<b>65</b>	<b>117</b>	<b>52</b>
<b>TOTAL EXPENDITURE</b>	<b>2,007</b>	<b>1,776</b>	<b>2,667</b>	<b>2,620</b>	<b>(46)</b>
<b>Income</b>	<b>(4)</b>	<b>(1)</b>	<b>(5)</b>	<b>(16)</b>	<b>(11)</b>
<b>NET EXPENDITURE</b>	<b>2,003</b>	<b>1,775</b>	<b>2,662</b>	<b>2,604</b>	<b>(58)</b>