

**STAFFORDSHIRE AND STOKE ON TRENT JOINT ARCHIVES COMMITTEE**  
**17<sup>th</sup> June 2010**

**ANNUAL CORPORATE GOVERNANCE STATEMENT,  
2009/10 STATEMENT OF ACCOUNTS & FINANCIAL OUTTURN**

**Report of the Director of Finance and the City Director of Central Services**

**1. Purpose of the Report**

- 1.1 To present for approval both the Annual Governance Statement and the 2009/10 Statement of Accounts for the Joint Archives Committee and to report the 2009/10 financial outturn position.

**2. Recommendation**

- 2.1 That the 2009/10 Governance Statement at Appendix 1 be approved.
- 2.2 That the draft Statement of Accounts for 2009-2010 at Appendix 2 be approved.
- 2.3 That the reported outturn position be noted.

**3. Annual Governance Statement**

- 3.1 Members will be aware that following the requirement to produce a full set of accounts by virtue of turnover exceeding £1m for three consecutive years including 2009/10, there is an additional requirement to produce an Annual Governance Statement which fulfils the Joint Committee's obligation to conduct an annual review of the effectiveness of its governance framework.
- 3.2 The Annual Governance Statement is set out as Appendix 1.
- 3.3 If approved, this statement will be incorporated into the Statement of Accounts.

**4. Statement of Accounts**

- 4.1 The 2009/10 draft Statement of Accounts has been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom, and the Best Value Accounting Code of Practice.
- 4.2 The Statement of Accounts is now presented to the Joint Committee prior to the period of Public Inspection and the external audit of the Partnership.
- 4.3 Although the accounts have to be produced in accordance with a range of regulations and reporting standards it is important that they are understandable to the general reader. Accordingly, this report attempts to provide analysis in plain English. Nevertheless, elected members' suggestions of improvements to the presentation of future accounts and explanatory information would be welcome.

## 5. Interpretation and Comment on Key Financial Information

### Financial Outturn 2009/10

- 5.1 The 2009/10 outturn for the Joint Archives Budget is attached as Appendix C. These show a net surplus of £1,361. This surplus has arisen due to savings on staff vacancies and higher than expected income. The savings were partly offset by an overspend on pooled building recharges.

### Reserves

- 5.2 The position on the general and acquisition reserves is shown as Appendix 4.
- 5.3 The General Reserve has a balance of £135,397, of which the following sums have already been earmarked:

Alterations/Environmental controls at Stoke	£30,000
Adaptations for New Outstore (if required)	£50,000
Continuation of Microfilming Programme for Staffordshire electoral registers	£ 8,000

- 5.4 The current balance on the second reserve, the Archive Acquisition Reserve, is £65,859. This reserve enables the Archive Service to purchase collections for the benefit of archive users in the County and City.

### Balance Sheet

- 5.5 An analysis of the Balance Sheet on Page 4 of Appendix 2 indicates that the total for assets less liabilities has decreased by £1k to £201k. This reflects the reserve movements detailed in Appendix 4 arising from:

Underspend 2009/10	£1,361
Underspend acquisitions budget	£4,062
Expenditure from budget	(£6,500)
Total movement on reserves	(1,077)

## 6. Audit Arrangements

- 6.1 In accordance with the Accounts and Audit Regulations 2003 (the Regulations) Joint Committee is required to approve the draft Statement of Accounts before the audit commences. The Regulations require that the Chair of the Joint Committee signs and dates the accounts.
- 6.2 The draft accounts will be made available for public inspection from 28<sup>th</sup> June 2010 to 23<sup>th</sup> July 2010 and the formal audit will commence on 26<sup>th</sup> July 2010.

- 6.3 Once the accounts have been formally signed by the External Auditor the final version of the Statement of Accounts will be forwarded to all Joint Committee members. In the event that any material amendment is required to the Statement of Accounts a revised version will be reported to this Committee.

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