

Local Members Interest
N/A

Staffordshire and Stoke on Trent Joint Archives Committee – Thursday 23 June 2022

Joint Archive Service – Final Outturn 2021/22 and Predicted Outturn 2022/23.

Recommendations

We recommend that the Committee:

- a. Notes the 2021/22 net revenue outturn budget position.
- b. Notes the current 2022/23 net revenue outturn budget position.

Report of Director of Corporate Services (Staffordshire County Council) and Director of Strategy and Resources (Stoke on Trent City Council)

Reasons for Recommendations:

1. The final net revenue outturn for Joint Archive Service is an overall breakeven position at the end of 2021/22 financial year.
2. The partnership continues to hold reserves totalling £0.481m. This includes:
 - a. The General Reserve holds a balance of £0.413m
 - b. The Archive Acquisition Reserve holds a balance of £0.058m.
 - c. A specific reserve of £0.010m from the Art Fund grant for the Minton collection.

Final Net Revenue Outturn 2021/22

3. The final detail of the 2021/22 net revenue outturn for the Joint Archive Committee can be found as Appendix 1 to this report.
4. The Joint Archives net spend was £0.761m compared to the approved budget of £0.761m which produced an overall breakeven position. This was after accounting for:

Core Services

5. Total underspend of £0.033m of which £0.0030m was due to savings against employee, training, transport and general expenditure budgets

against Staffordshire County Council with further savings of £0.003m against Stoke-on-Trent employee costs.

6. The overall underspend of £0.033m has been transferred to the respective reserves, with the split £0.030m underspend for Staffordshire County Council and the £0.003m for Stoke-on-Trent to provide, overall, for a breakeven position.

Site and Public Services

7. Staffordshire County Council sites and public services; £0.002m overspend was due to an overspend against employees which is offset by savings against training, transport and general expenditure budgets plus a slight over achievement of income.
8. Stoke-on-Trent sites and public services; underspend of £0.025m was due to savings against employees, training, transport and general expenditure budgets partially offset by a slight under achievement of income.
9. The overall underspend of £0.023m has been transferred to the respective reserves with the split £ 0.002m overspend for Staffordshire County Council and £0.025m underspend for Stoke-on-Trent to provide, overall, for a breakeven position.

Reserves

10. The partnership holds reserves totalling £0.481m. This includes:
 - a. The General Reserve holds a balance of £0.413m
 - b. The Archive Acquisition Reserve, which enables the Joint Archive Service to purchase local collections for the benefit of archives users in both the City and the County, currently holds a balance of £0.058m; and
 - c. The Art Fund Grant (Minton) of £0.010m
11. During 2021/22 the following transfers were made from/to the general Reserves:
 - a. Transfer from Staffordshire County Council general reserve funding for Lockdown Memories Project £0.001m, previously transferred into the reserve during 2020/21 to protect the funding.
 - b. Transfer from Staffordshire County Council general reserve £0.010m as match funding for the History Centre Project which was approved on 14 July 2021.

- c. Transfer to Staffordshire County Council general reserve net underspend for 2021/22; £0.027m
- d. Transfer to Staffordshire County Council general reserve £0.001m to support the History Centre Project additional staffing costs to assist with the temporary moves.
- e. Transfer into reserve of the Stoke-on-Trent general reserve underspend for 2021/22; £0.028m.

Predicted Net Revenue Outturn 2022/23

- 12. The detail of the 2022/23 net revenue outturn for the Joint Archive Committee can be found as Appendix 3 to this report.
- 13. To date, the Joint Archives net spend is currently £0.074m, nearly 9% of the current net revenue budget of £0.812m. The latest forecast is for an overall breakeven position this year after taking account of:

Core Services

- 14. £0.003m underspend, of which £0.002m is due to savings against employees and general expenditure budgets against Staffordshire County Council with further savings of £0.001m against Stoke-on-Trent employee costs.
- 15. It is assumed that the overall underspend of £0.003m will be transferred to the respective reserves, with the split £0.002m underspend for Staffordshire County Council and the £0.001m for Stoke-on-Trent to provide, overall, for a breakeven position.

Site and Public Services

- 16. Staffordshire County Council sites and public services; overspend of £0.006m is due to £0.004m increased employee costs, £0.001m underspend in general expenditure costs and £0.003m under achievement of income.
- 17. Stoke-on-Trent sites and public services; underspend of £0.010m is due to savings against employees.
- 18. It is assumed that the overspend for Staffordshire County Council will be offset by a transfer from their respective reserve and the Stoke-on-Trent underspend will be transferred to their respective reserve, with the split £0.006m overspend for Staffordshire County Council and the £0.010m underspend for Stoke-on-Trent to provide, overall, for a breakeven position.

19. It is currently forecast that the remaining reserves at the end of 2022/23 available for use will be £0.247m, around £0.234m less than the current balance as set out in Appendix 2. This assumes the following in 2022/23:

- a. Transfer from Staffordshire County Council general reserve £0.001m to support the History Centre Project additional staffing costs to assist with the temporary moves.
- b. Transfer from Staffordshire County Council general reserve £0.241m as match funding for the History Centre Project which was approved on 14 July 2021.
- c. Transfer from Staffordshire County Council general reserve £0.003m net forecast overspend for 2022/23.
- d. Transfer into reserve of the Stoke-on-Trent general reserve £0.011m forecast underspend for 2022/23.

Legal Implications

20. The Joint Archive Agreement budget will be subject to an annual Audit and return.

21. A review of the current Joint Agreement.

Resource and Value for Money Implications

22. The Joint Agreement budget is monitored regularly throughout the year.

Climate Change Implications

23. No significant implications.

List of Background Documents/Appendices:

Joint and Other Archive Services 2021/2022 & 2022/2023 Budget File.

Joint Archives Reserves File.

Appendix 1 - Outturn Position 2021/22

Appendix 2 - Archives Reserves

Appendix 3 - Budget/Forecast Outturn 2022/23

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Joint Archives Service **Appendix 1**
Outturn Position 2021-2022

	Core Services			Staffordshire County Council Sites and Public Services			Stoke-on-Trent City Council Sites and Public Services			Total for Service		
	Current Budget	Outturn	Outturn Variance	Current Budget	Outturn	Outturn Variance	Current Budget	Outturn	Outturn Variance	Current Budget	Outturn	Outturn Variance
	£	£	£	£	£	£	£	£	£	£	£	£
Expenditure												
Employees	310,320	283,058	-27,262	272,560	287,308	14,748	144,100	127,737	-16,363	726,980	698,104	-28,876
Training	1,530	586	-944	3,100	1,186	-1,914	900	0	-900	5,530	1,772	-3,758
Transport	1,250	772	-478	2,550	1,568	-982	300	5	-295	4,100	2,346	-1,754
Supplies & Services	9,880	6,155	-3,725	20,070	12,497	-7,573	19,200	11,150	-8,050	49,150	29,803	-19,347
Transfer to Reserve	0	33,046	33,046	0	-2,448	-2,448	0	25,158	25,158	0	55,756	55,756
Total Expenditure	322,980	323,619	639	298,280	300,112	1,832	164,500	164,050	-450	785,760	787,780	2,020
Income												
Grants & Reimbursements	0	0	0	0	0	0	200	25	-175	200	25	-175
Sales	0	0	0	9,390	9,735	345	400	128	-272	9,790	9,863	73
Fees & Charges	4,000	4,638	638	3,200	2,610	-590	1,900	1,897	-3	9,100	9,145	45
Miscellaneous	2,450	2,450	0	3,640	5,717	2,077	0	0	0	6,090	8,167	2,077
Total Income	6,450	7,088	638	16,230	18,062	1,832	2,500	2,050	-450	25,180	27,200	2,020
Net Expenditure	316,530	316,530	0	282,050	282,050	-0	162,000	162,000	0	760,580	760,580	0
										Predicted Under/Overspend		0





Joint Archives Reserves

	Staffordshire County Council £	Stoke on Trent City Council £	Total £
<u>General Reserve</u>			
Balance brought forward 1 April 2021	269,436	96,295	365,731
2021/2022 Transactions			
Lockdown Memories Project	-1,125		-1,125
Additional Hours Funding	577		577
Staffordshire History Centre - match funding	-10,000		-10,000
Overspend to Reserve	-2,448		
Underspend to Reserve	30,160	28,044	58,204
Air Conditioning - approved in 2019/2020 (On hold)			
Subtotal (balance as at 31 March 2022)	286,600	124,339	413,387
Future Transactions			
Additional Hours Funding	-577		-577
Forecast Overspend to Reserve	-5,187		-5,187
Forecast Underspend to Reserve	2,138	10,901	13,039
Staffordshire History Centre - match funding	-241,000		-241,000
Balance Available (as at 31 March 2023)	41,974	135,240	179,662
<u>Acquisition Reserve</u>			
Balance brought forward 1 April 2021	57,542	0	57,542
2021/2022 Transactions			
			0
Subtotal (balance as at 31 March 2021)	57,542	0	57,542
Future Transactions			
			0
Balance Available (as at 31 March 2023)	57,542	0	57,542
<u>Art Fund Grant - Minton</u>			
Balance brought forward 1 April 2021	0	10,301	10,301
2021/2022 Transactions			
Art Fund Grant - Minton Archive			0
Subtotal (balance as at 31 March 2022)	0	10,301	10,301
Future Transactions			
Balance Available (as at 31 March 2023)	0	10,301	10,301
<u>Grand Total</u>			
Balance at 31 March 2022	344,142	134,640	481,230
Forecast Balance at 31 March 2023	99,516	145,541	247,505
Notes:			

Joint Archives Service
Appendix 3
Predicted Outturn Position 2022-2023

	Core Services			Staffordshire County Council Sites and Public Services			Stoke-on-Trent City Council Sites and Public Services			Total for Service		
	Current Budget	Actual Expenditure @ Jun-2022	Predicted Outturn	Current Budget	Actual Expenditure @ Jun-2022	Predicted Outturn	Current Budget	Actual Expenditure @ Jun-2022	Predicted Outturn	Current Budget	Actual Expenditure @ Jun-2022	Predicted Outturn
	£	£	£	£	£	£	£	£	£	£	£	£
Expenditure												
Employees	328,240	31,294	325,602	287,450	24,389	290,994	148,100	19,049	138,000	763,790	74,732	754,596
Training	1,590	0	1,590	3,220	0	3,220	900	0	900	5,710	0	5,710
Transport	1,280	42	1,280	2,600	85	2,600	300	0	300	4,180	127	4,180
Supplies & Services	14,820	-23	14,520	30,080	-47	29,480	19,200	1,390	19,200	64,100	1,320	63,200
Transfer to Reserve	0	0	2,938	0	0	-5,764	0	0	10,101	0	0	7,275
Total Expenditure	345,930	31,313	345,930	323,350	24,427	320,530	168,500	20,439	168,501	837,780	76,179	834,961
Income												
Grants & Reimbursements	0	0	0	0	0	0	200	2	200	200	2	200
Sales	0	0	0	9,570	1,078	8,600	400	11	400	9,970	1,089	9,000
Fees & Charges	4,080	350	4,080	3,200	0	3,200	1,900	394	1,900	9,180	744	9,180
Miscellaneous	2,490	0	2,490	3,710	0	1,860	0	1	1	6,200	1	4,351
Total Income	6,570	350	6,570	16,480	1,078	13,660	2,500	408	2,501	25,550	1,835	22,731
Net Expenditure	339,360	30,964	339,360	306,870	23,350	306,870	166,000	20,031	166,000	812,230	74,344	812,230
										Predicted Under/Overspend		0