

Local Member Interest	Nil
-----------------------	-----

**STAFFORDSHIRE AND STOKE-ON-TRENT JOINT ARCHIVES  
COMMITTEE**

**22nd November 2012**

**Joint Report of the Director of Finance and Resources and  
the City Director of Corporate Services**

**JOINT ARCHIVE SERVICE – PREDICTED OUTTURN 2012/13**

1. Purpose of Report
  - 1.1 To present the current predicted outturn for the Joint Archive Service for 2012/13.
2. Summary
  - 2.1 The latest revenue outturn forecast shows a predicted underspend of £157 at the end of October. The General Reserve has a balance of £80,268 of which £9,788 has already been earmarked.
  - 2.2 The Archive Acquisition Reserve has a balance of £62,342.
3. Recommendations
  - 3.1 That the report be received.
4. Predicted Outturn 2012/13
  - 4.1 The predicted outturn for the Joint Archives Service is set out in Appendix 1. It is expected that the Service will spend £660,493 compared with an approved budget of £660,650. This gives an underspend of £157 which will be transferred to the General Reserve at the end of the financial year.
  - 4.2 At this point both the County and City Council are anticipating a slight underspend for 2012/13. There is a predicted underspend on salary costs in both authorities but this has been needed to offset lower than anticipated income.

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 £80,268 (as set out in Appendix 2). Of this the following sum has already been earmarked :-

Alterations/Environmental Controls at Stoke	£9,788
---	--------

6. Capital Budget 2012/13

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.

Charles Stewart  
Assistant Chief Executive &  
Director of Corporate Services

Andrew Burns  
Director of Finance

Background Documents

Public: Staffordshire and Stoke-on-Trent Joint Archives  
Committee (Report on Proposed Revenue and Capital  
Budgets 2012/13)

Non Public: Joint and Other Archive Services 2011/12 and 2012/13  
Files

Contact Officers

Kaye Chadwick Finance and Resources  
01785 278416 Staffordshire County Council

Mustak Damani Directorate of Community Information  
01782 231619 Stoke-on-Trent City Council