

Licensing (Scotland) Act 2005**Scottish Borders Licensing Board Financial Report****Financial Year: 2017/18**

The Scottish Borders Licensing Board is required under section 9B of the Licensing (Scotland) Act 2005 to publish an annual financial report within three months of the end of the relevant financial year.

This report has been prepared using financial data taken for year ending 31 March 2018. It should be noted that expenditure in the statement has been calculated based upon estimates of the direct time spent by Legal Service staff on licencing functions and exclude any allocation of indirect central support costs for example central administration costs properly incurred by Scottish Borders Council. These include a share of total costs associated with accommodation, ICT, financial and committee services, catering, postage, telephone calls, stationery and equipment.

The report accordingly should not be relied on as an accurate statement of income and expenditure for the exercise of the Board's functions under the Licensing (Scotland) Act 2005.

The financial statement is as follows:

Income¹:

	Premises inc	
	Annual Fees	£157,166
Extensions/Variations/Transfers		£12,893
	Occasional Licences	£12,948
	Total	£183,007

Direct Staff Costs²:

Licensing Standards Enforcement Officers		£31,916
	Licensing Officers	£57,475
	Legal Services	£43,475
	Administrative Support	£36,935
	Total	£169,801

Other Direct Costs³:

Transport Costs, Licensing Officers		£1,892
	Transport Costs, Members	£1,340
	Transport Costs, Legal Officers	£119
	IT Software Licences	£2,981
	Training and Development	£1,250
	Printing/Stationery/Postages	£3,000
	Total	£180,383

Indirect Costs⁴:

Net Income – Expenditure		£2,624
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Notes:

1. Denotes income from applications and annual fees received under the Licensing (Scotland) Act 2005
2. Denotes salary, superannuation, national insurance and pension costs associated with the Clerk, Licensing Standards Officers and other Council staff responsible for administrative support under paragraph 8 of Schedule 1 to the Licensing (Scotland) Act 2005.
3. Denotes direct budgetary costs associated with the exercise of the Licensing Board function such as training and travel expenses.
4. Figures exclude any apportionment of central administrative costs such as accommodation, ICT, financial and committee services, catering, postage, telephone calls, stationery and equipment, etc that are expended towards the Council's statutory duty to provide the Licensing Board function.