

Local Member Interest
N/A

**Staffordshire and Stoke-on-Trent Joint Archives Committee
7th December 2011**

**Joint report of the Director of Finance and the
City Director of Central Services**

PREDICTED OUTTURN 2011/12

1. Purpose of Report
 - 1.1 To present the current predicted outturn for the Joint Archive Service for 2011/12.
2. Summary
 - 2.1 The latest revenue outturn forecast shows a predicted underspend of £6,777 at the end of November. The General Reserve has a balance of £96,204 of which £64,000 has already been earmarked.
 - 2.2 The Archive Acquisition Reserve has a balance of £63,814.
3. Recommendations
 - 3.1 That the report be received.
4. Predicted Outturn 2011/12
 - 4.1 The predicted outturn for the Joint Archives Service is set out in Appendix 1. It is expected that the Service will spend £600,313 compared with an approved budget of £607,090. This gives an underspend of £6,777 which will be transferred to the General Reserve at the end of the financial year.
 - 4.2 At this point the County is anticipating an underspend of £6,777 which is mainly due to savings on staff vacancies. The savings have been offset in part by lower than anticipated income.
 - 4.3 The City Council is predicting an outturn in line with budget.

5. Reserves

5.1 There are two reserves which are held by the Joint Archive Service, these being the General Reserve and the Archive Acquisition Reserve.

5.2 The General Reserve has a balance of £96,204 (as set out in Appendix 2). Of this the following sums have already been earmarked :-

Alterations/Environmental Controls at Stoke	£55,000
Staff Reduction Costs	£ 9,000

6. Capital Budget 2011/12

6.1 There is no capital budget.

7. Personnel and Equal Opportunities

7.1 This report has been prepared in accordance with the policies of the County Council and the City Council on personnel and equal opportunities.

Paul Simpson
Director of Central Services

Andrew Burns
Director of Finance and
Resources

Background Documents

Public: Staffordshire and Stoke-on-Trent Joint Archives Committee
(Report on Proposed Revenue and Capital Budgets 2011/12)

Non Public: Joint and Other Archive Services 2010/11 and 2011/12
Files

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