

<b>Local Members Interest</b>
N/A

## **Staffordshire and Stoke-on-Trent Joint Archives Committee – 16 July 2015**

### **JOINT ARCHIVE SERVICE – FINAL OUTTURN 2014/15**

Joint Report of the Acting Director for Place (Staffordshire County Council) and the Director of Adult and Neighbourhood Services (Stoke on Trent City Council)

#### **1. Purpose of Report**

- 1.1 That this report informing the Committee on the final net revenue outturn for the Joint Archive Service for 2014/15 is received and noted.
- 1.2 That the annual Small Bodies return is signed, when approved.

#### **2. Summary**

- 2.1 The final net revenue outturn for the Joint Archive Service is an overall underspend of £20,706 at the end of the 2014/15 financial year. The current balance on the General Reserve is £120,655 which includes the 2014/15 underspend.
- 2.2 The Archive Acquisition Reserve has recently purchased the Geoffrey Godden Collection for £4,800 and now currently holds a balance of £57,542 for the purchase of new collections.

#### **3. Recommendations**

- 3.1 That the report be received and accepted.

#### **4. Final Net Revenue Outturn 2014/15**

- 4.1 The final net revenue outturn for the Joint Archives Service is set out in Appendix 2 attached. The Service's overall net spend was £661,544 compared to the approved net revenue budget of £682,250 which produced an overall underspend of £20,706 (a £13,686 underspend was previously reported to the March Archives Joint Committee). This underspend has since been transferred to the General Reserve.
- 4.2 Core Services budget nominally overspent by £4,520 in 2014/15. This overspend was primarily due to additional costs shown against supplies and services which has been partially offset by small savings achieved across transport and training costs, plus a small surplus on miscellaneous income. This overspend is due to the recent £4,800 purchase of the Geoffrey Godden Collection for the City of Stoke on Trent Archives where the initial purchase cost of the Collection is charged to the revenue account, but then funded from the Joint Archives Acquisition Reserve at the year end when balances are transferred.

- 4.3 Staffordshire County Council achieved an overall underspend of £15,528 against its budget. This underspend was achieved from savings on both staffing costs and the supplies and services budgets offsetting a nominal £2,000 income shortfall on fees and charges.
- 4.4 The City Council underspent its budget by £9,698 in 2014/15. This underspend was achieved by small savings across staffing, training; supplies & services and travel budgets which were partially offset a shortfall of fees & charges income of £2,000.

## **5. Reserves**

- 5.1 There are currently two reserves held by the Joint Archives Service, these being the General Reserve and the Archive Acquisition Reserve.
- 5.2 The General Reserve now has a balance of £120,655 as shown in Appendix 3 which is inclusive of the 2014/15 underspend of £20,706.
- 5.3 There is currently a balance of £57,542 on the second Reserve, the Archive Acquisition Reserve following the recent purchase of the Geoffrey Godden Collection for the City of Stoke on Trent Archives for a discounted price of £4,800.

## **6. The Small Bodies Return**

- 6.1 The Joint Archives Committee is required to complete a 2014/15 Small Bodies in England Annual return. This return has now been completed and is due to be reviewed by Internal Audit. The return will shortly be made available for the Joint Committee Chair to sign, when approved.
- 6.2 It should be noted that this is the final year that the annual Small Bodies in England return has to be completed by the Joint Committee.
- 6.3 From 1<sup>st</sup> April 2015, the new Local Audit and Accountability Act 2014 means that Joint Committees will no longer be required to have their accounts separately prepared and audited. Government have made this change as the appropriate parts of the financial results of Joint Committees are reported in the accounts of their constituent bodies and so are audited by auditors appointed by those local bodies.

## **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.

## **Appendix 1**

### **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.

### **Report author:**

Author's Name: John Broad, Senior Finance Business Partner

Telephone No: (01785) 854861

Room Number: Staffordshire Place 2, Floor 2

### **List of Background Papers:**

Joint and other Archive Services 2014/15 files