

Local Members Interest

N/A

### Staffordshire and Stoke on Trent Joint Archives Committee – Wednesday 02 August 2023

# Joint Archive Service – Final Outturn 2022/23 & Predicted Outturn 2023/24.

#### Recommendations

We recommend that the Committee:

- a. Notes the 2022/23 net revenue outturn budget position.
- b. Notes the current 2023/24 net revenue outturn budget position.

# **Report of Director of Corporate Services (Staffordshire County Council) and Director of Strategy and Resources (Stoke on Trent City Council)**

#### **Reasons for Recommendations:**

- 1. The final net revenue outturn for Joint Archive Service is an overall breakeven position at the end of 2022/23 financial year.
- 2. The Joint Archive Service net revenue outturn is currently estimated to breakeven in the 2023/24 financial year.
- 3. The partnership continues to hold significant reserves totalling £0.438m.

This includes:

- a. The General Reserve holds a balance of £0.370m.
- b. The Archive Acquisition Reserve holds a balance of £0.058m.
- c. A specific reserve of  $\pm 0.010$ m from the Art Fund grant for the Minton collection.

#### Final Net Revenue Outturn 2022/23

- 4. The final detail of the 2022/23 net revenue outturn for the Joint Archive Committee can be found as *Appendix 1* to this report.
- 5. The Joint Archives net spend was £0.843m, compared to an approved budget of £0.843m which produced an overall breakeven position. This was after accounting for:



#### **Core Services**

- 6. £0.001m underspend, of which £0.011m is as a result of increased employee costs, offset by savings totalling £0.009m against training, transport and general expenditure budgets along with additional income of £0.009m against Staffordshire County Council which resulted in a net underspend of £0.007m, offset by increased costs of £0.006m against Stoke-on-Trent employee costs.
- 7. The overall underspend of £0.001m has been transferred to the respective reserves, with the split £0.007m underspend for Staffordshire County Council and the £0.006m overspend for Stoke-on-Trent to provide, overall, for a breakeven position.

#### Site and Public Services

- 8. Staffordshire County Council sites and public services; underspend of  $\pm 0.014$ m as a result of savings against employees, training, transport and general expenditure of  $\pm 0.018$ m, offset by an under-achievement of income of  $\pm 0.004$ m.
- 9. Stoke-on-Trent sites and public services; underspend of £0.019m as a result of savings against employees, training, transport and general expenditure budgets and a slight over-achievement of income.
- 10. The overall underspend of  $\pounds 0.033$ m has been transferred to the respective reserves, with the split  $\pounds 0.014$ m underspend for Staffordshire County Council and the  $\pounds 0.019$ m overspend for Stoke-on-Trent to provide, overall, for a breakeven position.

#### Reserves

- 11. The Joint Archive Service currently holds three reserves totalling £0.438m and set out in *Appendix 2*. Transactions during the financial year 2022/23 were made up of:
  - a. Transfer from Staffordshire County Council general reserve £0.129m as match funding for the History Centre Project.
  - b. Transfer to Staffordshire County Council general reserve net underspend for 2022/23; £0.021m
  - c. Transfer to Staffordshire County Council general reserve £0.008m to further support the History Centre Project with any additional costs going forward.



- d. Transfer to Staffordshire County Council general reserve £0.046m climate change funding to further support the History Centre Project.
- e. Transfer into reserve of the Stoke-on-Trent general reserve underspend for 2022/23; £0.013m.

#### **Predicted net Revenue Outturn 2023/24**

- 12. The detail of the 2023/24 net revenue outturn for the Joint Archive Committee can be found as *Appendix 3* to this report.
- 13. To date, the Joint Archives net spend is currently £0.069m, nearly 8% of the current net revenue budget of £0.878m. The Latest forecast is for an overall breakeven position this year after taking account of:
- 14. The total joint Archives Service's budget for 2023/24 is £0.878m, an increase of £0.035m from 2022/23 budget.

#### **Core Services**

- 15. Overall underspend of £0.001m, of which £0.001m is due to savings against employees against Staffordshire County Council along with an overspend of £0.002m against Stoke-on-Trent employee costs.
- 16. It is assumed that the overall underspend of £0.001m will be transferred to the respective reserves, with the split £0.001m underspend for Staffordshire County Council and the £0.002m overspend for Stoke-on-Trent to provide, overall, for a breakeven position.

#### Site and Public Services

- 17. Staffordshire County Council sites and public services; is forecast to breakeven at this stage.
- 18. Stoke-on-Trent sites and public services; overspend of £0.005m is due to increased costs against employees.
- 19. It is assumed that the overspend for Stoke-on-Trent will be funded from the respective reserve to provide overall, for a breakeven position.
- 20. It is currently forecast that the remaining reserves at the end of 2023/24 available for use will be  $\pm 0.279$ m, around  $\pm 0.159$ m less than the current balance as set out in Appendix 2. This assumes the following in 2023/24:



- a. Transfer from Staffordshire County Council general reserve £0.152m as match funding for the History Centre Project.
- b. Transfer into Staffordshire County Council general reserve £0.001m net forecast underspend for 2023/24.
- c. Transfer from reserve of the Stoke-on-Trent general reserve £0.007m forecast overspend for 2023/24.

#### Legal Implications

- 21. The Joint Archive Agreement budget will be subject to an annual Audit and return.
- 22. A review of the current Joint Agreement.

#### **Resource and Value for Money Implications**

23. The Joint Agreement budget is monitored regularly throughout the year.

#### **Climate Change Implications**

24. No significant implications.

# List of Background Documents/Appendices:

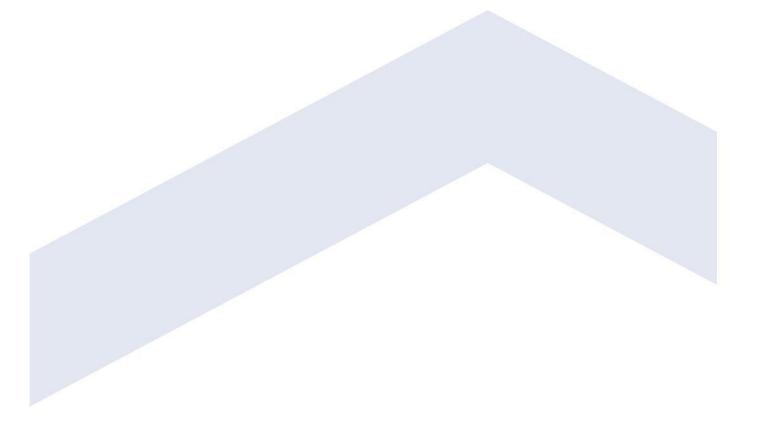
Joint and Other Archive Services 2022/2023 & 2023/2024 Budget File. Joint Archives Reserves File. Appendix 1 - Outturn 2022/23 Appendix 2 - Archives Reserves Appendix 3 - Predicted Outturn Position 2023/24

# **Contact Details**

Assistant Director:	Catherine Mann MBE, Interim Assistant Director – Culture, Rural and Safer Communities
Report Author:	Nikki Mihajlovic
Job Title:	Senior Finance Business Partner
Telephone No.:	01785 854879
E-Mail Address:	<u>Nikola.Mihajlovic@staffordshire.gov.uk</u>



Joint Archives Service											A	ppendix
<b>Dutturn Position 2</b>	022-2023											
		Core Services			re County Counc Public Services	il Sites and		rent City Counci Public Services	I Sites and	Тс	tal for Service	
	Current Budget	Outturn	Outturn Variance	Current Budget	Outturn	Outturn Variance	Current Budget	Outturn	Outturn Variance	Current Budget	Outturn	Outturn Variance
	£	£	£	£	£	£	£	£	£	£	£	£
xpenditure												
Employees	329,665	346,703	17,038	306,930	305,912	-1,018	154,895	147,735	-7,160	791,490	800,350	8,86
Training	1,590	349	-1,241	3,220	708	-2,512	900	139	-761	5,710	1,196	-4,51
Transport	1,280	943	-337	2,600	1,914	-686	300	24	-276	4,180	2,881	-1,29
Supplies & Services	14,820	7,577	-7,243	30,080	16,307	-13,773	19,200	8,395	-10,805	64,100	32,278	-31,82
Transfer to Reserve	0	906	906	0	14,097	14,097	0	19,144	19,144	0	34,147	34,14
otal Expenditure	347,355	356,477	9,122	342,830	338,938	-3,892	175,295	175,437	142	865,480	870,853	5,37
ncome												
Grants & Reimbursements	0	0	0	0	0	0	200	75	-125	200	75	-12
Sales	0	0	0	9,570	8,211	-1,359	400	123	-277	9,970	8,334	-1,63
Fees & Charges	4,080	5,523	1,443	0	-315	-315	1,900	2,444	544	5,980	7,652	1,67
Miscellaneous	2,490	10,169	7,679	3,710	1,492	-2,218	0	0	0	6,200	11,661	5,46
otal Income	6,570	15,692	9,122	13,280	9,388	-3,892	2,500	2,642	142	22,350	27,722	5,37
let Expenditure	340,785	340,785	0	329,550	329,550	0	172,795	172,795	0	843,130	843,130	
										Predicted Under/		





2022/23 Transactions	laint Anabires P			
County CouncilCity Council££General Reserve286,599Balance brought forward 1 April 2022286,599114,339114,3392022/23 Transactions-118,973Staffordshire History Centre - match funding capital contribution-118,973Staffordshire History Centre - match funding additional funding-118,073Staffordshire History Centre - match funding additional funding45,572Subtotal (balance as at 31 March 2023)222,372Staffordshire History Centre - match funding-6,630Forecast Underspent to Reserve0-Forecast Underspent to Reserve0Balance brought forward 1 April 202257,542Subtotal (balance as at 31 March 2024)57,542Subtotal (balance as at 31 March 2023)0Subtotal (balance as at 31 March 2024)0Subtotal (balance as at 31 March 2023)<	Joint Archives F	keserves		
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Balance brought forward 1 April 2022286,599124,339410,2022/23 Transactions				£
2022/23 Transactions	General Reserve			
Staffordshire History Centre - match funding capital contribution   -118,973   -118,973     Staffordshire History Centre - match funding revenue contribution   -9,875   -9,000     Staffordshire History Centre - match funding additional funding   21,049   13,098   34,     Staffordshire History Centre - climate change funding funding   45,572   45,000   45,000     Subtotal (balance as at 31 March 2023)   232,372   137,437   369,0     Future Transactions   0   -6,630   -6,10     Forecast Overspend to Reserve   0   -6,630   -6,10     Forecast Underspend to Reserve   0   -6,630   -6,10     Staffordshire History Centre - match funding   -152,152   -152,   -152,     Balance Available (as at 31 March 2024)   80,816   130,807   211,     Accusition Reserve   -   0   57,542   0   57,     2022/23 Transactions   -   -   -   -   -     Balance Available (as at 31 March 2024)   57,542   0   57,   -   -   -   -   -   -   -   -   -   -   -   -   -	Balance brought forward 1 April 2022	286,599	124,339	410,9
Staffordshire History Centre - match funding revenue contribution   -9,875   -9,     Underspend to Reserve   21,049   13,088   34,     Staffordshire History Centre - climate change funding funding   8,000   88,000   88,000     Subtotal (balance as at 31 March 2023)   232,372   137,437   369,000     Future Transactions   0   -6,630   -6,100     Forecast Overspend to Reserve   0   -6,630   -6,100     Forecast Underspend to Reserve   596   0   -52,152     Balance Available (as at 31 March 2024)   80,816   130,807   211,4     Acquisition Reserve   57,542   0   57,142   0     Subtotal (balance as at 31 March 2023)   57,542   0   57,142   0   57,142     Balance brought forward 1 April 2022   57,542   0   57,142   0   57,142   0   57,142   0   57,142   0   57,142   0   57,142   0   57,142   0   57,142   0   57,142   0   57,142   0   57,142   0   57,142   0   57,142   0   57,142   0   57,142	2022/23 Transactions			
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Staffordshire History Centre - climate change funding funding   45,572   45,572     Subtotal (balance as at 31 March 2023)   232,372   137,437   369,1     Future Transactions			13,098	34,
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Forecast Underspend to Reserve   596   0   4     Staffordshire History Centre - match funding   -152,152   -152,     Balance Available (as at 31 March 2024)   80,816   130,807   211,     Acquisition Reserve	Future Transactions			
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Acquisition ReserveImage: Acquisition ReserveBalance brought forward 1 April 202257,54202022/23 Transactions57,5420Subtotal (balance as at 31 March 2023)57,5420Future Transactions57,5420Balance Available (as at 31 March 2024)57,5420Balance Available (as at 31 March 2024)57,5420Balance brought forward 1 April 2022010,30110,301Balance brought forward 1 April 2022010,30110,301Subtotal (balance as at 31 March 2023)010,30110,301Balance brought forward 1 April 2022010,30110,301Subtotal (balance as at 31 March 2023)010,30110,301Future TransactionsImage: Comparison of the second se	Balance Available (as at 31 March 2024)	80,816	130,807	211,
2022/23 Transactions   Image: Constraint of the second s	Acquisition Reserve			
Subtotal (balance as at 31 March 2023)   57,542   0   57,542     Future Transactions   57,542   0   57,542     Balance Available (as at 31 March 2024)   57,542   0   57,542     Balance Available (as at 31 March 2024)   57,542   0   57,542     Balance Available (as at 31 March 2024)   57,542   0   57,542     Balance brought forward 1 April 2022   0   10,301   10,301     Balance brought forward 1 April 2022   0   10,301   10,301     Subtotal (balance as at 31 March 2023)   0   10,301   10,301     Future Transactions	Balance brought forward 1 April 2022	57,542	0	57,
Future Transactions   57,542   0   57,     Balance Available (as at 31 March 2024)   57,542   0   57,     Art Fund Grant - Minton   0   10,301   10,301     Balance brought forward 1 April 2022   0   10,301   10,301     2022/23 Transactions   2   0   10,301   10,301     Art Fund Grant - Minton Archive   0   10,301   10,301     Subtotal (balance as at 31 March 2023)   0   10,301   10,301     Future Transactions   2   2   0   10,301   10,301     Balance Available (as at 31 March 2024)   0   10,301   10,301   10,301     Grand Total   2   2   2   2   3   3   4     Balance at 31 March 2023   2   2   2   4   4   4	2022/23 Transactions			
Future Transactions   57,542   0   57,     Balance Available (as at 31 March 2024)   57,542   0   57,     Art Fund Grant - Minton   0   10,301   10,301     Balance brought forward 1 April 2022   0   10,301   10,301     2022/23 Transactions   2   0   10,301   10,301     Art Fund Grant - Minton Archive   0   10,301   10,301     Subtotal (balance as at 31 March 2023)   0   10,301   10,301     Future Transactions   2   2   0   10,301   10,301     Balance Available (as at 31 March 2024)   0   10,301   10,301   10,301     Grand Total   2   2   2   2   3   3   4     Balance at 31 March 2023   2   2   2   4   4   4	Subtotal (balance on at 24 March 2022)	57 540	0	57
Balance Available (as at 31 March 2024)57,542057,542Art Fund Grant - Minton10,30110,30110,301Balance brought forward 1 April 2022010,30110,3012022/23 Transactions Art Fund Grant - Minton Archive010,30110,301Subtotal (balance as at 31 March 2023)010,30110,301Future Transactions Balance Available (as at 31 March 2024)010,30110,301Grand Total Balance at 31 March 2023289,914147,738437,4	\$	57,542	U	57,
Art Fund Grant - MintonImage: Constraint of the second	Future Transactions			
Balance brought forward 1 April 2022   0   10,301   10,301     2022/23 Transactions	Balance Available (as at 31 March 2024)	57,542	0	57,
Balance brought forward 1 April 2022   0   10,301   10,301     2022/23 Transactions	Art Fund Grant - Minton			
2022/23 Transactions   Image: Constraint of the second s		0	10 301	10 :
Art Fund Grant - Minton Archive   10,301   10,301     Subtotal (balance as at 31 March 2023)   0   10,301   10,301     Future Transactions   10,301   10,301   10,301     Balance Available (as at 31 March 2024)   0   10,301   10,301     Grand Total   10,301   10,301   10,301     Balance at 31 March 2023   289,914   147,738   437,437			10,001	,
Future Transactions 10,301   Balance Available (as at 31 March 2024) 0   Grand Total 10,301   Balance at 31 March 2023 289,914   147,738 437,				
Balance Available (as at 31 March 2024)010,301Grand Total289,914147,738437,000	Subtotal (balance as at 31 March 2023)	0	10,301	10,:
Grand Total     289,914     147,738     437,0       Balance at 31 March 2023     289,914     147,738     437,0	Future Transactions			
Grand Total     289,914     147,738     437,0       Balance at 31 March 2023     289,914     147,738     437,0				
Balance at 31 March 2023     289,914     147,738     437,0	Balance Available (as at 31 March 2024)	0	10,301	10,:
	Grand Total			
Forecast Balance at 31 March 2024 138,358 141,108 279,	Balance at 31 March 2023	289,914	147,738	437,
		128 258	141.108	279.



Joint Archives Ser	vice										A	opendix 3	
Predicted Outturn	Position 2	023-2024											
		Core Services			re County Counc Public Services	il Sites and		rent City Counci Public Services	I Sites and	Total for Service			
-	Current Budget £	Actual Expenditure @ May-2023 £	Predicted Outturn £										
xpenditure													
Employees Training	351,190	28,029	352,494 1,650	328,800 3,350	28,824	328,800 3,350	162,700	13,499	168,600 100	842,690	70,352	849,894 5.100	
Transport	1,330	-09	1,030	2,700	47	2,700	300	0	30	4.330	-210	4.060	
Supplies & Services	10.480	-13	10.480	21,290	-27	21,290	19,200	0	19.200	50.970	-40	50.970	
Transfer to Reserve	0	0	-1,304	0	0	0	0	0	-4,730	0	0	-6,034	
Total Expenditure	364,650	27,970	364,650	356,140	28,704	356,140	183,100	13,499	183,200	903,890	70,173	903,990	
Income													
Grants & Reimbursements	0	0	0	0	0	0	200	0	100	200	0	100	
Sales	0	0	0	9,760	458	9,760	400	0	100	10,160	458	9,860	
Fees & Charges	4,160	646	4,160	3,200	0	3,200	1,900	335	2,400	9,260	981	9,760	
Miscellaneous	2,530	0	2,530	3,780	0	3,780	0	0	0	6,310	0	6,310	
Fotal Income	6,690	646	6,690	16,740	458	16,740	2,500	335	2,600	25,930	1,439	26,030	
Net Expenditure	357,960	27,324	357,960	339,400	28,246	339,400	180,600	13,164	180,600	877,960	68,734	877,960	
										Predicted Under	Overspend	0	
										r realized Under	o verapellu	0	

