

Local Member Interest	Nil
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## STAFFORDSHIRE AND STOKE ON TRENT JOINT ARCHIVES COMMITTEE

21<sup>st</sup> December 2017

### JOINT ARCHIVE SERVICE – PREDICTED OUTTURN 2017/18

#### Recommendation(s)

1. That this report informing the Committee on the predicted outturn for the Joint Archive Service for 2017/18 is received and noted.

#### Joint report of the Director of Finance & Resources and the City Director of Resources - Assistant Chief Executive

#### Reasons for Recommendations

2. The Joint Archive Service budget for 2017/18 is predicted to be underspent by £24,886. The General Reserve currently holds a balance of £31,411 and the Archive Acquisition Reserve retains a balance of £57,542.

#### Net Revenue Outturn 2017-18

3. The predicted outturn for the Joint Archives Service is set out in *Appendix 2*. To date, the Joint Archives net spend is £470,213 (*as at 13<sup>th</sup> December 2017*) and it is currently assumed that the net revenue budget will be fully spent in 2017-18.
4. It is expected that the Service will spend a total of £721,614 compared to its approved budget of £746,500 giving an overall underspend of £24,886 which if realised will be transferred to the General Reserve at the end of the financial year.
5. Of this growing underspend, a further assessment of the net spend forecast indicates that at the year end, managed savings on staff; training; transport and supplies & services totalling £34,826 are currently offsetting an anticipated under-recovery of income (predominantly fees & charges) of £9,940 to produce an anticipated outturn underspend position of £24,886 in 2017-18.

#### Reserves

6. There are currently two Reserves which are held by the Joint Archive Service, these being the General Reserve and the Archive Acquisition Reserve.

7. The balances on these two Reserves are set out in *Appendix 3*. The General Reserve currently holds a balance of £31,411 (net of current HLF bid funding commitments) and the Archive Acquisition Reserve, which enables the Joint Archive Service to purchase collections for the benefit of archives users in both the City and the County, currently has a balance of £57,542.

### **Appendix 1**

#### **Equalities Implications:**

No significant implications.

#### **Legal Implications:**

From 2016/17, the Joint Archive Agreement budget is no longer subject to an annual Small Bodies Audit and its annual return.

#### **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:**

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

Joint and Other Archive Services 2017/18 file.  
Archives – 2017/18 Revenue Budget file.