

Local Member Interest
N/A

**Staffordshire and Stoke on Trent Joint Archives Committee
20th February 2014**

**Joint Archive Service – Predicted Outturn 2013/14 And Proposed Net Revenue
Budget 2014/15**

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

1. Purpose of Report

- 1.1 To present the current predicted net revenue outturn for the Joint Archive Service and to consider the net budget position for 2014/15.

2. Summary

- 2.1 The latest net revenue outturn forecast shows an underspend of £6,275 at the end of the financial year. The current balance on the General Reserve is £73,573.
- 2.2 The Archive Acquisition Reserve has a balance of £62,342 for the purchase of new collections.
- 2.3 The proposed revenue budget for 2013/14 of £681,140 will be funded by the County Council (77.31%) and the City Council (22.69%). These percentages reflect the respective population levels of the two Authorities as at June 2011.

3. Recommendations

- 3.1 That the report be received.
- 3.2 That the revenue budget proposed for 2014/15 be approved and submitted to the Joint Archive Committee for consideration.

4. Predicted Net Revenue Outturn 2013/14

- 4.1 The predicted net revenue outturn for the Joint Archives Service is set out in Appendix 1. It is expected that the Service will spend £661,905 compared to the approved net revenue budget of £668,180. This gives an expected underspend of £6,275 which will be transferred to the General Reserve at the year end.
- 4.2 Core Services are anticipated to nominally underspend by £1,827 which is primarily due to savings on supplies and services offsetting a small shortfall on miscellaneous income.

4.3 Staffordshire County Council is currently anticipating an underspend of £2,074 which is due to a small saving on staff costs offsetting minor overspends on both transport and supplies and services. Anticipated income levels are also nominally up on budget.

4.4 The City Council currently expects an underspend of £2,374 which is primarily due to savings achieved on the staffing budgets offset by an anticipated shortfall in fees and charges income on 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 It is expected that the General Reserve will close with an estimated balance of £73,573 (as set out in Appendix 2), inclusive of the anticipated underspend for 2013/14 of £6,275 giving an estimated total Reserve of £79,848. Note the City Council recently spent £12,642 on its proposed shelving project which fully utilised its current Reserve in the current year. The above estimated 2013/14 carry forward will however provide an estimated £1,914 surplus for the City Council in the new financial year.

5.3 There is currently a balance of £62,342 on the second reserve, the Archive Acquisition Reserve.

6. Revenue Budget 2014/15

6.1 The detail of the proposed revenue budget for 2014/15 can be found as Appendix 3 to this report. The proposed budget of £681,140 has increased by 1.94% when compared to the estimate for the current year.

6.2 Under the Joint Archive Agreement, the total cost of the service is currently apportioned between the two respective authorities and has recently been revised to reflect the latest available respective population levels at (as at *June 2011*). This has resulted in the percentage charge to the City Council nominally increasing to 22.69% for 2013/14, with a corresponding minor decrease in the County Council's percentage share to 77.31%. The proposed net revenue budget has been apportioned on this basis and the County's proposed share of the costs is £526,590 and the City's £154,550. Both Authorities have sufficient budgetary provision to meet these estimated costs.

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.

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Assistant Chief Executive &
Director of Corporate Services

Andrew Burns

Director of Finance and
Resources

Appendix A

Equalities implications:

No significant implications.

Legal implications:

The Joint Agreement budget is subject to an annual small bodies audit.

Resource and Value for money implications:

The Joint Agreement budget is monitored regularly throughout the year.

Risk Implications:

No significant implications.

Climate Change Implications:

No significant implications.

Health Impact Assessment screening:

No significant implications.

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Background Documents

Non Public: Joint and Other Archive Services 2013/14 and 2014/15 Files

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